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**HEALTH, SAFETY AND ENVIRONMENT PLAN**

INTRODUCTION

Health, Safety and Environmental Plan is of everybody’s concern. Under no circumstances, operational activities should take priority over safety. All reasonably practicable steps shall be taken to avoid risk to employees and other parties who may be affected by the Company’s operations.

**MEMZAR** believes firmly that managing safety is a prime responsibility at all stages and it is a good business practice to provide safe working environment to the workmen at site.

This requirement given in this plan has covered all site facilities for the completion of all works. It has been prepared and written with great emphasis on relevant local statutory regulations and the safety rules and regulations of the Client / Consultant. It identifies requirements for company staff & subcontractors, which aim to ensure, that their work is carried out without risk to themselves or others.

Health and safety requirements are managed and monitored by the Project Director and the Safety Officer of the site with great efficiency, quality and productivity.

**APPROVED ORGANIZATION CHART OF THE PROJECT**

*Attached file number 1***SCOPE AND OBJECTIVITIES**

The scope and the main objectives of the safety plan are:

* Define the safety measures to be adopted at site to prevent accidents and fire.
* Conduct all site activities to the utmost satisfaction of all the clients and the consultants.
* Define the responsibilities of departments, project manager, construction manager, site engineers, foreman, safety officer and the employees in general working at site.
* Build-up and maintain a safety culture for all the employees “good safety is good Business”.
* Implement an active and reactive system to achieve “Zero lost time” due to injury/accident.
* Manage Health, Safety and Environmental protection activities effectively and efficiently.
* Strengthen and encourage all employees and subcontractors for “Time Loss Control”.

***Cross References:***

* Contract Specifications.
* Company Safety Rules.

***HSE POLICY***

We at **MEMZAR** Construction hold in high regard, the safety, welfare and health of our employees. We firmly believe that every employee is entitled to work under the safest possible conditions. All possible efforts will be made in the interest of accident prevention, fire protection and health preservation in all our worksites, workshops and projects. It is a good business practice to guard against accidents and occupational diseases

It is our belief that all accidents, which injure people, damage machinery and destroy materials can be prevented by taking specific safety precautions. All employees in our organization are expected to perform their job without compromising the safety standards prescribed in the safety guidelines issued from time to time. Preventing accidents and the associated cost will permit us to be more competitive in the industry, thus helping to safeguard our business interest.

We do realise that we have a responsibility not to endanger the environment due to our operations. Our organization will do its best in environment protection

**General Manager**

**Attached file 2**

***Safety Management***

* 1. General

This is to ensure that employees at all levels are aware of their personal responsibilities towards safety and that they are given the necessary information for carrying them out. A safety officer will handle the safety operations at site.

* 1. Management Commitment

The Management considers the safety of its employees a major part of their responsibility and it is committed in implementing an HSE system to fulfill the satisfaction of the clients / consultant requirements. Basically through:

1. Putting safety first on the agenda of their priorities.
2. Provide a safe work place, environment, facilities and equipment at site.
3. Providing adequate resources for HSE programme.
4. Ensuring effective supervision at work sites.
5. Conduct site inspection to review and assess the safety performance by the Senior Management Personnel.
6. Taking suitable disciplinary action for serious cases / repeated violation of safety rules and procedures.
   1. Supervisory

All levels of site management must understand, maintain and improve health and safety performance and act upon the HSE plan. They are accountable for the safety of employees working under their supervision at all times.

* 1. Employees

1. All employees will familiarize with relevant project requirements of the HSE plan and they must co-operate with the management and take reasonable care to ensure that they don’t endanger themselves, fellow workers and members of the Public.
2. All employees will report any accidents and damages to property or equipment to their immediate supervisor irrespective of whether persons are injured.
   1. Work Site
3. All areas surrounding the work site to be maintained in a clean & hygienic condition. It will be exercised to minimize the effect of dust, noise, vibration, chemical contamination, water pollution, waste material segregation and disposal and protection of greenery and trees.
4. Hygienic facilities will be provided such as washrooms, sanitary facilities, cold water etc…
5. All offices and working locations will be kept in a state of clean and tidy.

INSURANCE POLICY

* All DUBAI CIVIL ENGINEERING employees are insured under workmen’s compensation policy in accordance with **UAE FEDERAL LAW.**

**RESPONSIBILITIES**

**Position : *Project manager***

**Accountable to : *Management***

* Co-ordinate with the client / consultants on H.S.E. matters.
* Responsible in making sure that his project complying the HSE policy for the client / consultant requirements effectively.
* Ensure that all personnel understand the safety and health policy and implement them at site.
* Ensure that the subcontractors working with DCE complying the safety policy of this plan.
* Initiate the change of existing safety / operational procedure.

**Position : project engineer*/ Site Engineer.***

**Accountable to : *Project manger***

* Ensure that all crew leaders working under them, foreman, charge hands, etc… are aware of and work in accordance with the company HSE plan and client’s and consultant’s standards.
* Holds pre-job meeting before starting all type of critical jobs.
* Investigate all incidents and near miss cases with the help of safety Engineer / Officer.
* Give strict instructions to the supervisors and crew leaders in implementing HSE policy.
* Report to Project Director and Safety Engineer / Officer regarding all incidents.
* Ensure the maintenance of all vehicles / plant / equipment.
* Initiate the necessary disciplinary measures for violation of safety procedures of the site.
* Initiate the change of existing safety / operation procedure, if it is required.

**Position : PROJECT MANGER.**

**Accountable to : *Management***

* Co-operate with the client’s / consultant’s HSE representative.
* Formulate new safety measures on need basis and review its performance.
* Conduct periodical inspection of vehicles, equipment, tools and fire fighting facilities etc. and monitor the action points at work site.
* Maintain and update all HSE related documents.
* Render necessary advises to Engineers / Supervisors / Workers during site inspection.
* Advice the line management personnel in displaying the relevant cautionary instructions, signs and symbols in the prominent places.
* Initiate the change of existing safety / operation procedure, if it is required.
* Provide necessary induction trainings
* Identify necessary trainings and arrange the same.
* Hold safety meeting with section engineers monthly , with workmen weekly.
* Make weekly site walkabout with Project manager.

**Position : *Safety/Officer/ Inspectors / Foremen.***

**Accountable to : *project manager / Section Heads.***

* Ensure effective supervision at work sites.
* Implement all HSE measures as per the HSE plan.
* Ensure that all equipment's and tools are safe for use and in good condition.
* Give proper safety instructions to the sub-ordinates before starting the job.
* Ensure that his sub-ordinates / subcontractors personnel are wearing the prescribed personal protective equipment for job.
* Render help to injured or sick and provide required medical facility immediately.
* Report all near misses, incidents and accidents to the safety officer without any delay.
* Ensure the relevant safety instructions, signs and symbols are displayed in the prominent areas.
* Initiate the necessary disciplinary measure for violation of safety procedures of the site.

**Position : *Work Force.***

**Accountable to : *Immediate Supervisor.***

* Observe and obey HSE rules, operating procedures, cautionary instructions, safety signs and symbols.
* Inform all abnormal unsafe situations to the superiors immediately.
* Perform the job without endangering himself or co-workmen at site.
* Ensure the potential hazards of the work are well understood and do the work safely and in time.
* Be alert in case of emergencies and act as per the emergency response procedures.
* Clean up the work area immediately after finishing the work.
* Always follow the safety instructions of supervisors and safety officer.
* Always follow the safety instructions of supervisors and safety officer.
* Always wear suitable personal protective equipment (PPE’s) properly.
* Discard the defective PPE’s and tools safely and replace them by a new one immediately.

**General Safety Rules at Site:**

Safety practices are effective means of preventing accidents at site. All personnel, contractor personnel and visitors are oblige to comply with the following safety practices.

* Know the job, follow the standard operating procedures.
* Observe all safety rules and regulation plus fire prevention procedures and safety programs which are framed for site.
* Practice good house keeping. Do not leave tools / materials /scraps at your site. Keep your site (work – place) clean and tidy.
* Wear the appropriate work clothing and personal protective equipment for your job.
* Work permits are required for certain specific jobs. Follow the instructions and procedures of site. Work permit to be signed by M&S manager.
* Locate machines, benches and work areas in such a way so as to allow free movements.
* Adequate and suitable fire fighting equipment must be provided for all hot works or areas where combustible or flammable materials are stored. Know the exact location of fire fighting equipment.
* Standard emergency kit and first aid equipment must be provided and readily available at all times at site.
* Know the potential hazards of your job and take precautions that are required at site.
* Smoking is not allowed in designated smoking area. “**No Smoking**“signs and all other warning signs exhibited should be followed strictly.
* All incidents causing injury / damages, shall be reported and treated by the site first aider. All accidents must also be reported to the personnel department for onward information to insurance office.
* Conduct safety induction and on the job familiarization programs for new employees of the site. Safety induction stickers to be put on helmet for personnel already under gone training.
* Drivers and operators must obey all speed limits and other traffic rules and regulations of site.
* Do not tamper with any fire equipment, be sure to understand emergency procedures and know what to do at site in case of emergency.
* Intoxicating drugs or beverages forbidden at site.
* No visitor client shall be allowed inside hazardous site (if any) without supervision.
* Check that all tools and equipment are in safe condition. Use tools and equipment correctly. If defective, report to the supervisor. Never use unsafe tools and equipment at site.
* Only operate equipment, machines, apparatus etc. of which you are familiar to work at site.
* Maintain all equipment in accordance with manufacture specifications.
* Do not oil / attend repairs on machine or equipment while it is running / energized.
* Use and place ladders and stepladders in safe condition at site.
* Poisonous / dangerous chemicals must never be kept in unauthorized bottles /cans at site.
* Do not clean your hands with solvents such as gasoline, thinner. Use prescribed cleaning agents.
* Do not store gasoline or other flammable materials in open containers. It should be stored in closed metal containers.
* Wash your hands before eating. Personal hygiene is very important.

**SECURITY PROVISIONS**

Two number of watchmen will be engaged , one at each entry point to the site during day time to control the entry and exit of material and personnel from and to the site.

During night time four number of watchmen will be engaged , one at each entry point

And two for surveillance in the site.

**SAFETY INDUCTION DETAILS**

**Section: A**

1. Site Location and general information.

2. Information about key personnel at site.

3. Safety Policy.

4. General site safety rules, prohibition of horseplay, fighting, use of alcohol and drugs.

5. Safety organization.

6. Governmental regulations and Employees obligation on safety.

7. Client/Consultant Safety and health standards.

8. Personnel Protective Equipments (P.P.E)

9. Smoking regulation.

10. Fire Prevention and Fire Extinguisher.

11. First aid facilities.

12. Emergency Procedures.

13. Speed Limits/ Traffic rules.

14. Fall Prevention.

15. Working in hot weather conditions.

16. Reporting of Unsafe conditions, acts, near misses, accidents.

17. Visitors.

18. Safety meeting ( Management meeting, S.O. meeting, TBT etc)

19. Disciplinary action.

20. Safety Insentive Scheme.

21. Site Security.

**Section: B**

1. House keeping.

2. Scaffolding Safety, Working at height, importance of safety belt/harness.

3. Basic Electrical safety.

4. Unauthorized use of Machine/Equipment/Vehicle.

5. Safe Rigging and Cranes/Lifting Equipment.

6. Permit System.

**EVALUATION OF TRAINING:** - evaluation of training certification will be done at site by safety manager.

**VISITORS.**

* Pass Cards will be issued to all visitors entering the site.
* Visitors to the site shall follow the established procedures. They are not allowed to enter the working areas alone.
* No visitor shall tamper or operate any plant machinery / equipment.
* Visitors shall wear the minimum requirements of personal protective equipment applicable for the site.
* No Visitors shall be left unattended at site.

**Site Layout:**

There will be site layout incorporating the following: -

* Perimeter fencing, where reasonably practicable, to secure and also protect the public from the site.
* Good visibility and access at site entrances to allow plant and personnel to enter and leave the site safely. Adequate warning of entrances and exists where necessary to shown.
* Material storage area.
* Material off loading area.
* Office, workshops, connection to the services.
* Temporary structures, scaffolding, lighting towers etc.
* Rubbish dump areas and rubbish clearances areas facilities.
* Storage, transports and use of flammable materials.
* Access roads and plant movement areas.
* Car parking areas.

**HSE MEETING**

HSE meetings are conducted to identify and highlight the weak areas and to pay adequate attention on them to improve for better results. It is one of the most effective methods to communicate HSE message to all employees. This meeting will be attended by project manger / site engineers and all supervisory staff along with the safety officer.

The agenda of the activities will be based on the following:

* HSE procedures implementation progress.
* Monthly HSE statistics.
* Review of accident and near miss reports.
* Assessment of safety performance of the employees.
* Assistance / requirements from higher management personnel regarding HSE aspects.
* Safety meeting to be documented and forwarded to the Engineer.

In addition to the above meetings safety talks will be conducted by the HSE officer direct to the work force. Site first aider’s name and telephone number shall be displayed at suitable locations.

**INFORMATION DISPERSAL**

Relevant information regarding HS&E will be passed to the site team in the form of

Memos frequently by project manager/ safety manager. The site team will disperse

These information accordingly.

* Appropriate training shall be given to ensure that a jobholder is competent to do his job safely.
* Fire extinguisher training shall be given to an adequate number of employees at site.
* First aid training shall be given to selected staff.

**SAFETY INSPECTIONS**

It will be the responsibility of the concerned engineers / foreman to ensure that the suggestion given by the safety officer is implemented.

Formal site safety inspections designed to identify defects, unsafe conditions and practices and breaches of statutory of site HSE plan requirements, will be carried out by the safety officer / site management. The inspections will be at a regular intervals and will be subjected to a comprehensive check list and written reports. A copy of all inspection reports will be forwarded to the project manager within 24 hours of the inspection.

The respective area supervisor or the foreman will attend to all unsafe conditions pointed out by the safety officer.

Safety inspections shall be documented and submitted to the Engineer.

SAFETY AUDIT WILL BE CONDUCTED EVERY 6 MONTHS BY DUBAI CIVIL ENGINEEING QA/QC DEPARTMENT.

**SUBCONTRACTORS / SUPPLIERS**

All subcontractors and major specialist suppliers will be required to produce their own specific plans or include the whole or relevant part thereof for this project plan. This will be under our safety officer Audit programme to provide an in depth examination of the operations and activities of all subcontractors / suppliers on the project.

**SAFE WORK PROCEDURES (METHOD STATEMENTS)**

All written safe work procedures and where appropriate, method statement, will clearly identify the sequence of operations, foreseeable hazards, precautionary and protective measures required and will be easily understood by the personnel who are to carry out the work.

**EMPLOYEE WELFARE**

Personal Protective Equipments

All site personnel, within pre-designated and clearly marked zone will be required to wear the standard (or as appropriate) personal protective equipment namely:

- Hard Hats of different colours will be provided to (Client/Consultant, DCE Staff, Visitors and Workers)

- Coveralls

- Safety Boots

- Ear protections

- Protective Gloves

- Safety Goggles

- Safety belts

- Dust masks

**TOILET AND DRINKING WATER FACILITIES**

At every 5 story intervals, toilet facility and drinking water point will be provided for

Tower construction.**ACCIDENTS REPORTING & INVESTIGATIONS**

* All incidents whether causing injury / damage or not shall be reported by the employees to their immediate supervisor and the supervisor shall visit the place and initiate the investigation and report immediately to the safety officer.
* Safety officer / Engineer shall prepare the incident report with all details to identify the cause of the accident at site. The corrective measures required to be taken for preventing re-occurrence of similar accidents at site.
* Name of the injured the nature of the injury, part of body date and time shall be recorded after giving due treatment.
* The project manager shall review the report and the corrective actions have taken by the safety officer.
* All accidents shall be reported to the Engineer without delay.

**Investigation**

**The following:**

* Find out what occurred Preserve physical evidence.
* Check environment Identify leads.
* Check equipment
* Interview Principals

Witnesses

Supervisor

* Follow leads
* Eliminate non causes
* Analyze non causes

Address recommendation against the cause.

**Environment**

Consider the general locations, immediate area and atmosphere. Was there anything about the following, which may have contributed to the accident.

The surface The weather

The lighting / visibility Concurrent activities

Performances Operation pressure

**Equipment**

What plant, equipment, tools and accessories were or should have been used. Did any of the following possibly contribute to the accident.

The conditions Material on site

Positioning or support Protective equipment

Performance Safety systems

**People**

Check the people at the location of the accident at the time and just before the accident o

- Why they were at the location.

- What they were doing at the time of the accident.

- Their status regarding the investigation (injured, directly involved, supervisor of the accident activity, witness).

Interview people and try to find out what information they can contribute. Find out how they “know” e.g. whether they saw, heard or surmise what they are telling. Check statements as much as possible. Identify facts which have not been verified, and evidence which conflicts with other evidence.

**Follow Leads**

Information obtained at the accident location may call for further investigation, either at the location itself or off it. Try to establish underlying cause or causes of that effective and long lasting remedial action can be taken.

**SAFETY STATISTICS.**

Safety statistics for the site shall be maintained by the safety officer and displayed and updated at a suitable location.

**ENVIRONMENT CONTROL**

The whole construction activities will be performed under the Norms of the local body (Dubai Municipality) regarding Environment Protection in relation To Noise, Air and Land pollution.

**Noise pollution.**

Noise pollution emerges out of the construction activities will be kept within the limits of

Local body norms. This will be achieved by using proper silencers for the machinery in

Use( Generators, Air compressors etc )

**Air pollution.**

This type of pollution will be controlled by reducing dust by means of wetting the area

Or material at the time of excavation / back filling . For tower construction garbage

Chute will be used to handle construction waste.

**Land pollution.**

All the construction waste will be taken from the site and disposed at the location spe-

Cified by the local body as required to prevent the accumulation of the waste .

**FIRE PREVENTION & FIRE FIGHTING**

**a) Prevention**

Instruction shall be given to all site employees to prevent fire by:

* + Keeping the site clean and clear all papers, carton and inflammable material in safe area.
  + Smoking restrictions.
  + Spillage of oil and other substances that may cause a hazard shall be cleaned.
  + Providing safety and fire prevention instruction / posters clearly posted about the site.
  + Frequent safety inspections to ensure tidiness of the site and check on validity and functionality and accessibility of fire extinguishers.
  + Ensure the use of proper electrical outlets and eliminate all non-conforming temporary connections.

**b) Fire Extinguisher**

The Company will provide clearly marked fire extinguishers appropriate to the fire hazards they protect.

Fire extinguishers shall be inspected periodically and records maintained.

**c) Fire Fighting**

* All site personnel shall be instructed in the use of the fighting equipment on site and shall be aware of its location. This will be done by safety manager.
* In the event of discovering a fire which cannot be easily and immediately extinguished the priorities shall be as follows:
  + Ensure evacuation of people from danger zone.
  + Implement the emergency procedures.
  + Bring Fire Fighting assistance.

Fire alarm will be used as signal for FIRE HAZARD. There will be one alarm for each tower. Walkie talkies / cell phones will be used for communication and guidance. Fire

Drills will be conducted to evaluate the effectiveness of the safety plan.

**Security of the Site**

If possible control the spread of fire using available fire extinguishers, etc. otherwise evacuate to a safe distance and assist in directing the fire fighters to the location of the fire when they arrive.

- There will be main gates to the offices, emergency gate and to the site for the trucks and supplies.

- These gates will be guarded and authorized persons / trucks can be admitted to site.

- The site will be fenced with metal sheet fence properly fixed.

- Appropriate safety signboards will be placed all around the site fence and inside the work site.

- Wherever required caution tapes and barriers will be used.

- Only vehicle operators with valid licenses will be allowed to carryout the works inside the site.

**EMERGENCY PROCEDURES**

Extracted copies of emergency procedures to be translated into relevant languages and posted around the project, offices and off-site facilities.

**Site Layout will show the following**

1- First Aid Station

2- Fire Points

3- Evacuation / Assembly Points

**Action in the Event of an Accident:**

a) Do not Panic

Your assistance will be more effective if you stay calm.

b) Immediately

* + Inform others who may be in danger
  + Inform your supervisor
  + Inform the safety officer / management in site

c) Don’t move the injured person.

d) Assess the situation

1. A quick and accurate assessment by the first aider of the extent of the injuries will assist medical crew in determining which type of medical equipment is required.
2. Transport must always be available, or
3. If required call the emergency services.

**Action in the Event of Fire**

**a) Raise the alarm**

* Shout fire, fire and arise alarm.
* Inform safety officer.
* Inform your supervisor.
* Inform others who may be in danger.
* If required call the emergency services.

**b) On hearing the alarm / shouting**

* All personnel to clear area of the fire immediately and assemble where shown but not in the way of the emergency services.
* Supervisors ensure that all personnel under their responsibility entered in the time sheet available with them are accounted for at all times.
* Do not stop to collect belongings.
* Turn off generators, compressors, and other powered equipment.
* Turn off all heat producing equipment and shut cylinder valves.
* Attack fire with minimum of personal risk with equipment provided.
* Do not re-enter the area until told it is safe.

**c) Assembly Point**

* Assemble at pre-determined point.

EVACUATION PROCEDURE FOR HIGH-RISE TOWER

1. Arrangements
   1. Stair ways will be kept well illuminated
   2. No storage of material will be made on the stair ways
   3. Emergency lights will be installed at required points
   4. Fire alarms will be installed for each tower
2. Procedure
   1. Fire alarms will be sounded in the event of a fire breakout.
   2. All the equipments ( air compressors, generators, power drills,tower- cranes, passenger hoists etc ) will be stopped.
   3. Foremen, Supervisors and Charge hands will guide the workmen to the assembly point specified in the Fire plan layout.

5.Head count will be conducted at the assembly point

(Number of personnel will be available in the daily progress report)

**HAZARD IDENTIFICATION**

The identification of hazards is an on-going process. As the works progress specific studies shall be made and hazard identified, the risks analyzed and where applicable controls put in place. This applies to subcontractors / specialist suppliers.

General hazards identified for the project includes, but are not limited to:

* Excavation.
* Ladders & Scaffolding.
* Working at depth.
* Lifting equipment.
* Design, erection, loading & unloading.
* Handling storage and transportation of materials and substances.
* Electricity at work.
* Hot works.
* Exposure to environmental or health risks associated with dust or fumes.
* All subcontractor activities.
* Noise.
* Water proofing.
* Temporary facilities.
* Concreting.
* Masonry works.
* Plastering.
* Painting.
* Hand tools.
* False work.

**HAZARD ANALYSIS**

1- **Temporary Facilities** / Porto Cabin, Workshop, Sheds, Etc.

**Hazards**

1. Fire Hazard
2. Electrical Shock
3. Hygiene related hazards

**Precautions**

* All electrical connection will be protected and routed through covered electric boards only.
* Make shift wiring will not be allowed at any circumstance at a later stage.
* Fire extinguishers will be provided at all the temporary facilities.
* Dustbins will be provided in the office, stores sheds and rest areas to prevent the workmen from disposing waste materials here and there.
* Temporary lighting shall provide sufficient illumination for safe operations.
* All appliances, equipment and material used for temporary electrical and sanitary installations shall be constructed, installed, protected, worked and maintained so as to prevent danger.

2- **Maintenance of Machinery**

**Hazards**

1- Electric shock.

2- Hit by rotating objects.

3- Foreign body in eye.

1. Failure of machinery due to poor or lack of maintenance.

**Precautions**

* A preventive regular and schedules shall be prepared.
* Professional electricians and mechanics are only allowed to carry out the maintenance activities.
* Power supply must be switched off while carrying out the maintenance works. Tested hand gloves to be used while working or electrical circuits.
* If the isolation switch of the machine, which is under maintenance is not in the vicinity, the fuse should be removed, locked and tagged so that others will not be able to energize the machine under maintenance inadvertently.

3- **Excavation**

**Hazards**

1- Men / Material falling into the pit.

2- Collapse of the sides.

3- Breakage of buried service lines.

**Precautions**

* Excavation over 1.2m deep will be suitably shored according to ground conditions or sloped back to a safe angle.
* Shoring materials will be available on the job site.
* A clear space at 1m wide shall be maintained at all edges of an excavation. Materials shall be placed so as to avoid danger of falling in.
* Where vehicles or equipment tip material into an excavation, suitable stop blocks shall be used.
* Safe means of getting into and out of an excavation shall be provided at interval not exceeding 15m
* Persons shall not be permitted to work in any place where they could be struck by any part of a mechanical excavator.

4- **Water Proofing**

**Hazards**

1. Fire Accident
2. Fall from height
3. Burn injury.

**Precautions**

* Gas cylinders should be treated with care and respect at all times and when not in use is kept in the designated store.
* Cylinders should always be stored and used in an upright position.
* The flame shall be closed whenever not required.
* Workers will wear gloves in addition to safety helmets, shoes and uniform.
* The gas hose will be checked for leaks using soap solution.

Whenever the workers are working in scaffoldings, they will be required to use safety belts.

5- **Ladders & Scaffolding at Site**

**Hazards**

1- Failure of form work while pouring concrete.

2- Persons falling while making or removing the form work.

3- Material falling.

**Ladders**

In any site activity, most of the accidents of falling from height are contributed by improper, damaged, wrongly placed, make shift arrangement made to reach a height or over reaching by misuse of ladder. These accidents could be obviated by more frequent inspection of the ladder before use and correct placing during use. Do not work sideways from the ladder, it is safer to move the ladder.

**General Rules and Practices**

* Ladders should be erected on a firm level base and the ladder supported by the tiles / solid and firm walls only.
* On sloping or uneven surfaces an adjustable safety foot can be used to ensure equal support. Loose packing should not be used. Use of non-slip pads, caps are commended. Ensure that the ladder is securely fixed against slipping outwards or sideways.
* The head of the ladder should rest on a firm, solid surface.
* The correct slope for a ladder is an angle of about 75° to the horizontal, i.e. one meter out for every four meters of ladder height.
* The ladder must be secured near the top by lashing to prevent the base from slipping outward and the top from slipping side ways.
* When a ladder cannot be secured at top, then someone must hold it at the base. This is only effective with short ladders.
* A ladder should be placed so that there is space behind each rung for proper foot hold. Rungs should be clear of grease, oil or other slippery substances.
* Only one person should be permitted on a ladder at a time.
* Damage to timber may be caused without leaving any visible sign. Timber ladders shall be painted.
* When using extension ladders, the overlap of two adjacent sections should be ensured by 1.5 rungs to 3.5 rungs depending upon the height of the ladder. Proper locking mechanism should be provided.
* All ladders must extend at least 1 meter above any pending place or beyond the highest rung from which a man may be working, to ensure adequate handhold.
* All ladders must be inspected periodically for damages such as loose / damaged / missing rungs, splinted feet etc.
* Person should face the ladder and use both hands for climbing or descending.
* Do not carry tools in hands.
* Fixed ladder construction should follow design standards.
* If a ladder cannot be properly repaired, it must be scrapped.
* Metal ladders should not be used in the vicinity of electrical apparatus or equipment.
* Ladders should not be dropped or thrown from heights.
* Store ladder in ladder racks and to hung on their styles.
* Ladders should not be dropped or thrown from heights.
* Store ladder in ladder racks and to hung on their styles.
* Ladders where their rungs depend for support on nails or spikes should not be used.
* Ladders with missing rungs should not be used.

**Scaffolding**

* All works of 2.0 meters or more above ground level shall require the erection of a proper scaffold or staging. Formwork should be designed to take up the live and dead load anticipated while pouring the concrete.
* All persons involved in the erection and dismantling of scaffolds or staging shall be adequately experienced. Design, erection, dismantling procedures etc. shall be approved by competent engineers taking into consideration of structural strength, working load etc.
* Adequate supervision shall be provided.
* Scaff tab shall be used to identify usable/unusable scaffolding.

6- **Concreting**

**Hazards**

1- Collapse of form work while pouring concrete.

2- Persons falling off the working platform.

3- Material falling from slabs.

**Precautions**

* Approach to the slab to be cast shall properly made with suitable ladders, stair etc.
* Edges of the slab shall be protected with handrails all around.
* All workmen involved in pouring the concrete shall be required to use gumboots and gloves.
* Deliver hose of the concrete pump or the concrete bucket shall be controlled properly to avoid dumping excess of concrete at one location which may place undue loading on the shutter.
* Power cables of the vibrators, trowels, etc. should not have any joints.
* Enough lighting should be arranged.

7- **Retaining wall**

**Hazards**

1. Men /Material falling in to the pit.

2. Collapse of the sides.

**Precautions**

* Sides of the excavation will be suitably shored.
* Shoring material will be available on the job site.
* Suitable stop blocks shall be used where vehicles or equipment tip material in to the excavation for the retaining wall.
* Delivery hose of the concrete pump or the concrete bucket shall be controlled properly to avoid pouring of excess concrete at one point.
* Enough lighting shall be arranged.
* Power cables of vibrators should not have any joint.

7- **Steel Reinforcement**

**Hazards**

1. Tools falling down from heights.
2. Persons falling.
3. Material falling.
4. Material handling related injuries.

**Precautions**

* Steel bars shall be stored on the site away from public access and transportation.
* Only trained steel erectors shall be allowed to work the steel bars.
* Eye and hand protection shall be provided when cutting, welding and joining steel bars.
* Steel working area (yards) shall be protected from public and other workers access.
* Care shall be taken when hoisting the steel, sound lifting points shall be introduced and rigger shall direct the crane operative.
* No workers shall work or allowed to pass under the steel while being transported.
* Placing of the steel shall be directed by one / two trained workmen, and only after securing the steel the hoist will be removed. Never use manpower to support a steel structure.
* Stability of crane shall be maintained during all activities.

8- **Cranes**

**General Procedure**

The objective of good lifting practices to ensure that the load is safe and when lifted, is secure in the air as it was on the ground. The following is a general procedure, which can be adapted to any lifting operation irrespective of the type of lifting appliance or the method of attaching the load to the appliance. For simplicity the term ‘ Slinging ‘ has been used to cover all methods of attachment including special purpose equipment such as plate clamps.

Determine the weight (mass) of the load and the position of its center of gravity in relation to the lifting (pick up) points. In all lifting operations, care should be taken to ensure that the load imposed on any item does not exceed its safe working load. Where there is any uncertainty about the weight of the load or the load applied to a particular part of the equipment, it is recommended that load sensing devices be used.

The equipment and its method of use should be suitable for the load and the method of attachment of slings to the load and slings to the lifting appliance should be secure. No overloading of equipment should be allowed either by weight of load or the method of slinging.

The slinging method must ensure that the load is balanced, does not violently or unintentionally change its attitude when lifted and at all stages of the lift remains in a stable condition. In general the load will swing and may be unstable if at any time the center of gravity of the load is higher than the point of attachment of the slings to the load.

Care must be taken to ensure that the load and the lifting equipment are not damaged. Packing between the sling and the load may be used if required.

Consider also whether ropes or ‘tag lines’ are required to control the load once it is in the air. This is particularly recommended in the case of long loads where tag lines should be attached at one or both ends so that

rotational movement may be controlled. Under no circumstances an operator will stand below a load or the use of tags to balance the load. All people should be kept clear of the area of operation. Consideration should be given to any obstacles, which may have to avoid such as overhead power lines, pipe work or other lifting operations.

Before commencing the operation, a suitable landing site should be prepared. The site chose must be adequate size and capable of taking the weight of the load. Care should be taken in case of cellars, suspended floors, underground ducts etc., which affect the bearing capacity of the floor. In addition, it may be necessary to provide suitable landing pads, e.g. timber bearers, to enable the slings to be removed from under the load.

Ensure that the load is free to be lifted and not restrained by fixing bolts, etc. Seals or joints, which may offer considerable resistance, should be separated by other means before the lift commences.

Ensure that any loose parts of the load are adequately secured, either by slinging method or other means, or that they are removed.

Ensure that there is a clear method of communication between the operative responsible for slinging and the driver or operative responsible for the lifting appliance. Hand signals are preferred to sound particularly where noise might interfere. If the operatives involved in the lifting operation have not worked together before, they should check before starting that they have a common understanding of the signal system.

With ALL lifting operations, the loads should be lifted a nominal distance only in the first instance. This trial lift allows the operative to check his estimations of balance, stability and general security of the load whilst it is in a relatively safe position. If any discrepancies are found, the load should be lowered and the slinging revised. The sequence of trial lift and adjustment should be repeated until the operative is satisfied that the load is balanced, stable and secure

When lowering the load, it should be brought to a halt a short distance above the landing site to allow the operative to steady it, check its position and the position of any landing pads, etc. and to ensure that all personnel are clear of the danger area. The load should then be inched down into position. Before slackening off the slings, check that the load is safe and stable. If not, it should be lifted slightly to allow the landing blocks, etc. to be adjusted and lowered again. THE LOAD SHOULD NOT BE LOWERED SO AS TO TAP THE SLINGS AS THIS MAY RESULT IN SERIOUS DAMAGE TO THEM. Shock loading is prohibited.

The operative should always be careful not to set the load down on his own or anyone else’s toes and ensure that fingers do not become trapped, both common accidents. Having set the load down correctly, the Sling legs should be manually withdrawn by operative. The lifting appliance should never be used to drag a sling out from under a load.

If, when the lifting operation is complete, the equipment is no longer required, it should be returned to proper storage.

If Slings are to be left on the lifting appliance for further lifts, the sling legs should be hooked back onto the upper terminal fitting to prevent them inadvertently becoming hooked onto surrounding objects or striking someone.

Management should ensure that operatives and supervisors are supplied with any instructions provided by the manufacturer or supplier and any further information relating to the use of the equipment which the manufacturer or supplier may provide at a later date.

Where an operation require more than one operative to handle the slings or guide the load, it is good practice that only one operative should give signals to the crane driver or person operating the lifting appliance. The only exception to this rule is the emergency stop signal, where the above is impractical; procedures should be laid down before hand to ensure that drivers and appliance operators do not receive conflicting signals.

Only licensed and certified operators are allowed to operate the cranes. Banks man will be employed during the operation of the equipment.

A third party inspector as per the approved procedures on monthly basis will certify all lifting equipment and their accessories.

Proper maintely.Burners narried out regularly. Records and due dates will be maintained and written on the crane.

Signal lights will be provided at crown point.

Maximum safe working load will be marked and posted on the crane.

Prior to use, slings, fittings, fasteners shall be visually inspected for excessive wear and damage. Tools found to be defective will be removed from service.

Cranes and other lifting equipment should not be operated in adverse weather condition.

9- **Welding & flame Cutting**

**Hazards**

1- Hot burns.

2- Foreign body falling in the eye.

3- Arc eye.

4- Electric shock.

5- Fire.

6- Fall of cylinders.

**Precautions**

* All equipment shall be to an approved standard and in good condition.
* Adequate and approved fire fighting equipment shall be provided.
* The welding machine should be provided with body earthing.
* Sparks shall not be permitted to fall on gas cylinders, flammable material or operating equipment.
* Combustible materials or drums which have contained flammable liquids, shall not be used as support for the works to be welded.
* Hoses and cables must not cause tripping hazards or be exposed to damage.
* The prescribed personal protective clothing and equipment shall be provided and used.
* Adequate ventilation shall be maintained in confined spaces. Oxygen must never be used for this purpose.
* Oxygen and acetylene cylinders will not be allowed to be taken inside any confined spaces.
* Acetylene cylinders will be kept upright always. They must never be rolled on their sides, dropped, or manhandled with gauges fitted.
* Valves, gauges and regulators shall be kept free of oil and grease.
* Oxyacetylene torches, hoses and regulators must be removed from containers like vessels, drums and from excavations, when not in use, to prevent accumulation of flammable gases.
* All hoses, burners, cables and accessories used in oxy-acetylene cutting or welding will be inspected regularly for damage.
* Any defective equipment shall be replaced immediately.
* Burners not in use should be disconnected from the oxygen / acetylene cylinders.
* Cylinders to be stored in well-ventilated areas or in the open.
* While cutting part of the structure, which may be under stress, the direction of cutting shall be such that the part than can collapse away from the burner or other workers in the area.
* For electric arc welding equipment.
* Vehicles will only be parked at designated locations in the site without obstructing the free flow of the traffic.
* If there is any projected material from the vehicles, warning flag and / or read lamp will be tied to the projection to warn others of the danger.
* The materials will be tied properly when loaded in vehicles to prevent its dislodgment while moving.

11- **Barricades / Signs / Tags**

* Instruction signs will include Danger signs, the emergency telephone numbers, location of the fire extinguishers, mandatory and warning signs, safe conditions signs, safe driving signs, etc…. Instructions will be in ALL LANGUAGES of workers’ nationalities.
* Whenever any maintenance work is taken up in the temporary electrical distribution network, caution boards will be put up in the main boards and it will be locked for further protection.
* Defective scaffoldings, ladders or power tools, etc. if found during the inspection will be tagged immediately and will be removed from service.
* If the edge protection or barricade is removed to gain access to the prohibited locations to carry out any specific work there, it will be replaced after the work is over.
* Information posters will be put up in appropriate locations indicating the emergency telephone numbers, location of fire extinguishers etc.
* No smoking signs and hot work prohibition signs will be installed wherever required.
* Posters indicating emergency telephone numbers will be kept in the site office.

12- **Masonry Work**

**Hazards**

1- Persons or Materials falling off the scaffolding.

2- Collapse of wall.

3- Electric shock.

4- Bad weather / wind speed.

**Precautions**

**12.1 Block Work**

* The platform should be properly supported. Where drum and unstable wooden stool etc. – shall not be used to support the platform.
* The standards – vertical pipes of the scaffolding should not be supported on loose bricks, concrete block etc.
* The adjustable base jack shall not be extended more than 350mm.
* All workmen working on the scaffolding should be required to use safety belt and or the appropriate personnel protective equipment.
* Workmen are not allowed to throw the blocks from the platform.
* Only qualified Masons and helpers are allowed to use the portable power tools.
* No one is allowed to pass directly beneath the platform being used for block works unless the platform is provided with toe boards to prevent blocks falling down.
* It is to be ensured that the wheelbarrow is not overloaded.

**12.2 Plastering**

* The workmen shall be required to use the safety belts.
* The workmen will be instructed not keep to any hand tools in the scaffolding to prevent falling down.
* If spray plastering is done using compressed air, the workmen shall be required to use hand gloves, goggles and face mask.
* The working platform used for plastering work will normally be provided with plywood to prevent the mortar falling down.

13- **Painting**

**Hazards**

1- Fire Hazard

2- Spillage of paint on persons

3- Fall from height

4- Flammable vapors

**Precautions**

* Painters will not be allowed to use makeshift devices as works platforms. Depending upon their place of work, suitable scaffolds or ladders will be provided to them. The scaffolding and the ladders used by them will be subjected to the regular inspection and approval procedures.
* Paint cans will be kept closed always unless it is being used.
* Tool box talks based on manufacturer’s data sheet(MSDS)shall be given by contractor’s H&S Manager prior to start of activity.
* Painters will be trained during the induction about the fire hazard and the ways of fighting fire if the paint can catches fire.
* Naked flames and lighted cigarettes shall not be permitted.
* Empty paint cans should be removed from site and disposed off from the site.
* They will be instructed of the need for cleaning their hands before taking any eatables. They will also be provided with facilities for washing such as cleaning solutions etc. They will be required to use gloves and mask to prevent exposure to paint and its vapors.

**14- Noise**

Where persons are likely to be exposed continuously to a sound, necessary control measures shall be taken to reduce the noise level and suitable ear protectors shall be provided for use.

**15- Hand & Power Tools**

- Hand & power tools shall be adequate and suitable for the work to be carried out and shall be used only by men who have been instructed in their use and have demonstrated their ability to use them safely.

- Hand & power tools shall be regularly inspected and properly maintained so that they are safe to use.

- Power tools, which have exposed rotating parts shall be switched off, and held until they have been stopped revolving before being set down.

- All tools shall be disconnected from power supply (air, or electricity etc.) before changing bits, saw blades, grinding wheels, etc.

- Explosive activated tools and charges will be secured at all times to prevent unauthorized possession. The tool operator will wear safety goggles or other approved face and eye protection.

- Earth leakage circuit breakers rated to the power requirements of the tools shall be used to protect all electrical installations.

- Materials to be drilled shall be firmly secured so that it cannot spin as the drill rotates.

- Only the type of equipment intended for the job to be used.

- Grinders, circular saws, etc. shall be fitted with protective guards.

- Blades, wheels and discs shall be fitted only by competent, experienced men.

**16- False work**

The collapse of false work may lead to serious accidents for those on the structure or from all their place of work. Workmen below may also be involved in accident from falling materials both from the false work and permanent works. Workmen also slip or fall from the false work.

**Safety Precautions**

* Design false work in accordance with accepted engineering principles, considering the correct type and extent of loading, provision of adequate and firm foundation, use of correct materials and provision of adequate lateral stability.
* The construction of false work should follow exactly that shown on the drawings and specifications.
* Excavation within the vicinity of the structure should not be allowed.
* The area beneath the base plates must be well compacted and when required, a concrete foundation may be laid.
* Props should not be bend and should be erected as plumb as possible. It should be positioned directly under the member to be supported.
* Scaffold support components must be centrally located.
* The uprights must be centralized and the sole plates and should be erected plumb.
* Only load bearing couplers should be used and properly tightened.
* Provide safe access to and from all places of work and safe working places.
* Workmen must not be permitted to climb columns or slide down on them.
* Vertical access should be by means of ladders.
* Horizontal access must be by means of properly fixed lightweight staging or scaffold boards.
* The walkways should have a clear passageway and be provided with suitable guardrail and toe boards on each side.
* Where a great deal of work is to be carried out at height, a safe working platform with guardrails and toe board should be provided.
* Barrier and warning notices should be erected to all approaches to danger areas. Workmen should not be allowed to work under the false work without adequate protection in the form of nets, sheets of forms or other forms of protection from falling objects.

17- **Carpentry**

Carpenters have to use the following protections:-

- Protection of eyes, skin and respiratory organs against wood dust and paints.

- Protection of ears against noise and vibration of hand tools and machinery.

- Prevention and protection against fire and explosion in carpentry shops.

- Special precautions to minimize fire hazards are to be strictly imposed. (No smoking, special extinguisher).

- Protection of feet and hands by using safety shoes and gloves to avoid nails and sharp end pieces of wood.

- Adequate trash bins will be provided at the place of work.

- Wood and wooden materials will be stacked properly. Protruding nail shall be removed from the wood and wooden materials.

18- **Safety Precautions for Demolition**

- Appropriate work permits will be obtained from the Client / consultant (if necessary) prior to the commencement of the work.

- Before proceeding, all sources of power and other utilities shall be disconnected.

- All precautions shall be made to prevent any debris falling on to the neighborhoods and / or the personnel working at site.

- All precautions shall be made to prevent any debris falling on to the neighborhoods and/or the personnel working on site.

- Access to the demolition site shall be restricted to other personnel except those involved in this operation. Guards and watchmen shall make sure that no access will be given to site.

- Warning signs, red flags, shall be used to caution the personnel who approach the site.

- Equipment used in demolition shall be adequate and in good operation conditions.

- Adequate personal protective equipment will be used during the work.

- All debris will be removed from the site immediately.

- In case of asbestos removal appropriate precaution will be taken and PPE’s will be used.

19- **Confined Space Entry & Work**

- Adequate precaution like gas concentration tests and continuous gas monitoring and Oxygen deficiency tests will be carried out.

- At the entrance of the confined space area, a list of workers who are working inside will be displayed.

- Adequate ventilation shall be provided.

- During opening and closing of the manhole of the confined space the supervisor or the authorized personnel shall carry out a thorough inspection and check.

- Adequate and proper personal protective equipment will be used.

***FIRST AID PROVISIONS:***

First aid provisions shall be provided in the site as per the requirements given in chapter 3-2 of code of construction safety practices adopted under local order 61/1991.This will include a suitable staffed and equipped first aid room which shall contain first aid box/cup board. Apart from first aid cupboard first aid room shall be having the items listed in table 3-2 of the same code.

The name of the first aider shall be displayed at site office.

The telephone numbers of Hospitals, ambulance and police shall be displayed on signage boards.

**TREATMENT**

First aider appointed at site shall be giving first aid treatment to employees who subject to accidents/injuries.

In the case of cuts and bruises the affected area shall be cleaned with anticeptic solution,applied with antibiotic agent and dressed properly.

In the case of excess bleeding and cannot be controlled the victim shall be taken to Hospital without delay.

In case of fracture/dislocation of born splints shall be tued alond the affected part as first aid treatment and the victim shall be taken to the Hospital if required.

In case of electric shock ,where the victim stopped breathing mouth to mouth breathing technique shall be used to restore breathing.

**HOT WORK PROCEDURE**

**a) Grinding**

Prior to the start of the work , Hot permit will be obtained from the safety department duly signed by H&S Manager for the concerned area and for the required time. A copy of the same will be displayed in the concerned area.

Abrasive/cutting wheel shall be mounted on the machine, balanced and dressed by a person trained and experienced in such work. A guard will be provided and kept in position at every abrasive/cutting wheel in motion. An experienced workman will perform the activity. The safe working peripheral speed of the wheel shall be maintained. The workman shall use adequate eye protection. The whole activity will be performed in compliance with the guidelines given in code of construction safety practice, adopted under local order 61/1991 chapter 10.3. After the completion of the activity the area will be returned for normal operation.

**b) Welding and Cutting.**

Hot work permit will be obtained from the safety dept duly signed by H&S manager prior to the start of work for the concerned area and for the required time and a copy of the same will be displayed in the specified area.

All cables using for arc welding and cutting shall be completely insulated, flexible and capable of handling the maximum current requirements of the intended work.

Pipe lines containing gases or flammable liquids , conduits containing electrical circuits shall not be used as a ground return.

All ground connections shall be inspected to ensure that they are mechanically strong and electrically adequate for the required current.

Welding screens (yellow anti arc eye material) will be used on three sides of welder for protection.

Qualified and experienced technician shall be assigned to do the work. The whole activity will be performed in compliance with the guidelines given in code of construction safety practice, adopted under local order 61/1991 chapter 10.4. After the completion of work the area will be returned for normal operation.

1. **Gas welding and cutting**

Hot work permit from the safety dept duly signed by H&S manager will be obtained prior to the start of work for the concerned area and required time and a copy of the same will be displayed at the location of work.

Transporting, storing and usage of gas cylinders will be governed by the guidelines given Dubai Municipality code of construction safety practice. Cylinders shall kept far enough away from the actual welding/cutting operation so that sparks, hot gases or flames will not reach them.

Hoses used shall be kept for one type of gas only and easily distinguishable from each other. Hoses shall be examined and connections checked before use. Torches shall be inspected for leakage of shut off valve, hose couplings, tip connections etc . Torches shall be lighted by friction lighters only. The whole activity shall be performed under the guidelines given in code of construction safety practice , adopted under local order 61/1991 chapter 10.4.2. After the completion of the work, the area will returned for normal operation.

**FIRE PLAN**

**OBJECTIVE**

The scope and Objective of FIRE PLAN is to fix and implement the guidelines for fire safety and fire fighting for the project.

**CONTENTS**

* 1. Prevention
  2. Warning system
  3. Fire points
  4. Means of escape
  5. Fire fighting
  6. Responsibility
  7. Requesting external help
  8. Evacuation procedure
  9. Reporting

**1-Prevention**

1. Training

Training shall be given to all workmen/employees to avoid fire hazard in

General and in detail to specific workmen those who are supposed to work

In fire hazardous area or performing fire prone activity. Training will make

Sure that all employees are familiar with company’s emergency action plan For the project.

1. Fuel storage

Fuel storage tanks shall be located at least 30m from the permanent work

Kept at an elevated level. Storage tanks shall be contained within concrete

Bunds equal to the storage capacity of the tank. The fuel dispensing tap

Shall be lockable and located over a sand filled container to collect any Spillage.

1. Cleaning

The site , in general and the specific work area in particular shall be

Cleaned by the respective workmen themselves after each day’s workTo prevent the accumulation of combustible materials like wood, plastics,Insulating materials, empty cartons etc.

D) No smoking areas

All areas of the site including the stores except the office premises shall be deemed to be ‘NO SMOKING’ areas. Litter bins with sand trays shall be provided in smoking areas.

2- FIRE POINTS

A series of fire points shall be provided in suitable areas. The fire point shall contain .

-CO2 Extinguishers

-Dry powder Extinguishers

-Fire blanket

These equipment's will be located in fire boxes, painted in red and will display escape routes from the site to assembly point. The fire points shall be marked on the fire safety plan layout.

3- WARNING SYSTEM

Fire alarms shall be provided to warn all the personnel in an event of a fire breakout, at places like permanent work, temporary accommodation, stores and office premises.

4- MEANS OF ESCAPE

The means of escape shall be defined in the emergency action plan and will be well marked by emergency exit signage indicating a clear, well lit , safe route out of the building to the assembly points that will be identified with appropriate signage.

5- EVACUATION PROCEDURE

Affected people shall be evacuated through the exit route out-lined in the emergency action plan to the assembly point. Stairways will be the primary escape route for multi-store building. No mechanical means shall be used to evacuate the people. Head count shall be done at the assembly point to assess the missing persons and to start search for them.

6- FIRE FIGHTING

Selected individuals from staff and employees shall be given fire fighting training. Training will include assessment of fire (class A, class B, class C, class D), when not to fight a fire(eg: when fire is spreading beyond the spot where it started, when the fire fighter can’t fight the fire with his back to the escape exit) and how to identify the proper extinguisher. If the situation is beyond the control of the internal people external help shall be requested from the civil defense.

7-REQUESTING EXTERNAL HELP

In an event of fire breakout where the fighting cannot be done internally, civil defense shall be called upon by phone. Civil defense telephone number will be displayed on signage boards erected at the entrance to the project and at the entrance to the buildings and also on fire boxes. All necessary accesses shall be ensured for civil defence equipment and machinery to the affected area.

8-RESPONSIBILITY

Responsibility for the implementation and assessment of the effectiveness of the fire plan will be on safety officer. He shall also make sure that the fire fighting equipmentsare in place and are operational.

9- REPORTING

Any event of a fire breakout shall be reported to the Engineer by the project manager within 24 hours.

**SCHEDULE OF SAFETY MEETING / INSPECTION/ AUDIT**

Tool Box Talks Training Weekly

H&S Inspection Weekly

H&S meeting Monthly

H&S plan AuditEvery 3 Months

Safety policy reviewYearly

**RECORD KEEPING**

Safety department records.

The Site Safety Manager /Officer will be responsible for maintaining and updation of the safety documents for the duration of the project.

All these forms will be kept in separate files in site safety office.

The following are the forms with regard to :

1. Accident report.

2. Incident/ Near Miss report.

3. Site safety inspection

4. Every fourtnight safety report

5. Health & Safety Weifare Facilities & Provision-Checklist.

6. Temporary site electric & power tool -checklist

**7.** Safety Management check list.

8. Availability, use & condition of PPE-CHECKLIST.

9. Scaffolding & Formwork support system –checklist.

# EMERGENCY PROCEDURE

### ACCIDENT

IN THE EVENT OF ACCIDENT THE FOLLOWING ACTION WILL BE TAKEN BY CAST CONSTRUCTIONS.

1. IMMEDIATELY INFORMS OTHERS WHO MAY BE IN DANGER.

2. IF THE PEOPLE ARE INJURED, CALL ME APPOINTED TRAINED FIRST AIDER, HELP IN RESCUE AND CONFORT THE INJURED.

3. IF REQUIRED, CALL THE RELEVENT EMERGENCY SERVICES AND THEY ARE GUIDED TO THE SCENE OF THE INCIDENT.

4. ENSURE THAT CRANE OR HOIST EQUIPMENT IS AVAILABLE AND WAITING FOR EMERGENCY SERVICE PERSONNEL ARRIVAL.

5. INFORMS SAFETY MANAGER/PROJECT MANAGER.

6. CAST CONSTRUCTIONS PROJECT DIRECTOR WILL PROVIDES A WRITTEN REPORT WITHIN 24 HRS TO CONSULTANT.

Emergency Evacuation Plan

.1 General

Emergencies can arise at any time and from many causes, but the potential loss is the same people and property. Advance planning for emergencies is the only way to minimize this potential loss.

Regardless of the type and size of the organization, it is the duty of management to develop and operate a program that is responsible to these eventualities.

1.2 Policy Statement

The company values its employees over and above any other considerations. It is in this context, that procedures and guidelines are written in order to minimize the ill effect of an accident in the work places. To this end, it is therefore a matter of policy that project management team is to develop and implement an emergency evacuation procedure to address this company’s commitment.

1.3 Responsible

1.3.1 Project Manager

Ensures that supervisors and Department Heads are fully aware of existing Emergency Procedure on the Project.

* + 1. Superintendent / Supervisors / Foreman

Shall ensure that each of their respective labours is fully oriented and totally aware of specific steps on site emergencies and identified nearest safe assemble area, known to each worker before work begins.

* + 1. All employees, Subcontractors and Visitors

They are obligated to fully understand and comply with the existing emergency procedure.

1.4 Emergency Evacuation Plan

An emergency evacuation plan shall be made available on the project and posted at strategic location showing: -

* 1. Location of safe assembly areas.
  2. Evacuation routes
  3. Specific steps to be taken
  4. Emergency alarm codes
  5. Emergency telephone numbers
  6. Location of Fire Extinguishers

1.5 Plant Emergency Alarms

Emergency alarms or sirens that signal evacuation of affected personnel from work area, vary among different company plans. The Specific tones or coding of these audible emergency alarm must be well understood by the employees.

1.6 Basic emergency Evacuation Procedure.

In the event that an emergency evacuation alarm of the plant is sounded, the following steps shall be taken by taken by all affected personnel: -

* 1. Stop Work/Stop Smoking in designated areas.
  2. Shutdown all engine/power driven equipment including vehicles, trucks, etc.
  3. Check wind direction.
  4. Proceed in an orderly manner, to the nearest safe assembly area in a cross-wind or upwind direction from the affected area.
  5. Stay at the safe assembly area until after the all clear signal is sounded on an official instruction from the plant concerned authority is received. (The specific tone of all clear signal i.e. length of blast in terms of number of seconds, varies among different JBR Sectors plants), but in most cases, it is a sustained tone of about 15-30 seconds.
  6. Evacuation of the victims

Emergency procedures for the evacuation of the victim from accident place as

following.

* 1. Report to your supervisor & safety supervisor & First aiders immediately.
  2. Call the Project Emergency Numbers
  3. First Aider (shakoor ) (050 8410827)
  4. Safety Supervisor – walid (050 4858130)
  5. Project manager– Eng. tarek(050 74787707)
  6. General Manager –Eng.khaled (050 6266971)
  7. Evacuation of the victim from place of accident immediately to safe place using structure bed or timber (Black Plywood) then through stair case up to hoist lift to the ground level & after that to first aid room.
  8. The first aiders should calls JebelAliNationalHospital(04-8818816) and Ambulance 999-998 immediately in serious conditions, and report emergency.
  9. Arrangements for Emergency

1. Every floor of the towers will be having two emergency alarm bell switches , which shall be clearly marked. There will be bell after every ten floors.
2. Each floor will have four fire extinguishers placed at conspicuous locations.
3. Fire marshals will be posted for each tower who will guide the workers in case of any emergency.
4. Route to emergency assembly point shall be clearly marked by indicators.
5. Each floor will have two water outlets with hoses.

Note:

* The responsibility for site safety supervisors, first aiders and safety team is follow these procedures and make aware to each worker before work begins.

**RISK ASSESSMENT**

**Purpose of risk assessment**:

* 1. To identify operations, tasks and processes which may cause harm to employees and others on construction site.
  2. To identify the potential of the hazard being realized, and the potential Consequences which might then occur.

3. To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of workers and others to the risk.

**Principles in summary**

* + 1. Avoid risk
    2. Combat risk at source
    3. Change the method of work to suit the individual
    4. Make use of technological development
    5. Incorporate control measures into procedures within an overall planned structure to reduce risks.
    6. Give precedence to controls, which cover the whole workforce or activity
    7. Provide information and training to all workers involved.
  1. **Definition of Hazard and Risk**

**Hazard:** The potential to cause harm, including ill-health, physical injury, damage to plant, equipment, property or the environment

**Risk :** The likelihood that a specified undesired event will occur due to the realization of a hazard by or during work activities, or by products and services created by work activities.

**Risk identification , assessment and control measures table**

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|  | Risk **Raring**  **After**  **Control** | Control Measures (safety is everyone responsibility) PM/CM/safety eng./site Eng/Foreman are *to ensure all control measures are in place*  *any activity can comment.* | Risk  Rating  Low=1,2  Medium=3,4  High=6,9 | | | Risk/Injury | **Activity/ Element** | N **U**  **M**  **B**  **E**  **R** |
| R | L | S |
| MED  3x1=3  MED  MED  3x1=3  MED  1x1=1  Low | 1. Exclude non-authorities people from site. The site parameters will fence with at least 2 meters high.  2. Gate security will be assigned and only authorized vehicles and persons with proper PPE will be admitted.  3. Procedures will be in place regarding the parking of vehicles in and around the site.  4. When possible, one-way system will be established.  5. All precautionary signs will placed where and when needed.  6. A dedicated pedestrian access/egress route should be established from the site parameters to all pedestrians to hear high visibility vest the offices and other facilities.  7. Access should always be free from obstacles. This is not only a walk way but in case structural collapse or fire, we can use as an escape route.  8. All workers are responsible for good house keeping practices. They must clean after themselves.  9. Fire co-coordinator to confirm/rectify safety of all emergency egress routes on a daily basis. | 6  6  6 | 2  2  2 | 3  3  3 | BD14565_ Serious or fatal injury to persons other than workers  BD14565_ Serious or fatal injury to pedestrian, vehicle accident.  BD14565_ Trip fall, minor injuries to potential fatal if emergency egress route is not available. | Access to/Egress from and site security. | **1** |

Note: If injury(Potential) is serious or fatal when security must be 3 (not 2)

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| R | L | S |
| MED  3x1=3  MED | 1. No work at height shall be conducted unless it has been checked by a qualified person from the management team on site it is safety to proceed.  2. Edge protection will be provided to all areas where a fall of 2meters or more may occur or where the risk of injury from a fall is present.  3. All edge protection will be strong enough to with stand a minimum force of 10KN in any direction.  4. All persons working at height will be provided with needed PPE & an approved safety harness/ belts.  5. Working at height will be under experienced supervision at every stage of the work.  6. All safety harness & lanyards be in good condition and correctly used.  6(a). All landyard shall be adequately reached with sufficient capacity to resist the shack loading from a fall.  7. Good housekeeping practices and removal of tripping hazards is mandatory by every body involve.  8.Qualified number of the management team on site shall inspect safe access/egress to jobs at height before any work can commence.  9. All at height working platforms shall be used only accordingly to its intended purposes.  10. All voids shall be barricaded with fixed covers or guard rail to prevent workers from filling in. | 9 | 3 | 3 | BD14565_ Serious body injury or death due to workers filling from height. | Working at height | **2** |
| MED  3x1=3  MED  2x2=4 | 11. Prior to commence working at height, all workers involved will be trained on (TBT):  a) Hazards identification, recognition and counter measures.  b) Proper work procedures.  c) What PPE required for the job and how to properly use team.  d) Emergency procedures.  Outcome following control measure:-  Security-Minor or moderate injury  Likelihood-Say medium due to increased awareness of hazards. | 9 | 3 | 3 | BD14565_ Serious body injury or death due to workers filling from height. | Working at height | **2** |

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| R | L | S |
| Low x  MED  3x1=3  MED | 1. Working area where objects and debris are falling will be declared as a restricted zone and will be barricaded and/or fenced.  2. Member of the working group will be assigned to ensure only authorized workers are allowed in restricted area.  3. Surrounding areas-when necessary-should be adequately sheeted netting is in place.  4. No one shall enter the work site without the needed PPE's  5. Necessary training shall be given to all involved in working underneath the work area. | 6 | 2 | 3 | BD14565_Serious body injury from falling objects and debris. | Persons walking/ Working underneath the work area. | **3** |

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| R | L | S |
| 3x3=1  MED | 1. Only high quality approved materials will be used to erect scaffolds. Also, all scaffolding materials must be checked for suitability and should conform to the appropriate UAE and/or British Standard.  2. Scaffolds will only be erected, dismantled or altered by a qualified persons who has gone through cast Scaffolding Division training and certification are approved as qualified by cast site.  3. Scaffolds will only be used for its intended purpose and capacity. Adequate controls and supervision will be established to ensure that.  4. All workers will wear appropriate PPE (No Exception)  5. All cast safe work procedures that applies to scaffolding will be enforced especially when hoisting or lowering equipment's. Equipment and other materials.  6. Materials on scaffold will not be enforced than the toe-board unless brick guards or similar barriers are in place.  7. Prior to commence working on scaffolds:  1) All workers involved will be trained as mentioned above in activity 2.8.  2) Qualified member of Mange. Team shall inspect scaffold and tag it safe or unsafe to use.  3) The load capacity of the scaffold shall be included on the scaffold tag.  8.All scaffold shall be re inspected and tagged at weekly intervals. | 6 | 2 | 3 | BD14565_ Injury to head and upper body, serious injury, death due to collapse or over loading. | All Scaffolding | **4** |

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| R | L | S |
| Medium  3x3=1  MED | 1. Insecure platforms and scaffolds will not be used.  2. All working platforms on scaffolds will be with proper guardrails.  3. No defectives or improper ladders will be used nor will it be utilized for any purpose other than climbing.  4. Only one person will be allowed to work on a ladder at a time.  5. all scaffolding will be provided with toe-boards.  6. The minimum clear width of a working platform will be 600 mm and must be kept clear for access along the scaffold. (i.e. excluding stored as equipment)  7. all scaffolds and working platforms will be inspected by a qualified person prior to use as indicated in activity 4.2 of this table.  8. All inspections must be recorded in the scaffold inspection resisters.  9. Safety harness must be worn where necessary and must be hooked to the life-line. The life-line must be secured anchored with sufficient capacity to support potential shock loading.  10. No work shall be commence without the guardrails and toe-boards to all working platform where a person may fall 2 meters are more and will only be removed by qualified personnel.  11. All cast general Safety Rules will be strictly followed. | 6 | 2 | 3 | BD14565_ Serious injury death due to insecure scaffold and platform with adequate handrails damaged boards and defectives ladders leading to structure collapse or men to fall. | Working at heights on Temporary scaffolds and platforms. | **5** |

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| Low  2x1=2  Low  Medium  3x1=3 | 1. All crane operators must be trained and certified mobile cranes by an approved 3rd party.  2. All safety and operational instructions as per manufacturer recommendations (manual) will be followed and enforced to prevent injury to operatives and other workers.  3. Only correct type of crane for the worn will be used.  4. Safe load and the load radius indications will be checked periodically for accuracy.  5. No crane will be mobilized nor operate without an approved 3rd party certification issuances indicating that all tests have been carried out successfully (all crane will be certified within one month before mobilization)  6. Trained riggers/Banks man will control lift zone to ensure unauthorized persons are excluders from the area of the crane.  1. All outriggers will be checked to ensure that they are in the correct position and suitable spreads used for the existing ground condition.  2. Only approved 3rd party certified riggers and banks man would be authorized work.  1. No crane will be mobilized nor operate without an approved 3rd party certification issuance indication that all test have been carried out successfully (all crane will be certified within one month of mobilization)  2. Crane inspection check form will be completed weekly by trained operators.  3.All operators are instructed to report any unusual movements, sound or vibrations of the crane to their immediate supervisor.  3(1) No work will be carried out till a competent person investigate such reporting and proper corrective action has been taken and the authorized the proceeding of the work. | 3  4  6 | 1  2  2 | 3  2  3 | BD14565_ Serious injury, death due to person being knocked over by a moving part.  BD14565_ Serious bodily harm and damage to property.  BD14565_ Serious bodily injuries, crushing, death | All crane OperationUnstable Ground causing machine to tip over and trap driver or other workers.Crane collapse through disrepair/poor maintenance. | **6** |

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| Medium  Medium  Medium | 1. Only certified operatives are authorized to operate cranes on construction site.  2. Work will be stopped of high winds prevail.  3. Ensure personnel loading/unloading are keeping a safe distance from the load being lifted.  4. Ensure unauthorized persons do not enter lift zone.  1. Ensure that operator is experienced and possesses authorized certified from an approved 3rd party.  2. Operators will be trained on how to check on ensure good working conditions at the beginning of his duty. Also operator nor allowed leaving cabin unless everything is logged and switched off the engine.  1. cast will only allow approved 3rd party trained slingers to give signals to ensure drivers and to sling the materials, there by providing safe hoisting.  2. The slinger/signaler must always be in attendance no hoisting may take place without them.  1. All cast General safety rules will be strictly followed through out all activities.  2. All areas under hoisted materials should be cleared of all workers.  3. Only qualified/certified operatives of hoisting equipment (Crane operators/banksman/slingers ) will be authorized to hoist materials.  4.All slinging equipment's/slinging belts should be checked for fitness before usage. | 6  9  6  6 | 2  3  2  2 | 3  3  3  3 | BD14565_ Serious bodily injury and injury to coworkers and damage to property.  BD14565_ Serious bodily injury Crushing, death.  BD14565_ Serious bodily injuries, crushing, death, property damage.  BD14565_ Serious injury or death. | All crane OperationHigh wind causing loss of control of the load, *Incorrect use of crane or poor operating standards.*  *Loads falling or materials falling from insecure slinging or slings.* | **6** |

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| R | L | S |
| Low  2x1=2 | 1. In order to prevent/eliminate tripping over hazards, no hand tools shall be left lying around on site.  2. Hand tools will only be used for its intended purpose.  3. When not in use all hand tools must be stored under cover so as to prevent deterioration and to avoid a tripping hazard.  4. Damaged tools must be mended or replaced.  5. All hand tools must be in good condition and checked regularly.  6. All necessary/required PPE must be worn when using hand tools.  7. All cast general safety guidelines must be followed when using hand tools.  8. Toll box talks training on the safe usage of hand tools will conducted as often as necessary. | 4 | 2 | 2 | BD14565_ Broken bones, sprains, cut especially to hands and injury to eyes. | Hand tools | **7** |

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| R | L | S |
|  | Record electrical lock out.  15. Suitable barriers or other means shall be provided to ensure that work place for electrical equipment will not be used as a passage way during periods when energized of electrical equipment are exposed.  16. All cast general safety guidelines must be followed when using hand tools.  17. Toll box talks training on the safe usage of hand tools will be conducted as often as necessary.  18. No machine shall be used other than its intended purpose. |  |  |  |  | Electrical Power tools | **8** |

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| R | L | S |
| Low  Low  Low  Medium | 1. To be operated by trained competent authorized operatives only.  2. Machines should not be loaded in excess of their stated capacity.  1. Extra care should be taken where shopping surfaces if the slope exceeds the safe operating limits of a particular machine, work is to be stopped.  2. Continuously must clear and remove any obstacles in the fork-lift path which may cause tipping or imbalance when fork-lift runs over.  3. Regular TBT will provided regularly in the safe operation and hazards recognition when operations machineries.  4. When transporting loads, forks must be lowered down as much as possible for better control.  1. Unattended vehicles must have the engine switched off the gear in neutral and the hand brake on.  2. The fork-lift operator must exercise care when reversing particularly when no audible signal is fitted to the machine.  3. All pedestrian within work area to wear high visibility vests.  1. No passenger can be transported on any vehicle unless a seat has been provided. | 4  4  2  6 | 2  2  1  2 | 2  2  2  3 | BD14565_Serious injury to head or upper body, damage to properties.  BD14565_ Broken bones, sprains, crushing, cuts and bruises.  BD14565_ Serious bodily harm.  BD14565_ Serious body injury, death. | Fork-lifts *Collapse through overloading*  *Falling load from fork-lift are other means of mechanical lifting*  *Person being knocked over by either a fork-lift or a load it is carrying.*  *Unauthorized passenger falling from vehicle and being run over.* | **9** |

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| R | L | S |
| Medium | 1. Only authorized workers are allowed to ride in cast vehicles and machineries.  2. Work should be completed under a permit to work.  3. Before any excavation can begins, underground installations shall be identified such as, i.e. sewer, telephone, water fuel, electrical lines, etc. and necessary pre-cautions shall be taken.  4. No persons shall be permitted under loads by power shovels derricks or hoists to avoid accidents due to any spillage, employees should be required to stand away from any vehicles being loaded.  5. All employees shall be protected with personal protective equipment for the protection of the head, eyes hands and feet.  6. All personal involve in excavation will be trained in safe digging practices, including hand digging of trail holes to confirm the location of services.  7. All excavation activities will be carried out employing adequate supervision and suitable experienced competent work force.  8. Safe digging practice will be enforced by all workers when hand digging in the proximity on an electric service, i.e. spades/shovels should be used not picks or power tools and horizontal digging should be followed to locate the exact location of a cable to avoid fracturing it. | 6 | 2 | 3 | BD14565_Serious body injury or death due to:  1) Collapse of sides  2) Striking existing services  3) Materials falling into excavation  4) Flooding of excavation  5) presence of contaminated soil or atmosphere. | **All Excavation Activities.** | **10** |

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| Medium | 9. At all time, cast policy is to assume that all services are live until discovered other wised.  10. All excavated areas should be provided with  11. Edge protection to prevent falling in.  12. Proper access to and from excavated areas will be provided and only one access/egress will be used. | 6 | 2 | 3 | BD14565_Serious body injury or death due to:  1) Collapse of sides  2) Striking existing services  3) Materials falling into excavation  4) Flooding of excavation  5) presence of contaminated soil or atmosphere. | **All Excavation Activities.** | **10** |

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| R | L | S |
| Medium | 1. One man only on a ladder at a time.  2. Never climb to very top of ladder/steps.  3. Fully open the stepladder on four legs and never lean it against wall for support.  4. Never stand on the stop step.  5. All ladders must be checked for damages before usage.  6. All ladders will only used to do jobs when it is suitable and safe to do so.  7. All ladders to be tied off or footed when 3 meters are more high.  8. All damaged ladders will be removed from site immediately and shall be tagged as Damage, do not use.  9. All ladders/steps will only be used on firm base.  10. No hand made ladders or tools will be allowed on site.  11. All ladders must extend a minimum of 1 meter above the upper loading/platform. | 6 | 2 | 3 | Serious bodily injury, Broken limbs due to:  BD14565_Serious body injury or death due to:  BD14565_Falling from height  BD14565_Ladder collapse. | **Ladders** | **11** |
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| R | L | S |
| Low | 1. Keep eating areas clean and tidy.  2. Provide drinking water  3. All work areas should be kept orderly and clean always.  4. Waste containers shall be located at suitable places on site.  5. Workers resting area should be provided and be cleaned on daily basis.  6. Waste food should not be mixed with dry refuse. Food bins should have tightly fitting lids and orderly manners.  7. Keep walking aisles and roadways clear.  8. storage yards should be kept tidy and orderly manners.  9. It is the responsibility of all workers and site management to ensure that's work area are cleared regularly and free of hidden hazards.  10. All chemicals must be received, stored and handled according prescribed procedures in the MSDS  11. All workers will be trained on proper procedures in manual handling and the maximum load limit to 40kg.  12. When handling sharp tools e.g. scarpers, it should be carried in holders and the use of gloves and other needed PPE are required. | 4 | 2 | 2 | BD14565_Serious body injury due to trips and falls due to hidden hazards.  BD14565_ Serious bodily burns due to chemicals improper storage or handling.  BD14565_ Serious back injuries use to improper manual handling.  BD14565_ Needles trick injuries/cuts. | **House keeping** | **12** |

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| R | L | S |
| Medium  Low  Medium  Low  Medium | 1. No hot work shall proceed without al cast safety officer approval issuance of hot work permit including the sub-contractors.  2. Where possible all flammable materials should be removed from the welding operations area.  3. Fire resisting sheets should be to protect the surrounding from flame and spatter.  4. Personal Protective Equipment should be worn.  5. Extra ventilation should be introduced to reduce the likelihood of heat stress occurrence.  6. The placing of a second person on stand-by in case of emergency should be considered.  7. Reduced time exposure should be considered.  8. Effective fume control equipment should be provided.  9. The catchments hood of the extraction equipment should be placed adjacent should be weld so that the fume is picked up as soon as it is produced, this fume should be exhausted to the atmosphere or filtered through an electrostatic filter so that clean air is returned to the workroom.  10. Where other person are being undertaken adjacent to the welding area, e.g. painting, the combined effect should be considered and suitable systems of work put in place. | 6  4  9  2  6 | 2  2  3  1  2 | 3  2  3  2  3 | BD14565_ Burns  BD14565_ Explosion  BD14565_ Electric shock  BD14565_ Eye damage, heat stress  BD14565_ Respiratory problems and/or poisoning from fumes from galvanized lead coated or other toxic metals. | **All hot work activities.**  Fire and explosion from the ignition of gas cylinders.  Ignition of other flammable materials whilst hot work operations under way.  metal spatter hot work pieces prolonged exposure to heat.  Infra red and visible light given of by welding gas.  Ultra-violet radiation given of by electric Arc Welding .  Gases and fumes-iron oxide, carbon monoxide, ozone gas, nitrous fumes and carbon. | **13** |

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|  | 11. As practicable as possible, cast will ensure minimum number of gas cylinders kept at the site.  12. No welding activities will be carried out without flashback arrestors fitted to all gas regular sets. When they are used they shall prevent ignition of gas sources upstream from the torch.  13. All hoses must be in good condition and restricted to a maximum of 5 meters in length.  14. All gas cylinders will be in the upright position, especially acetylene. Acetylene is dissolved in acetone in an acetylene cylinder. When an acetylene cylinder is stored on its side the acetylene may separate from acetone, become visible and cause an internal explosion.  15. Acetylene regulator pressure shall not exceed 15 PSI.  16. All oxygen cylinders will be isolated from acetylene cylinders in storage area by 6.6 meters or with a fire proof wall at least 1.6 meter high.  17. All cylinders will be stored with heavy wire or chain to prevent falling over.  18. All cylinders will be kept away from heat sources such as direct exposure to sunlight or smoking area.  19. Value caps shall be in place when the cylinders are not in use.  20. All fire extinguishers and a fire watch must be maintained during work.  21. Goggles with proper shaded lenses shall be worn for torch cutting and gas welding. |  |  |  |  | **Continues...** | **13** |

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| R | L | S |
| Medium  Medium  Medium  Medium | 1. All workers exposed to heat from the sun are required to wear proper clothing and personal protective equipment.  2. Provision for sufficient drinking water will be made.  1) Whenever possible, temporary shed/cover will be provided.  2) Salt and vitamin supplements will be provided.  3. When heat Cramps occurs:  1) Move in to eh shade or improvise shade.  2) Loose clothing  3) Drink lightly salted liquid.  4) Wait to see if symptom go away.  5) Seek medical helps of cramps persist.  4. When heat exhausting occurs:  1) Move to the victim in to the shade or improvise shade.  2) Loosen or remove clothing or boots.  3) Cool the victim as fast as possible.  4) Fan the victim.  5) If necessary pour water on the victim.  6) Elevate the victim legs and message limbs.  7) Stay with the victim until medical aid arrives. | 6  6  6  9 | 2  2  3  3 | 3  2  2  3 | BD14565_ Heat Cramps,  BD14565_ Heat exhausting  BD14565_ Dehydration and heat stroke/Death  BD14565_ Due to workers exposed to heat from the sun during summer months Skin Cancer. | Summer Program Working in an opening area and Heat Stress | **14** |

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|  | 5. When heat stroke occurs ;  1) Lower the victim body temperature ASAP  2) Immense him in water  3) Message his body with ice  4) Don't give liquid to unconscious victims. |  |  |  |  | **Continues...** | **14** |

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| Risk **Raring**  **After**  **Control** | Control Measures (safety is everyone responsibility) PM/CM/safety eng./site Eng/Foreman are *to ensure all control measures are in place*  *any activity can comment.* | Risk  Rating  Low=1,2  Medium=3,4  High=6,9 | | | Risk/Injury | **Activity/ Element** | N **U**  **M**  **B**  **E**  **R** |
| R | L | S |
| Medium | 1. All chemical substances will be received, stored and handled according to applicable European and OSHA in addition to UAE federal laws and ministerial orders.  2. All cast general safety guidelines will be strictly followed.  3. Emergency evacuation plan will be in place and necessary training will be conducted to all workers and sub contractors.  4. an appropriate, sufficient fire extinguishers will placed where necessary through out the site. Location of these FE will be  re-evaluated due to changes in site layout.  5. All employees on the site will be trained on how to use fire extinguishers to fight small fire if safe to do so and what type of FE to use for different types of fire.  6. Assembly points will as designated by ADOC.  7. Evacuation procedures will be continuously evaluated for validity and effectiveness.  8. Emergency evacuation drills will be devised and practiced once every 6 month. | 6 | 2 | 3 | BD14565_ Serious bodily burns or death. | **Fire/Explosion and other Emergencies** | **15** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 9. Fire emergency exit/escape routs will be established, adequately sighed and free of obstruction. These escape routs will be evaluated regularly for effectiveness due to changes in construction site layout.  10. Smoking is strictly prohibited except on designated areas.  11. Hot work and the use of naked flame appliances must be controlled as necessary. Hot work permit must be obtained.  12. All temporary electrical system will comply with legal standards and any changes made necessary by contract conditions. A competent technician will carry out practical requirements. |  |  |  |  | **Continuous...** | **15** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risk **Raring**  **After**  **Control** | Control Measures (safety is everyone responsibility) PM/CM/safety eng./site Eng/Foreman are *to ensure all control measures are in place*  *any activity can comment.* | Risk  Rating  Low=1,2  Medium=3,4  High=6,9 | | | | Risk/Injury | **Activity/ Element** | N **U**  **M**  **B**  **E**  **R** |
| R | L | | S |
| Low  Low  Medium  Low  Low  Low  Low  Low  Medium | 1. All workers involved will be trained in hazards recognition and control measures necessary especially in safe manual handling techniques and the need to keep all access clear to work areas always.  2. Safe system/method of work covering concrete receiving, placing on site, pouring operations, temporary works schemes, plat movement, leading edge protection will be established by member management team.  3. Washing facilities should be provided.  4. Plant sitting and traffic management schemes should be formalized, regardless of the size of perceived complexity of the concreting operations.  5. Concrete should not be poured too quickly and must be evening distributed to ensure that from work load capacity is not exceeded.  6. False-work and formwork should be checked before concrete put in place.  7. Appropriate personal protective equipment should be worn.  8. The accumulation of concrete spillage should be prevented.  9. The effect of weather conditions should be considered and appropriate allowances made.  10. Vibration: Only well maintained equipment will be used, keep hands warm vibrators operators are to be ensured white finger syndrome does not occur.  11. All cast General safety rules will be strictly followed through out all activities.  12. All areas under hoisted materials should be cleared of all workers.  13. Only qualified/certified operatives of hoisting equipment will be authorized to hoisted materials.  14.All slinging equipments/materials/-slinging belts should be checked for fitness before usage. | 4  4  6  2  4  4  4  4  9 | 2  2  2  2  2  2  2  2  3 | 2  2  3  1  2  2  2  2  3 | | BD14565_ Black injuries from manual handling.  BD14565_ Heat stress from wearing protective equipments in hot weather.  BD14565_ Bodily injuries due to contact with moving machinery or vehicles.  BD14565_ Dermatitis and concrete burns due to direct contact with cement.  BD14565_ Eye damage due to cement contact.  BD14565_ Ear damage due to noise.  BD14565_ Bodily injury from slips, trips and falls due to bad housekeeping  BD14565_ White finger Syndrome due to vibration.  BD14565_ Serious injury or death due to materials falling from height or when its being hoisted. | **Concrete Operations (pouring slab)** | **16** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk **Raring**  **After**  **Control** | Control Measures (safety is everyone responsibility) PM/CM/safety eng./site Eng/Foreman are *to ensure all control measures are in place*  *any activity can comment.* | Risk  Rating  Low=1,2  Medium=3,4  High=6,9 | | | Risk/Injury | **Activity/ Element** | N **U**  **M**  **B**  **E**  **R** |
| R | L | S |
| Low  Medium  Low  Low  Low  Low  Low  Medium  Medium | 1. All workers involved will be trained in hazards recognition and control measures necessary especially in safe manual handling techniques and the need to keep all access clear to work areas always.  2. Safe system/method of work covering concrete receiving, placing on site, pouring operations, temporary works schemes, plat movement, leading edge protection will be established by member management team.  3. Washing facilities should be provided.  4. Plant sitting and traffic management schemes should be formalized, regardless of the size of perceived complexity of the concreting operations.  5. Concrete should not be poured too quickly and must be evening distributed to ensure that from work load capacity is not exceeded.  6. False-work and formwork should be checked before concrete put in place.  7. Appropriate personal protective equipment should be worn.  8. The accumulation of concrete spillage should be prevented.  9. The effect of weather conditions should be considered and appropriate allowances made.  10. Vibration: Only well maintained equipment will be used, keep hands warm vibrators operators are to be ensured white finger syndrome does not occur.  11. All cast General safety rules will be strictly followed through out all activities.  12. All areas under hoisted materials should be cleared of all workers.  13. Only qualified/certified operatives of hoisting equipment will be authorized to hoisted materials.  14.All slinging equipments/materials/-slinging belts should be checked for fitness before usage.  15. All points are attachment will be provided on all plants of facilitate mechanical handling.  16. Site management is to make sure that design calculation are correct and experienced and competent people carry out the work. | 4  6  2  4  4  4  4  9  6 | 2  2  2  2  2  2  2  3  2 |  | BD14565_ Black injuries from manual handling.  BD14565_ Heat stress from wearing protective equipments in hot weather.  BD14565_ Bodily injuries due to contact with moving machinery or vehicles.  BD14565_ Dermatitis and concrete burns due to direct contact with cement.  BD14565_ Eye damage due to cement contact.  BD14565_ Ear damage due to noise.  BD14565_ Bodily injury from slips, trips and falls due to bad housekeeping  BD14565_ White finger Syndrome due to vibration.  BD14565_ Serious injury or death due to materials falling from height or when its being hoisted. | **Concrete Operations**  **(Pre-cast)** | **17** |

# GENERAL SITE RULES

The site rules are given below and are for the protection of everyone. They apply to all persons on site, including visitors. You must read and agree to these rules before Non compliance will mean exclusion.

## Security

* A personal identity pass must be carried and be visible at all times. Temporary passes will only be issued in cases of genuine need.
* Security Department must be notified of lost passes.
* No equipment or material may be removed from site without written authorisation.
* All suspicious packages must be reported to security or CWCL.
* Vehicles or baggage brought to site may be searched at any time whilst on the site.

## Personal clothing and safety equipment

* Safety equipment must not be tampered with and may only be used in accordance with the instructions for use.
* Fire extinguishers and other fire equipment must not be tampered with and may only be used in accordance with the instructions for use.
* Safety helmets (hard hats) must be worn at all times on site (legal exemptions excepted).
* Safety shoes or boots must be worn at all times on site.
* High visibility vests or coats must be worn at all times on site.
* Suitable working attire must be worn at all times on site.
* Personal jewelery, attire, hair etc. must be worn in such a manner that it does not pose a hazard to snagging or entrapment in machinery.
* Specific safety wear or equipment must be worn and used as appropriate for particular tasks i.e. goggles, masks, gloves, ear defenders, breathing apparatus, special clothing, harnesses, and other protective equipment as required by the risk assessment for the work activity.
* All items of safety equipment must be worn and used in accordance with the manufacturers instructions, and must be in a condition to comply with the manufacturer’s written warranties.

The Onlyexceptions to the above are when accessing the welfare, canteen and site offices along the defined routes from outside the site and whilst within the confines of the welfare and canteen facilities.

## Behaviour, Safe and Hygienic Practices

* Cat calling, offensive and lewd behaviour is strictly prohibited.
* Abusive behaviour, horseplay and violence will not be tolerated.
* Vandalism, graffiti and malicious damage will not be tolerated.
* No knives, other than those specifically required by particular Trade Contractors for their works, or offensive weapons are permitted on site.
* Food and drink shall only be consumed within the designated welfare and canteen areas.
* Urinating and defecating other than in the designated toilets is not permitted.
* The use of personal stereos and radios is not permitted.
* Smoking is not permitted on site, except in designated areas, which is the Hoist Platforms.
* Persons under the influence of non-prescribed drugs, alcohol or other intoxicants are not permitted on site.
* No alcohol or illegal substances are permitted within the boundaries of site.
* Incorrect or faulty tools, ladders or stepladders must not be used.
* All electrical equipment must have an up to date PAT test.
* Incomplete scaffolding or scaffolding tagged, as defective must not be worked on.
* No equipment or plant shall be operated or moved by any person not possessing the appropriate certificate of competence. (Orange stickers on hard hats)
* Any person possessing a first aid certificate shall be identified by suitable sticker attached to his/her headgear.
* Engines of unattended plant must be switched off.
* Dumpers must be dismounted while being loaded.
* Repairs or maintenance to plant must be carried out by trained and competent persons.
* Toolbox talks and safety training sessions must be attended.
* ALL accidents must be reported to the supervisor and recorded in the employer’s accident book.
* ALL unsafe acts and conditions must be reported to the supervisor.
* Safety procedures, permits to work and safe system method statements must be followed.
* Site road signs and traffic rules must be obeyed.
* Any person working on site shall be fit in body and mind for the tasks assigned.
* Any person suffering from illnesses or other conditions that may lead to the endangerment of themselves or others shall notify his/her supervisor or the site safety officer in strictest confidence.

### *Use of Public Areas on Canary Wharf Private Property while employed on Canary Wharf Projects*

* CanaryWharf benches and public seating is for the sole use of Canary Wharf Group tenants and visitors.
* The Canary Wharf public toilets may not be used by Contractors;
* they are for the use of tenants and visitors only.
* The restaurant or bar amenities may not be used without purchasing food or drink.
* Foul or abusive language must not be used.
* A shirt and suitable clothing must be worn at all times.
* Rubbish and litter must not be left in the public areas.
* Security Staff instructions must be obeyed.

**IF IN DOUBT, ASK!**

**Forms of safety reports**

**Monthly SafetyReport**

**Project : Ref :**

**Consultant : Date :**

**Conducted By : M/s.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SL. NO.** |  | TASK | **REMARKS** | | **Comments** |
| **Yes** | **No** |
| **1** | **1** | **FIRE PREVENTION AND PROTECTION** |  |  |  |
|  | a) | Adequate Fire Extinguishers |  |  |  |
|  | b) | Proper type of Fire Extinguishers |  |  |  |
|  | c) | Are being periodically inspected |  |  |  |
|  | d) | In proper location |  |  |  |
|  | e) | Unobstructed |  |  |  |
|  | f) | Clearly marked |  |  |  |
|  | g) | In working order |  |  |  |
|  | h) | Personnel trained in use of equipment |  |  |  |
|  | i) | Fire detection equipment |  |  |  |
|  | **2** | **FIRE EMERGENCY PLAN** |  |  |  |
|  | a) | Emergency telephone posted |  |  |  |
|  | b) | Keep the ways of emergency exits |  |  |  |
|  | c) | Emergency exists cleared from obstacles |  |  |  |
|  | d) | Assembly points |  |  |  |
|  | e) | Training of staff in emergency evacuation |  |  |  |
|  | f) | Communication facility during day and night |  |  |  |
|  | **3** | STORAGE OF FLAMMABLE / COMBUSTABLE MATERIAL |  |  |  |
|  | a) | Are they segregated |  |  |  |
|  | b) | Proper sign boards |  |  |  |
| **2** | **1** | COMPRESSED GASES |  |  |  |
|  | a) | Are they segregated |  |  |  |
|  | b) | Proper sign boards |  |  |  |
|  | c) | Protective caps |  |  |  |
|  | **2** | WELDING AND BURNING |  |  |  |
|  | a) | Correct voltage Used |  |  |  |
|  | b) | Fire blankets in use |  |  |  |
|  | c) | Fire extinguisher Provided |  |  |  |
|  | d) | P.P.E Used |  |  |  |
|  | e) | Gas Cylinders Fitted with a vertical Position On a Trolley |  |  |  |
|  | f) | Flash Back Arrestor Provided |  |  |  |
| **3** |  | HOUSEKEEPING |  |  |  |
|  | a) | Access roads to office |  |  |  |
|  | b) | Clear aisles and passage ways from obstacles |  |  |  |
|  | c) | Suitable markings and signs |  |  |  |
|  | d) | Storage of material and stacking |  |  |  |
| **SL. NO.** |  | **TASK** |  | | **Comments** |
|  | **No** |
|  | e) | Trash containers |  |  |  |
|  | f) | Clean-up / removal of trash |  |  |  |
| **4** |  | ELECTRICAL |  |  |  |
|  | a) | Correct Voltage (110 V) |  |  |
|  | b) | Ground fault interrupts used (E.L.C.B) |  |  |
|  | c) | Circuits 3 wire ground |  |  |
|  | d) | Warning Signs |  |  |
|  | e) | Distribution of sub-distribution boards |  |  |
|  | f) | Cables and wires free from damage |  |  |  |
|  | g) | Temporary electrical installation layout |  |  |  |
|  | h) | Maintenance |  |  |  |
|  | i) | Electrical socket Industrial standard used |  |  |  |
| **5** |  | HEALTH AND WELFARE |  |  |  |
|  | a) | First Aid |  |  |  |
|  | b) | First Aid Training |  |  |  |
|  | c) | First Aid Log Book |  |  |  |
|  | d) | Adequacy of First Aid Material |  |  |  |
|  | e) | Procedures for employees medical treatment if required |  |  |  |
|  | f) | Washing facilities |  |  |  |
|  | g) | Toilet facilities / sanitation |  |  |  |
|  | h) | Drinking water available |  |  |  |
|  | i) | Drainage and sewerage system |  |  |  |
| **6** |  | LIFTING EQUIPMENT |  |  |  |
|  | a) | Updation of records for lifting equipment in place |  |  |  |
|  | b) | Valid load test certificates available |  |  |  |
|  | c) | Operator’s trained certificates |  |  |  |
| **7** |  | PERSONAL PROTECTIVE EQUIPMENT |  |  |  |
|  | a) | Coveralls |  |  |  |
|  | b) | Safety Helmet |  |  |  |
|  | c) | Safety Shoes |  |  |  |
|  | d) | Safety Harnesses |  |  |  |
|  | e) | Hand gloves |  |  |  |
|  | f) | Goggles |  |  |  |
| **8** |  | SCAFFOLDS & LADDERS |  |  |  |
|  | a) | ScaffTag System Used |  |  |  |
|  | b) | Full Platform For Scaffolds Provided |  |  |
|  | c) | Handrails Provided |  |  |
|  | d) | Toe Boards Provided |  |  |
|  | e) | Secured Industrial Standard Ladders Used |  |  |  |
|  | f) | Access to Scaffolds Platform Provided |  |  |  |
| **9** |  | SAFETY SIGNAGE |  |  |  |
|  |  | Adequate Safety Signage Provided |  |  |  |

Safety Advisor

# Section-1 Details Of Person Making This Report

|  |  |  |  |
| --- | --- | --- | --- |
| Name, Company |  | Position : |  |
| Contact No. & Address: |  | | |
| Date & Time of Report: |  | Signature: |  |

# Section-2 Accident / Incident Details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Project / Business Name & Address: |  | | | | | | |
| Exact Location Of Accident / Incident: |  | | | | | | |
| Name of Main Contractor / Business Senior Manager: |  | | Contact Number: | | | |  |
| Nature Of Accident/Incident | Dangerous Occurrence **** Fatality **** Major **** Over 3 Day **** Fire ****  Property Damage **** Environmental Disturbance **** | | | | | | |
| Date Of Accident / Incident: |  | Time of Accident / Incident: | | | |  | |
| Accident / Incident Reported By:  (Name & Position) |  | | | | | | |
| Name Of Injured Person(s) If Known? |  | | | Trade: |  | | |
| Type Of Injury: | Bruise **** Sprain **** Fracture **** Cut **** Amputation **** Crush **** Burn **** Electric Shock **** Puncture Wound **** Other **** (State) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Nature of work of injured person: |  | | | | | | |
| Employer Of Injured Person: |  | | | | | | |
| Details Of Plant / Equipment  Involved In Accident / Incident: |  | | | | | | |
| Accident/Incident Causal Factors:  *(tick/select most relevant cause)* | Lack Of Training **** Unsafe Act **** Unsafe Condition **** Poor Supervision ****  Management System Failure **** Other **** (State) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

**Section-3 Brief Details Of The Accident / Incident.**

|  |
| --- |
|  |

**Section-4 Immediate Actions Taken.**

|  |
| --- |
|  |

**Section-5 Witnesses to the Accident / Incident.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Company** | **Contact Nos.** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FIRE RISK ASSESSMENTWORKSHEETS | | | | | | | | | | | | | | |
| **SITE / CONTRACT:** |  | | | | | | | **DATE:** | | | |  | | |
| **ADDRESS OF PREMISES** |  | | | | | | | | | | | | | |
| ARE CARILLION SERVICES ? | Tenants | |  | | Sole occupiers | | | |  | Landlords of the premises | | | |  |
| ASSESSMENT AREA |  | | | | | WORK ACTIVITY | | | | |  | | | |
| MAXIMUM NUMBER OF PEOPLE IN WORKPLACE (AT ANY ONE TIME): | | | | | | | DETAILS | | | | | | | |
| Staff | | | |  | | |  | | | | | | | |
| Public: (estimate) | | | |  | | |  | | | | | | | |
| :Contractors: e.g. Contract Cleaners | | | |  | | |  | | | | | | | |
| Persons with a disability | | | |  | | |  | | | | | | | |
| **MANAGER:** | |  | | | | | **SIGNATURE:** | | | | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Plan Completed** |  | **Planned Date for Completion of Actions** |  |
| **MANAGER:** |  | **SIGNATURE:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Actions Completed** |  |  |  |
| **MANAGER:** |  | **SIGNATURE:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date for Review** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **STEP 1: IDENTIFY THE HAZARDS**  **This worksheet helps to identify the combustible materials and sources of ignition in the workplace** | | | |
| **Stage 1:**  **Identify combustible materials** If **YES** detail the problems | | | |
| 1 | Is there any material which is easily ignitable in the workplace? | YES | NO |
| 2 | Is combustible waste allowed to accumulate in the workplace? | YES | NO |
| 3 | Are there excessive quantities of combustible materials stored in the workplace | YES | NO |
| 4 | Are substantial areas of walls or ceilings covered with flammable linings | YES | NO |
|  | REMARKS |  |  |
|  |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **STEP 1: IDENTIFY THE HAZARDS cont.**  **This worksheet helps to identify the combustible materials and sources of ignition in the workplace** | | | |
| **Stage 2:**  **Identify sources of ignition / heat** | | | |
| 5 | Does the work activity involve Hot Work Processes ? | YES | NO |
| 6 | Does the work place have oil or gas burning equipment ? | YES | NO |
| 7 | Is smoking permitted? | YES | NO |
| 8 | Are there ducts or flues? | YES | NO |
| 9 | Are there light bulbs and fittings near flammable materials? | YES | NO |
| 10 | Is electrical equipment or wiring faulty or damaged ? | YES | NO |
| 11 | Does the electrical equipment have extension leads? | YES | NO |
| 12 | Are there portable heaters? | YES | NO |
| 13 | Are there multi-point adapters in electrical sockets? | YES | NO |
| 14 | Is arson a potential problem | YES | NO |
| 15 | Are there any other sources of heat in the workplace? | YES | NO |
|  | REMARKS |  |  |
|  |  | | |

**Now proceed to Step 2: Identify staff and other people especially at risk.**

|  |  |  |  |
| --- | --- | --- | --- |
| **STEP 2: IDENTIFY STAFF AND OTHER PEOPLE AT RISK.** | | | |
| 1 | **If staff work in remote areas of the workplace, or in areas of high fire risk, are they:-** | | |
| a | sufficiently trained? and | YES | NO |
| b | are there adequate arrangements to ensure their safe evacuation? | YES | NO |
| 2 | **If the workplace is occupied by large numbers of people, particularly members of the public are there:-** | | |
| a | Adequate signposting of escape routes? | YES | NO |
| b | Sufficient trained staff to assist in evacuation? and | YES | NO |
| c | Appropriate communication, e.g a PA system? | YES | NO |
|  | If NO detail the problems and proceed to Step 3 |  |  |
|  |  | | |
|  | **If no problems were identified during Steps 1 and 2 this indicates that the workplace is satisfactory. However, in order to confirm this you should proceed directly to Step 5 and carry out a review inspection of the workplace** | | |

**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **STEP 3: EVALUATE THE RISKS** | | | |
|  | **Stage 1: Remove or Reduce Hazards**  **If any staff and other people are especially at risk and in Step 1 questions 1 to 4 have been answered as YES can you –** | | |
| 1 | Remove, or significantly reduce, any combustible and highly flammable materials or replace them with safer alternatives? | YES | NO |
| 2 | Store highly flammable materials in fire-resisting stores away from sources of ignition? | YES | NO |
| 3 | Remove or treat flammable wall and ceiling linings to reduce flame spreading rapidly? | YES | NO |
| 4 | Replace or repair damaged upholstered furniture? | YES | NO |
| 5 | Improve the general housekeeping and the arrangements for the disposal of waste and rubbish? | YES | NO |
|  | If questions 5 to 15 in Step 1 have been circled as YES can you – | | |
| 6 | Remove unnecessary sources of ignition/heat from the workplace ? | YES | NO |
| 7 | Replace sources of ignition/heat with safer alternatives ? | YES | NO |
| 8 | Ensure that heat producing equipment is used in accordance with manufacturers’ instructions? | YES | NO |
| 9 | Replace naked flame and radiant heaters with fixed convector heaters of a central heating system? | YES | NO |
| 10 | Separate sources of heat from combustible material by fire-resisting enclosures? | YES | NO |
|  | **It may be necessary to consult a competent electrician to answer Q11-14.** | | |
| 11 | Provide and maintain protective devices such as electrical circuit breakers and thermostats? | YES | NO |
| 12 | Ensure that all electrical fuses are suitable for the purpose? | YES | NO |
| 13 | Ensure that all electrical equipment is adequately maintained? | YES | NO |
| 14 | Repair or replace damaged equipment? | YES | NO |
| 15 | Clean and repair ducts and flues? | YES | NO |
| 16 | Adopt an appropriate system for the monitoring of ‘hot work’ (including a permit system) for maintenance workers, contractors etc? | YES | NO |
| 17 | Replace tungsten filament bulbs with fluorescent fittings in areas where there is a possibility that combustible materials may be ignited? | YES | NO |
| 18 | Where smoking is permitted, adopt a smoking policy which provides for safe smoking areas and prohibition elsewhere? | YES | NO |
| 19 | Enforce the prohibition of matches and lighters in high-risk areas? | YES | NO |
| 20 | Provide and maintain appropriate security measures against the risk or arson? | YES | NO |
|  | **Where answered YES, ensure hazards are removed or reduced by including in your Action Plan (Step 4). Where answered NO now complete Stage 2 of this worksheet.** | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Stage 2: Are fire safety arrangements satisfactory or do they need to be improved?**  **Providing additional fire safety measures can reduce risks remaining. Consider the following criteria and improvements if appropriate.**  **Can you compensate by doing any of the following?** | | | |
|  | **Means of escape** |  | |  |
| 1 | **Reduce travel distances?** | YES | | NO |
| 2 | **Provide protected routes?** | YES | | NO |
| 3 | Provide additional escape routes and exits or reduce the number of people in the workplace? | YES | | NO |
| 4 | Provide additional exit and directional signs? | YES | | NO |
| 5 | **Install additional emergency escape lighting?** | YES | | NO |
| 6 | Make special provision for people who have disabilities? | YES | | NO |
| 7 | Ensure that there are adequate trained staff to assist in an evacuation? | YES | | NO |
| 8 | Provide additional and appropriate fire action notices | YES | | NO |
|  | Firefighting equipment |  | |  |
| 9 | Provide suitable additional firefighting equipment, including specialist equipment for specific hazards? | YES | | NO |
| 10 | Provide sprinklers or other suitable fire suppression system | YES | | NO |
|  | **Fire warning** | | | |
| 11 | Reduce the distance between fire alarm call points | | YES | NO |
| 12 | Improve the way people are alerted to a fire? | | YES | NO |
| 13 | Install a more effective fire alarm system? | | YES | NO |
| 14 | (in small workplaces) Rearrange the work activity? | | YES | NO |
| 15 | Install automatic fire detection? | | YES | NO |
|  | Training | | | |
| 16 | Provide an enhanced programme of good housekeeping and fire safety training for all employees? | |  |  |
| 17 | Draw up procedures to ensure that outside contractors and maintenance workers receive necessary fire safety information? | | YES | NO |
| 18 | Ensure that specific training is given to staff who use combustible and highly flammable materials and sources of heat? | | YES | NO |
| 19 | Ensure that firefighting equipment, fire alarm systems and emergency lighting are maintained and checked in accordance with the manufacturer’s recommendations? | | YES | NO |
|  | Where answered YES, ensure implementation of improvements by including in your Action Plan (Step 4).  Upon completion of Step 3 you may wish to confirm your decisions by proceeding directly to Step 5 and carrying out a review inspection of the workplace | | | |

**STEP 4: ACTION PLAN**

The Action Plan should be completed if, after following Steps 1 to 3, work needs to be carried out to provide adequate fire safety precautions.

Once the action has been identified and a completion date proposed it is beneficial to nominate a person to monitor the work through to completion. It is also advisable to review the completion date approximately one month before it is due in order that any problems can be identified. A signature and date should confirm completion of the work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACTION PLAN | | | | |
| Detail action to be taken | Responsible Person | Target completion  date | Review  date | Signature and  date to confirm  completion |
|  |  |  |  |  |

STEP 5: REVIEW INSPECTION CHECKLIST

This is an example of a review inspection checklist. It may need to be adapted to the individual workplace.

The answer to all the questions should be YES or NOT APPLICABLE (N/A). If the answer to any question is NO, you should immediately rectify the deficiencies or review the fire risk assessment.

|  |  | | | | | Remarks |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Fire safety measures** | | | | |  |
| 1 | Is the system of controlling the amount of flammable materials operating effectively? | YES | NO | N/A |  | |
| 2 | Are all flammable substances and combustible materials stored safely? | YES | NO | N/A |  | |
| 3 | Are heating appliances fixed in position at a safe distance from any combustible materials and are they suitably guarded? | YES | NO | N/A |  | |
| 4 | Are all items of electrical equipment fitted with fuses of the correct rating? | YES | NO | N/A |  | |
| 5 | Are all electrical protective devices suitable for the purpose? | YES | NO | N/A |  | |
| 6 | Are lengths of flexible cable kept to the minimum? | YES | NO | N/A |  | |
| 7 | Are cables run only where damage is unlikely and not under floor coverings or through doorways? | YES | NO | N/A |  | |
| 8 | Is the upholstery of furniture in good condition? | YES | NO | N/A |  | |
| 9 | Is the workplace free of accumulation of rubbish, waste paper or other materials which could catch fire or be set alight? | YES | NO | N/A |  | |
| 10 | Are there suitable facilities for the disposal of smoking materials? | YES | NO | N/A |  | |
| 11 | Have measures been taken to reduce the risk of arson ? | YES | NO | N/A |  | |
|  | **Means of escape** | | | | | |
| 12 | Are there sufficient exits for the number of people present? | YES | NO |  |  | |
| 13 | Do exits lead to a place of safety? | YES | NO |  |  | |
| 14 | Are all gangways and escape routes free from obstruction? | YES | NO |  |  | |
| 15 | Are all internal fire doors clearly labelled | YES | NO |  |  | |
| 16 | Can all fire safety signs and fire exit notices be clearly seen? | YES | NO |  |  | |
| 17 | Are self-closing devices on fire doors in working order | YES | NO | N/A |  | |
| 18 | Is the integrity of all fire resisting walls, doors etc in good order? | YES | NO | N/A |  | |
| 19 | Are exits clearly indicated where necessary and are all escape routes adequately lit? | YES | NO | N/A |  | |
| 20 | Where appropriate, do doors used for means of escape open in the direction of travel ? | YES | NO | N/A |  | |
| 21 | Are all doors used for means of escape purposes available for use and can such be easily immediately opened without the use of a key? | YES | NO | N/A |  | |
| 22 | Are the floor surfaces on escape routes free from tripping and slipping hazards? | YES | NO | N/A |  | |
|  | Are all vents and service ducts etc suitably protected, appropriate, to prevent the spread of fire, heat or smoke (especially if they pass through fire resisting partitions etc)? | YES | NO | N/A |  | |
|  | **Lighting** | | | | | |
| 24 | Is the emergency escape lighting, in working order? | YES | NO | N/A |  | |
|  | **Firefighting** | | | | | |
| 25 | Is there sufficient fire fighting equipment of the correct type? | YES | NO | N/A |  | |
| 26 | Are portable fire extinguishers, fire blankets, etc, suitably located and available for use? | YES | NO | N/A |  | |
| 27 | Have the portable fire extinguishers been serviced within the last year? | YES | NO |  |  | |
|  | **Fire alarm** | | | | | |
| 28 | Is the fire alarm system in working order? | YES | NO | N/A |  | |
| 29 | Can the alarm be raised without anyone being placed at risk from fire? | YES | NO |  |  | |
|  | Are the fire alarm call points unobstructed and clearly visible or suitably indicated? | YES | NO | N/A |  | |
|  | **Fire instructions** | | | | | |
| 31 | Are fire instructions clearly displayed throughout the workplace? | YES | NO |  | |  |
|  | **Records** | | | | | |
| 32 | Are records of fire training, drills and equipment tests/ maintenance being kept | YES | NO |  |  | |

If you have answered NO to any question, then the deficiency must be rectified immediately. If this is impractical, review the fire risk assessment and complete the Action Plan if necessary.

DATE :

|  |  |
| --- | --- |
|  | FIRST AID SAFETY CHECKLIST |
| **Project :**  **Consultant :**  **Contractor :** | |

Are adequate numbers of First Aid Boxes provided? YESno

Are boxes suitable and contents correct? YESno

Are they correctly sited relative to the hazards? YESno

If lone workers require travelling First Aid Kits, have these been provided? YESno

If a First Aid Room is required, is it correctly equipped? YES no

Are all First Aid Certificates up-to-date? YESno

Are First Aiders available in appropriate locations? YESno

Are correct notices displayed and information up-to-date? YES no

# Section-1 Details Of Person Making This Report

|  |  |  |  |
| --- | --- | --- | --- |
| Name, Company |  | Position : |  |
| Contact No. & Address: |  | | |
| Date & Time of Report: |  | Signature: |  |

# Section-2 Accident / Incident Details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Project / Business Name & Address: |  | | | | | | |
| Exact Location Of Accident / Incident: |  | | | | | | |
| Name of Main Contractor / Business Senior Manager: |  | | Contact Number: | | | |  |
| Nature Of Accident/Incident | Dangerous Occurrence **** Fatality **** Major **** Over 3 Day **** Fire ****  Property Damage **** Environmental Disturbance **** | | | | | | |
| Date Of Accident / Incident: |  | Time of Accident / Incident: | | | |  | |
| Accident / Incident Reported By:  (Name & Position) |  | | | | | | |
| Name Of Injured Person(s) If Known? |  | | | Trade: |  | | |
| Type Of Injury: | Bruise **** Sprain **** Fracture **** Cut **** Amputation **** Crush **** Burn **** Electric Shock **** Puncture Wound **** Other **** (State) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Nature of work of injured person: |  | | | | | | |
| Employer Of Injured Person: |  | | | | | | |
| Details Of Plant / Equipment  Involved In Accident / Incident: |  | | | | | | |
| Accident/Incident Causal Factors:  *(tick/select most relevant cause)* | Lack Of Training **** Unsafe Act **** Unsafe Condition **** Poor Supervision ****  Management System Failure **** Other **** (State) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

**Section-3 Brief Details Of The Accident / Incident.**

|  |
| --- |
|  |

**Section-5 Witnesses to the Accident / Incident.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Company** | **Contact Nos.** |
|  |  |  |  |
|  |  |  |  |



### SAFETY DEPARTMENT

|  |  |
| --- | --- |
|  | Weekly Fire Extinguishers Inspection |
| **Project :**  **Consultant :**  **Contractor :** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SL. NO.** | **LOCATION & NUMBER** | **TYPE** | **DATE OF PREVIOUS TEST** | **DATE OF PRESENT TEST** | **RESULT OF TEST** |
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**Fire Marshal**  **Safety Officer** **Safety Manager**

WOODWORKING MACHINES SAFETY CHECKLIST

Are machine operators nominated, competent and adequately trained?

Are trainee operators under close supervision?

Is abstract of regulations (F2470) displayed, either on site or in workshop?

Have operators been provided with, and using all necessary protective equipment?

Is the workplace adequately and suitably illuminated?

Is the temperature of workplace a minimum of 13 C if indoors?

Is the work area clear of loose materials, level and not slippery?

Are all woodworking machines fitted with effective start/stop controls which are clearly marked?

Are all machines adequately guarded with such guards correctly adjusted and set?

Is a notice displayed on all circular saws stating the diameter of the smallest blade to be used?

Are effective exhaust appliances provided and maintained, for those machines sequencing the removal of particles from the cutters to a suitable receptacle?

Are suitably constructed and readily identifiable "push sticks" available, and in use?

Have noise assessments been compiled?

Are workshop areas where noise levels are likely to exceed the second action level of 90 dB(A) identified and marked?

Have all reasonable measures been taken to reduce noise at source?.

Have COSHH assessments been compiled?

Where persons are likely to be exposed to certain hardwood dusts and chemical timber treatments, has a COSHH assessment been produced?

**DAILY SAFETY REPORT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PROJECT TITLE | | | : |  |  |  |  | PROJECT NO. | | : |  | |
| CLIENT | | | : |  | | | | SITE LOCATION | | : |  | |
| MANAGEMENT | | | : |  | | | | FACILITY CODE | |  |  | |
| CONSULTANT | | | : |  | | | |  | |  |  | |
| CONTRACTOR | | | : | |  | | --- | |  | | | | | SITE NO. | | : |  | |
| **DATE** |  |  | | | | **DAY:** | | | **SHEET NO.** | | |  |
| **DAILY SAFETY REPORT** | | | | | | | | | | | | |
| **S.No** | **Description** | | | | | | **Compliance** | | **Comments/Attention Required** | | | |
| **(Yes/No)** | |
| 8 | Dewatering Connections | | | | a)    Pipes and connections | |  | |  | | | |
|  |  | | | | b)    Line leakage | |  | |  | | | |
|  |  | | | | c)    Joints Property sealed | |  | |  | | | |
| 9 | excavation | | | | a) Slope | |  | |  | | | |
|  |  | | | | b) Safety Barrier | |  | |  | | | |
|  |  | | | | c) Signage | |  | |  | | | |
| 10 | Hotwork | | | | a) P.P.E. | |  | |  | | | |
|  |  |  |  |  | b) Fire Extinguishers | |  |  |  |  |  |  |
|  |  | | | | c) Proper Isolation | |  | |  | | | |
| 11 | Plant & Machinery | | | | Asper Checksheet 565/M/SI/01/A | |  | |  | | | |
| 12 | Site Storage Area | | | | a) Proper material stacking | |  | |  | | | |
|  |  | | | | b) Signage | |  | |  | | | |
|  |  | | | | c) Housekeeping | |  | |  | | | |
| 13 | Steel Yard | | | | a) Machines in good condition | |  | |  | | | |
|  |  | | | | b) Proper Access | |  | |  | | | |
|  |  | | | | c) Proper Stacking | |  | |  | | | |
|  |  | | | | d) Cleaning | |  | |  | | | |
| 14 | Safety Induction / Drills | | | | a) Regular Training | |  | |  | | | |
|  |  | | | | b) | |  | |  | | | |
| 15 | Protection for Boreholes | | | | a) Barrier | |  | |  | | | |
|  |  | | | | b) Covering | |  | |  | | | |
| 16 | Accident/Incident | | | | a) Serious | |  | |  | | | |
|  |  | | | | b) Minor | |  | |  | | | |
|  |  | | | | c) Nil | |  | |  | | | |
| 17 | Others | | | |  | |  | |  | | | |

|  |  |
| --- | --- |
|  | REGISTRATION FIRST AID ACCIDENT BOOK |
| LOCATION / CONTRACT No.(s): | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DATE / TIME | NAME  &  STAFF NO. | POSITION | NATURE OF INJURY | PLACE INCIDENT OCCURRED | BRIEF DESCRIPTION OF WHAT HAPPENED | SIGNATURE OF PERSON MAKING ENTRY | POSITION |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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**First Aider** **Safety Officer** **Project Manager**

SCAFFOLDING INSPECTION

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Erected** | **Maximum Loading KIV / m2** | **Inspected Date** | **Modified Date** | **Re-Inspected Date** | **Safety Inspection Date** | | | | **Safety Re-Inspection Date** | | | | **Dismantling Date** |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contractor | Aluminium & Light Ind. (NS – 03) | | In the event of an incident or emergency, call HSE on 0504858130.All incidents must be reported and incase of severe injuries the first aid center should be intimated prior to taking the injured to the hospital. | | | | | | | | | | | | | |
| Area/Building | Building | |
| Work Activity/Task | Point fix glazing, aluminum cladding and church windows | | **HSE Office Use Only** | | | | | | | | | | | | | |
| Duration of the activity | Refer to program | | Received | | | Day |  | | Date | | |  | | Time | |  |
| Date & time of activity being carried out | | Refer to program | Status | **A** | Approved | | **B** | Resubmit | | **C** | Rejected | | **D** | | See Comments | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Method Statement Prepared By | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PERSONNEL DETAILS | | EQUIPMENT/MATERIAL DETAILS | | DOCUMENTATIONS | | |
| **No. of employees**  Required to do the work |  | **Access/Egress**  (Scaffolding etc) | Internal & external Scaffolding | **Supplier/Subcontractor checklist submitted**  (If so attach document) | YES | NO |
|  |  |
| **Occupations**  Trades/Skills required | Trained | **Equipment**  (Power tools etc) | Hilti, drill. | **Any other specific documents required**  (Municipality,DEWA,Etisalat) | YES | NO |
|  |  |
| **Qualifications**  (Licenses/Work Permits) | Competent | **Hazardous Substances**  (COSHH) | Black, Clear & Sand Silicon sealant, R – 40 cleaning solvent, Rock wool. | Any other special instructions to be followed (Specify)  Do Not leave the area blank if there are no specific instructions | | |
|
| **Training**  (Completed/Required) | Completed | **Area Illumination**  (Tower Lights, Pole lights, Crane Jib etc) | Yes. (Provided by JV) |  | | |
| **PPE**  Required for task  (Helmets & Safety Shoes are mandatory) | Harness belt, respiratory protection, safety goggle white & black, welding screen, face shield, hand gloves. | **Plant**  (Static & Mobile) |  |

|  |  |  |
| --- | --- | --- |
| Person Preparing the SWMS | Name - ……………………………… Signature ……………………………… | Date/Time; …………………………………………….. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ACTIVITY | | Installation of aluminum profile & glass facade. | | | | | | |
| Sl.No. | JOB STEP  Break the Job Down into steps | | POTENTIAL HAZARD  What Can Harm You? | RISK RATING | | | CONTROLS  What are you going to do to make the job as safe as possible | ACTION BY  Person who will ensure this happens |
| P x | S = | RR |
| 1 | Installation structural aluminum frames. Manuel handling the aluminum frames.  Drilling operations. | | Electrocution: - burns, Death | 2 | 4 | 8 | Only competent person will use drill machines. No person can open any electrical device. All electric hand tools will have ‘dead man switch’. | Supervisor, Foreman, Installer. |
|  |  | | Misuse: - cuts, laceration, serious injury, eye injury. | 2 | 2 | 4 | Person will use chucks to change attachments. We do not improvise. & Also we will use proper hand gloves & safety goggle. | Foreman |
|  |  | | Structural aluminum frame can be dropped from height: - head injury, body injury & possibility to death. | 2 | 4 | 8 | Persons should be trained & they will know correct Manuel lifting – fixing procedure & technique. Area will be barricaded. | Foreman |
|  |  | | Sharp edges: - hand injury resulting in foot injury or damage to equipment. | 2 | 2 | 4 | Inspect edges of load prior to lifting. Person will use proper hand gloves. | Charge hand, Installer |
| 2 | Working on Scaffolding | | Incorrect erection / incomplete scaffolding: - scaffolding collapse leading to fall | 3 | 6 | 18 | Scaffolding will only be erected & dismantled by competent personnel under supervision. All scaffold & a competent person prior to use & then every 7 days all inspections will be recorded in scaffold register will inspect working platforms. | Scaffolding Supervisor, Foreman |
|  |  | | Lack of ladders: - injury to head & upper body serious | 2 | 4 | 8 | Only ladder will use to climb on scaffolding. | Foreman, Charge Hand |

|  |  |  |
| --- | --- | --- |
| Person Preparing the SWMS | Name - ……………………………… Signature ……………………………… | Date/Time; …………………………………………….. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ACTIVITY | | Installation of aluminum profile & glass facade. | | | | | | |
| Sl.No. | JOB STEP  Break the Job Down into steps | | POTENTIAL HAZARD  What Can Harm You? | RISK RATING | | | CONTROLS  What are you going to do to make the job as safe as possible | ACTION BY  Person who will ensure this happens |
| P x | S = | RR |
| 2 | Working on Scaffolding | | Collapse through overloading: - multiple injuries, fatality, death | 3 | 6 | 18 | Scaffolding will not overload. The minimum width of working platform will be 600 mm. & kept clear for access along the scaffold. | Supervisor, Scaffolding, Foreman |
|  |  | | Person fall from height: - serious injuries, fatality, and death. | 2 | 5 | 10 | Safety harness must be worn where necessary. Guardrails and toe-boards are required to all working platforms where a person may fall from 2 meters or more and must not be removed by any unqualified personnel. | Foreman, Charge hand |
|  |  | | Planks or boards collapsing: - head injuries, body injuries, and possibility to death. | 2 | 6 | 12 | A competent person will check all scaffolding material for suitability & strength. | Supervisor, Safety Personal |
| 3 | Installation of stick curtain wall | | Curtain wall ladders will lift by tower / mobile crane it can be dropped from height: - head injury, body injury & possibility to death. | 3 | 6 | 18 | Persons should be trained & they will know correct Manuel lifting - fixing procedure & technique. Area will be barricaded. | Supervisor, Blank man |

|  |  |  |
| --- | --- | --- |
| Person Preparing the SWMS | Name - ……………………………… Signature ……………………………… | Date/Time; …………………………………………….. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ACTIVITY | | Installation of aluminum profile & glass facade. | | | | | | |
| Sl.No. | JOB STEP  Break the Job Down into steps | | POTENTIAL HAZARD  What Can Harm You? | RISK RATING | | | CONTROLS  What are you going to do to make the job as safe as possible | ACTION BY  Person who will ensure this happens |
| P x | S = | RR |
| 4 | Installation of glass support fins. | | Manuel lifting of glass fins: glass can be dropped. Damage to personnel & property, very serious injury, death, Back injury, foot injury, slips disc, hernia due to incorrect posture, technique. | 3 | 6 | 18 | Persons should be trained & they will know correct Manuel lifting - fixing procedure & technique. Work will be undergone with good supervision & area will be barricaded. | Supervisor, Foreman |
| 5 | Installation of aluminum claddings  Drilling operations. | | Electrocution: - burns, Death | 2 | 4 | 8 | Only competent person will use drill machines. No person can open any electrical device. All electric hand tools will have ‘dead man switch’. | Supervisor, Installer |
|  |  | | Misuse: - cuts, laceration, serious injury, eye injury. | 2 | 2 | 4 | Person will use chucks to change attachments. We will not improvise. & Also we will use proper hand gloves & safety goggles. | Supervisor, Foreman |
| 6 | Installation of structural steel to canopy. | | Steel can be dropped & sleep from height: - head injury, body injury & possibility to death. | 3 | 6 | 18 | Persons should be trained & they will know correct Manuel lifting - fixing procedure & technique. Work will be undergone with good supervision & area will be barricaded. | Foreman |
|  |  | | Sharp edges: - hand injury resulting in foot injury or damage to equipment. | 2 | 2 | 4 | Inspect edges of load, prior to lifting. Persons will use proper hand protection. E.g. gloves. | Charge hand, Installer |

|  |  |  |
| --- | --- | --- |
| Person Preparing the SWMS | Name - ……………………………… Signature ……………………………… | Date/Time; …………………………………………….. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ACTIVITY | | Installation of aluminum profile & glass facade. | | | | | | |
| Sl.No. | JOB STEP  Break the Job Down into steps | | POTENTIAL HAZARD  What Can Harm You? | RISK RATING | | | CONTROLS  What are you going to do to make the job as safe as possible | ACTION BY  Person who will ensure this happens |
| P x | S = | RR |
| 7 | Installation of glass façade. | | Manuel lifting of glass: glass can be dropped. Damage to personnel and property, very serious injury, death, Back injury, foot injury, slips disc, hernia due to incorrect posture, technique. | 3 | 6 | 18 | Persons should be trained & they will know correct Manuel lifting - fixing procedure & technique. Work will be undergone with good supervision & area will be barricaded. | Supervisor, Foreman |
| 8 | Filling the silicon sealant between the joints | | Small tools can be fall down: - small cuts, body injury, sharp tools (knife) hand cuts. Silicon & R – 40 (cleaning solvent) skin infection respiratory problem. | 1 | 2 | 2 | All tools to be on lanyards. Silicon installer should use respiratory protection, silicon scrap dispose with hazardous material. The detail of MSDS (material safety data sheet) must be communicated to the end user. Appropriate PPE must be used as per the manufacturer’s requirement in addition to the requirement of the Health & safety plan and the Construction Safety Managements. Toolbox talk will be given to all operatives who will be using the silicon sealant. Appropriate ventilation shall be provided in the COSHH (Control Of Substances Hazardous to Health) store. Appropriate warning and information signs will be displayed at all relevant location for the information of every operative / visitor on site. | Supervisor, Foreman, Safety Personal, Store Keeper |

|  |  |  |
| --- | --- | --- |
| Person Preparing the SWMS | Name - ……………………………… Signature ……………………………… | Date/Time; …………………………………………….. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ACTIVITY | | Installation of aluminum profile & glass facade. | | | | | | |
| Sl.No. | JOB STEP  Break the Job Down into steps | | POTENTIAL HAZARD  What Can Harm You? | RISK RATING | | | CONTROLS  What are you going to do to make the job as safe as possible | ACTION BY  Person who will ensure this happens |
| P x | S = | RR |
| 9 | Installation of structural steel to canopy. | | Steel can be dropped from height: - head injury, body injury & possibility to death. | 3 | 6 | 18 | Persons should be trained & they will know correct Manuel lifting - fixing procedure & technique. Work will be undergone with good supervision & area will be barricaded. | Foreman |
|  |  | | Sharp edges: - hand injury resulting in foot injury or damage to equipment. | 2 | 2 | 4 | Inspect edges of load prior to lifting. Person will use proper hand protection E.g. gloves. | Charge hand, Installer |
| 10 | Electric welding. | | High voltage / Poor or defective equipment: - Injury or fatality due to electrocution / electrical burns.  Fire or explosion due to sparks. | 3 | 6 | 18 | Person will use properly tested / checked equipment. All equipment will fit with electricity leakage circuit breakers (ELCB’s).  Provide FIREWATCHER with a fire extinguisher during welding operations. | Supervisor |
|  |  | | Use of non-approved or sub-standard electrical equipment or cables. Electrocution / fire / explosion due to melting of insulation from short circuit or heating. | 3 | 6 | 18 | Only approve and standard equipment and cables will be used. All earth connections must be clamped directly to the equipment. | Supervisor, Foreman, Welder |

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| Person Preparing the SWMS | Name - ……………………………… Signature ……………………………… | Date/Time; …………………………………………….. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ACTIVITY | | Installation of aluminum profile & glass facade. | | | | | | |
| Sl.No. | JOB STEP  Break the Job Down into steps | | POTENTIAL HAZARD  What Can Harm You? | RISK RATING | | | CONTROLS  What are you going to do to make the job as safe as possible | ACTION BY  Person who will ensure this happens |
| P x | S = | RR |
| 10 | Electric welding. | | Welding Sparks/ Fumes / Arc. Damage to eyes / respiratory problem. | 2 | 2 | 4 | Person will use safety goggles and respiratory protection. | Foreman, Welder |
|  |  | | Slag/ Sparks. Eye damage or skin burns due to hot metal particles coming into eyes and clothes. | 3 | 4 | 4 | Welders and helpers should use proper welding goggles and cotton coveralls. | Welder, Helper, Foreman |
|  |  | | Poor Housekeeping. Fire or explosion due to proximity of combustible or flammable material. | 2 | 6 | 12 | All the surrounding area will free from all flammable materials. If not possible, area will be covered with fire proof clothing. | Supervisor, Foreman, Charge hand |
| 11 | Gas cutting operations | | Gas leak. Explosion of gas cylinder due to ignition source coming in contact with gas. | 3 | 6 | 18 | A competent person will check equipment and gas cylinders prior to start of work. Keep all sources of ignition away as far as possible from gas cylinders. Provide a FIREWATCHER with fire extinguisher all the time during cutting operations. (Fire watcher should be know how to use the fire extinguisher) Provide FLASH BACK ARRESTS to avoid backfiring. | Supervisor, Foreman |
|  |  | | Torchlight. Hazard to eyes. | 2 | 2 | 4 | Gas cutter will use proper welding goggles. | Foreman, Gas cutter |

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| Person Preparing the SWMS | Name - ……………………………… Signature ……………………………… | Date/Time ; …………………………………………….. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ACTIVITY | | Installation of aluminum profile & glass facade. | | | | | | |
| Sl.No. | JOB STEP  Break the Job Down into steps | | POTENTIAL HAZARD  What Can Harm You? | RISK RATING | | | CONTROLS  What are you going to do to make the job as safe as possible | ACTION BY  Person who will ensure this happens |
| P x | S = | RR |
| 11 | Gas cutting operations | | Improper storage. Fire or explosion due to valves damage of cylinder. | 2 | 6 | 12 | Always chain the cylinders and keep upright. | Foreman, Gas cutter, Helper |
|  |  | | Slag/ Sparks. Eye damage or skin burns due to hot metal particles coming into eyes and clothes. | 3 | 4 | 12 | All concerns will use proper respiratory protection, proper PPE, safety goggles & gloves. | Foreman, Charge Hand, Welder, Helper |
|  |  | | Fumes from gas cutting. Respiratory hazard. | 4 | 1 | 4 | Gas cutter will use proper respiratory protection. | Foreman |
|  |  | | Poor housekeeping. Fire or explosion due to proximity of combustible or flammable material. | 2 | 6 | 12 | All the surrounding area will free from all flammable materials. If not possible, area will cover with fire proof clothing. | Supervisor |
| 12 | Grinding operations | | Rotating Disc Injury due to improperly secured disc. Injury due to defective disc leading to disc shattering. | 2 | 4 | 8 | Tighten the disc with right tool. Check disc for signs of excessive wear/tear, replace if required. | Operator, foreman |
|  |  | | Use of incorrect / defective/ poorly maintained power tool. Injury / fatality. | 2 | 4 | 8 | All equipment should be well maintained. Regular inspection by supervisor/ foreman prior to use. | Supervisor, foreman |
|  |  | | Flying metal fragments. Eye injury/ injury to body parts. | 2 | 4 | 8 | Person will use proper protective equipment. | Operator, foreman |

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| Person Preparing the SWMS | Name - ……………………………… Signature ……………………………… | Date/Time ; …………………………………………….. |

DATE :

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| --- | --- |
|  | HARNESSES AND BELTS SAFETY CHECKLIST |
| **Project :**  **Clint :**  **Consultant :**  **Contractor :** | |

Have other means of preventing fall been considered? YES NO

Is all equipment suitable and in good condition? YES NO

Are persons trained in the use of the equipment? YES NO

Are anchor points adequate and secure? YES NO

Is access to the place of work safe to prevent fails? YES NO

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| --- | --- |
|  | Hot work permit |
| **Project :**  **Consultant :**  **Contractor :** | |

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| **Permit No** | | | | | **Issue Date Time** | | | | | | | | | |
|  | | | | |  | | | | | | | | | |
|  | | | | |  | | | | | | | | | |
| **Location** | | | | | **Expiry Date Time** | | | | | | | | | |
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| **Section 1** | | | | **application** | | | | **To be completed by supervisor directly responsible for the works to be undertaken** | | | | | | |
| Type of work   1. Area shall be cleared of combustible materials | | | | | | | | | | | | | | |
| 1. Non Combustible screens / sheets shall be erected | | | | | | | | | | | | |  |  |
| 1. Fire – watcher is required and shall be provided | | | | | | | | | | | | |  |  |
| 1. Local fire extinguisher shall be provided | | | | | | | | | | | | |  |  |
| 1. Flash back arresters shall be fitted to LPG cylinders | | | | | | | | | | | | |  |  |
| 1. Containers shall be provided for using welding rods | | | | | | | | | | | | |  |  |
| 1. Contain welding dross, slag, and sparks(fire retarding materials) | | | | | | | | | | | | |  |  |
| 1. Other precautions | | | | | | | | | | | | |  |  |
| Failure to comply with any of the ticked precautions will result in the hot work permit being suspended | | | | | | | | | | | | | | |
| I hereby declare that the above precautions shall be put into effect prior to commencement of operations | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Name signature Date Time | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Section 2.** | | | | **Issue** | | | | | **To be completed by Safety** | | | | | |
| Name | | | Signature | | | | | | Date | | | Time | | |
| **Section 3** | | **Clearance** | | | | **To be completed by supervisor directly responsible for the works to be undertaken** | | | | | | | | |
| 1. Hot works at the above specified location have ceased | | | | | | | | | | |  | |  | |
| 1. The area has been inspected for possible fire risk | | | | | | | | | | |  | |  | |
| 1. LPG cylinders have been removed to a safe location | | | | | | | | | | |  | |  | |
| **Section 4** | **Cancellation** | | | | | | **To be completed by Safety** | | | | | | | |
| **THIS PERMIT IS HEREBY CANCELLED** | | | | | | | | | | | | | | |
| **Area inspected within 1 hour after cancellation** | | | | | | | | | |  |  | | | |

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| PROJECT TITLE | | | : |  |  |  |  | PROJECT NO. : | |  |  | |
| CLIENT | | | : |  | | | | SITE LOCATION : | |  |  | |
| MANAGEMENT | | | : |  | | | | FACILITY CODE : | |  |  | |
| CONSULTANT | | | : |  | | | |  | |  |  | |
| CONTRACTOR | | | : |  | | | | SITE NO. : | |  |  | |
| **MACHINERY SAFETY REPORT** | | | | | | | | | | | | |
| SUBCONTRACTOR: | | | | | |  | | --- | | SC : | |  |  | Model No.: |  |  |  |  |
| EQUIPMENT : | | | | | | |  | Commissioned On:\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| EQUIPMENT No.: | | | | | | |  |  | | | | |
| **Item** | **Points To Be Checked** | | | | | | **Compliance** | | **Remarks** | | | |
| **(Yes/No)** | |
| 1 | Is the driver/operator authorised to drive that machine? | | | | | |  |  |  | | | |
| 2 | Can the driver/operator understand instructions in English? | | | | | |  |  |  | | | |
| 3 | Is the testing certificates valid? | | | | | |  |  |  | | | |
| 4 | Brake oil and tyres conditions accepted. | | | | | |  |  |  | | | |
| 5 | Brake | | | | | |  |  |  | | | |
| 6 | Gear | | | | | |  |  |  | | | |
| 7 | Gear Oil | | | | | |  |  |  | | | |
| 8 | Hydraulic Oil | | | | | |  |  |  | | | |
| 9 | Is there any oil leak? | | | | | | |  |  | | | |
| 10 | Grease for rotating parts | | | | | | |  |  | | | |
| 11 | Are the doors working properly/easily to open from inside. | | | | | | |  |  | | | |
| 12 | Are the start and stop controls in working order and clearly identified. | | | | | | |  |  | | | |
| 13 | Supported jacks and base plates safe? | | | | | | |  |  | | | |
| 14 | Safe load indication in working conditions? | | | | | | |  |  | | | |
| 15 | Lifting slings, belts/shackles accepted? | | | | | | |  |  | | | |
| 16 | Safety latch for the hooks provided? | | | | | | |  |  | | | |
| 17 | Is the extinguisher in correct position? | | | | | |  | |  | | | |
| 18 | Earth stability under supported jack | | | | | |  | |  | | | |
| 19 | |  | | --- | | Crane Lacation A1, A2, A3, A4, A5 etc. A4 | | | | | | |  |  |  | | | |
|  |  |  |  |  | A5 A2 |  |  |  | | | |
| A1 | | | | | |  |  |  | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Checked By:** | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Job Title** | | | | | **Name** | **Signature** | | | **Date** |  |  |  |
| 1) Safety Officer | | | | | |  | | --- | |  | | |  | | |  | | --- | |  | | | | |
| 2) Mechanic | | | | | |  | | --- | |  | |  |  |  |  |  |  |  |
| 3) Construction Manager | | | | |  | | | | |  | | --- | |  | |  |  |  |
|  | | | | |  | | | |  |  |  |  |

WASTE SKIPS SAFETY CHECKLIST

Are all skips marked as the standard requires?

Are all skips in good condition?

Are skips positioned, when on public highway, as the standard requires?

If runways are provided are they the required width and fitted with stopping laths?

If front loading skips are used, are the doors provided with adequate means to lock?

Is the area around the skip being kept clean?

Where skips are used on public highway or where children can gain access, have drop down doors, if fitted, been secured?

Are waste materials being separated ie controlled and special wastes?

If skips are to be moved by crane are procedures in place to check the integrity of all associated equipment as the standard requires?

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**EMERGENCY NUMBER**

**Police 999**

**Ambulance998-999**

**Civil defense997**

**RASGID HOSPITAL 04337111**

**MAKHTOUM HOSPITA042221211**

**KUWAIT HOSPITAL 042710000**

**ALWASL HOSPITAL 043241111**

**KUWAIT HOSPITAL (SHARJAH) 065242111**

**FIRST CALL SAFETY OFFICER FOR CAST**

HARD DRWING

ATTACH FILE NM 3 PLZ