



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Overcoming Challenges of COVID19 : On the Job Site and Working from Home

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AMERICAN SOCIETY OF
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Managing COVID19 Challenges to Ensure Business Continuity

— An experience of Oil & Gas Company

by

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20th May 2020

Greetings from Kuwait ... and from Kuwait Oil Company...



Kuwait Petroleum Corporation
and subsidiaries

مؤسسة البترول الكويتية
وشركاتها

About Kuwait Oil Company – Drilling Operations



- Kuwait Oil Company's Responsibilities under the KPC's Umbrella involve the exploration, drilling and production of oil and gas within the State of Kuwait.
- The Company is also involved in the storage of crude oil and delivery to tankers for export

About Kuwait Oil Company – Drilling Operations

- Drilling involves Exploration, Development Drilling and WO Operations by engaging :
 - About 140 Rigs
 - 15+ International and local Drilling Contractors
 - Around 200+ service companies
 - 30000 Plus Drilling Crew from 75 countries- Details on Next slide
 - Diverse Workforce from 75 countries
 - Multi languages
 - Varying educational and skill background



D&T Directorate consists of diverse workforce from many countries
..... We all work towards a common goal of safe drilling operations

Let us pledge ourselves to share best practices to enhance Drilling HSE performance



Challenges on emerging COVID19 pandemic...

- Lack of awareness on COVID19 – During Feb -20
- Diverse Workforce from COVID19 endemic areas
- Accommodations and travel to worksites in close proximity
- Difficulties in maintaining social distancing
- Monitoring their health conditions as COVID19 is not seen immediately
- Lack of facilities of quarantine facilities etc.
- Drilling Facilities visited by 50 plus different service contractors, Sub contractors, visitors whose awareness levels varies etc

TOP 10 EFFECTIVE MEASURES TAKEN IN MANAGING COVID19 CHALLENGES TO SUPPORT BUSINESS CONTINUITY OF DRILLING OPERATIONS



1a.Focussed on creating Awareness on COVID19-FEBRUARY 2020

Advice for those traveling to or from coronavirus-endemic areas:

1. Wash hands thoroughly and regularly throughout the day.
2. Use a tissue when coughing or sneezing. If a tissue unavailable, bend your arm and cough or sneeze into your elbow.
3. Avoid contact with people who exhibit flu-like symptoms.
4. Do not touch your mouth, nose, eyes or ears after shaking hands with people.
5. Avoid kissing or handshakes to prevent the transmission of infection.
6. Stay away from crowded areas.
7. Visit the nearest health center on the onset of any flu-like symptoms, coughing or dyspnea (shortness of breath).
8. Wear a mask before coming into contact with others.
9. Sterilize contaminated surfaces.
10. Patient's room should be well ventilated.
11. Observe a balanced and healthy diet through proper nutrition.
12. Maintain clean hygiene.
13. Avoid direct or indirect contact with animals and birds.



نصائح توعوية عامة للمسافرين أو القادمين من مناطق موبوءة

1. غسل اليدين باستمرار.
2. استخدام المنديل عند السعال أو العطس، وإذا لم يتوفر المنديل فيفضل السعال أو العطس على أعلى الذراع.
3. تجنب الأشخاص الذين يشكون من أعراض مشابهة لمرض الأنفلونزا.
4. الامتناع عن لمس الأنف والأذن والعين أو الفم بعد المصافحة.
5. تجنب التقبيل والمصافحة عند التحية لمنع انتقال العدوى بالرداذ.
6. عدم التواجد في الأماكن المزدحمة.
7. زيارة أقرب مركز صحي عند بداية ظهور أي أعراض شبيهة بمرض بالأنفلونزا أو كحة وضيق تنفس.
8. لبس الكمام الواقي عند الاختلاط.
9. تعقيم الأسطح الملوثة.
10. العمل على تهوية غرفة المريض جيداً.
11. المحافظة على العادات الغذائية المتوازنة.
12. المحافظة على النظافة العامة.
13. تجنب الإتصال المباشر أو الغير مباشر مع الحيوانات أو الطيور.



1b. Focussed on creating Awareness on COVID19

In Chinese Language

A subsidiary of Summit Industries Corporation

对往返新型冠状病毒疫区的人员的建议

1. Wash hands thoroughly and regularly throughout the day.	1.全天要定期进行彻底的洗手。
2. Use a tissue when coughing or sneezing. If a tissue unavailable, bend your arm and cough or sneeze into your elbow.	2.咳嗽或打喷嚏时要使用纸巾。如果没有纸巾，则弯曲手臂，朝向肘部内侧咳嗽或打喷嚏。
3. Avoid contact with people who exhibit flu-like symptoms.	3.避免与有流感样症状的人接触。
4. Do not touch your mouth, nose, eyes or ears after shaking hands with people.	4.与人握手后，请勿用手触摸您的嘴、鼻子、眼睛或耳朵。
5. Avoid kissing or handshakes to prevent the transmission of infection.	5.避免亲吻或握手，以防止传染。
6. Stay away from crowded areas.	6.远离人群拥挤的区域。
7. Visit the nearest health center on the onset of any flu-like symptoms, coughing or dyspnea (shortness of breath).	7.当出现流感症状、咳嗽或呼吸困难（呼吸急促）时，请就近就诊。
8. Wear a mask before coming into contact with others.	8.与他人接触前，请佩戴好口罩。
9. Sterilize contaminated surfaces.	9.对受污染的物体表面进行消毒。
10. Patient's room should be well ventilated.	10.患者房间应保持良好的通风。
11. Observe a balanced and healthy diet through proper nutrition.	11.合理摄入营养，保持均衡健康的饮食。
12. Maintain clean hygiene.	12.保持良好的清洁卫生。
13. Avoid direct or indirect contact with animals and birds.	13.避免与动物和鸟类直接或间接接触。

1c.Focussed on creating Awareness on COVID19

In Indian Hindi language

कोरोनोवायरस-एंडेमिक क्षेत्रों की यात्रा करने वालों के लिए सलाह।



1. Wash hands thoroughly and regularly throughout the day.	1. पूरे दिन और नियमित रूप से हाथ धोएं।
2. Use a tissue when coughing or sneezing. If a tissue unavailable, bend your arm and cough or sneeze into your elbow.	2. खांसते या छींकते समय एक टिश्यू का उपयोग करें। यदि टिश्यू अनुपलब्ध है, तो अपनी कोहनी को मोड़ें और अपनी बांह और खांसे या छीकें।
3. Avoid contact with people who exhibit flu-like symptoms.	3. उन लोगों के संपर्क से बचें जो फ्लू जैसे लक्षणों का प्रदर्शन करते हैं।
4. Do not touch your mouth, nose, eyes or ears after shaking hands with people.	4. लोगों हाथ मिलाने के बाद अपना मुंह, नाक, आंख या कान न छुएं।
5. Avoid kissing or handshakes to prevent the transmission of infection.	5. चुंबन या हाथ मिलाने से बचें संक्रमण के संचरण को रोकने के लिये।
6. Stay away from crowded areas.	6. भीड़-भाड़ वाले इलाकों से दूर रहें।
7. Visit the nearest health center on the onset of any flu-like symptoms, coughing or dyspnea (shortness of breath).	7. किसी भी फ्लू जैसे लक्षण, खांसी या बदहजमी (सांस की तकलीफ) की शुरुआत में नजदीकी स्वास्थ्य केंद्र पर जाएं।
8. Wear a mask before coming into contact with others.	8. दूसरों के संपर्क में आने से पहले मास्क पहन लें।
9. Sterilize contaminated surfaces.	9. दूषित सतहों को जीवाणुरहित करें।
10. Patient's room should be well ventilated.	10. रोगी का कमरा अच्छी तरह हवादार होना चाहिए।
11. Observe a balanced and healthy diet through proper nutrition.	11. उचित पोषण के माध्यम से संतुलित और स्वस्थ आहार का निरीक्षण करें।
12. Maintain clean hygiene.	12. स्वच्छता बनाए रखें।

1d.Focussed on creating Awareness on COVID19

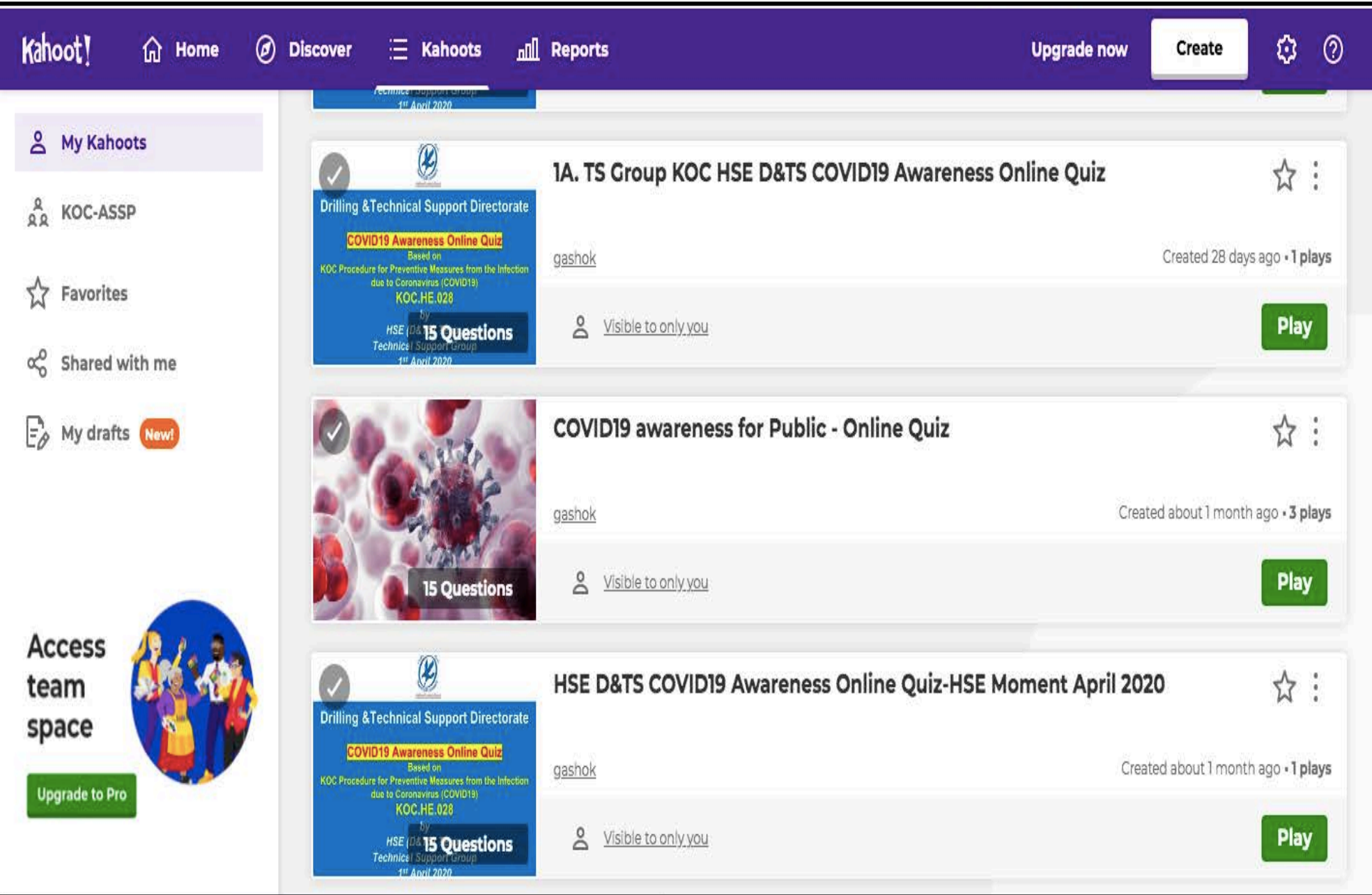
In Filipino Language

Payo para sa mga naglalakbay sa o mula sa mga coronavirus-endemic na lugar



1. Wash hands thoroughly and regularly throughout the day.	1. Hugasan nang mabuti at regular na buong araw:
2. Use a tissue when coughing or sneezing. If a tissue unavailable, bend your arm and cough or sneeze into your elbow.	2. Gumamit ng isang tisyu kapag umuubo o bumahin. Kung wala magagamit na isang tisyu, ibaluktot ang iyong braso at umuubo o magbahing sa iyong siko.
3. Avoid contact with people who exhibit flu-like symptoms.	3. Iwasan ang pakikipag-ugnay sa mga taong nagpapakita ng mga sintomas na tulad ng trangkaso.
4. Do not touch your mouth, nose, eyes or ears after shaking hands with people.	4. Huwag hawakan ang iyong bibig, ilong, mata o tainga pagkatapos makipagkamay sa mga tao.
5. Avoid kissing or handshakes to prevent the transmission of infection.	5. Iwasan ang paghalik o paa kamay upang maiwasan ang paghahatid ng impeksyon
6. Stay away from crowded areas.	6. Manatiling malayo sa mga mataong lugar
7. Visit the nearest health center on the onset of any flu-like symptoms, coughing or dyspnea (shortness of breath).	7. Bisitahin ang pinakamalapit na sentro ng kalusugan sa simula ng anumang mga sintomas na tulad ng trangkaso, pag-ubo o dyspnea (igsi ng paghinga).
8. Wear a mask before coming into contact with others.	8. Magsuot ng maskara bago makipag-ugnay sa iba
9. Sterilize contaminated surfaces.	9. Sterilize ang kontaminadong mga lugar
10. Patient's room should be well ventilated.	10. Ang silid ng pasyente ay dapat na maaliwalas.
11. Observe a balanced and healthy diet through proper nutrition.	Sundin ang isang balanseng at malusog na diyeta sa pamamagitan ng tamang nutrisyon.
12. Maintain clean hygiene.	12. Panatilihin ang pagigung malinis satratawan.
13. Avoid direct or indirect contact with animals and birds.	13 Iwasan ang direkta o hindi direktang pakikipag-ugnay sa mga

1e. Focussed on creating Awareness on COVID19 : Online Quiz



The screenshot shows the Kahoot! web interface. The top navigation bar includes links for Home, Discover, Kahoots, and Reports, along with an Upgrade now button and a Create button. The left sidebar shows the user's profile (My Kahoots), a group (KOC-ASSP), Favorites, Shared with me, and My drafts. The main content area displays a list of quizzes:

- 1A. TS Group KOC HSE D&TS COVID19 Awareness Online Quiz**
 - Created 28 days ago • 1 plays
 - Visible to only you
 - Play button
- COVID19 awareness for Public - Online Quiz**
 - Created about 1 month ago • 3 plays
 - Visible to only you
 - Play button
- HSE D&TS COVID19 Awareness Online Quiz-HSE Moment April 2020**
 - Created about 1 month ago • 1 plays
 - Visible to only you
 - Play button

Each quiz entry includes a thumbnail image, the quiz title, the creator's name (gashok), the number of questions (15 Questions), and the visibility status (Visible to only you).

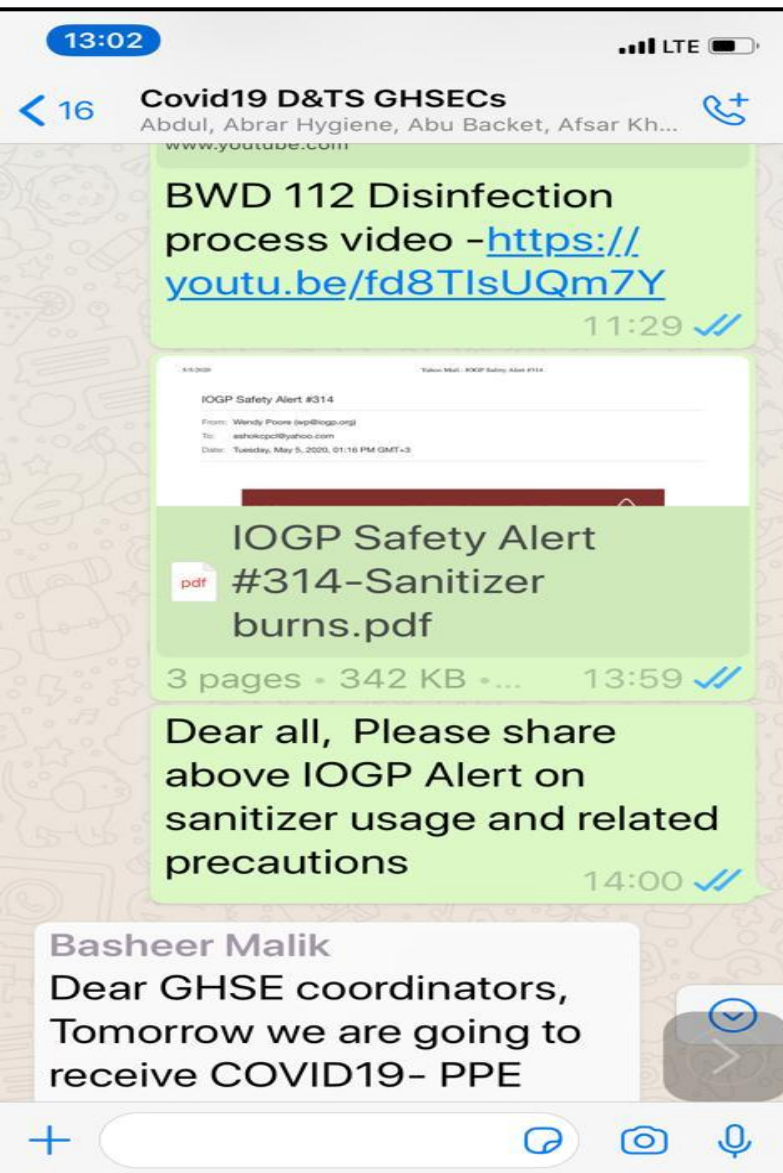


The screenshot shows the Kahoot! Podium screen, displaying the top three scorers in a purple-themed interface:

- 1st Place:** sheza sameer, 20927 points
- 2nd Place:** PRABEESH M P, 20811 points
- 3rd Place:** salah, 17856 points

A "Next" button is visible at the bottom of the screen.

1f. Focussed on creating Awareness on COVID19- Using social Media



2.PROCEDURE FOR PREVENTIVE MEASURE INFECTION DUE TO CORONAVIRUS (COVID-19)

KOC.HE.028 - PROCEDURE FOR PREVENTIVE MEASURES FROM THE INFECTION DUE TO CORONAVIRUS (COVID-19)

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PROCEDURE FOR PREVENTIVE MEASURES FROM THE INFECTION DUE TO CORONAVIRUS (COVID-19)

Document Number: **KOC.HE.028**

Document Author:	Team Leader Health & Environment	Document Coordinator:	TL HSE Systems
Approved by:	KOC HSSE Procedures Sub-committee		
Authorized by:	KOC HSSE Implementation Committee		
Original Issue Date:	March 02, 2020	Document Control Tier:	Tier 3
Revision/Review Date:	March 28, 2020	Next Review Date:	March 27, 2023

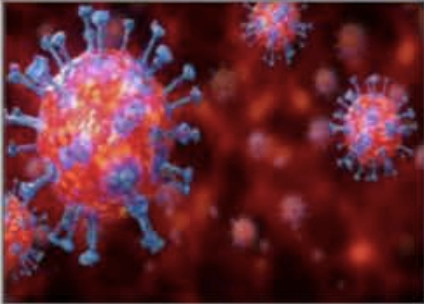
1. Purpose

The purpose of this document is to provide precautionary measures to be followed for protection of KOC employees, contractors, and visitors from Coronavirus (COVID-19) at all KOC controlled areas in the State of Kuwait. This is in response to confirmed news of cases of infected persons (source: www.moh.gov.kw) in the State of Kuwait. Currently, there is no known vaccine available nor is there a known cure and therefore the purpose of prevention and containment of infection, if found, is a priority for the organization.

Note: The procedure is not limited to current content and will be revised as and when necessary

- Focusses on Responsibilities For Handling Covid19 Cases
- Covid19 Symptoms, Precautions, Protective Measures,
- Covid19 Categories, Notification Procedures
- Kuwait Ministry of Health Guidelines, WHO Requirements, Key References etc

3. Monthly HSE Themes & leadership site verification visit checks

	Kuwait Oil Company (K.S.C.) Drilling & Technical Support Directorate HSE (D&TS) Team HSE MOMENT	
COVID-19 (CORONA VIRUS DISEASE) AWARENESS AND PREVENTION <i>(Theme for the month of April 2020)</i>		
By considering the ongoing COVID19 Pandemic situation, HSE (D&TS) Team is recommend to focus this month on COVID 19 Awareness and Prevention. This month theme will provide a brief outline on COVID19 and its Symptoms on Humans, spread of CORONA Virus, Precautionary measures to prevent Corona Virus, Corona Virus Emergency Categories, Common precautions and personal hygiene tips and link to Awareness quiz (Kahoot) to enhance the knowledge on COVID19. This online quiz can be played through Projector / TV during HSE awareness sessions etc.		
COVID-19 AND ITS SYMPTOMS ON HUMANS		
Coronaviruses are a family of viruses which are known to cause respiratory illnesses in humans. COVID-19: It is a respiratory illness caused by the current novel Coronavirus 19, which was initially identified in clusters of patients with pneumonia symptoms. The virus spreads via animals and humans. COVID 19 infectious disease is declared as Pandemic by WHO. The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. SIGNS AND SYMPTOMS OF CORONAVIRUS (COVID-19): Following are the common signs and symptoms that indicate employee might be infected by this Coronavirus (COVID-19).		
✓ Runny nose ✓ Sore throat ✓ Headache ✓ Fever ✓ Shortness in breath ✓ Pneumonia ✓ Cough ✓ General feeling of being unwell Symptoms may even show up after 14 days of the infection		

	Kuwait Oil Company (K.S.C.) D&TS Directorate Monthly HSE Theme based Dynamic Site Verification Visit (DSVV) Checklist for CAEs		
Work Site / Facility:		Contractor / Sub - Contractor:	
Type of Work / Activity:		Date & Time:	
Controlling Team:		Contract No.	
Section 1:	CAE SW Procedural General Check list		
SI.#	Site Verification Visit Checks	Y/N/A	Action Taken/ Recommendation
1.1	PPE – Availability, KOC Approval and Use by the Employees including IFR Coverall		
1.2	Fire Extinguisher& Other Firefighting Equipment - Availability and Inspection		
1.3	Breathing Apparatus / Cascade System- Availability and Inspection		
1.4	General House Keeping at Site		
1.5	PTW/ JSA – Compliance to PTW/ JSA by the Contractor		
1.6	3 rd Party Inspections – Inspection/ Calibration by 3 rd party for all equipment as per contract and HSE MS Procedures		
1.7	Manpower – KOC Approval& Availability as per Contract		
1.8	Emergency Response Plan, Medic, Safety Officer, Rig Emergency Vehicle – Availability as per Contract/ KOC HSEMS Procedure and KOC Approval		
1.9	H2S Safety –Fixed and Portable Gas Detectors working and calibrated		
1.10	HSE Plans ,Standard Operation Procedures (SOP), Rig move Procedures, Drilling Contractor PTW Procedures as applicable– Availability & KOC Approval		
Section-2	D&TS HSE Theme based Checklist		
Month: May 2020	HSE Theme : COVID-19 (CORONA VIRUS DISEASE) AWARENESS AND QUARANTINE GUIDELINES		
SI.#	HSE Theme based Prompt Questions	Y/N/A	Remarks/ Comments
2.1	Are all Contractors / Sub- Contractors provided with awareness on KOC HSSE MS procedure KOC.HE.028 'PROCEDURE FOR PREVENTIVE MEASURES FROM THE INFECTION DUE TO CORONAVIRUS (COVID-19)?		
2.2	Is the HSE Awareness training provided to crew in all shifts on 'COVID-19, its symptoms, proper personal hygiene, disinfection methods like hand wash, use of Sanitizers, proper use of Gloves, Masks Awareness' etc. Is the record maintained?		
2.3	Is the DAILY body temperature of all the crew including catering crew, service contractors, and visitors, recorded and maintained along with monitoring for symptoms of COVID-19?		
2.4	Was the site/ location hygiene maintained along with disinfecting DAILY the Site and camps/ accommodation areas, crew bus/ mass transport vehicles.		
2.5	Are the disinfectant hand wash/ Soap, Sanitizer for frequent washing of hands available?		
2.6	Are the posters/ sign boards placed in the facility and camps on COVID 19		
2.7	Is adequate number of surgical masks, gloves provided at the site and crew accommodation area for use by all?		
2.8	Are RPE being disinfected before and after their usage at the site/facility?		
2.9	Does concerned KOC Controlling Teams / Contractors are complying with quarantine guidelines in case of COVID19 confirmed cases in their respective D&TS Facilities / Rigs?		
2.10	Are the employees / crew returned from the countries (as announced by MOH, State of Kuwait) after quarantine period submitted the necessary medical certificates from MOH's approved clinic / Hospital before resuming their duties and keeping a copy of the certificate & passport copy with arrival stamp?		
Section-3	General Notes:		
Prepared by: HSE D&TS Team			
Month: April 2020			

4. Strict Entry Protocols at Rigs are implemented

- Rig Medic to enquire on his travel history for the past 14 days (which countries or locations)
- Medic to carry out temperature screening of all Rig Crew (below 37.2°C are cleared)
- Personnel showing high fever or other symptoms to be fitted with a face mask and gloves to prevent direct contact with while heading to isolation room
- Evacuate the person to hospital following Ministry of Health Protocol
- A bio hazard bin to be kept at the rig site along with the recommended examination gloves and face mask
- The Isolation room to be disinfected, after person is evacuated to Hospital
- Ensure catering crew members are using the proper PPE at all time while in the kitchen and



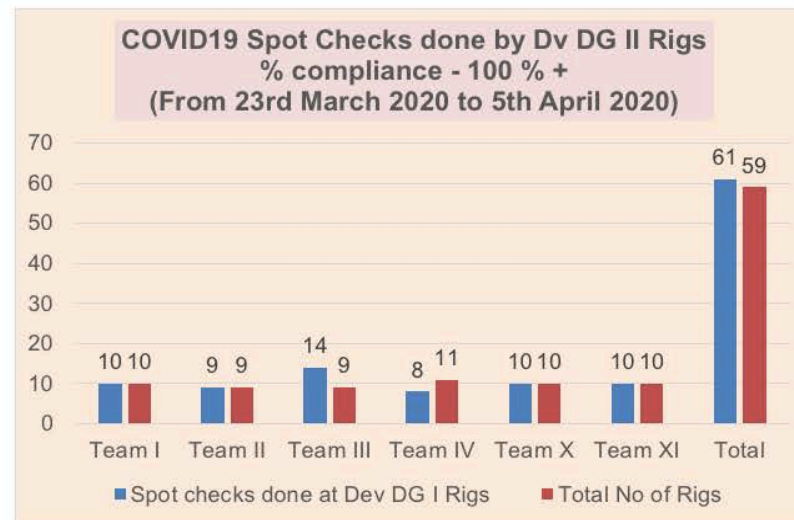
5. D&TS Spot Check based on COVID19 Procedure (KOC.HE.028)

KUWAIT OIL COMPANY (K.S.C.) HSE (D&TS) Team, D&TS Directorate			
Spot Check On COVID-19 Awareness and Prevention Verification Checklist at Drilling / Rig less Operations <i>(Frequency of Submission- Once in a Fortnight for each D&TS Rigs / Facility)</i> <i>(Ref: KOC HSSE MS Procedure - KOC.HE.028, MOH guidelines, best practices etc)</i>			
Team / Group		Checked by	
Date & Time		Rig No/ Well No./ Facility / Contractor Name	
Description	YES/ NO/ NA	Remarks	
1. Are all Contractors / Sub- Contractors provided with awareness on KOC HSSE MS procedure KOC.HE.028 PROCEDURE FOR PREVENTIVE MEASURES FROM THE INFECTION DUE TO CORONAVIRUS (COVID-19)?			
2. Is the HSE Awareness training provided to crew in all shifts on 'COVID-19, its symptoms, Proper disinfection methods like hand wash, use of Sanitizers, Gloves, and Masks Awareness' etc. Is the record maintained?			
3. Is the daily body temperature of all the crew including catering crew recorded and maintained along with monitoring for any symptoms of COVID-19?			
4. Was the site/ location hygiene maintained along with disinfecting DAILY the site and camps/ accommodation areas, crew bus/ mass transport vehicle along with maintaining daily checklist by the rigs/ contractors			
5. Are the rest rooms/ washing facility provided with disinfectant hand wash/ soap for frequent washing of hands?			
6. Are adequate number of masks and hand sanitizer solution provided at the site for use by all?			
7. Are awareness posters / sign boards on prevention of COVID-19 displayed at the site			
8. Are visitors/ service contractors are screened with enquiring on their health and measuring body temperature?			
9. Was the COVID 19 prevention methods and maintaining social distancing as prescribed by MOH are discussed during daily Tool Box Talks?			
10. Are the employees / crew returned from the countries (as announced by MOH, State of Kuwait) after quarantine period submitted the necessary medical certificates from MOH's approved clinic / Hospital before resuming their duties and keeping a copy of the certificate & passport copy with arrival stamp?			
11. Any other findings/ observations:			
KOC Representative at Facility/Rig	Name:	KOC ID:	Signature:
Name of HSE Supervisor	Name:	KOC ID:	Signature:

CC: Controlling TL with a copy to TL-HSE D&TS (faidhamen@kockw.com) / Group HSE Coordinator / gashok@kockw.com , sgolamari@kockw.com and covid2019hse@gmail.com

- Spot checks are done on Bi-weekly basis
- Actions taken on observations and improvements

Development Drilling Group-I : Spot Check Report (From 23rd March to 5th April2020)



Common observations

- Catering crew daily temperature check not done
- Shortage of handwash in rest rooms
- Daily disinfection checklist to be prepared
- Shortage of masks and hand sanitizers

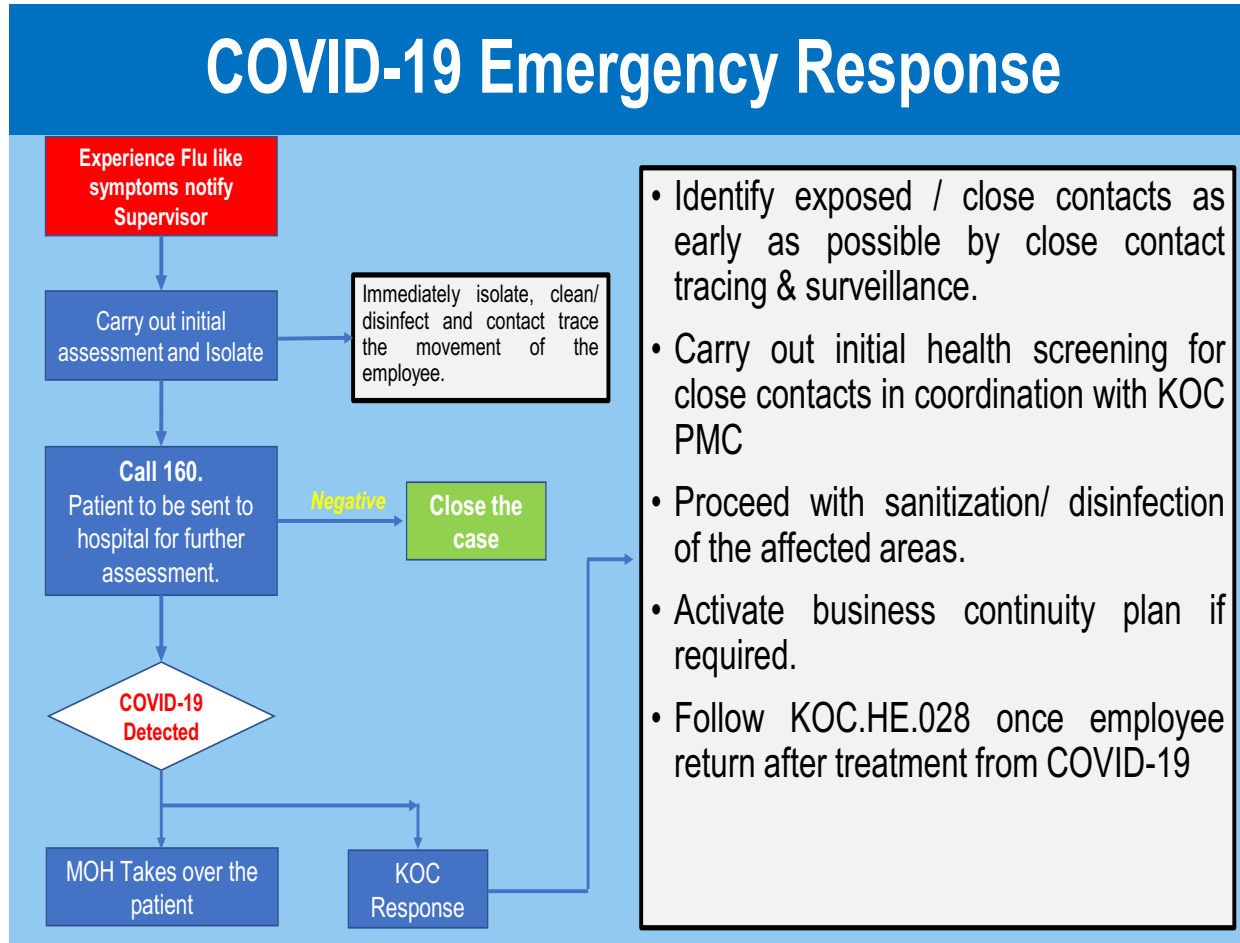
6. Daily Dashboard for Top Management

HSE Activity Daily Update			
Date: 08.05.2020			
Directorate : D&TS Directorate -Secondment & Contractors			
Activity	Location(s)	No's. of Attendees	Date
Procedure Awareness	D&TS Rigs/ Facilities / mud Plants/OBM Plants / Drilling Yard /Core Stores / Bunkers/ WSG site offices/ WSG contractors	5487	07.05.2020
Proper Use of Sanitizers, Gloves, and Masks Awareness	D&TS Rigs/ Facilities / mud Plants/OBM Plants / Drilling Yard /Core Stores / Bunkers WSG site offices/ WSG contractors	5762	07.05.2020
Disinfection Methods Training	D&TS Rigs/ Facilities / mud Plants/OBM Plants / Drilling Yard /Core Stores / Bunkers/ WSG site offices/ WSG contractors	4520	07.05.2020
Temperature Check (Actual Number)	D&TS Rigs/ Facilities / mud Plants/OBM Plants / Drilling Yard /Core Stores / Bunkers WSG site offices/ WSG contractors	9866	07.05.2020

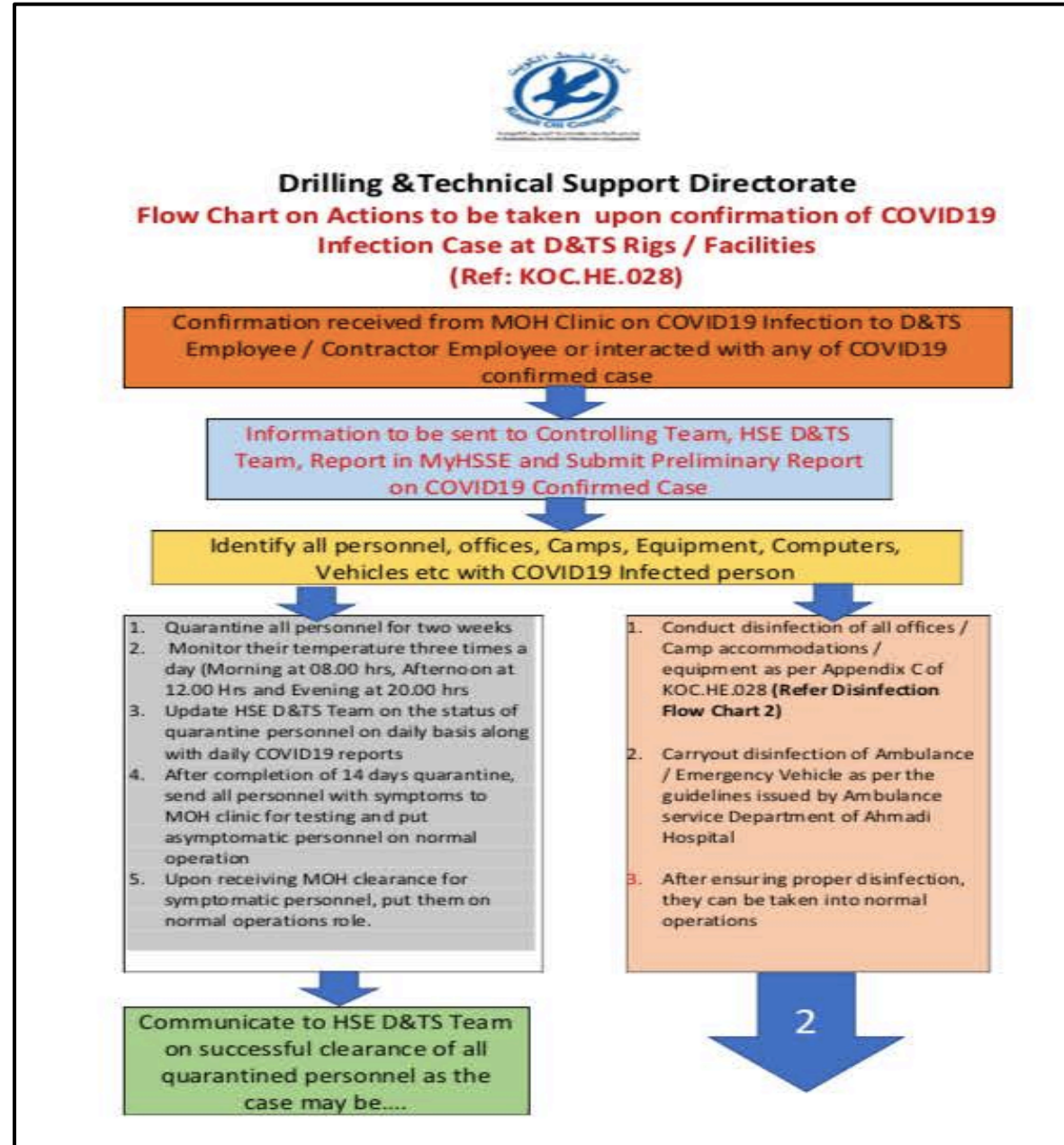
HSE Activity Daily Update				
Date: 08.05.2020				
Directorate : D&TS Directorate -KOC Employees				
Activity	No of KOC Employees on duty	No. of KOC Employees underwent	% of employees covered	Date
Procedure Awareness	47	37	79%	07.05.2020
Proper Use of Sanitizers, Gloves, and Masks Awareness	47	37	79%	07.05.2020
Disinfection Methods Training	47	37	79%	07.05.2020
Temperature Check (Actual Number)	47	47	100%	07.05.2020

D&TS COVID19 Confirmed Cases & Quarantine personnel Dash Board-8 th May 2020									
Additional Remarks/Notes:		Sl. NO	Date reported	Group	Company /Team	COVID19 Confirmed Cases	Quarantine personnel status		
							No. of personnel	Start date	Status as of 7.05.2020
1. We have started spot checks for COVID19 at D&TS facilities through D&TS spot checks at D&TS facilities through D&TS spot 2. Online quiz (Kahoot) has been developed on KOC COVID19 procedure and circulated 3. D&TS HSE Monthly theme on COVID19 spread along with CAE SVV Checklist and circulated among D&TS Groups 4. Update on COVID19 Confirmed and Quarantined cases and COVID19 Awareness Videos from Ahmadi Hospital have been shared among D&TS Groups and D&TS Business Units. 5. The process after covid19 case confirmation is developed and circulated 6. The employee (AL-NK) was interacted with family member, who got confirmed with COVID19, has been quarantined for fourteen days starting from 29 th April 2020 and as of 7 th May 2020.		1	25.04.2020	XXX	XXXX	1	7 personnel quarantine completed on 5 th May 2020 and normal, they reported back to duty		
		2	28.04.2020	XXX	XXX	-	6	28.04.2020	Normal
		3	28.04.2020	XXX	XXX	-	1	29.04.2020	Normal
		4	02.05.2020	XXXX	XXXX	1	10	02.05.2020	Normal
		5	03.05.2020	XXX	XXXX	-	4	23.04.2020	Normal
		Total COVID19 confirmed cases				2	21	Total quarantine personnel in D&TS	

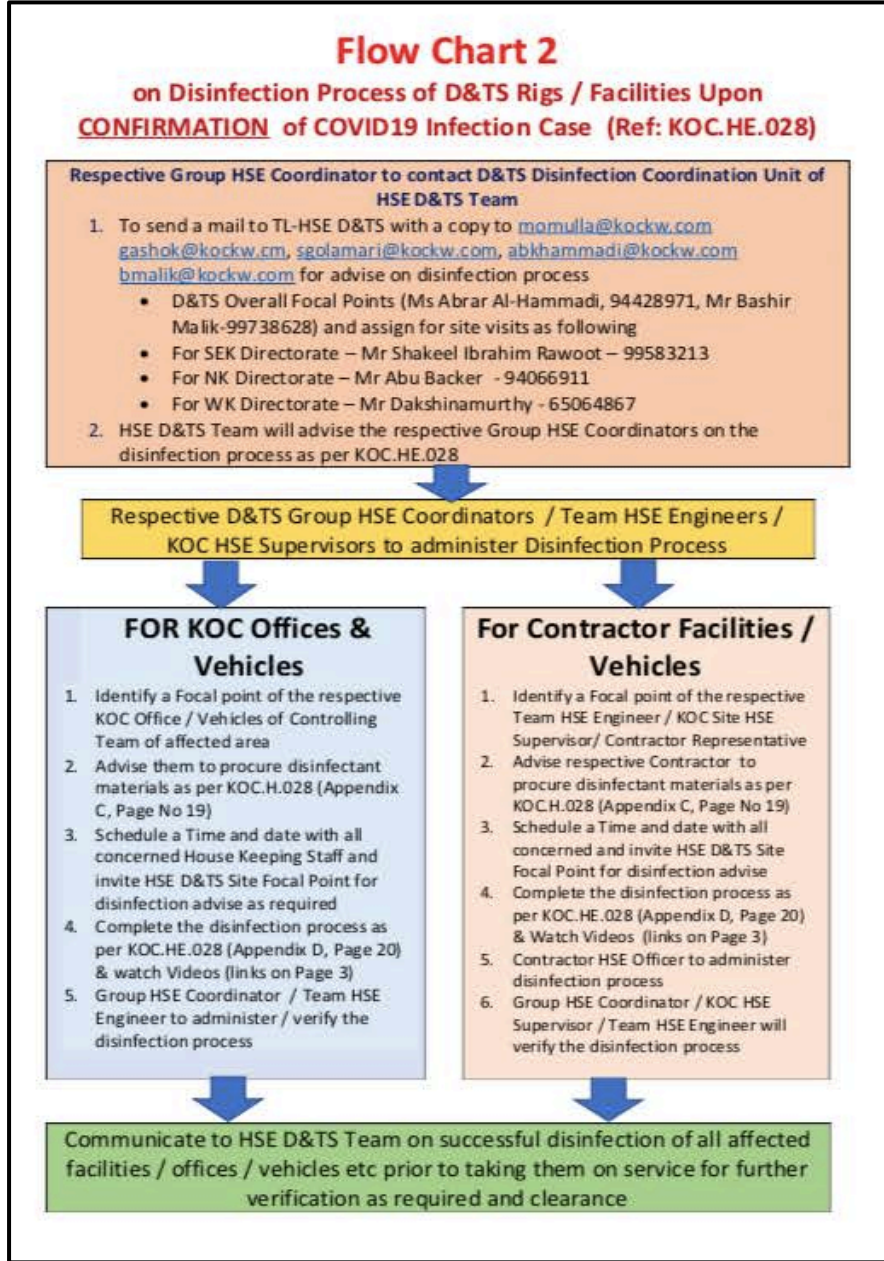
7. One Number for handling all COVID19 cases



8. Flowchart on Action taken upon confirmation of COVID 19 Case



9. Disinfection process at facilities / offices





10a. Getting Ready for resuming Work



BACK TO WORK GUIDELINE FOR THE EMPLOYEES TO PREVENT THE SPREAD OF CORONAVIRUS (COVID-19)

The purpose of this document is to provide the guidance to be implemented for protection of KOC employees and contractors from the infection due to Coronavirus (COVID-19) at all KOC controlled areas in the State of Kuwait. This document contains the following listed measures that to be followed preventing / lessening the spread of the above mentioned virus in the workplaces in the company.

- Considering works shifts or reduce employees in the workplaces.
- Restriction to the employees with sick and indicative symptoms.
- Practicing social distance and avoid crowding in the workplaces.
- Wear Personal Protective Equipment (PPE) at all time.
- Following personal hygiene practices.
- Temp checks at all entrances.
- Alternate for the physical meetings.
- Reopening of the restaurants.
- Cleaning and disinfecting the work location.
- Guidance for the travel by mass transportation.
- Guidance while driving KOC's hired vehicle
- Guidance for elevator usage.
- Provision of awareness.
- Guidance for managing visitors.
- Emergency response.
- Temporary closing of prayer room, gym, and other potential location for employee gathering.
- Maintenance of ventilation system.
- Disposal of infectious wastes
- Specific measures for the Contractors.



10b. Getting Ready for resuming Work



Controlling the Situation

Emergency responders and Facility/Worksite Controlling Team Actions

Appoint a staff member that did not have any contact with the suspected infected person to be at the entrance of the facility or worksite to guide the emergency responders to the location.

As soon as the Security Team arrives, they will control the movement in and out of the facility, and assign a security personnel in front of the isolation room.

Once the Ambulance and Medical crew arrives, they will assess the person's condition, provide Medication/First Aid if required, stabilize then transfer the person to the pre-designated Epidemic Diseases Unit/Facility in coordination with Ministry Of Health.

Once the Health, Safety & Environment Team Arrives

- HSE personnel will collect information on the suspected infected case as per KPC's instructions, and perform the required cleaning and disinfection of the site, including the frequently visited places and transportation used by the person in coordination with the concerned teams.

- HSE Team will carry out a Quality Assurance/Assessment and ensure that the site is free of any contamination and declares a safe-to-work environment.

Once the site has been disinfected and declared safe for work the HSE Team will ask all who had a contact or interacted with the suspected infected person to head to Ministry of Health's Primary Health Care Unit dedicated to their address, to ensure their health and safety, also to follow any instructions/directions provided by the authorities.

Ensure that all (PPE) are disposed of, in a safe manner as per the Medical Group and Ministry of Health directions.

In coordination with the Medical Group and HSE Team, answer and reply to employee's inquiries and concerns related to the public safety and the guidelines and actions to be taken in the event of a suspected COVID-19 case within KOC premises, facilities and worksites.

CAUTION !

It is vital not to use or touch anything that the suspected infected person have used, touched or came in contact with, for your own and others safety.

*(HSE)
Health, Safety & Environment

CORONAVIRUS
فيروس كورونا
كوفيد - 19

Guidelines in the event of a suspected COVID-19 case at the Company's premises, facilities and worksites



البنك الكويتي للتأمين
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10b. Getting Ready for resuming Work



Containing the Situation

As soon as you become aware of a suspected COVID-19 case in your workplace, you must take the following actions immediately!

Make sure that all staff on-site are aware of a possible suspected infected case of COVID-19.

Put on your own (PPE), including the face mask and medical gloves.

Provide the suspected infected worker with the designated COVID-19 Emergency Kit and ask him to put on the (PPE) contained in the kit.

In case that COVID-19 Emergency Kit is not available at your workplace, provide the person with a face mask and medical gloves.

WARNING !

Maintain a 2-meters distance between yourself and the suspected infected person and anything they came in contact with, also ask all staff at the workplace to do the same.

Isolation Room Specifications i

- Preferably, a plain solid floor with minimum furniture, avoid carpets and any other absorbent materials.
- Furnished with a solid surface table and a chair (metal or plastic).
- With good ventilation.
- Contains hand sanitizing materials.

*(PPE)

Personal Protective Equipment

Isolate the person with the following steps:

If the person is occupying a personal office, isolate them in their office until assistance arrives.

If the person does not have a private workspace and your workplace is equipped with an isolation room, ask them to move into the room through the shortest route and the least contact with the surfaces and surroundings as much as possible.

If an isolation room is not available at the workplace and the person does not have a private workspace, ask them to sit in an isolated place on a solid chair (metal or plastic) preferably that is on a plain floor, free from any absorbent materials such as carpets if possible.

Strictly and clearly ask all staff on-site if any of them came in contact with the person or were in a less than a meter proximity from them.

All those who came in contact with the suspected infected person must put on the designated (PPE) and remain calmly where they are until the concerned emergency responders arrive.

While maintaining the safe operating requirements, try to minimize the number of workers in the area that is likely to be contaminated and limit mobility to necessity.

Do not allow anyone to enter or leave the facility or building until the arrival of the concerned emergency responders.



Call for Help

Call KOC Emergency Control Centre 160

Once you have contained the situation, call KOC (ECC-160)

Introduce yourself and provide the location of the suspected case.

Briefly explain the situation and confirm that you have taken all measures to contain the situation and if there was any actions you were not able to take.

KOC (ECC-160) operator/s will need additional important information to be able to assist you:

- Has the person traveled to one of the infected countries as listed by the Ministry of Health in the past 14 days?
- Has the person traveled abroad in the past 14 days?
- Has the person directly interacted, contacted or been around a confirmed COVID-19 infected person?
- Number of people on site and if any of them had any contact with the person.
- Movement of the person from leaving his residence until the time of the discovery/having the symptoms and the means of transportation used.

KOC Emergency Control Centre 160 will notify and dispatch the concerned emergency responders (Ambulance, HSE and Security) and inform the Preventive Medical Services Team and all relevant key personnel.

Do not hesitate to ask any questions or request any additional assistance from the operator during the call or even call back at any time.

REMEMBER !

The movement of the suspected infected person must be limited as much as possible to prevent further contamination at the workplace and for the safety of all staff.

CALL



*(ECC-160)

Emergency Control Centre 160

Continuing our efforts.....

- Efforts are continued to contain COVID19
- Travel recommendations will be enforced once the Airline operations are resumed in line with Government regulations
- Keeping a close track on updated of COVID19 from Ministry of Health-Kuwait, World Health Organization etc
- Understanding best practices / recommendations from professional organizations like ASSP, IOSH etc. to help our ongoing efforts to contain COVID19 to ensure business continuity.

Together we can





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- IPS is one of the 18 PS's of ASSP.
- ASSP IPS supports one of the key elements of the Society's vision statement—to provide global leadership for the safety profession.
- IPS enhances the professional development of its members through an open exchange of ideas, technology, research and management processes.
- IPS provides a network for like-minded safety professionals, and it has developed into a resource on matters of importance to the global safety profession and to the Society as a whole.
- Lot of benefits are there for IPS Members

www.assp.org/international-ps

IPS extends thanks to ASSP for recording this Webinar

**IPS extends sincere thanks to Speakers for
sharing their wonderful insights**

IPS wishes Safe and Healthy days for all





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Dealing with COVID 19 : Ergonomics issues while working remotely

Edwin Yap

VP, Chubb Global Risk Advisors

President, Human Factors and Ergonomics Society of
Singapore

Agenda Overview

- COVID 19 Situation
- Introduction to COVID 19 Terminology
- Ergonomics Issues
- Telephonic Office Ergonomics Evaluation (OEE)
- OEE Solutions
- Return To Work Strategies
- The New Norms

COVID 19 Situation



COVID 19 cases update– May 18, 2020

- Worldwide Coronavirus Cases: 4,820,356
 - Deaths: 316,969 (6.58%)
 - Recovered: 1,864,472
-
- Singapore Coronavirus Cases: 28,343
 - Deaths: 22 (0.08%)
 - Recovered: 9,340

Introduction to COVID 19

Terminology



Introduction to COVID 19 Terminology

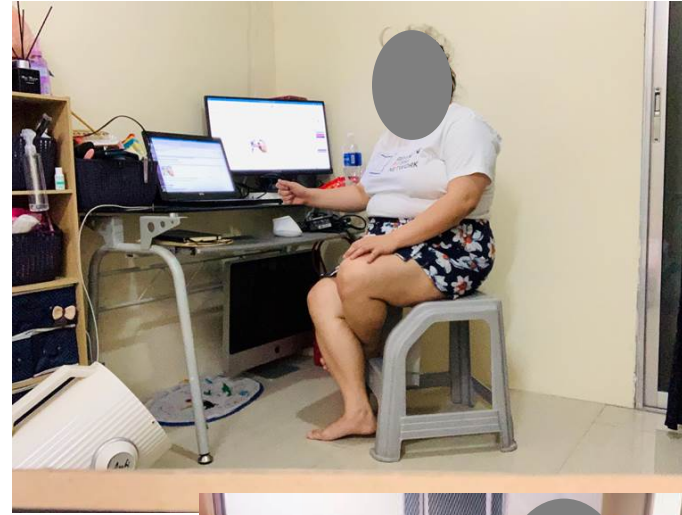
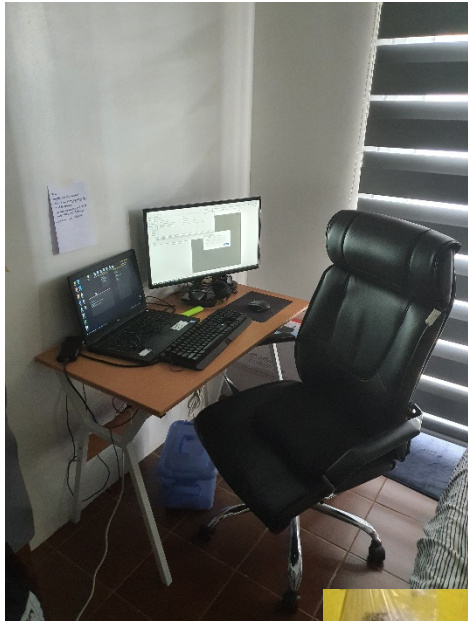
- COVID 19: Coronavirus disease 2019 is an infectious disease caused by severe acute respiratory syndrome coronavirus 2.
- Lockdown: While “lockdown” isn’t a technical term used by public-health officials, it can refer to anything from mandatory geographic quarantines to non-mandatory recommendations to stay at home, closures of certain types of businesses, or bans on events and gatherings,
- MCO: Movement Control Order; is a cordon sanitaire implemented as a preventive measure by the federal government of Malaysia in response to the COVID-19 pandemic in the country on 18 March 2020
- CB: Circuit Breaker; To most people, it refers to a safety device that stops the flow of current in an electric circuit, but to people living in Singapore, it means hunkering down at home in order to break the chain of transmissions of Covid-19 in the community.
- WFH: Work From Home; To slow down the spread of COVID-19, many workers worldwide are being told to work from home. The mass shift to telecommuting have left many workers scrambling to secure laptops, internet routers and other items they need to set up their home work space

Ergonomics Issues

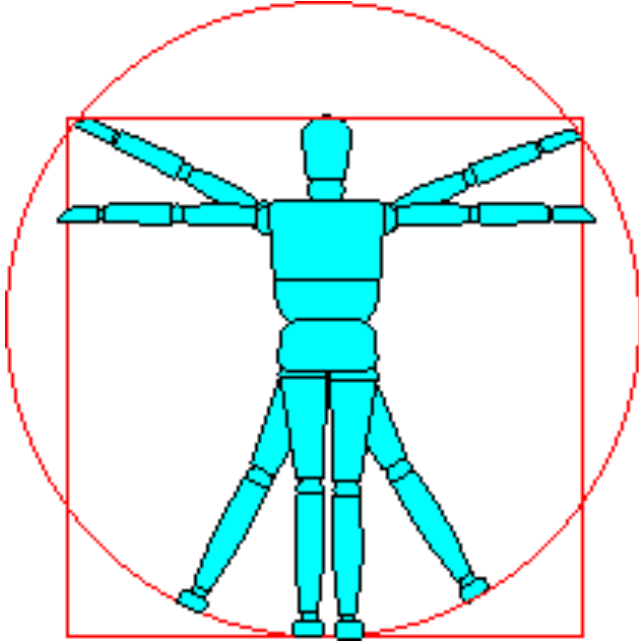
- Working From Home (WFH)



WFH: ergonomics Issues



Discomfort Focus Areas



- Eyes
- Neck
- Shoulder – L
- Shoulder – R
- Thoracic
- Bicep – L
- Bicep – R
- Elbow – L
- Elbow – R
- Forearm – L
- Forearm – R
- Hand – L
- Hand – R
- Wrist _ L
- Wrist – R
- Etc..

Office Ergonomics Evaluation – Pain Scoring

Pain Score

0	1	2	3	4	5	6	7	8	9	10
No Pain		Mild Pain Can Be Ignored		Moderate Pain Interferes w/ Tasks		Moderate Pain Interferes w/ Concentrat ion		Severe Pain Interferes w/ Basic Needs		Worst Pain Bedrest Needed

Telephonic Office Ergonomics Evaluation (OEE)



OEE - 1

OFFICE ERGONOMICS CHECKLIST		
Criteria	Guideline	Guideline Met?
Chair Evaluation –		
1. Seat Pan Height	Thighs parallel & feet flat on floor	No. Too low.
2. Seat Pan Depth	2-4 fingers behind knee	Yes
3. Seat Pan Width	No pressure on thighs or hips	Yes
4. Seat Back / Lumbar	Lumbar placed above belt area	Yes
5. Seat Angle	Torso to Thigh Angle 90 degrees or more	No. Need upright support.
6. Arm Rest Height	Shoulders relaxed, arms at side	No. Too high.
7. Arm Rest Length/Width	Allows person to sit close enough	Yes
8. Other Comments	Armrests are 0.5” too high and unadjustable.	

OEE - 2

OFFICE ERGONOMICS CHECKLIST		
Criteria	Guideline	Guideline Met?
Worksurface Evaluation – Fixed Height Credenza., Built-in Adjustable Keyboard Tray.		
9. Desk Height	Equal to elbow height w arms at side	No. Too high
10. Layout / Housekeeping	Work flow not hindered by cabling, etc	Yes
11. Other Comments	Keyboard tray is at 25.5”	
Peripherals Evaluation		
12. Keyboard	Min wrist bending and contact stress	Yes
13. Mouse	Min excessive clicking & wrist/shoulder movement	Yes
14. Monitor(s)	Horizontal line of sight w/ head upright is towards top of screen; Arms length +/- to avoid hunching	N/A
15. Phone / Headset Use	Held upright; avoid cradling; use hands free	Yes
16. Peripherals Other		

OEE - 3

OFFICE ERGONOMICS CHECKLIST		
Criteria	Guideline	Guideline Met?
Environmental / Other		
17. Lighting / Glare	Lighting adequate to minimize eyestrain	Yes
18. Room Temperature	Room temperature is comfortable	Yes
19. Sound / Noise	Noise level is comfortable	Yes
20. Travel Ergonomics	Travel gear? Knows how to mitigate risks?	Yes
21. Working From Home	User working <10hrs/wk. If not, is user approved?	NA
22. Macro/Micro Breaks	Hourly breaks away from the computer; Quick stretch breaks or fidget at least once every 5 min	Yes
23. Other Accessories		

OEE – using apps

Auto generation of report
send via email

<

5. OFFICE ERGO CHECKLIST

Posture

☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes

Seating/Chair

☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes

Keyboard/Input Device

☒ QWERTY | ☒ Mouse | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes

Monitor

☐ Monitor arm | ☐ Flat Screen | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes | ☒ Yes

Telephone

☐ Conventional Desk Phone | ☒ Cordless Headset | ☒ Yes

CHUBB

Using iPhone / iPad

2020-10-02

Individual OEE for [REDACTED]

Employee: [REDACTED]
Location: [REDACTED]
Department: [REDACTED]
Project Number: [REDACTED]

This letter confirms the findings of the individual office ergonomics evaluation (OEE) performed on 10/02/2020 at the [REDACTED] Work at home (COVID-19 Temporary). The evaluation focused on the office workstation and its use for [REDACTED] work. Adjustments were made to the work environment to ensure that the workstation fits as much as possible. Digital photographs of the workstation were provided to illustrate relevant equipment issues, and are included in this report. Attached to this letter are recommendations for the workstation evaluation.

Should you have any questions, please do not hesitate to contact me directly.

[REDACTED]

[REDACTED]

Office Ergonomics Evaluation (OEE) Report

Employee:	[REDACTED]
Location:	[REDACTED]
Department:	[REDACTED]

OFFICE ERGONOMICS CHECKLIST

1. Chair Evaluation	Chair Back	Good/Neutral
2. Seat Post Height	Height adjusted to feet flat on floor	Yes, Yes, Yes
3. Seat Post Depth	Legs slightly behind knee	Yes
4. Seat Post Width	No pressure on thighs or hips	Yes
5. Seat Back / Lumbar	Lumbar placed above knee area	N/A
6. Seat Angle	Tilts to 10-15 degree or more	Yes
7. Arm Post Height/Width	Shoulders relaxed, arms at side	N/A
8. Arm Post Length/Width	Allows elbows to sit close enough	N/A
9. Other Comments		
10. Workstation Evaluation	Fixed/Single/Adjustable	
11. Desk Height	Equal to elbow height or more at side	Yes, Yes, high
12. Laptop / Smartphone	Work flow not hindered by adding, etc.	Yes
13. Other Comments		
14. Keyboard Evaluation	Min wrist bending and contact stress	Yes, External keyboard not needed.
15. Mouse	Min excessive clicking & wrist deviation movement	Yes
16. Monitor(s)	Horizontal line of sight / feet slightly in front of screen, avoid neck extension	Yes, Yes, video
17. Phone / Headset Use	Hold upright, avoid cradling, use hands free	Yes
18. Peripheral(s) - Other		
19. Environmental / Other		
20. Lighting / Clean	Lighting adequate to minimize eyestrain	Yes
21. Room Temperature	Room temperature is comfortable	Yes
22. Sound / Noise	Noise level is comfortable	Yes
23. Travel Ergonomics	Travel gear? Know how to mitigate risk?	Yes
24. Working Posture	Clear working conditions. If not, is overexposed?	N/A
25. Other Comments	History includes any past low back pain, neck, shoulder, hand or finger, hand, wrist, or arm?	Yes
26. Other Comments		

Office Ergonomics Evaluation (OEE) Report

Employee:	[REDACTED]
Location:	[REDACTED]
Department:	[REDACTED]

BASIC INFORMATION

Employee Name:	[REDACTED]
Employee Title:	[REDACTED]
Department:	[REDACTED]
Project Number:	[REDACTED]
Office Location:	[REDACTED]

RECOMMENDATIONS & DISCUSSION

Recommendations for the workstation evaluation:

1. Chair: [REDACTED]

2. Seat Post Height: [REDACTED]

3. Seat Post Depth: [REDACTED]

4. Seat Post Width: [REDACTED]

5. Seat Back / Lumbar: [REDACTED]

6. Seat Angle: [REDACTED]

7. Arm Post Height/Width: [REDACTED]

8. Arm Post Length/Width: [REDACTED]

9. Other Comments: [REDACTED]

10. Workstation Evaluation: [REDACTED]

11. Desk Height: [REDACTED]

12. Laptop / Smartphone: [REDACTED]

13. Other Comments: [REDACTED]

14. Keyboard Evaluation: [REDACTED]

15. Mouse: [REDACTED]

16. Monitor(s): [REDACTED]

17. Phone / Headset Use: [REDACTED]

18. Peripheral(s) - Other: [REDACTED]

19. Environmental / Other: [REDACTED]

20. Lighting / Clean: [REDACTED]

21. Room Temperature: [REDACTED]

22. Sound / Noise: [REDACTED]

23. Travel Ergonomics: [REDACTED]

24. Working Posture: [REDACTED]

25. Other Comments: [REDACTED]

26. Other Comments: [REDACTED]

Office Ergonomics Evaluation (OEE) Report

Employee:	[REDACTED]
Location:	[REDACTED]
Department:	[REDACTED]

BASIC INFORMATION

Employee Name:	[REDACTED]
Employee Title:	[REDACTED]
Department:	[REDACTED]
Project Number:	[REDACTED]
Office Location:	[REDACTED]

RECOMMENDATIONS & DISCUSSION

Recommendations for the workstation evaluation:

1. Chair: [REDACTED]

2. Seat Post Height: [REDACTED]

3. Seat Post Depth: [REDACTED]

4. Seat Post Width: [REDACTED]

5. Seat Back / Lumbar: [REDACTED]

6. Seat Angle: [REDACTED]

7. Arm Post Height/Width: [REDACTED]

8. Arm Post Length/Width: [REDACTED]

9. Other Comments: [REDACTED]

10. Workstation Evaluation: [REDACTED]

11. Desk Height: [REDACTED]

12. Laptop / Smartphone: [REDACTED]

13. Other Comments: [REDACTED]

14. Keyboard Evaluation: [REDACTED]

15. Mouse: [REDACTED]

16. Monitor(s): [REDACTED]

17. Phone / Headset Use: [REDACTED]

18. Peripheral(s) - Other: [REDACTED]

19. Environmental / Other: [REDACTED]

20. Lighting / Clean: [REDACTED]

21. Room Temperature: [REDACTED]

22. Sound / Noise: [REDACTED]

23. Travel Ergonomics: [REDACTED]

24. Working Posture: [REDACTED]

25. Other Comments: [REDACTED]

26. Other Comments: [REDACTED]

Office Ergonomics Evaluation - Solutions



OEE Solutions

- ACTION: Order
- TYPE: Furniture-Chair
- Non-Standard Recommendation? yes
- COMMENTS: Plan A. Ergonomic Task Chair or Similar
- RISK FACTOR: Awkward Posture
- RISK AREA: 04 Back.
- STATUS: Recommended
- RESPONSIBLE PERSON: Supervisor/Manager

- ACTION: Order
- TYPE: Peripherals-Keyboards
- Non-Standard Recommendation? yes
- COMMENTS: External Keyboard
- RISK FACTOR: Awkward Posture
- RISK AREA: 03 Shoulder.
- STATUS: Recommended
- RESPONSIBLE PERSON: Supervisor/Manager

OEE - Playbook

Type	Item Name	Mfg #/CDW #	Distributor/s	Dimensions	Photo
Backrest Support	Fellowes Ergonomic Backrest	91905 / 1420897	CDW	12" (H) X 13"(W) X 4"(D)	
Document Holder	Fellowes Professional Series In-Line Document Holder - copy holder	8039401 / 2512553	CDW	7.50"W x 12.00"H x 2.50"D	
Numeric Keypad	Targus Wired Numeric Keypad, Matte Black	PAUK10U / 485693	CDW	5.31" H x 3.55" W x 0.65" D	
Keyboard- Split	Kinesis KB820PBUS Freestyle2 for PC Preinstalled onto VIP3 Accessory Corded Ergonomic Keyboard	KB820PBUS / 2726816	CDW	Width -- Min: 15.375"; Max: 37.75". Depth: 7.125" Height: 0.875"	
Foot Rest	Fellowes® Standard Footrest, Graphite, 3 3/4"H x 17 5/8"W x 13 1/8"D	48121 / 496463	CDW	3 3/4" H x 17 5/8" W x 13 1/8" D	
Gel Wrist Rest - Mouse Pad	Belkin WaveRest Gel Mouse Pad - Black	F8E262-BLK / 206611	CDW	10.8" H x 8.1"W x 2.25" D	

Return To Work Strategies



Return To Work Strategies – Businesses resuming operations

- Implement safe management measures
- Ensure safe distancing
- Stagger work/break hours
- Have shift/spilt team arrangement with no cross deployment across teams
- Adopt contact tracing requirements
- Ensure masks are worn
- Implement health checks
- Manage potential/confirmed cases

The New Norms

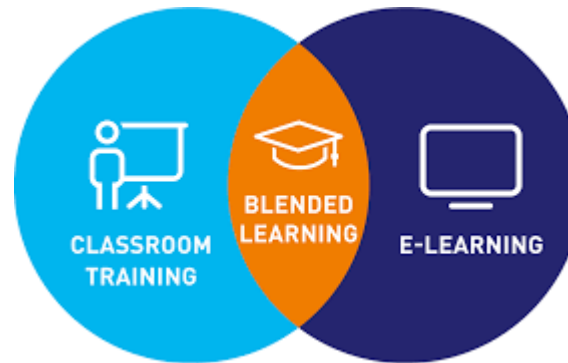


Summary – The New Norms

Business Continuity Plan – ISO 22301



Online Meeting



Blended Learning



Mental Health

Thank You : - Be safe



Q & A Session





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Remarks by IPS Administrator



**Bala Siva Srikanth Adivi, CSP,CFIOSH
TPL Specialist I (HSE)
Kuwait Oil Company, Kuwait
Administrator, IPS & Member CoPD - ASSP
BCSP Ambassador**



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