

Health & Safety Plan

HEALTH & SAFETY POLICY:

QATAR CHOICE TRADING & CONTRACTING (WLL) executes all its activities in such a way as to ensure the Safety, Health and Welfare of all its Employees, Clients and Business Partners to achieve the goal of safe, Zero accident and environmentally sound business practices and operations.

We manage and apply our HSE System such that every employee shall ensure implementation of safety, health, welfare and environment protection procedures, practices and standards. A process of regular auditing to measure progress and identify any areas for continual improvement and prevention of pollution shall be operated.

We practice 3R concept - Reduce, Reuse & Recycle in all applicable processes.

We care for safety, health, welfare and the conservation of natural resources by an effective utilization is top management priority. It is the responsibility of all managers to provide a safe working environment, proper tools & equipment and adequate training on an ongoing basis. Management has set a clear leadership example and promotes awareness among the rest of the organization.

All employees have the responsibility to stimulate awareness amongst their colleagues towards safety, health, welfare & environmental matters, so as to create and maintain a climate in which everyone shares a concern for these issues.

All employees execute their work in such a manner as to prevent circumstances, which could lead to incidents that can cause personal injury, illness, property damage or pollution. All employees have a shared responsibility for HSE, Its maintenance and ongoing improvement.

QATAR CHOICE TRADING & CONTRACTING (WLL) implements this policy in combination with HSE applicable legislation and regulation, codes of practice of our clients and applicable national and international laws.

To achieve these goals, all levels of our organization and subcontractors shall adhere to the following commitments:

- Creating a safe and healthy workplace.
- Minimizing the impact on the environment.
- Complying with legal requirements (local, national and international), and clients' HSE requirements.
- Formulating, updating, and implementing suitable and credible models for the Company's HSE management system.
- Providing training for managers and supervisors and securing their active participation in the implementation of basic HSE principles.
- Training and encouraging personnel at all layers of our organization and encouraging (obliging) them to abide by basic HSE principles.
- Providing training for subcontractors and encouraging (obliging) them to comply with basic HSE principles.
- Recording, investigating, and researching near misses, accidents and hazards and their causes in order to eliminate them, and, if not possible, minimize the possibility of their recurrence
- Continually improving the performance of our Company's HSE management system

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1. [Health & Safety](#)

[Objectives:](#)

- 1.1 The objectives of the Health Safety Environment and Security plan is to provide basic safety guideline for QATAR CHOICE TRADING AND CONTRACTING WLL and all of its interested and involved personnel in project operations including client, consultant, contractors, subcontractors and suppliers personnel to define responsibilities for implementation and enforcement to management, supervisory staff and individual employees.
- 1.2 Adherence to safety rules and guidelines is a positive attitude toward health and safety to enhance job performance. On the other hand, disregard or neglect of safe practice will not be tolerated. Violation of safety rules sets forth in this policy can be resulted in disciplinary actions, including suspension and termination.
- 1.3 QATAR CHOICE TRADING AND CONTRACTING WLL believes that it is in the best interests of the organizations and its employees to maintain an accident free environment in which the health and safety of employees are protected.
- 1.4 We recognize the need of safety and health of the personnel, environmental protection and make this an integral part of the business. This plan explains the QATAR CHOICE TRADING AND CONTRACTING WLL's health and safety policy and commitment towards health and safety of working people and the protection of company assets and environment as well.

2. [Scope of Work & Job Descriptions:](#)

The document covers health safety environment and security (S) management program and procedures applied to QATAR CHOICE TRADING AND CONTRACTING WLL scope of work in the civil work. Health and safety manager shall establish project S programs approved by the project manager to promote employees health and safety awareness and culture within the project. The plan shall apply to all activities undertaken by QATAR CHOICE TRADING AND CONTRACTING WLL's scope of work activities including clients, consultants, subcontractors, suppliers and all other interested parties involved in the project operation.

3. [Setting S Target:](#)

The objective of this document is to establish a plan for implementing QATAR CHOICE TRADING AND CONTRACTING WLL's Health Safety Environment and Security program at the construction of client. The plan is intended to minimize the rate of incidents, injuries, damages of company assets, environmental impacts and other losses to meet regulatory compliance requirements and implement site regulations established by QATAR CHOICE TRADING AND CONTRACTING WLL.

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The following S objectives and targets are identified in order to create a positive approach to health safety, security and environmental protection during the project activities. QATAR CHOICE TRADING AND CONTRACTING WLL is setting the below targets in health and safety management system to achieve the goals until the successful completion of the project.

- To avoid Lost Time Incidents throughout whole maintenance/construction activities.
- To achieve ZERO personal injuries and property damages.
- To minimize the environmental impact.
- To increase the level of morale and safety culture within the operatives.
- To increase the productivity.
- To avoid security breach.

4. Legislation, Regulation and Standards:

The following below listed standards are to be complied with during the full term of the project, changes to existing Federal Laws, ministerial Orders, Codes of Practice, Client or Consultant revisions of their plans or changes to the Company procedures are to be incorporated and abided by.

- Qatar traffic law No. 19.
- Fire & safety regulation (Civil defense Qatar).
- The Health and Safety at Work Act, 1974.
- The Management of Health and Safety at Work Regulations, 1999.
- QATAR CHOICE TRADING AND CONTRACTING WLL's Management System Manual.
- QATAR CHOICE TRADING AND CONTRACTING WLL's Operational Control Procedures.
- QCS 2014 regulations.
- The Labor Law No. 14 for the year 2004.

5. Qatar Choice Trading & Contracting WLL Quality OH & SMS POLICY:

We at Qatar Choice Trading and Contracting W.L.L are committed to:

- Achieving total customer satisfaction by refining our project delivery system.
- Provide our clients with highest quality contracting services.
- Complying with the ISO 9001 and OHSAS 1800 standards and requirements and all applicable quality and occupational health and safety legislations and other requirements.
- Creating safe work environment to prevent personal injury, danger to life and health illness our employees, clients and other involved in our operations.

We shall continually seek to improve upon our quality health and safety performance and our management system effectiveness that confirm to the requirements to ISO 9001 and OHSAS 18001.

6. S Organization & Responsibilities:

Project manager is the ultimate health and safety responsibility in the project for implementing approved S plan and procedures established by health and safety manager through the provision of sufficient instructions to whole construction team to demonstrate their accountability and commitment on requirements to comply with legal requirements and safety regulations.

7. Project Manager/Director Responsibilities:

- Project Manager shall be responsible to ensure the implementation of project plan efficiently throughout the project by providing required support and resources for implementation.
- The Project Manager is the custodian of the project plan and is fully responsible for all issues associated with the project at his level, including compliance of client, consultant, subcontractors, material suppliers, statutory authorities and other interested parties related to the project.

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- Project Manager shall be responsible for actively participating in weekly project meeting and periodic reviews chaired by S manager in the project.
- Ensure administration of QATAR CHOICE TRADING AND CONTRACTING WLL OHS Plan and compliance with QATAR CHOICE TRADING AND CONTRACTING WLL Policy.
- Visibly demonstrate to organization his personal commitment to as his number one priority.
- Ensure that safety audits and the relevant corrective actions are carried out and adequate safety resources are made available.
- Ensure the adequacy of the regular communication and consultation with manager on issues at site.
- Active participation in incident investigation and root cause analysis process to ensure the adequacy of investigation to determine corrective/preventive actions are required.
- Chairing kick off meeting with subcontractors and suppliers in coordination with manager.

8. Construction Manager/ Project Engineers Responsibilities:

- Patrol Site frequently and inspect construction activities, equipment, and facilities to determine compliance.
- Lead and control his Site Engineers and Foremen to execute the work by meeting all the requirements at site.
- Ensure the proper implementation of Requirements at site.
- Arranging and providing work equipment and tools as per the safety standards.
- Preparing safe work method statements for the critical task and submit to department for review and approval before execution of the critical tasks.
- Proper planning and safe implementation of works in coordination with the Safety Team at Site.
- Ensuring all supervision responsibilities are accountable and committed towards health and safety requirements.
- Ensure that all the machineries and equipment provided at site are meeting all the requirements of project.

9. Site Engineers Responsibility:

- Site Engineers shall ensure that all construction work progresses smoothly, safely, and in an environmentally acceptable manner.
- Guide discipline supervisors in complying with their roles and responsibilities for .
- Report incidents, injuries and near miss timely to S department.
- Preparing safe work method statements for the critical task and submit to S department for review and approval before execution of the critical tasks.
- Attend weekly project S meeting and raise the safety issues on their areas of responsibilities.
- Enforce the workers to wear PPE and follow all the safety rules and regulations as per the approved safety plan.
- Coordinate with the Site Safety Team in the development of Safe Work Methods and Risk Assessments and ensure the same are fully understood by area supervisors.

10. Welfare Facilities:

The Project Manager shall ensure that the below mentioned criteria are taken into consideration when establishing and running the site office and welfare facilities in compliance with local legislation, good practice, company standard and client requirements.

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The following welfare arrangements shall be provided by QATAR CHOICE TRADING AND CONTRACTING WLL as shown below. They will be made available to coincide with various stages of the works as indicated on the programme.

- Office facilities for the client, consultant, and subcontractors
- Lighting and ventilation
- Fire Extinguishers / Fire Equipment
- Passageways
- Storage areas
- Emergency assembly points
- Material receiving areas
- De-nailing area
- Waste removal facilities
- PPE for all site operatives
- Safe work equipment and tools
- Written safe work method statements
- Designated sheltered car parking
- Traffic Management
- Safety signage, notice boards, statistical board, barricades and other required materials.
- House Keeping / Cleaning /Maintenance
- Fresh and cold drinking Water
- First Aid facilities
- Toilet Facilities
- Rest Areas
- Washing facilities
- Smoking facilities
- Prayer rooms (Mosque)
- Special Welfare Arrangements (During Summer working hours)

11. Temporary Electric Supply:

Electrical generators in sufficient capacity shall be installed as per the safety regulations to provide temporary electrical connections to the office facilities as well as for site operations. Electrical Installation works will conform to current Qatar Regulations (Kahramaa). All electrical generators shall be connected with earthing line to protect equipment and operatives from injuries and damage. The installation will be tested in accordance with QATAR CHOICE TRADING AND CONTRACTING WLL standard operating procedures and Qatar Municipality codes of practice.

All switch gear will be freely accessible and capable of being locked in the 'off' position. Where the electrical equipment may be exposed to adverse or hazardous conditions it will be provided with suitable protection to ensure that danger is prevented.

Electricity supply on site:

- All Electrical installations shall be carried out under supervision of Plant Engineer.
- Use of 220v tools and equipment shall be minimized by using step down transformers where possible and 110v equipment or alternatively battery powered tools
- Only Industrial socket connections shall be used.
- Damaged electrical cables must not be used to connect with any equipment and tools.
- Trailing cables shall always be protected from damages. Trailing Cables on walkways will be covered properly or shall be managed in safe manner. Cables also shall be routed overhead wherever possible, never be allowed to be submerged in water or on the vehicular movement
- All armoured electrical cables must be buried under the soil.

12. Electrical Safety (Lock out/Tag out Procedures):

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The Lockout/Tag out procedure established by QATAR CHOICE TRADING AND CONTRACTING WLL for the adoption and implementation of practices and procedures to shut down equipment, isolates it from its energy source, and prevents the release of potentially hazardous energy while maintenance and servicing activities are being performed. It contains minimum performance requirements, and definitive criteria for establishing an effective program for the control of hazardous energy as follows:

Definitions:

Energy sources:

This consists of electrical, mechanical, hydraulic, pneumatic, chemical, gas, thermal or other energy source that could cause an injury to the affected personnel.

Energy-isolating device:

These are mechanical device that physically prevents the transmission or release of energy. These include, but are not limited to, manually-operated electrical circuit breakers, disconnect switches, line valves, and blocks.

Affected employee:

An employee who performs the duties of his or her job in an area in which the energy control procedure is implemented and servicing or maintenance operations are performed. An affected employee does not perform servicing or maintenance on machines or equipment that must be locked or tagged.

Lockout:

The placement of a lockout device on energy – isolating device, in accordance with an established procedure is ensuring that the energy – isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Tag-out:

The placement of a tag-out device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not operate until the tag-out device is removed.

Lockout device:

The electrical charging or discharging devices will be Lockout using a lock, either key or combination type, to hold an energy-isolating device in a safe position; thereby preventing the energizing of other machinery or equipment. When properly installed, a blank flange or bolted slip blind are considered equivalent to lockout devices.

Tag-out device:

Any prominent warning device, such as a tag and a means of attachment that can be securely fastened to an energy-isolating device in accordance with an established procedure. The tag indicates that the machine or equipment to which it is attached is not to be operated until the tag-out device is removed in accordance with the energy control procedure.

13. Procedure for Issuing and Use of PPE:

QATAR CHOICE TRADING AND CONTRACTING WLL and its all contractors and subcontractors shall provide sufficient and appropriate personal protective equipment to all site operatives to enter the site to perform any types of tasks at site. All PPE shall be met the quality requirement as per the local and international safety standards.

Mandatory PPE requirement at site:

- Safety Helmet (Any other colours except RED as it is the QATAR CHOICE TRADING AND CONTRACTING WLL colour code for safety team)
- Safety Glasses with side shielded
- Safety coverall full sleeve (Short pants, shirts and loose cloths are not permitted for the workers)
- Safety Shoes
- High visibility jackets for the supervision staff.

Other appropriate personal protective equipment for the specific work activities shall be provided to workers to avoid direct exposure to workplace hazards.

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Distribution of PPE to QATAR CHOICE TRADING AND CONTRACTING WLL employees:-

Site storekeeper is overall responsibility for issuance and replacement of personal protective equipment as per the frequency (Time frame) as mentioned in the table below. All issuance of personal protective equipment shall be controlled by relevant forms of QATAR CHOICE TRADING AND CONTRACTING WLL for documentation to further reference.

Coveralls				
Occupation	Applied Standard	Description	Color Code	Issuance Frequency
Steel Erector	Complying with ASTM & as per QCS Standard	80% Polyester 20 % Cotton,	Blue color	2 every 6 months
Multi Skilled	Complying with ASTM & as per QCS Standard	80% Polyester 20 % Cotton,	Orange color	2 every 6 months
Mechanic	Complying with ASTM & as per QCS Standard	100% Cotton,	Dark Blue color	2 every 6 months
Safety Marshal	Complying with ASTM & as per QCS Standard	80% Polyester 20 % Cotton,	Red color	2 every 6 months
Riggers	Complying with ASTM & as per QCS Standard	80% Polyester 20 % Cotton,	Yellow color	2 every 6 months
High visibility jacket				
Riggers	Complying with ASTM & as per QCS Standard	100% Polyester	Amber color	1 every three months
Banks man/Flagman	Complying with ASTM & as per QCS Standard	100% Polyester	Amber color	1 every three months

Safety Shoes				
Occupation	Applied Standard	Description	Color Code	Issuance Frequency
All workers	Complying with EN ISO 20345 S3 & EN 12568 standard	Steel plate Toe & midsole protection, penetration, slip resistant, protection against electrical risk	Black color	1 every 6 months
Industrial Safety Helmets				
Safety officer/marshal	Complying with ANSI Z89.1, CE 0194, EN	Complete system with hard shell and	Green/Red color	1 every two years

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	397:1995 standard	internal harness		
Staff	Complying with ANSI Z89.1, CE 0194, EN 397:1995 standard	Complete system with hard shell and internal harness	White color	1 every two years
Supervisors/ Lead man	Complying with ANSI Z89.1, CE 0194, EN 397:1995 standard	Complete system with hard shell and internal harness	White color	1 every two years
Steel Erector	Complying with ANSI Z89.1, CE 0194, EN 397:1995 standard	Complete system with hard shell and internal harness	Grey	1 every two years
Welder	Complying with ANSI Z89.1, CE 0194, EN 397:1995 standard	Complete system with hard shell and internal harness	Welders Helmet- Black	1 every 3 months or prior to damage
Safety Glasses (Clear & Dark)				
All workers	ANSI Z87.1, CE EN 166:2001	Full covered Clear or dark safety glasses	Clear	1 every two months

[Replace ment of](#)

[PPE due to damage](#)

Employee shall inform his/her direct supervisor for replacing PPE due to any damages or defects occurred before the completion of recommended period of delivery. Supervisor shall make an investigation with employee (s) at workplace to identify the reasons for immediate damage of PPE. If investigation result is satisfactory to supervisor, damaged PPE shall be replaced accordingly. Safety department shall initiate immediate action on poor quality PPE supplied in case for corrective/preventive action. Employee is having sole responsibility to use, maintain and store all PPE provided by QATAR CHOICE TRADING AND CONTRACTING WLL in correct manner and will be back charge the cost of PPE in case of intentional damage due to carelessness.

[Usage and maintenance of PPE:](#)

All site operatives shall wear mandatory PPE at site at all the times and suitable PPE shall be worn for the specific task to be carried out. Workers shall wear their full PPE provided by the company in accordance with instructions and training received. Take reasonable care of the PPE by cleaning and examining it as appropriate prior to use and store it safely after use. Report to the supervisor if the equipment is defective, damaged and if loose.

[14. First Aid Facility:](#)

The S manager shall ensure the availability of well-equipped first aid room in sufficient size with the facility of running water, electricity and air conditioner as well. Sufficient numbers of trained and certified nurses or first aiders shall be provided in all duration of site operation.

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All first aiders and male nurses shall be fully qualified for their respective position and copies all certification and qualifications shall be maintained at the site office at all times for S department personnel inspection. First aid provisions are depending on the number of personnel working on the Project. Reference should be made to QCS 2014 which details the first aid facility requirements depending on the number of personnel on the project. The first aid clinic and facility shall be fully under the control of S department.

- Always alert for the incident and other site emergencies for immediate action.
- Coordinate with S department and ERT to update the information.
- Ensure that the standard first-aid and medical assistance facilities are available at site.
- Maintain register for first-aid and lost time incidents.
- Prepare first aid and LTI summary reports on monthly basis and submit to S manager
- Updates the stock of first aid material frequently to ensure the availability for emergencies.
- Inspect and monitor the health and hygiene facilities on site.
- Ensure the standby vehicle for casualties' transportation is available at site full duration of work.
- Report all personal injuries with details to the Manager / Safety Officer.
- Submit weekly and monthly report to the manager for submission to client/ consultant as required.

15. General Rules for Chemical (COSHH) Storage:

Certain chemical used in the construction industries can expose health hazards if remain uncontrolled. QATAR CHOICE TRADING AND CONTRACTING WLL shall adopt all practical steps to control such materials which are hazardous to the personnel, properties and environment. The following minimum arrangements shall be adopted to store chemicals at site:

- Separate storage area with properly sheltered and ventilated shall be prepared away from the other carbonaceous materials to store construction chemicals.
- Safety signs such as mandatory signs (white signage with blue back ground) / warning signs (black signage with yellow back ground) / prohibition signs (red and black signage with white back ground)/ emergency signs (white signage with green back ground), are posted as required.
- MSDS shall be placed in store as well as with site clinic for the chemicals used on site.
- COSHH assessments shall be prepared and kept in the storage.
- Applicable PPE will be kept in closed box outside the COSHH store for immediate usage.
- NO SMOKING signs shall be posted.
- Un-authorized persons are not permitted in the storage area.
- Adequate training to workers shall be conducted by S department before the use of the chemicals at site.
- Fire extinguishers of the correct type will be positioned adjacent to store areas.
- A good standard of housekeeping will be maintained.

16. Site Rules:

- All new comers at site must be reported to S department before entering site under construction.
- Entry prohibited to site without safety induction training.
- Wear mandatory PPE such as safety helmet, safety glasses, coverall and safety boot.

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- All supervisory staff must wear high visibility jacket at site.
- Speed limits only 15 KM/hr. at site.
- Wear seat belt when driving at site.
- Do not use mobile phones while driving.
- Beware of blind corners and other obstruction when driving.
- Alert for pedestrian and equipment access when driving at site.
- Drive only on designated roads shown in site layout.
- Respect and follow site safety and security instructions.
- Smoking only on designated areas.
- Consumption of drug and alcohol prohibited.
- Alert for hazards around you when you are at site.
- All injury and illness cases must be reported to safety department.
- Report all near miss incidents and accidents to s department.
- Utilize welfare facility provided at site.
- Respect and obey safety signage and barricades.
- Read safety notice boards regularly.
- Work only allowed under supervision.
- Unsafe acts and horse play are prohibited at site.
- Do not ride on material handling equipment.
- Call safety personnel for guidance if required.
- Know your first aid facility and emergency contacts.
- Ensure authorized gate passes for material transfer.
- Work place must be kept clean and tidy.
- Waste segregation rules must be obeyed and practiced.
- Staff / workers shall follow the safe pedestrian access route.
- The Qatar summer working hours from 11.30 AM to 3.00 PM will be followed during summer months.
- Timber will not be left with projecting nails. Nails must be removed immediately or bent flat to prevent injury.
- Unauthorized vehicle and equipment operation prohibited.
- All tools, plant and equipment must be visually inspected by the authorized user at the start of each shift. No faulty equipment is to be used.

17. Site Traffic Management Plan:

Site traffic routes shall be properly levelled and compacted with sufficiently wide space for the comfortable movement of vehicles and equipment at site. The traffic for the vehicles and pedestrians shall be separated as practicably possible to avoid unexpected events at site. Suitable signage, warnings and barricades shall be provided for controlling traffic movement and maintain good visibility on the routes.

Safe working practices shall be followed as given below:-

- Vehicles shall be only moved on designated and authorised routes. All signs shall be placed to control, warn or advise site traffic will be complied with. Vehicles and pedestrians will be segregated, where practicable, this will apply to both site operatives' and visitors.
- Audible or visual warning systems on vehicles will be maintained in operating condition.
- The traffic management system, where possible, will eliminate reversing. Where this cannot be achieved, dedicated banks man will be provided.
- Drivers of vehicles which need to reverse will, where vision is impaired, stop and seek assistance from the banks man
- Vehicles which need to reverse close to excavations, scaffolds or other obstructions will be directed towards the banks man.
- Drivers of delivery vehicles will be informed of relevant site rules before entering the site.
- Banks men / signallers will wear high visibility clothing and use red and green flags when giving directions.

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- Parking arrangements for site personnel and visitors shall be arranged in coordination with client/consultant.
- All vehicles should be properly registered and number plated according to Qatar law.

The following points have been identified as requiring specific risk control measures:

A) Hazard: Access and Egress from site for deliveries of materials and equipment.

Risk: Impact from vehicles

Control Action:

- All vehicles require a banks man when entering or exiting site.
- Correct signage to be displayed at the site entrance.
- Segregation of pedestrians from the site entrance.
- All plant to be fitted with correct audio and visual alarms.
- Scheduled delivery times to avoid peak pedestrian periods.

Residual Risk: Low

B) Hazard: Vehicles and plant moving around the site.

Risk: Impact from vehicles

Control Action:

- Speed limits to be adhered to with correct signage displayed.
- Traffic management system to be implemented from the onset of the project.
- Segregation of vehicles and plant from pedestrians.
- Banks man to be used at all times.
- All plant to be fitted with the correct audio and visual alarms.

18. Control of Subcontractors:

It is QATAR CHOICE TRADING AND CONTRACTING WLL's Policy that all sub-contractors will be required to comply with QATAR CHOICE TRADING AND CONTRACTING WLL's S plan requirements and actively support the achievement of goals and objectives for performance. In addition, QATAR CHOICE TRADING AND CONTRACTING WLL shall provide suitable training for all entitled contractors.

Sub-contractors and Suppliers to QATAR CHOICE TRADING AND CONTRACTING WLL shall be chosen in accordance with Sub-contractor selection procedures. In particular, selection will be based on:

- Reputation of the organization,
- Performance in previous projects,
- Accountability, commitment and arrangements,
- Capabilities,

S requirements shall be discussed and agreed during kick off meeting conducted at site office in participation of S manager. Failure to respect and follow S rules and regulations of QATAR CHOICE TRADING AND CONTRACTING WLL shall be subjected for disciplinary action including termination from the site.

Sub contractor's roles and responsibilities towards health and safety:

- Subcontractors shall be required to provide information of their S arrangements together with their plan and safety organization chart to be submitted to QATAR CHOICE TRADING AND CONTRACTING WLL S department for review and approval before executing tasks at site.
- Project manager of the subcontractor is fully accountable and committed for S management and performance of his scope of work and areas concerned.
- Project manager shall provide advice regarding the supply of information to the contractor concerning basic safety rules, special rules and procedures appropriate to their work activity and discipline.

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- Subcontractors to provide sufficient and suitable PPE/RPE for their employees and enforce them to wear it during at site.
- Provide worker with tools and equipment in safety standard and monitor the performance by designated safety officers.
- All sub-contractors shall be made aware of QATAR CHOICE TRADING AND CONTRACTING WLL'S performance criteria, as well as, specific requirements for effective completion of the work activity.
- Sub-contractors to assign qualified and experienced safety officers as per the ratio of 1:50 between safety officer and workers.
- Sub-contractors to assign sufficient numbers of qualified supervision responsibilities for ensuring adequate supervision control and guidance to the work force.
- Sub-contractors to submit safe work method statement, risk assessment, rigging study to QATAR CHOICE TRADING AND CONTRACTING WLL S department for review and approval before executing critical task at site.

19. Monthly Project Safety Meeting:

Monthly Safety Meeting shall be conducted at site by safety manager and the project manager. All project operatives including client, consultant, contractors, subcontractors and work force shall be attended in the meeting. The agenda for the safety meeting shall be prepared by the Safety manager. The attendance record shall be maintained throughout the completion of the project.

Subjects to be covered:-

- Safety statistics, incident review and lesson learned on previous month.
- Safety instruction by the project manager and S manager in specific project condition.
- Discussion on absenteeism, welfare facility, behavioural safety, unsafe act, horse play, short cuts and safety culture.
- Discussion on employee complaints.
- Safety award distribution to workers.
- Setting target to be achieved for next month.

20. Weekly Tool Box Meeting:

Tool Box Talk shall be conducted by senior safety officers at site on every Saturday for minimum 30 minutes before starting the work activities. All workforces including supervision of contractors and sub-contractors must be participated in weekly tool box meeting conducting at site. Key personnel at site shall be monitored the level of understanding and effectiveness of weekly TBT delivered by. The workers and supervision shall discuss the hazards, risks arising from specific hazards and precautionary measures to be implemented. TBT is the most important tool in to increase the awareness of workers and supervision. The following topics shall be covered in TBT to meet objectives:-

- Incident causation theory such as unsafe act and unsafe work place condition.
- Information and instruction on welfare facilities to be used.
- Emergency preparedness and safe evacuation in case of emergency.
- Consequences of previous incident and their lesson learning.
- Hazards, risks and precautionary measures for the task to be carried out.
- Safety instruction on tools, equipment and materials to be used.
- Pre-start inspection on tools, equipment and workplace condition.
- Training & PTW requirement for specific tasks.

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- Use and maintenance of PPE/RPE.
- Workplace housekeeping and waste disposal.
- Information on fire points, emergency assembly points and first aid facility.
- Hazard identification and incident reporting.
- OJT on specific task to be carried out.
- Personal hygiene.

21. Statistics:

The overall occupational health and safety performance shall be monitored, measured and recorded in weekly, monthly and annually basis. The performance data includes total man days worked, total man-hours worked, lost workday cases, lost work days, first aid cases, medical treatment only cases, restricted work days, vehicle accident / incident, Fire, Property damage incident, Environmental damage incident, Fatal accidents, Near-miss, Safety incentive, Violations, Committee meeting, Project meeting, Audits, Induction training, Tool box meeting, Third party training, On the job training (In-house), Total man hours utilized for awareness training (hrs.), Frequency rate and Severity rate. The report shall be submitted to the client and consultant weekly and monthly basis. The accident/incident frequency rate and severity rate shall be calculated using the formula below:

1. Accident/incident frequency rate (FR) = [Total no. of Accidents X 100000 / Total Man-Hours Worked].
2. Accident/incident severity rate (SR) = [Total days lost due to Accidents X 100000 / Total Man-Hours Worked]

22. Safety induction program for new comers/visitors:

All employees and interested parties those are intending to enter the site must attend the safety induction training for minimum 30 minutes before entering to site. The safety induction record shall be signed by the attendees to achieve the authority to enter the site. The procedure is fully applicable for clients, consultants, contractors, sub-contractors, suppliers, visitors and any other interested parties willing to enter the site. All interested parties are willing to visit the site must wear PPE and follow site safety rules and regulations as mentioned in the Safety plan.

Induction topics include but not limited to the following:

- Introduction to the company's safety policy.
- Welfare facilities.
- PPE/RPE requirements.
- Scope of the works.
- Site team members.
- Site traffic & security rules.
- Site layout.
- Safe means of access and egress.
- Emergency procedures.
- Duties of employees.
- Communications and consultation.
- Life critical activities (LCA).
- First aid facilities.
- Accident reporting procedures.

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- Site specific safety rules.
- Good housekeeping.
- Waste management.
- Control of hazardous substances and particular risks.
- Environmental protections.
- Permits required on site.
- Safety incentive scheme.
- Disciplinary procedure.
- Bullying complaints procedure.
- Alcohol & drug policy.

23. Reports:

The following reports shall be prepared, maintained, communicated and submitted to the client and consultant regularly.

1. Daily health and safety inspection on potential workplace hazards, risks and non-conformity of compliance shall be recorded and reported.
2. Occurrence of incident and near-miss shall be recorded and reported regularly.
3. Weekly safety walk inspection shall be recorded and reported with management review minutes of weekly project meeting.
4. Weekly safety statistics shall be recorded and reported.
5. Monthly safety statistics shall be recorded and reported.
6. Annual safety statistic shall be recorded and reported.

24. S Internal Auditing

S internal audits will be performed once every six months; however, the audit conduct frequency can be affected by:

- The importance of the process,
- Introducing new procedures,
- The severity of the Non Conformities and the deficiencies observed.
- Result of risk assessments of project activities.

The lead auditor will prepare and update the audit plan; covering all the project activities. The audit schedule, scope and criteria, timeframe and dates will be communicated to the projects at least two weeks prior the planned conduct of the internal audit.

The Internal Audit Checklist will be prepared detailing the processes, the activities involved in this process QATAR CHOICE TRADING AND CONTRACTING WLL or Customer reference documents, applicable ISO/OHSAS standard clauses to the process and the auditor check points; taking into consideration the important elements to be audited in the project. All quality objectives of the project will be included in audit checklist as well.

The internal auditor will adopt a professional; positive; constructive; and an honest approach with the auditor throughout the conduct of the audit.

Auditors shall record a factual, precise and accurate description of the audit findings. The Internal audit shall be firmly based upon objective evidence through appropriate references. External audits shall be conducted by the third party on yearly basis to ensure the compliance as per the required standard.

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Non conformity, corrective and preventive action:

Non-compliance with the system requirements can be caused by failure to view established procedures, wrong procedures, equipment malfunction, accident, incidents, near misses and emergencies. If the records reveal that consistent non-compliance's are found with respect to a particular activity or procedure, then it will indicate a systematic weakness which requires a detailed study throughout the audit tracks to decide which management system elements are contributing to the problem.

When reporting non-conformity, observation or a recommendation for improvement; the auditor shall quote the job number, incident reference, report number and date, quantity, order number, shipment reference, or any other appropriate reference to allow a proper understanding of the report.

The objective evidence shall represent:

- Factual evidence of difference between the documented procedures / manuals and working practices,
- Failure to address any clause of the standard or any element of any other audit criteria.
- Lack of evidence to show continuous implementation of various parts of the system, and
- Failure to implement contractual requirements, or Qatari legalization requirements.

In determining objective evidence for nonconformity does not only limit to nonconformities as mentioned in the above statements.

The applicable ISO standard clause and the relative (QATAR CHOICE TRADING AND CONTRACTING WLL/ Client/ Consultant/ Legal) document will be referred, the date and location where the Nonconformance occurred will be noted, and the reference number allocated.

The cause of nonconformity will be jointly agreed on portion of the report (by exercising the root cause analysis and cause and effect method), and a corrective action and the completion date to close the nonconformity report shall be proposed.

The proposed completion date (time schedule) thereof shall be the date committed by the manager in charge to close the nonconformity report by implementing the agreed corrective and preventive actions. The responsible person in the department / area shall sign the "causes and proposed corrective action" portion of the corrective / preventive action request form.

Corrections shall be done by the respective project manager with the approval of the client/customer, wherever necessary. The corrections taken shall be recorded and will be considered in the formulation of corrective and preventive measures.

Corrective or preventive actions taken to remove the causes of actual and potential Nonconformance shall be proper to the scale of problems, the corrective and preventive action taken shall be reviewed and evaluated (responsible person in the department / area) by performing a follow-up inspection / re-audit, re assessment also the review may be undertaken by reviewing of documentary evidence such as records, amended procedures, photocopies, films, etc.

If the corrective and prevention action taken is justified and found to be viable and satisfactory, and in full compliance with the specified requirements; then the nonconformity report should be closed by signing the corrective / preventive action request form, otherwise the nonconformity report shall remain open.

25. Site Fire Plan:

Action on fire emergency:

- Activate fire alarm/horn OR
- Shout Fire....Fire....Fire...
- Inform to emergency responds team commander by telephone.

If you hear the alarm:-





- Do not be panic.
- Stop the work immediately.

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- Inform your co-workers about emergency.
- Switch off your machines/equipment.
- Keep tools/materials/equipment free from walkway.
- Evacuate work place immediately.
- Use safe access for evacuation.
- Do not take short-cuts.
- Do not run at site.
- Do not use elevators/lifts.
- Proceed to emergency assembly/muster point safely.
- Supervisor to coordinate evacuation scenario and head counting.
- Do not re-enter the building.
- Wait for further instruction from S department.

If the fire is small and contained:

- Select appropriate fire extinguisher if you are trained.
- Attempt to extinguish the fire if safe to do so.
- Always ensure you can exit safely.
- Report to emergency assembly/muster point if fire is still spreading.

Fire Extinguisher Chart						
Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes



26. Emergency Assembly Points:

Project and S manager shall identify emergency assembly point near the work place in safe location and walk-able distance. Emergency assembly point shall be in sufficient size and safe to assemble all workforce and other occupants in case of emergency. Emergency assembly points shall be signed and inform to all work force/occupants during the time of safety induction training and tool box meeting. Do not use this area for any other purpose.

27. Fire Emergency Drill (Mock Drill):

Fire emergency drill (Mock drill) shall be conducted once in every six months in all QATAR CHOICE TRADING AND CONTRACTING WLL operating projects to realize the level of emergency preparedness and response of all work force/ occupants. The emergency evacuation scenario shall be documented with the support of photographs for future reference as it is a legal requirement. The photos of evacuation scenario shall be displayed on all notice boards of sites. The drill will be organized and controlled by ERT personnel and project team.

Corrective or preventive action will be taken by ERT commander and S manager in case of irregularities detected during the period of emergency evacuation.

28. Vehicle accident within the project:

In case of vehicle accident at site, the following actions shall be taken:-

- Immediate information to ERT commander by telephone.

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- Look for the condition of the peoples trapped inside the cabin or outside.
- Do not approach the vehicle if you are not sure of the danger (fire, fuel, chemical spills or further movement of the vehicle).
- Put engine off if safe to do so and take fire precautions.
- Attempt to remove the trapped personnel outside in safe manner.
- Provide first aid care to casualties unless getting advanced care.
- ERT commander shall activate EMS system for external assistance if required.
- Safety personnel to inform project manager.

29. Heat Stress:

Heat stress & heat exhaustion may occur when working in excessive heat, high humidity, radiant heat, direct sun and confined spaces.

Ensure the following to avoid heat stress:

- Adequate and regular drinking of water.
- Follow the government working hour's regulation in summer.
- Provide training to all workers for understanding of symptoms.
- Heavy work is carried out at cooler times only.
- Work in shaded areas.
- Job rotation shall be applied to minimize heat stress.
- Shade and shielding from radiant heat.
- Adequate air movement/ventilation at work place.
- Suitable clothing and head protection worn.

Where heat stress occurs:

- Assist the person to a cooler environment.
- Cool the casualty with damp & soaked cloths.
- Encourage sipping of cool fluids.
- Obtain urgent medical assistance

30. Risk Assessment and Management:

The Management shall conduct specific risk assessment to identify and control the existing hazards and work generated hazards before starting any critical activities at site. The risk assessment shall be conducted by qualified and competent person and shall be completed, approved, and reviewed with execution team before starting the specific job. All employees should be explained about the hazards involved in the task. The management shall implement system such as administrative, engineering and personal protective measures to eliminate and/or control work place hazards. A proper supervision shall be made available and she or he is responsible for the continuous monitoring of work operations and individual employee activities.

The following safe work practice and standard operating procedures, hazards encountered on this project can be minimized.

- A. Isolation.
- B. Engineering Controls.
- C. Ventilation.

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- D. Administrative controls.
- E. Wearing of Personal Protective Equipment's.
- F. Training.

The risk management team of QATAR CHOICE TRADING AND CONTRACTING WLL and responsibilities are as follows:

Project Manager: Project manager shall ensure that all hazards are identified at work place and eliminated or minimized the risk level as reasonably practicable to protect the work force, properties and environment. Project manager to assign competent person (safety officer) to analyze the risk at work place and shall be documented, communicated to all involved and updated as and when required. Project manager shall provide sufficient resources to implement the control measures to meet requirements at site.

Project /site engineer: Project/ site engineers shall establish safe work method statement for critical activities before starting work activities at site and submitted to department for approval and further to make risk assessment for particular work activities.

Sr. Officer: The senior officer of the project shall be consulted with the project manager, engineers, supervision and workers to get adequate information on the planning and work execution in the project. Senior officer of the project shall review the safe work method statement and analyze the risks at work place and documented. Senior officer to monitor and ensure that risk assessment are clearly understood by all workers and properly implemented at work place.

Supervision: Supervision and work force shall be participated in risk assessment process for discussion and consultation with department to ensure the effectiveness of risk assessment. Supervision shall provide sufficient and suitable recourses, education and enforcement to workers to implement safety system at work place. Supervision to conduct daily tool box talk for five to ten minutes duration at work place for workers covering the topic on potential hazards, risks and precautionary measures to be implemented as specified in the risk assessment document. Supervision to monitor work activities frequently to identify unsafe acts and conditions at work place and advice for corrective actions to mitigate the hazards.

Workers: All workers shall attend daily tool box talk conducted by supervision for clear understanding of all work place hazards, risks and precautionary measures highlighted in risk assessment document. All work forces are responsible to follow general site safety procedures and safety rules to prevent accidents and incidents.

Terms and Definitions:-

- Accident is an event or chain of events which has caused or could have caused injury, illness, and damage to assets, the environment or company reputation.
- Incident is the work-related event(s) in which an injury or ill health or fatality occurred, or could have occurred (Accident is an incident which has given rise to injury, ill health or fatality).
- Consequence (or severity) is the loss that can be inflicted if the hazard event occurs.
- Frequency is the number of occurrences of an event per unit time.
- Hazard is the source, situation, or act with a potential for harm in terms of human injury or ill health, or a combination of these.
- Hazard Identification is the process of recognizing that a hazard exists and defining its characteristics. It is the structured, systematic assessment of an activity in order to identify the hazards associated with it.
- Hazard Management is the systematic process of identifying potential hazardous events and their potential consequences (hazard analysis). Evaluating the risk potential of the hazardous event occurring (risk analysis). Reviewing the hazards and risks on a periodic basis.

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- Ill health is the identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work related situation.
- Risk is the combination of the likelihood of an occurrence of a hazardous event or exposure and the severity of injury or ill health that can be caused by the event or exposure:
 - ✓ People - injury or harm to physical or psychological health.
 - ✓ Assets - damage to property or loss of production.
 - ✓ Reputation - This includes the liabilities arising from injuries and property damage.
- Risk = Frequency x Consequences
- Risk Assessment is the process of evaluating the risk arising from a hazard, taking into accounts the adequacy of any existing controls, and deciding whether or not the risk is acceptable.
- Interested Party is the individual or group concerned with or affected by the OH&S performance of an organization.
- Work place is any physical location in which work related activities are performed under the control of the organization.
- Lost Time is a work related injury that results in the injured employee missing scheduled time from work resulting in a wage loss.
- Occupational Illness is a condition that results from exposure in a workplace to a physical, chemical or biological agent that normal physiological mechanisms are affected and the health of the worker is impaired. The risk management process is systematically divided into five steps:
 1. Identify hazards, based on experience, recorded data and other information. This shall be done proactive rather than reactive.
 - ✓ Physical hazard.
 - ✓ Chemical hazard.
 - ✓ Biological hazard.
 - ✓ Ergonomics.
 - ✓ Other Hazards in work places
 2. Assess the associated risks by making an evaluation of the level of risks to the health and safety of workers, based on the consequences and likelihood of harm.
 - Assessing and prioritizing the risks.
 - Dealing with the highest priority risks first.
 - Dealing with fewer risks or least significant risks last.
 3. Select control measures from the hierarchy of risk control measures by selecting the highest order control method possible and then proceeding down the list in order.
 - Risk elimination:- if elimination of the risk is not possible, select these control measures in the following order of preference:
 - Substitution.
 - Isolation.
 - Engineering control.
 - Administrative control.
 - Personal protective equipment (PPE).
 4. Implement or apply the selected control measures as per the priority, cost, effort and time frame and ensure the following:
 - Adequately control the risks.
 - Not creating other risks.
 - Allow workers to do their work without undue discomfort or distress.

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5. Monitor the control measures and review the process to ensure that they are working correctly to control the risks and that no other risks have been introduced.

Effective risk management involves identifying all of the hazards in the workplace, and then carrying out a risk assessment for each hazard, to assess the severity of a risk, before deciding its priority. When carrying out a risk assessment, determine the risks that have the greatest potential cause harm and a greater likelihood of occurring. These risks are controlled first, followed by the less serious risks. Attention should be given to risks that may be easy to fix but may have low risk priority scores (e.g. power leads across the floor). These risks should be fixed promptly. Particular attention should be given to risks that may have very low likelihood of causing harm but may result in major consequences.

Review:

The risk assessment shall be reviewed according to any significant changes occurred in the work activities, workers, tools, equipment, materials and the process.

- Has anything changed over time since the risk process was implemented?
- Is the control of risks still adequate?
- Was the risk management process conducted effectively?

The five steps can be applied in all types of sites / projects, but in some cases it may be more effective to perform more than one step at a time. The way the risk management process is implemented can depend on the type of activity and tasks involved at the project.

Criteria for Risk Tolerability:

The assessment and control of risk are essential requirements for a proactive OH&S management system. In order to make an evaluation to decide what risks are acceptable, an easily understood set of criteria should be set and followed seriously. Risk criteria are required to promote consistency in evaluating the results of relevant studies and to formulate a proactive approach to incident prevention. This document sets out the basis for selecting the risk acceptance criteria and explains some of the techniques used to arrive at the quantitative assessments made to understand the risk levels.

Factors affecting the risk criteria:

The risk criteria for risk levels are generally based on risk comparisons. However, there are some factors which need to be considered in order to ensure that the proposed risk criteria reflects adequately the nature and risk levels for activities or processes used at QATAR CHOICE TRADING AND CONTRACTING W.L.L.

1. People:

Severity	Description
5	Multiple fatalities from an accident or occupational illness.
4	Single fatality or permanent total disability (PTD) - from an accident or occupational illness.
3	Major injury or health effects (including permanent disability) – Affecting work performance in the longer term, e.g. long absence from work. Irreversible health damage without loss of life, e.g. noise induced hearing loss, chronic back injuries.
2	Minor injury or health effects –Affecting work performance, e.g. restriction to activities (restricted work case (RWC)) or need to take a time off work to recover (lost time injury (LTI)). Limited, reversible health effects, e.g. skin irritation, food poisoning

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1	Slight injury or health effects (including first aid case (FAC), and medical treatment case (MTC). Not affecting work performance or causing disability.
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2. Assets

Severity	Description
5	Extensive damage – essential or total loss of operation.
4	Major – Partial operation loss.
3	Local damage – Partial shutdown.
2	Minor damage – Brief disruption.
1	Slight damage - No disruption to operation.

3. Environment

Severity	Description
5	Massive effect – Persistent severe environmental damage or severe nuisance extending over a large area. In terms of commercial or recreational use or nature conservation, a major economic loss for the company. Constant, high exceedance of statutory or prescribed limits
4	Major effect – Severe environmental damage. The company is required to take extensive measures to restore polluted or damaged environment to its original state.
3	Localized effect – Limited loss of discharges of known toxicity. Repeated exceedance of statutory or prescribed limit. Affecting neighborhood. Spontaneous recovery of limited damage within one year.
2	Minor effect – Contamination. Damage sufficiently large to attack the environment. Single exceedance of statutory or prescribed criterion. Single complaint. No permanent effect on the environment.
1	Slight effect – Local environmental damage. Within the fence and within systems. Negligible financial consequences

3. Reputation

Severity	Description
5	International impact – International public attention. Extensive adverse attention in international media. National/international policies with potentially severe impact on access to new areas, grants of licenses and/or tax legislation.

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4	National impact – National public concern. Extensive adverse attention in the national media. Regional/national policies with potentially restrictive measures and/or impact on grant of licenses. Mobilization of action group.
3	Considerable impact – Regional public concern. Extensive adverse attention in local media. Slight national media and/or local/regional political attention. Adverse stance of local government and/or action groups.
2	Limited impact – Some local public concern. Some local media and/or political attention with potentially adverse aspects for company operations.
1	Slight impact – Public awareness may exist, but there is no public concern

- Risk assessment matrix in QATAR CHOICE TRADING AND CONTRACTING WLL:

Severity	Consequence				Increasing Likelihood				
	People	Assets	Environment	Reputation	1	2	3	4	5
					Has occurred before	Incident has occurred in QATAR CHOICE TRADING AND CONTRACTING WLL	Occurs once a year in QATAR CHOICE TRADING AND CONTRACTING WLL	Occurs several times per year in QATAR CHOICE TRADING AND CONTRACTING WLL	Occurs several times per year in a location
1 NEGLIGIBLE	Slight health effect / First aid injury	Slight damage	Slight effect	Slight impact	1	2	3	4	5
2 MODERATE	Minor health effect / Medical treatment/ Restricted work case	Minor damage	Minor effect	Limited impact	2	4	6	8	10
3 SIGNIFICANT	Major health effect / >3days away from work / Temp. or Partial disability	Localized damage	Localize d effect	Conside rable Impact	3	6	9	12	15
4 SEVERE	PTD* / Single fatality	Major damage	Major effect	Nationa l impact	4	8	12	16	20

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5 CATASTROPHI C	Multiple fatalities / Multiple serious injuries	Extensive damage	Massive effect	Inter-national impact	5	10	15	20	25
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1 - 6 : Low Risk :

Risk is tolerable when control measures identified are implemented.

Manage for continuous improvement.

8 - 12 : Medium Risk:

Further Risk Reduction Measures should be considered.

15 - 25 : High / Intolerable Risk:

Seek specialist advice/support. Investigate alternatives.

Monitoring and review:

- The monitoring cycle for performance and results of control measures shall be determined according to the severity of hazards.
- Monitoring must be carried out for each work activity.
- If the hazards are not properly managed in site, corrective and complementary measures must be established immediately.
- When problem relating to hazard control status or new hazards are discovered during monitoring, a risk re-assessment must be conducted.

31. Safe Work Method Statements (SWMS):

The Project Manager shall ensure that the project engineers and quality control department is preparing and submitting safe work method statement document to S department in consideration of detailed information of the sequences of tasks with sufficient health and safety information. SWMS shall be submitted to S department for review and approval before commencement of any critical tasks to be performed in the project. Safety manager shall prepare the risk assessment for the task specified as per the information provided in SWMS. These documents shall be reviewed and approved by S manager, project manager, client and consultant before execution of the task is mandatory.

Approved safe work method statements and risk assessments clearly indicating the responsibilities, identified hazards, risks and methods of mitigations shall be distributed via controlled copies to the responsible persons in each section of work. Copies of the method statements shall be maintained in a central location on site as these may be referred to by those involved in the task as required.

All personnel involved in the task shall be provided with a briefing on the method statement and it shall be recorded on the pre task talk form. Any significant deviation from the method statement that may be required shall result in the requirement to review and revise the risks associated with such changes.

Requirements for Method Statement of Steel Erection:

PROVISIONS:

- All the safe practices will be adopted during the storage and material handling work including the transportation and mobilization of man & material in the site for any due reasons .
- Special work permits, wherever required, shall be obtained before commencing work.
- Permits and using safety policy's; whenever & wherever required , while using the tower cranes or any cranes in order to avoid any worse damage or situation in the site for any due reason.
- All necessary personal protective equipment must be used.
- Full body harness shall be provided for the workers on working platforms above 2 meter in height.
- Proper access for the worker and equipment shall be provided for the works.
- All machinery shall be checked for maintenance records.

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- The site shall be cleaned from all the debris, steel waste, nails etc.
- Waste materials should be removed from the workstations of each worker in order to make a safe working environment
- Using of debris chute in the waste management for high rise building.

32. Permit-to-work system (PTW):

All contractors and sub-contractors shall follow the PTW system and procedures at workplace for high risk activities including hot works, excavations, work on electrical systems, confined spaces, high risk fall areas, energizing/testing of MEP equipment and other areas where determining the requirement of PTW. QATAR CHOICE TRADING AND CONTRACTING WLL S department shall be the permit issuing authority and all of the performing authority shall contact with S department with relevant safe work method statement and risk assessment for the job to obtain PTW for the specific high risk activities at site.

PTW shall be issued in relevant format of QATAR CHOICE TRADING AND CONTRACTING WLL to the contractors or the sub-contractors to carry out specific critical jobs in specific site locations. Performing authority to arrange and fulfill the safety requirements as mentioned in PTW before starting the activities. It is mandatory that the performing authority to call area safety officer to work place for final inspection to ensure the satisfactory level of safety implementation before starting works.

All PTW shall be closed by the concerned supervisor for the task with the signature, date and comments after the successful completion of the task and must be handed over to S department for records.

33. Incident investigation and Root cause analysis:

The purpose of this procedure is to identify the duties, roles and responsibilities of workplace parties so that an effective and immediate accident/incident investigation and reporting process is in place. This will include identifying all contributing factors of the accident/incidents and hazardous situations and making the necessary recommendations to prevent the accident/incident from recurring.

The objectives of this procedure are to:-

- Achieve a consistent method for formal and reporting investigating incidents format.
- Ensure that incidents or near miss incidents are investigated thoroughly and the maximum amount of learning is extracted from incidents.
- Ensure that practical recommendations to prevent reoccurrence of the incidents are established and that appropriate action is being taken. Parties are identified to manage the complete implementation of the recommendations.
- Ensure a safe workplace for all employees, contractors and clients through effective and systematic incident investigation and reporting mechanisms, to ensure that further risks of workplace incidents are eliminated.

Terms and Definitions:

First Aid - When an employee, as a result of an accident in the workplace receives on-site first aid assistance, includes cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, and splints.

Health Care is an injury that results in attention received from a recognized health care provider but that does not result in time away from scheduled work or a wage loss.

Near Miss is an incident where no injury, ill health, or fatality occurs may also be referred as a 'near miss', 'near hit', 'close call' or 'dangerous occurrence'.

Incident is work related event in which an injury or ill health of fatality occurred, or could have occurred.

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Ill Health is identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work-related situation.

Lost Time is a work related injury that results in the injured employee missing scheduled time from work resulting in a wage loss.

Occupational Illness is a condition that results from exposure in a workplace to a physical, chemical or biological agent that normal physiological mechanisms are affected and the health of the worker is impaired.

Environmental Release is an accidental discharge of a physical, biological or chemical substance into the workplace and/or community.

LWC: [Total number of cases of the days lost due to occurrence of any accident which leads to injury or illness to the employees which made him unable to attend next scheduled assignment or work]

LWD: [The number of workdays the employee was away from work because of work related injury or illness]

MTOC: [Medical Treatment Only Cases which allow the employees to perform their duties after Consultation with medical professionals. It can be a Lost Work Days or Restricted Work Days]

TMHU: [No. of Attendance X Duration Period of an event conducted]

FR: [Total no. of Accidents X 100000 / Total Man-Hours Worked]

SR: [Total Days Lost due to Accidents X 100000 / Total Man-Hours Worked]

Incident investigation and analysis can be still seen as a systematic pro-active approach to the continuous improvement of the S management system.

Constructive investigations yield essential information, which will assist in:

- Determining injury rates.
- Identifying trends and problem areas.
- Permitting comparisons to be made, for example between injury rates for different areas of the workplace, across different time frames and involving different types of injury.
- Complying with legal requirements, for example, providing data required for personal injury claims involving workers compensation payments.
- Identifying the basic causes that contributed directly or indirectly to each incident.
- Identifying deficiencies in the OHS management system that permitted the incident to occur.
- Suggesting specific corrective action alternatives for the management system.

The investigation shall be carried out as soon as possible after an incident. The quality of evidence will deteriorate rapidly with time; therefore delayed investigations are usually not as conclusive as those performed promptly.

The investigation process should include the following activities:

- Incident scene evaluation.
- Inspecting the location and gathering physical evidence.
- Collecting situational evident.
- Conducting interviews.
- Analyzing statements.
- Fact finding.

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- Conducting special studies.
- Reviewing of applicable controls identified in the case.

The incident report presents the narration of the incident, investigation findings, immediate cause, root cause and corrective action shows the recommended report format for an investigation.

The incident report should be reviewed at the appropriate management level as a check on the completeness and quality of the investigation and to obtain agreement to the proposed actions.

Incident Reporting Procedure:

- Verbal information from the worker, supervisor, safety marshal or the witness to the ERT personnel or safety officer or the nurse by using the list of ERT personnel with contact numbers are displayed on the notice boards.
- Emergency Response Team reaching to the incident place with the first aid kit and the stretcher.
- Incident scene management shall be done by the safety officer and the injury assessment shall be done by the site nurse at the same time.
- Shifting the injured worker to safe place by using the stretcher if really required.
- Providing first aid treatment at site by the site nurse.
- Injured worker shall be shifted to the site first aid clinic for further injury assessment by the nurse and taking decision to send the injured to hospital or no.
- The worker will be send back to work after a short time rest if the injury is only just behind the first aid treatment.
- Activating emergency medical services by the site nurse or the safety officer to call the ambulance to site if the injury observed major and life threatening and sending worker to the hospital.
- Company transport shall be used to shift the person to the hospital with minor injuries and illness as it is not life threatening.
- The incident shall be verbally reported to DAR immediately by the safety officer and the written preliminary report shall be submitted to DAR within 24 hours from the incident.
- Incident investigation to analyze the root cause of the incident shall be carried out by the QATAR CHOICE TRADING AND CONTRACTING WLL and DAR investigation team within 24 hours and the detailed investigation report shall be submitted to DAR within three to seven working days based on the severity of incident.
- Follow up action shall be taken by the site nurse with the injured/ill person in the hospital to get information on health status, wellbeing, further treatment required, medical reports and police reports as applicable.
- Updated health status and medical reports of the injured person shall be given to the S manager by the site nurse regularly.
- Safety officer shall take follow up actions with the injured person in the labor camp and updated information shall be given to the S manger regularly.
- All subcontractors are responsible to provide sufficient information and medical reports for the injured person to QATAR CHOICE TRADING AND CONTRACTING WLL S department without delay.
- Medical report and the police report shall be submitted to DAR and QATAR CHOICE TRADING AND CONTRACTING WLL head office.

Incident Reporting Flow Chart:

The incident report presents the investigation findings, analysis and corrective action shows the recommended report format for an investigation. The incident report should be reviewed at the project management level as a check on the completeness and quality of the investigation and to obtain agreement to the proposed actions.

34. Disciplinary Actions:

Disciplinary action shall be taken by QATAR CHOICE TRADING AND CONTRACTING WLL project management against those employees who violates site safety rules and regulation in order to prevent

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reoccurrence. S department shall conduct refreshment safety induction training to the employee (violator) to motivate him to follow site safety rules and regulation as part of corrective actions to prevent reoccurrence.

The disciplinary actions against the violators shall be depend on the seriousness of the offence that may be resulted to verbal warnings, written warning, wage deduction, suspension from the site, penalty for lump sum amount, termination from the site and termination from the organization. All safety violations shall be recorded on QATAR CHOICE TRADING AND CONTRACTING WLL standard format by and submitted to project management for disciplinary action. The sequences of disciplinary actions for normal safety violations are as follows:

1. First violation: - The employee to receive copy of this violation form.
2. Second violation: - The employee to get warning letter with this violation form, as per the discretion of the project manager, the employee may be subject to one day suspension and/or wage deduction.
3. Third violation: - The employee to get second warning letter with this violation form, as per the discretion of the project manager, the employee may be subject to suspension and/or wage deduction up to five days
4. Fourth violation: - Employee services will be terminated immediately from site with denied access to the project site.

In addition, a reasonable penalty shall be applied on the worker or his organization or both in case of repeated safety violations and damage of company assets according to the seriousness of losses caused by the worker.

35. Promotions (Safety incentive system):

QATAR CHOICE TRADING AND CONTRACTING WLL project management shall implement safety incentive scheme on monthly basis. Construction and team mutually shall identify a worker who is eligible to achieve safety award through the process of measuring performance at work place. The selected worker will be awarded safety appreciation certificate with other gifts on monthly basis. This award will be distributed on first week of next month during weekly tool box meeting conducted by safety personnel in participation of project management team.

36. Environment Management Plan:

It is the aim and intention of QATAR CHOICE TRADING AND CONTRACTING WLL to gradually reduce and eliminate any environmental pollution and damage, through effective control of waste generation and atmospheric emissions.

All personnel are accountable for their performance and responsible for reporting accidents, incidents and near misses involving environmental matters.

Such reports shall include:

- Spills (Land pollution).
- Water pollution.
- Water wastage.
- Presence of hazardous Waste.
- Atmospheric emissions in the form of dust, noise, fumes or gas.

The procedure for investigation of these and other unplanned events will be the same as that set out on instructions for accident/incident reporting.

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The Site Manager/ Engineer shall be responsible for;

- Ensuring that regular audit and review of environmental protection measures are undertaken.
- To meet the legal requirements of the Qatari environmental protection rules and regulations.
- To measure the overall environmental effect of site activities.
- To enable rapid action to be taken in the event of emergencies.

Supervisors and the Officers are responsible for ensuring that waste reduction is implemented using elimination, reduction and recycling techniques.

All QATAR CHOICE TRADING AND CONTRACTING WLL employees and other interested parties are required to co-operate by complying with verbal instructions and written procedures.

- Controls.
- Provide effective maintenance, spill plans & disposal schemes etc.
- Develop management & monitoring system.
- Provide dust control systems.
- Netting/Covers.
- Road wetting program.
- Analyze environmental risk and provide suitable PPE.

Definitions:

Some of the most obvious environmental problems, phrases and their definitions are shown below:

Pollution of the environment - Is taken to mean pollution of the air (including air within buildings or other manmade structures above or below ground) water and land from any industrial and commercial activity capable of causing harm to man or other living organisms.

Noise - Is any undesired or unwanted sound disturbance of the environment around the area of works.

Waste - Includes any substance which constitutes a scrap material or an effluent or other unwanted Surplus substance arising from the application of any process.

Polluting - Means poisonous, noxious or polluting matter, solid matter, or any trade/sewage effluent into controlled waters, air or the land.

Nuisance - Can be an act or omission which affects the material comfort and quality of life, of the Surrounding area or of an identifiable sector of that area.

Duty of care - Means everyone with individual, supervisory or corporate status has a responsibility to take care with respect to the environment.

General principles:

The general principles set out below should be used to produce an environment friendly and problem free site:

- Consider the environmental impact of the contract during the planning stage and plan actions to reduce and avoid matters which are likely to cause environmental problems.
- Provide for methods of work which are environment friendly e.g. screening sites, reducing site traffic through residential areas.

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- Include for the provision of appropriate environmental control in sub contracts.
- Choose quiet machinery wherever possible.
- Where appropriate, consider an informative public relations exercise before setting up site.
- Make contact where necessary with any local pressure groups or residential associations.
- Discuss environmental issues at an early stage with the Safety Adviser.
- Set up a clean and tidy site with good fencing, good publicity material and present a good image.
- Ensure that our activity causes as little nuisance as possible, inconvenience or disturbance to the public, especially regarding footpaths and traffic movements.

37. Waste Management Plan:

Waste control:

Reduce waste to a minimum. The company has paid for the material itself, paid for it to be delivered to site, and will have to pay again to have it removed as waste. Keep the site tidy; arrange to move waste as soon as it is produced to skips or waste areas. Allowing waste to accumulate portrays a bad image, creates safety hazards and may cover useable materials, causing them to become lost or damaged.

Allocate the responsibility for keeping the site tidy to an appropriate person. Consider whether waste can be separated, so that some materials may be recycled. People may pay us for our waste. Sorting should be done at point of use, not at end of contract.

Remember that if any toxic or hazardous materials are mixed with general waste then the whole skip load of waste will have to go to a toxic waste disposal tip at a much higher cost. When storing waste on site, care should be taken to ensure that waste does not escape into the environment by soaking into the ground or by any other means

Rubbish should not be burned, especially if it creates black smoke, which is clearly an environmental pollutant. Selected materials where possible should be re-used on site, or if possible, transferred to another site for use there. Materials identified for re-processing should be segregated, stripped down and sent for re-processing or re-use off site.

Uncontrolled discharges of liquid waste to the drainage, sewer system may cause irreversible harm. Liquid waste should be collected and stored in a large bounded container for subsequent removal to a disposal site; this may include waste from de-watering operations.

Authorization from the relevant statutory and regulatory authority should be obtained before any discharge can be made into any river, watercourse or sewer.

Waste segregation & Disposal

The section describes the arrangements for handling and control contaminated waste materials as well as environmental issues. All waste disposals will be accordance with Qatar Law. Good workplace housekeeping shall be carried out by the workers every day end of shift duties is mandatory to keep work place clean and tidy. All contractors and sub-contractors shall follow the waste segregation criteria as given below:

1. Metal scraps: - All metal scraps shall be collected and stored in the designated area with hard barricades and signage. The metal scraps shall be transported from the site to QATAR CHOICE TRADING AND CONTRACTING WLL storage as per the accumulation of quantity and planned schedule. The color code for the metal scrap is [BLUE](#)

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2. Domestic waste (non-hazardous):- General wastes such as wood scraps, papers, card boards and food wastes shall be segregated and disposed in to the skip provided at site. The colour code of the general waste is GREEN.

3. Construction mix waste: - Construction wastes are including concrete wastes, pieces of bricks, packing materials and insulation materials will be stored in designated barricaded area with signage. The colour code of the construction mix waste is YELLOW.

4. Hazardous Waste: Hazardous wastes includes empty drums of chemicals or solvents, abrasive waste, batteries, used oils and other wastes MSDS indicating hazardous quality of the materials. The waste shall be collected and stored in separate container colour coded RED.

Waste disposal:

Huge amount of waste shall be removed from the construction site as part of the construction works. Assessments will be made to identify material with the potential for re-use. Wherever possible this material should be incorporated within the construction works.

The following control measures to ensure safe and effective segregation, storage, transport and disposal of waste materials:

- Hazardous materials generated through the course of the contractors work shall be managed and segregated in accordance with approved procedures.
- Sufficient number of colors coded skips and containers will be provided for all waste streams. The containers should be appropriate for the waste being stored.
- All containers will remain closed except during filling or emptying.
- All appropriate material safety data sheets (MSDS) will be provided to and maintained by the contractor's S manager and will be made available to all product users.
- All materials will be reused or recycled wherever possible and should employ methodologies to promote reuse and recycling principles.
- Only authorized waste disposal agencies which have required permits and license for waste disposal will be permitted to handle / remove waste from the site.
- Sub-contractors will be advised to maintain their work areas to control windblown litter.
- Waste materials may only be taken to a waste tip by a registered carrier. The carrier should register with the local authority where he has his head office and before transferring the waste to the carrier the site.
- For controlled waste, a form with the following prescribed information should be prepared and a copy given to the carrier with the other copy kept on site. This form should briefly state:
 - ✓ The name of the waste producer, and description of the waste.
 - ✓ The authorized carrier.
 - ✓ The disposal arrangements with authorized party.
- For special waste, the consignment note system should be used. These forms may be obtained from the local waste disposal authority or the carrier licensed to take special waste.
- Before leaving site, the site should ensure that the carrier informs them of the name and address of the trip to where the waste is being taken.
- If the tip is not already known to be able to process the waste the waste disposal authority should be contacted to ensure that the trip has an appropriate license.

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- The carrier should return a copy of the form to the site to confirm that the waste has been taken to the appropriate party before the account is settled.

Resource consumption:

All resources are finite and should be used in the most efficient manner. Employees can reduce the amount of resources used by a considerable amount if encouraged to do so.

Wasting resources not only cost money but often produces a problem in dealing with the waste, or results in pollution of the atmosphere. All efforts should be made to use resources efficiently. Most savings made may seem small but in total significant results may be achieved by very simple actions.

Typical resource savers are:

- Switch off unnecessary lights and heaters to reduce the consumption of electricity.
- Re-use blank sides of paper for rough notes.
- Do not leave machinery running when not in use.
- Plumbing and water storage shall be properly maintained and controlled.
- Control the water loss in toilets and washing areas.
- Ensure that when oil changes are made the oil is sent for recycling.
- Order the correct size and quantity, not extra in case it may not be required.
- Keep in mind that resources are finite and waste costs money.

Hazardous Material Incident:

When you become aware of a spill or release of any hazardous substances, take the following actions:

- Notify ERT, your supervisor & safety officers.
- Do not enter an area where a spill or release has occurred.
- Immediately evacuate the building or area. Assemble in emergency assembly point in up-wind direction from the spill or release site.
- Do not return until the clear signal has been given from S department.

38. Plant, Equipment & Machineries:

All control measures within the procedure shall be followed in order to ensure that plant, equipment & machinery are safe and appropriate for the task being undertaken.

Inspection of Plant, Equipment & Machinery:

All plant, equipment and machinery shall be inspected by a competent mechanic at site prior to enter the site for operation to ensure that the equipment is in a serviceable and operational condition. Inspection check list shall be furnished and signed by the mechanic and submitted to S department for records.

Periodic inspections shall be carried out by a competent mechanic and recorded and all necessary documentation as may be required shall be made available at the time of inspection, for example:

- Test certification.
- Operator's licenses.
- Calibration certificates.
- Servicing records.
- Any statutory records.
- Third party certificate.

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A copy of all certificates, such as operators' certificates & equipment certificates must be submitted to S department to obtain the authority to enter the site for operation. Records of all inspections shall be kept in the equipment and shall be available for verification during the inspection.

Any item of equipment or vehicle that, when inspected is found to be defective or the correct critical documentation cannot be produced, shall be refused admission to site or if already in use on site, shall be required to cease operations until such time the shortfalls are rectified.

Supply or Hired Plant, Equipment & Machinery:

When hiring the equipment and machinery from a supplier all efforts shall be taken to ensure that this procedure is maintained and followed. Suppliers may carry out their own inspections, however are required to ensure that copies of all relevant documentation are available and submitted to S department office at site. The supplier to submit every required certificate of the operator and the equipment including periodical maintenance report to S department at site.

Operators of Plant & Machinery:

All drivers or operators employed on the project must be of the age specified by QCS 2014 regulation, have passed the required test and hold the appropriate license. Operators must be competent to drive or operate the equipment they are allocated to, and must be identified as the sole operator of that equipment. Operators shall prove their efficiency to operate the equipment through the third party assessment certificates.

Damaged / Defective Plant & Machinery:

Any damaged or defective plant, equipment or machinery identified during inspection or any other time shall be removed from service and placed in quarantine until any repairs are carried out and it has been confirmed as fit for purpose.

Examples of defective plant include unguarded moving parts (drive belts and wheels). Under circumstance shall unauthorized persons make temporary repairs. Repairs shall only be undertaken in a workshop area or taken off site by the competent mechanics only. A powered or manual jack shall be kept in the equipment/vehicle for utilizing in break down situations.

Environmental protection:

All static items of plant, equipment and machinery must be placed on a drip tray or non- porous surface in order to prevent oil and fuel spillages from contaminating the ground. Further detailed environmental requirements shall be covered in the environmental management plan.

39. Rigging and Slings:

All of the lifting equipment is received by the project stores & inspected by a competent mechanic and safety officer and approved / color coded prior to use. In addition to the initial inspection periodic inspections shall be carried out and recorded by a competent person and all necessary documentation as may be required shall be available at the time of inspection. Periodical maintenance shall be carried out by the equipment supplier and a copy of maintenance report shall be submitted to S department for records. A copy of all valid certificates shall be submitted to S department before the commencement of the task at site.

- Road registration and insurance.
- Third party load test certificates.
- Third party certificates for loose lifting gears.
- Operator's license.
- Operator's third party competency certificate.
- Third party competency certificate for riggers.

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Colour coding for all lifting gears and appliances shall be as:

Site internal standard color coding 2019:

Jan – Mar	Green
April – June	Yellow
July – Sept	Blue
Oct – Dec	Red

This coloring system will be tailored as per the site/project requirement. Any lifting gears and lifting equipment not complying with the requirement shall be taken out of service from the project.

40. Lifting Plan:

Designated lifting supervisor shall be assigned to carry out critical lifting operation at site. Lifting plans shall be prepared by the engineer or lifting supervisor for all critical lifting and erection activities in the project.

This shall include:-

- Capacity of the crane.
- Position of the crane.
- Weight of the load.
- Capacity of the gears to be used.
- Centre of gravity.
- Maximum and minimum radius of the crane boom.
- Length of the boom.
- Maximum height to be lifted.
- Actual position to which the object to be erected.
- Distance from crane center to the object center.
- Distance between the nearest obstacles.
- The ground condition (is it earthed or not & rigid or not).
- Lifting equipment/sling inspection register shall be maintained.

When hiring the equipment and machinery from a supplier all efforts shall be taken to ensure that this procedure is maintained. Suppliers may carry out their own inspections, however are required to ensure that copies of all relevant documentation are available and maintained at site. The lifting foreman / site engineer shall ensure all sub-contractors employed follow this procedure. Any damaged or defective plant, equipment or machinery identified during inspection or any other time shall be removed from service and placed in quarantine until any repairs are carried out and it has been confirmed as fit for purpose.

41. Riggers:

All riggers must be trained, competent and authorised by an external third party verifier. For critical lifts, check if lifting plan is in place and follow this plan accurately. If no lifting plan is available, DO NOT LIFTS. Other responsibilities include:

- Inspect the lifting gear for damages and defects and ensure the gears are with relevant colour coding.
- Select lifting gears in appropriate capacity to lift the load safely.
- Know the weight of the load and centre of gravity.
- Know the capacity of the crane, lifting gears and load bearing factures in different angles.
- Attach the gears with load and crane hook as per the rigging procedures.
- Use tag lines in sufficient length for controlling the movement of swinging suspended loads.
- Provide standard hand signalling to the operator for safe movement of loads.

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- Full lifting radius shall be barricaded to avoid un-authorized entry of personnel and equipment.
- Ensure no one goes under the load.
- If traffic may be endangered, close the road or put up adequate barriers and instruct two flagmen to control traffic.

42. Safe Lifting Operation:

- Trained, certified and experienced operators shall operate the mobile crane at site.
- Mobile crane shall be with road registration, insurance and third party load test certificates are eligible to use at site.
- Slings and lifting must be carried out by properly trained and certified persons.
- Plan the lift, don't overload equipment.
- Slings must be positioned correctly, not over sharp edges or corners.
- Use lifting lugs or shackles, no multiple slings on the same hook.
- All kinds of loose lifting gears such as chains, slings, shackles and other attachments must be tested and tagged.
- No person is to ride a sling or hook.
- Don't stand under a suspended load.
- Always stand well clear of the load to avoid injury if the load swings, slips or spills.
- Always keep slings away from chemicals.
- Never combine slings, nylon and chains together.
- Provide tag lines to control the suspended swinging load.
- Shackles must be used where slings are attached to eye bolts or lifting lugs.
- Slings must be regularly checked and kept in good condition.
- All hooks must be supplied with devices to prevent load movement.
- Multiple slings must be shackled together and placed on the hook.
 - Worn or damaged slings must be discarded or repaired by the manufacturer.
 - The lifting area must be secured to prevent unauthorized entry.
 - Don't stand between the materials and the load.
 - Keep hands and feet well clear of pinch points.
 - Never leave the load suspended without an operator at the control.

43. Personnel Cages (Man-Baskets):

General notion on the use of crane hoisted personal cages (Man-Baskets):

The use of personnel cages shall be viewed as a last resort. Working platforms, which normally take the form of scaffolding, are the preferred method for working at heights. However, the use of personnel cages may be considered where there is increased risk involved in constructing the platform. The safe working load (SWL) of the crane shall be down rated by 50% of the load chart at the operating radius when being used to lift a man basket.

The rules and procedures of crane hoisted personal cage (man basket) shall be also applicable for the construction, testing and use of hoisted concrete bucket at site.

Construction of personal cage (Man-Basket):

- Personnel cages shall be designed by a professional engineer, all engineering drawings and certification papers shall be kept available for review at site.
- Personnel cages shall be made of metal and all connections shall be fully welded and inspected by a qualified welding inspector using liquid penetrative method.
- A lifting lug shall be provided and fully welded at each corner.
- There shall be no openings in the floor of the personal cage. The height of the personnel cage shall not be less than 1.2 meters.

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- Surface of the floor shall be completely enclosed leaving no openings.
- The door to the personnel cage shall be designed to open inward. A latch for the door shall be equipped on the external surface of the personal cage.
- Lugs for attaching tag ropes shall be provided at the lower part of the personnel cage.
- Around the inside of the basket there shall be provided a grab rail.
- Slings used for lifting of the man basket shall remain with the basket and not be used for any other operation.
- Suitable test weights shall be available to carry out a pre-use range and motion test before each operation.

Testing of personal cage (Man basket):

- All personnel cages shall be load tested before they are put into service.
- The date of the test shall be displayed on a prominent part of the personnel cage.
- All personnel cages shall be periodically tested every six months by an approved third party.
- The safe working load (SWL) (persons+ tools+ materials) shall be clearly displayed on the body of the personnel cage.
- The safe working load (SWL) and materials shall be clearly displayed on the body of concrete bucket.

Use of personal cage (man basket):

- All men to work in the personnel cage or the concrete bucket shall be in good health.
- A work permit shall be obtained prior to the use of personnel cage.
- Where the personnel cage is used, the areas shall be roped off with caution signs, saying: "Work Overhead in Progress"
- Before commencing work, the basket should be loaded to a weight equivalent to that of the occupants, with tools and equipment, and a test lift performed to confirm the range and motion of the basket.
- The total number of men allowed in a man basket shall be limited to two. (In case the use of hoisted concrete bucket the men limited to only one)
- A lifeline shall be directly attached to the hook of the crane and all men in the man basket shall hook their safety harness to the lifeline throughout the job.
- A nominated person in the personnel cage shall have the sole authority to signal to the crane operator.
- The tag ropes at least two shall be attached to the lower part of the personnel cage to prevent it from free movement in the air.
- The personnel cages shall be lifted with independent four wire ropes attached to the lifting lugs. Simultaneous crane boom operation, slewing and hoisting shall be forbidden.
- Lowering the personnel cage by gravity shall be forbidden. The personnel cage shall be geared down at all times. Applying abrupt stop in the course of hoisting and lowering the personnel cages shall be prohibited.
- The crane operator shall stay inside the operation cabin at all times while the personnel cage is being used.
- Standing on the top of the personnel cage in the air shall not be allowed even if the safety harness is used.

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- Moving out of the personnel cage to any other elevated places shall be prohibited. If traveling from the personal cage to any other elevated places is required, a specific JSA and method statement shall be produced.
- Lifting excessive quantity of materials together with men by the personnel cage shall not be allowed. Loading gas cylinders, welding machines in the personnel cage shall not be allowed.
- Men assigned to control the tag ropes shall stay at all times with the tag ropes to deal with an emergency.
- Personnel cage shall be landed on flat, secured area. Never try to land it on uneven areas.
- All hand tools to be used by men in the personnel cage shall be securely tied off to the users or the basket to prevent an accidental fall of any tools.
- It is recommended to protect all sling wires by rubber hoses or equivalent from accidental contact with welding electrodes or gas torches.

44. Scaffolds & Working Platforms:

Erection, modification and dismantling activities of scaffolding work platforms shall be done only under the supervision of QATAR CHOICE TRADING AND CONTRACTING WLL third party trained, certified and experienced scaffold foreman and scaffolds.

All scaffolding components used to connect the various members of a scaffold shall be of an approved type (BS5973/EN 12811) and will be erected as per standard procedures.

Erection of scaffold:

Scaffold shall be erected on a rigid base. Scaffolding components in safety standards shall be used on the scaffold. All scaffolding components shall be used where it is appropriate and secured well using appropriate tools. Before erecting any further lifts, a minimum of three secured scaffold boards are to be used for erection and dismantling purposes access is to be by ladder. All scaffold erectors are to wear fall restraint harnesses at all times. Supervision is to be high. All independent tube and fitting scaffold structures will have lines of ties installed at every lift at alternative lifts and these ties should be connected both the inside and outside standards.

Ties shall be evenly distributed over the scaffold and at least 50% of the ties fixed to ledger-braced standards. Scaffold structures shall be inspected by certified scaffold inspector and tagged **red** or **green** as per the condition of the structure. Weekly inspection shall be carried out by QATAR CHOICE TRADING AND CONTRACTING WLL third party certified scaffold inspector and scaffolding tags shall be updated accordingly. Weekly inspection report shall be submitted to S department by the scaffold foreman for records. For system scaffolds, the manufacturers hand book guidelines for tying that particular kind of scaffold should be followed.

Dismantling is to be carried out with care. Two secured boards are required. A fall arrest harness for all operatives, tubes and fittings are not to be dropped but passed down systematically. Material storage is vital to maintain safe access and egress within the work area for all operatives.

Planking:

Scaffold planking must be capable of supporting, without failure, its own weight and at least 4 times the intended load. Solid sawn wood, fabricated planks and fabricated platforms may be used as scaffold planks following the manufacturer, a lumber grading association, or an inspection agency's recommendations.

The scaffold specification as given below shall be followed during the erection of scaffold structures at site:-

- Scaffolding has proper clearance from power lines.
- Measures must be taken to protect employee from falling objects.
- Scaffold structure designed for load rating capacity.
- Scaffolding was erected under competent supervision.

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- Scaffolders are trained and certified.
- Personnel Protective Equipment including FBH on the job.
- Scaffolds using tool pouch to keep their tools.
- Work method statement and risk assessment in place and communicated to scaffolds.
- Components of scaffolding are of the same materials.
- Did not fuse with components of dissimilar materials.
- All scaffolding components are inspected prior to use.
- Has any damaged part of the scaffolding been repaired or removed from service.
- Ground condition is rigid, compacted and even.
- Sole plates used in loose soil or slippery surface.
- Base plate with screw jacks placed on firm ground.
- Structure plumb and level.
- Base lift (Foot tie, kicker lift) length between base plate and first ledger or transom is not more than 6".
- Load bearing couplers (right angle) used to fix standard to ledger and transom.
- Load bearing swivel couplers are used to fix different angles to fix standards to ledger and transoms.
- Standards placed in same bay length.
- Intermediate transom are placed in between span of transoms.
- All couplers are well tight.
- Joint pins are locked well.
- 50% components are used as bracings and ties.
- Base width & height ratio of independent tower & mobile scaffolds 1:3.
- Base width and height ratio of stationary scaffold is 1:4.
- Safety load factor is 1:4.
- Maximum height of first lift placed not more than 2.7 meter.
- Other consecutive lift height is not more than 2 meter max.
- First vertical tie off at 1:4 height OR 26 feet.
- Second vertical tie off is at 26 feet intervals.
- Horizontal tie off every 30 feet.
- Ties with structure properly secured.
- Tie Off anchoring is structurally rigid or sound.
- Cross-braces properly fixed and structurally sound.
- Coupler Scaffolds - "X" bracing after every 3 set posts (three bays) horizontal interval.
- Coupler Scaffolds - "X" bracing after every 2 lift vertical interval.
- Coupler Scaffolds - longitudinal bracing at 35 to 55 degree.
- Longitudinal, façade, diagonal bracing after every three bays.
- Zigzag bracing after every four bays.
- Scaffolding open face to wall is minimum 14" without guard rail and maximum 18".
- Platforms Planking Stamped OSHA or equivalent standard approved.
- Planks are free from damages.
- Planks are appropriate thickness and wide to burden maximum intended load.
- Planking provide across opening with less than 1" gap between planks and toe board.
- Overlap of planks to transom is 6" supports.
- Overhang of the board from transom minimum 6" and maximum 12".
- Boards overlapping minimum 12" to max. 18".
- All boards are clamped or tied properly.
- Rest platform at every 30' vertical levels.
- Toe board in place minimum 4" wide boards.
- Toe board clamped or ties with standard.
- Maximum gape of Toe board and platform ledger is ¼".
- Top and mid rails placed at 38" to 45" and rated for 200 lbs.
- Exit ladder provided on travel distance between 15 to 30 meters.
- Access ladder in good condition..

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- First step from ground to ladder not exceeded 2' feet.
- Ladder extends 3' OR 1 meter past landing.
- Ladder placed in 4:1 ratio or 75 degree angle.
- Ladder secured by clamps or ropes.
- Ladder properly seated and supported.
- Scaffolding tag attached on every access ladder with sufficient information and updates.
- Tag line used while moving loads to scaffold platforms.
- Minimum three boards are used on platform.
- Scaffold can be built in 38M (OSHA) 50M BS 5973 height without a drawing.

45. Fall Protection on Slab Edges/Floor Openings:

Adequate guard-rail system with toe boards, safety net system, or personal fall arrest system shall be selected and erected where the employees are exposed to falling 6 feet or more from an unprotected side, edge or the openings.

A personal fall arrest system consists of an anchorage, connectors, body harness, lanyard, deceleration device, lifeline or a suitable combination of these. Each employee in a hoist area must be protected from falling 6 feet or more by guardrail systems or personal fall arrest systems. If guardrail systems (or chain gate or guardrail) or portions thereof must be removed to facilitate hoisting operations, as during the landing of materials, and a worker must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee must be protected by a personal fall arrest system.

Personal fall arrest systems, covers, or guardrail systems must be erected around holes (including skylights) that are more than 6 feet above lower levels. Each employee at the edge of an excavation 6 feet deep or more must be protected from falling by guardrail systems, fences, barricades, or covers. Where walkways are provided to permit employees to cross over excavations, guardrails are required on the walkway if it is 6 feet or more above the excavation.

Each employee using ramps, runways, and other walkways must be protected from falling 6 feet or more by guardrail systems. Each employee performing overhand bricklaying and related work 6 feet or more above lower levels must be protected by guardrail systems, safety net systems, or personal fall arrest systems, or must work in a controlled access zone.

Each employee engaged in roofing activities on low-slope roofs with unprotected sides and edges 6 feet or more above lower levels must be protected from falling by guardrail, safety net, or personal fall arrest systems or a combination of all.

Top edge height of top rails or equivalent guardrail system members must have a vertical height of approximately 42 inches plus or minus 3" above the walking/working level.

Guardrail systems must be smooth-surfaced, with strength to withstand at least 200 pounds, the minimum requirement applied in any outward or downward direction, at any point along the top edge

The guard rails and life lines shall be erected by only competent person to ensure the adequacy of erected preventive measures. The guard rails shall be well maintained at all the times. The area supervisor responsible for the task shall be responsible monitoring fall protection facility.

46. Safety Nets:

Safety nets in safety standard shall be provided and installed where there is other fall protection measures are inappropriate. Safety net shall be installed/secured as per the manufacturer's instruction to ensure adequate protection. Safety nets shall be installed as close as practicable under the walking/working surface on which employees are working. When nets are used on bridges, the potential fall area from the walking/working surface to the net must be unobstructed. Safety nets and their installations must be capable of absorbing an impact force equal to that produced by the drop test.

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47. Working at Height:

Works performing any level from the ground or near to floor openings and slab edges where the fall may be occurred to the below level is considering as working at heights. The following equipment shall be used to perform working at heights activities and adopt the regulations as given below:-

- Scaffold structures meeting safety standards with green tags shall be used to perform working at heights.
- Step ladders shall be used for working at heights holding a person and wearing FBH by the worker performing task at heights.
- Working at heights shall be only permitted where there are adequate working platform, guard rails with toe boards are available to prevent fall of man and materials
- Straight ladders shall be used as per the safety standard for short time activities at height must be properly secured with structure or supported by a worker unless the completion of the task.
- Full Body Harness shall be worn by the worker and must be anchored on rigid part of the structure on above shoulder level to arrest the fall from 1.8 meter and above level.
- All harnesses must be in good condition and inspected prior to use.
- Suitable anchorage points shall be established to meet fall arrest requirement.
- Wooden tables or other means of substandard equipment shall not be used for working at heights at site.

48. Use of Ladders:

Aluminum straight and step ladders in safety standard with good condition shall be provided at site for access and working for short duration at heights. Portable and fixed ladders with structural defects such as broken or missing rungs, cleats or steps, broken or split rails, or corroded components must be withdrawn from service by immediately tagging "DO NOT USE" or marking in a manner that identifies them as defective or damage.

Portable non-self-supporting ladders must be placed on a substantial base, have clear access at top and bottom, and be placed at an angle so the horizontal distance from the top support to the foot of the ladder is approximately one-quarter the working length of the ladder. Portable ladders used for access to an upper landing surface must extend a minimum of 3 feet above the landing surface, or where not practical, be provided with grab rails and be secured against movement while in use. Ladders must have nonconductive side rails if they are used where the worker or the ladder could contact energized electrical conductors or equipment. Homemade and substandard ladders are not allowed to use at site. A ladder (or stairway) shall be provided at all work points of access where there is a break in elevation of 19 inches or more except if a suitable ramp, runway, embankment, or personnel hoist is provided to give safe access to all elevations. Ladders must be used only on stable and level surfaces and secured well to prevent accidental movement. Ladders must not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental movement. Slip-resistant feet must not be used as a substitute for the care in placing, lashing, or holding a ladder upon a slippery surface. Last two steps of step ladders shall not be used as the stability may be loose. Step ladders in above two meter heights must be hold by a worker for the full duration of the work. Straight ladders shall be either tied with rigid structure or hold by a worker during the working at height activities.

49. Aerial Lifts (MEWP):

Powered mobile elevating working platform in good working condition under good maintenance with legal certifications shall be provided at site to perform working at height where the scaffolds and ladders are practically impossible. The equipment shall be only authorized to operate experienced and third party certified operators. Aerial lifts, powered or manual, include, but are not limited to the following types of vehicle-mounted aerial devices used to elevate personnel to jobsites above ground, extensible boom platforms, articulating boom platforms and vertical towers. In addition, suppliers shall submit a copy of periodical maintenance report to S department for records.

When operating aerial lifts at site, the following criteria shall be followed:-

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- Equipment shall be in good working condition with third party test certificate and insurance.
- Experienced and third party certified operator.
- Wearing full body harness when entering to platform and anchoring on the point.
- Daily pre-start inspection and records.
- Careful maneuvering techniques at site premises.
- Considering nearest structures and pedestrians at site.
- Setting brakes and using outriggers.
- Barricading around the equipment positioned.
- Not exceeding boom and basket load limits.
- Not using devices such as ladders, stilts, or step stools to raise the employee above the basket.
- Working only within the man lift platform.

50. Demolition Works:

Demolition activities shall be properly planned and executed with all safety measures implemented to protect the workers, neighboring facilities, pedestrians and environment.

The following arrangements shall be ready in place:-

- The demolition activities shall be carried out as per the method specified in approved safe work method statement and risk assessment.
- Qualified and certified equipment and operators shall be used.
- Adequate work supervision and S control shall be in place.
- Adequate fencing around the building and security control on all site access and egress.
- Green mesh shall be used to cover the areas of demolition to prevent the spreads of dust.
- Water spray shall be done to control the dust as secondary protective measures.
- Demolition warning signs shall be put in place before work commences.
- Assurance shall be made of all services, gas and electricity are disconnected.
- Overhead structures shall be erected to protect any public place or pedestrians.
- Access roads and the foot paths shall be closed off if required.
- Demolition site traffic shall be properly controlled.
- Waste disposal shall be arranged with third party.
- All other welfare facilities and S arrangements shall be in place as per the project plan.

51. Powered Hand Tools:

- Trained and competent personnel are only allowed to use the power tools at site.
- All tools shall be used only for the type of work intended, and be used in accordance with the manufacturer's specifications and instructions.
- All power tools shall be inspected prior to use by the user and discard from the services if damages or defects are identified.
- To enable tasks to be carried out correctly and efficiently hand tools will be kept in good condition.
- Homemade tools shall not be allowed to use at site.
- The worker to ensure the guards and handles are in place.
- Repairing and maintenance shall be only by competent person.
- 110-volt electrical hand tools only shall be used on site.
- All electrical cables shall be protected from water and traffic routes.
- All statutory inspections, tests, examinations etc. are to be carried out by authorized inspectors.
- Maintain good cable management within the work place to avoid slips, trips and fall hazards.
- Portable electric tools will be inspected before use by the operator, any damage or defects shall be reported to management.

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- A damaged unserviceable or unsafe unit shall be withdrawn from site as soon as possible and not returned until the fault is rectified.
- Damaged cables/codes shall be replaced by new ones instantly by competent person.
- All cables shall be flexible and electrically insulated against mechanical damage.
- In the event of a fault the operator will disconnect (unplug) from the source of supply.

52. Pneumatic Tools:

Trained and experienced workers shall be assigned to use pneumatic power tools at site. Pneumatic power tools shall be adequately secured to the hose in a positive manner using whip arrestor to prevent accidental disconnection. Jubilee clips for securing hoses is prohibited and crimple clips shall be used to prevent attachments from being accidentally expelled. The manufacturer's safe operating pressure for all fittings must not be exceeded. All hoses exceeding 1/2-inch (1.27-centimeter) inside diameter must have a safety device at the source of supply or branch line to reduce pressure in case of hose failure. Appropriate PPE shall be used and supervision shall be in place.

53. Confined Spaces Entry:

Confined space entry program shall be properly pre-planned according to the CSE procedures and OSHA regulations as the atmospheric hazards inside the confined spaces are not obvious and may lead to fatal incidents inside confined spaces. All employees required to enter into confined or enclosed spaces must be third party trained and certified.

The entrants and the supervision shall be familiar with the nature of the hazards involved, the necessary precautions to be taken, and in the use of required protective and emergency equipment. Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces more than 4 feet deep such as pits, tubs, vaults, and vessels. Confined space entry written program shall be established and implemented to ensure the CSE operations are in safe manner and meeting legal requirements.

54. Welding, Cutting and Heating:

Welding, cutting and heating operation using LPG, arc, metallic and abrasive wheels shall be monitored and ensured S compliances. Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch) for fire prevention shall be taken in areas where welding or other "hot work" is being done. No welding, cutting, or heating must be done where the application of flammable paints or the presence of other combustible or flammable compounds or heavy dust concentrations creates a fire hazard.

Arc welding and cutting operations shall be shielded by fire blankets or flameproof screens to protect other workers and the materials which may burn in the vicinity from direct arc rays. When electrode holders are to be left unattended, the electrodes must be removed and the holder must be placed or protected so that they cannot make electrical contact with employees or conducting objects.

All arc welding and cutting cables must be completely insulated and be capable of handling the maximum current requirements for the job. There must be no repairs or splices within 10 feet of the electrode holder, except where splices are insulated equal to the insulation of the cable. Defective cable must be repaired or replaced.

Fuel gas and oxygen hose must be easily distinguishable by colour codes and must not be interchangeable. Gas regulators shall be used for separate gas cylinders for regulating the flow of gases and flash back arrestors must be fixed on minimum LPG cylinder to prevent back fire to the cylinder. Hoses must be inspected at the beginning of each shift and must be repaired or replaced if defective. Suitable portable type of fire extinguishers shall be deployed the areas of similar operation. Permit to Work system shall be adhered by all workers performing hot works to ensure adequate precautionary measures in place. General mechanical ventilation, local exhaust ventilation, airline respirators, and other protection must be provided, when welding, cutting or heating on below situations:-

- Zinc-, lead-, cadmium-, chromium-, mercury-, or materials bearing, based, or coated with beryllium in enclosed spaces

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- Stainless steel with inert-gas equipment used for cutting, heating and welding.
- In confined spaces and where an unusual condition can cause an unsafe accumulation of contaminants.

55. Abbreviations:

Abbreviations	
HSES	Health Safety Environment and Security
HSE	Health Safety and Environment
IMS	Integrated Management System
OCP	Operational Control Procedures
MRM	Management Review Meeting
ISO	International Organization Standardization
OHSAS	Occupational Health and Safety Administration Series
SWMS	Safe Work Method Statement
COSHH	Control Of Substances Hazardous to Health
MSDS	Material Safety Data Sheet
TSDS	Technical Safety Data Sheet
OH&S	Occupational Health and Safety
FR	Incident frequency rate
SR	Incident severity rate
FA	First Aid
CPR	Cardio Pulmonary Resuscitation
LTI	Lost Time Incidents
RWC	Restricted Work Cases
MTC	Medical Treatment Cases
MTOC	Medical Treatment Only Cases
LWD	Lost Work Days
LWC	Lost Work Cases
TMHU	Total Man Hours Utilized
LCA	Life Critical Activities
DB	Distribution Boxes
ELCB	Earth Leakage Circuit Breaker
GFCI	Ground Fault Circuit Interrupter
MCB	Miniature Circuit Breaker
RCD	Residual Current Detector
KM	Kilometer
KMPH	Kilometers Per Hour
PPE	Personal Protective Equipment
RPE	Respiratory Protective Equipment
LPG	Liquefied Petroleum Gases
SWL	Safe Working Load
ERT	Emergency Response Team
PTW	Permit To Work
MEWP	Mobile Elevated Working Platform
FBH	Full Body Harness
MEP	Mechanical Electrical Plumbing
OJT	On Job Training
TBM	Tool Box Meeting

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TBT	Tool Box Talk
QCS	Qatar Construction Specifications
PMT	Project Management Team

56. Health Safety and Environment Management System:

APPENDIX A: PROJECT SUMMARY

- Project Name
- Location details
- Scope of Work Summary
- Duration

APPENDIX B: LIST OF KEY PERSONNEL AT SITE

Sl. No.	Name	Designation	Signature

APPENDIX C: LIST OF AUTHORIZED SIGNATORIES

Sl. No.	Name	Designation	Signature

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APPENDIX D: LIST OF HSE PROGRAMS & MEASURING FREQUENCY

No.	Activity	Frequency	Responsibility
1	Safety Induction Training	Daily	Safety Officer
2	Tool box talks/Pre task talks	Daily	Supervisor
3	Tool Box Meeting	Weekly	Safety Officer
4	Tool Box Meeting (Safety Meeting)	Monthly	S Manager
5	Project S Meeting	Weekly	S Manager
6	Coordination Meeting	As required	S Manager
7	Meeting with site supervision	As required	S Manager
8	Kick off meeting with new subcontractors	As required	PM/S Manager
9	Hazard management meeting	As required	S Manager
10	S Audit	Monthly	SR. /Manager
11	Safety Walk Inspection	Weekly	& Project management
12	Site safety inspection	Daily	Safety Officers/Manager
13	Chemical (COSHH) Inspection	Monthly	Safety Officers
14	Fire extinguisher inspection	Monthly	S Department
15	Equipment inspection	Daily	Operator
16	Equipment test and certification by third party	As required	Project Manager
17	Operators third party assessment & training for certification	As required	Project Manager
18	Equipment inspection/maintenance (Periodical)	Monthly	Mechanic
19	Employee performance evaluation	Every 6 months	P&A Manager
20	Review of Risk assessment	As required	S Manager
21	Legal compliance review	Every year	QA Officer
22	OH&S objectives and performance review	Every 6 months	S manager
23	Internal auditing (Quality / OHSAS)	Every year	Internal auditors
24	External auditing (Quality / OHSAS)	Every year	BV (Third party)
25	Management review meeting	Every year	MRC members
26	Safety Award Ceremony	Every month	S department
27	Third party training	As required	S department
28	On the Job Training	As required	/Foreman

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29	Emergency Evacuation Drill	Every Six Months	/ERT
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APPENDIX E: LIST OF IMS PROCEDURES

S/N	Document Ref. Number	Rev.	Date	Procedure Title
1	AM-OP-IMS-01	0	01-01-2011	Control of Documents and Records
2	AM-OP-IMS-02	0	01-01-2011	Internal Audit, Non Conformance, Corrective Action and Preventive Action
3	AM-OP-IMS-03	0	01-01-2011	Communication, Consultation and Management Review
4	AM-OP-IMS-04	0	01-01-2011	Administration
5	AM-OP-IMS-05	0	01-01-2011	Operations
6	AM-OP-IMS-06	0	01-01-2011	Procurement
7	AM-OP-IMS-07	0	01-01-2011	Business Development
8	AM-OP-IMS-08	0	01-01-2011	Plant
9	AM-OP-IMS-09	0	01-01-2011	Hazard Identification and Risk Assessment
10	AM-OP-IMS-10	0	01-01-2011	Identifying and Assessing Legal and Other Requirements
11	AM-OP-IMS-11	0	01-01-2011	Emergency Preparedness and Response
12	AM-OP-IMS-12	0	01-01-2011	Monitor and Measure OH&S Performance
13	AM-OP-IMS-13	0	01-01-2011	Incident Investigation and Analysis

APPENDIX F: LIST OF OPERATIONAL CONTROL PROCEDURES

No.	Operation control procedures
1.	Permit to work

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No.	Operation control procedures
2.	Personal protective equipment (PPE) usage
3.	Fall protection
4.	Man lifting baskets
5.	Handling of hazardous chemicals
6.	Scaffoldings
7.	Mobile equipment and tools
8.	Lifting operation and lifting equipment
9.	Motor vehicles
10.	Welding and cutting
11.	Handling of gas cylinders
12.	Working at heights
13.	Fire safety
14.	Excavation
15.	Grinding
16.	Blasting
17.	Concrete and masonry construction
18.	Electrical safety
19.	Emergency response and first aid
20.	General rules
21.	Hand tools
22.	Hot work
23.	Ladders
24.	Lockout and tag out
25.	Manual material handling
26.	Painting
27.	Pressure testing
28.	Radiation safety
29.	Site access
30.	Wood works
31.	Working in confined spaces
32.	Working in hot environment
33.	Working with machines
34.	Office safety
35.	Working at Heights
36.	Operating Diesel Generator

Note: The Project specific Operational control procedures will be developed and maintained in due course.

APPENDIX G: LIST OF RISK ASSESSMENTS

website: www.qatarchoice.com contact: 44430091

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No.	Risk assessments
1.	Structure Erection
2.	Hand tools
3.	Abrasive wheels
4.	Cladding
5.	Drivers of Vehicles Abbreviation
6.	Electrical Generator
7.	Electrical Power Tools
8.	Equipment
9.	Fire and Explosion
10.	Fork Lift Truck
11.	Forklifts
12.	Heavy Plant
13.	Hoists
14.	Hot Work Operations
15.	House keeping
16.	Ladders
17.	Lifting Operations
18.	Loading & Unloading
19.	Machinery
20.	Maintaining Camp Facilities
21.	Maintaining Security
22.	Manual Handling
23.	MEWPs
24.	Mobilization and Demobilization
25.	Office
26.	Overhead Services
27.	Painting
28.	Power Tools
29.	Radiography
30.	Rubbish Chutes
31.	Suspended Access Platforms
32.	The Site
33.	Tower Cranes
34.	Tower Scaffolds
35.	Working at Heights
36.	Working in Summer
37.	Lifting Operations
38.	Night Duty
39.	Scaffolding
40.	Steel Loading And Unloading
41.	Ladder Usage
42.	Man Lifts
43.	Arc Gas Welding

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No.	Risk assessments
44.	Grinding
45.	Gas Cutting
46.	Electrical Hand Held Tools
47.	Hand Tools In Confined Space
48.	Electrical Works
49.	Painting
50.	Sand Blasting
51.	Emergency Response
52.	Manual Handling
53.	Transport And Driving

Note: Risk assessment shall be conducted, communicated and documented as per the specific project requirement.

APPENDIX H: LIST OF ENVIROMENTAL RESTRICTION ASPECT & IMPACT

Items / Activities	Environmental Aspects	Environmental Impact
Handling of hazardous chemical materials, Disposal of oil waste, paint waste & solvents.	Potential spillage, leakages	Soil, water and air contamination
Use of liquid fuels, oil, grease	Potential spillage, leakages	Soil & water contamination
Accumulation of food waste	Formation of flies, mosquitos & smell	Air & water contamination
Use of sewage water tank	Leakage & spillage	Soil & water contamination
Raw material use : Steel	Disposal of steel off cuts	Non Renewable resource
Vehicle maintenance	Exhaust emissions & heat	Reduction of O2 in the air
Electricity & Gas	Emissions to Atmosphere (Greenhouse gases)	Global warming, air pollution
Site traffic	Erosion	Loss of top layer soil

APPENDIX I: LIST OF HSES FORMS & CHECKLISTS

S/N	S Form Title
1.	Gate Pass by Main Contractor
2.	Vehicle/equipment in/out register
3.	Visitors Register
4.	S Induction record
5.	Tool box meeting record
6.	Training plan By Main Contractor
7.	Third Party Training Record by Main Contractor
8.	Attendance register for project S meeting
9.	Attendance register for coordination meeting
10.	Attendance register for Weekly safety walk inspection

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S/N	S Form Title
11.	Chemical inventory record
12.	Daily Fork lift truck inspection record
13.	Daily Tele-handler inspection record
14.	Daily Tower crane inspection record by Main Contractor
15.	Daily Mobile crane inspection record
16.	Daily Man lift inspection record
17.	Daily Mast climber inspection record
18.	Daily excavator inspection record
19.	Vehicle/equipment inspection record
20.	Monthly fire extinguisher inspection record
21.	Water cooler weekly inspection record
22.	Tool Box Talk Record
23.	Power tool & Welding inspection record
24.	Scaffold inspection record
25.	Safety man of the month selection record
26.	Safety violation record
27.	Minutes of meeting record
28.	Mock drill record
29.	List of vehicle & equipment record
30.	List of equipment operators record
31.	Lifting tackles monthly inspection record
32.	PTW for confined space entry
33.	PTW for hot works
34.	PTW for trenching and excavation
35.	PTW for working in lift shafts
36.	Annual leave plan record
37.	Incident reporting and investigation record
38.	Monthly & yearly S statistical report
39.	Power tool inspection record
40.	Risk Register
41.	Monthly audit report
42.	Corrective/preventive action report

APPENDIX J: LIST OF ERT & CONTACTS

On Site Form – Must be filled in first tool box

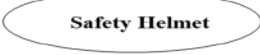











Sl. No.	Name	Designation	ERT Responsibility	Emergency Contact
1				
2				
3				
4				
5				

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6			
7			
8			
External emergency contacts			
Fire, Police & Ambulance	999		
Hamad Hospital emergency:	44394444		
Electricity/Water	991		
Traffic & Patrol Police	44890666		

QATAR CHOICE TRADING & CONTRACTING W.L.L

PPE COLOUR CODES

Managers, Engineers, Superintendent, Gen-Foreman, Foreman, Surveyors, Storekeeper, Timekeeper & other office staff	 <p>Safety Helmet</p>	 <p>Hi-Visibility Jacket</p>
Lead Man & Charge Hands	 <p>Safety Helmet</p>	 <p>Hi-Visibility Jacket</p>
Safety Officers, Safety Marshals, Nurse/First Aider	 <p>Safety Helmet</p>	 <p>Hi-Visibility Jacket</p>
Banks Man & Riggers	 <p>Safety Helmet</p>	 <p>Hi-Visibility Jacket</p>
Scaffolders	 <p>Safety Helmet</p>	 <p>Hi-Visibility Jacket</p>
Mason, Carpenter, Steel Fixers, electricians, Plumbers, Painters, Welder, Fitter, Helpers & other Trade Man	 <p>Safety Helmet</p>	 <p>Hi-Visibility Jacket</p>

Note: These are the sample colour coding systems that we used in the past projects. But this colour coding system can be modified upon the requirement of the Client.

APPENDIX L: SAMPLE COLOUR CODES FOR LIFTING EQUIPMENT & GEARS

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QATAR CHOICE TRADING & CONTRACTING W.L.L		
COLOUR CODE CHART FOR LIFTING EQUIPMENT & GEARS		
FIRST QUARTER	JANUARY, FEBRUARY MARCH	Orange
SECOND QUARTER	APRIL MAY JUNE	Green
THIRD QUARTER	JULY AUGUST SEPTEMBER	Yellow
FOURTH QUARTER	OCTOBER NOVEMBER DECEMBER	Blue

The colour coding system will be revised upon the Project requirement for visibility and safety factor.

APPENDIX M: SAMPLE COLOUR CODES OF WASTE MANAGEMENT

QATAR CHOICE TRADING & CONTRACTING W.L.L	
WASTE SEGREGATION COLOUR CODES	
DOMESTIC WASTE	Green
CONCRETE WASTES	Yellow
METAL SCRAPES	Blue
HAZARDOUS WASTE	Red

The color coding system will be revised upon the project requirement for visibility and safety factor

57. Conclusion:

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Health, Safety, Environment and Security management program suitably and sufficiently been developed for the project to implement the system as per the standard for your protection and well-being throughout entire project operations.

Your sincere co-operation, commitment and accountability towards health and safety management are most important to achieve the goal of ZERO safety violation which compresses of incidents, injuries, illness, property damages, environmental damages and other possible losses. Qatar Choice Trading and contracting policy will benefits the person and project in the most and best way, because we made our policy with one and only one intension "Keep you out of troubles in the health safety and environmental issues".

Unsafe acts and conditions that can be caused to accidents or incidents should be immediately reported to supervisors and safety department in order to take the most appropriate action to stop and rescue from the accident for the moment and from the future.

We are extremely proud of our Health, Safety, Environment and Security achievements and records. Help us to make it better.

"WE CARE FOR YOU ALWAYS, SO SHARE THE PRIDE WITH US"

