



HSE PLAN

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HEALTH, SAFETY AND ENVIRONMENTAL PLAN

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1. INTRODUCTION

The health and safety plan has been prepared to provide the basic rules and procedures necessary to avoid injury to our employees and damage to equipment and materials. Safe attitude is the key factor in accident prevention. We in Ateco encourages all employees to develop a positive and continuing concern for safety both on and off the job by making safety a matter of personal commitment.

Every attempt shall be made to comply with the specification and strict quality control as per site regulations and Ateco's Health and Safety manual quality plan for electrical work.



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2. SCOPE OF WORK

This Environmental, Health and Safety Plan will be applied for below scope of works.

Video Wall Display

- Supply and Install Video Wall Display
- Supply and Install required electrical services to the video wall. This shall include extending electrical cables from the boundary of the UPS / PDB.
- Supply and Install necessary wired network to the Video Wall. This shall include laying network cabling from the boundary of the network cabinet to each and individual display.
- Supply and Install Video Wall management Software with license for controlling the input from different sources.
- Integration of various inputs to the Video Wall from an existing system like CCTV, Video Conferencing, etc.

Audio Visual Solution

- Supply and Install surround speakers for Audio System as per Attachment - ICC Room Plan.
- Supply and Install satellite antenna to connect to visual system to display world news. This shall include the output of the visual system to be integrated / linked with video wall and also the output of the audio from satellite antenna to be connected with audio system.
- Supply and Install required electrical services to the Audio Visual System. This shall include extending electrical cables from the boundary of the UPS / PDB.
- Supply and Install required cabling to speakers and the display.

Over-head Cameras

- Supply and Install CCTV cameras as per Attachment - ICC Room Plan.
- Supply and Install required Digital Video Recorder (DVR) to record the video from CCTV cameras with capacity of 1 year data recording.
- Supply and Install required electrical services to the CCTV camera.
- Supply and Install required wired network to each CCTV camera. This shall include laying network cabling from the boundary of the network cabinet.



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Digital Clock

- Supply and Install Digital Clock as per Attachment -ICC Room Plan to display date & time in a large & clear text (LED).
- Supply and Install required electrical services and cabling for the Clock.

Interactive Projection Board

- Supply and Install Interactive Projection Board as per Attachment - ICC Room Plan.
- Supply and Install required electrical services to the Projection board. This shall include extending electrical cables from the boundary of the UPS/PDB.
- Supply and Install required wired network to the Projection board. This shall include laying network cabling from the boundary of the network cabinet.
- Supply and Install Projection board management Software with license on existing/new system.

Workstation

- Supply and Install workstation (Personnel Computer) to configure and manage Video wall system, Over-head cameras and Interactive projection board.



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3.0 HSE POLICY



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Al Dhafra Trading Enterprises Est. & ATECO Trading Est.

INTEGRATED POLICY

Al Dhafra & ATECO Strive to

- ❖ Provide products and services to the highest possible standard of Quality, Reliability & Conformance;
- ❖ Achieve Customer satisfaction through understanding the Customer requirements and exceeding their expectations through employee involvement and team work;
- ❖ Apply and Comply with all applicable legislation, rules and regulations;
- ❖ Provide safe working environment for our employees, customers, subcontractors and society;
- ❖ Measure and monitor working processes and Company objectives to continuously improve its performance;
- ❖ Communicate the policy to all employees, customers, suppliers, interested parties, and staff working on behalf of Al Dhafra & ATECO;
- ❖ Review the policy periodically to ensure that it remains appropriate to the organization and its objectives.

General Manager

مؤسسة الظفرة للمشاريع التجارية (اتيكو)
Al Dhafra Trading Enterprises Est. (ATECO)
Tel.: 6771755 هاتف: ٦٧٧١٧٥٥
P.O.Box: 25752 ص.ب: ٢٥٧٥٢
Abu Dhabi أبو ظبي

ATECO مؤسسة
اتيكو
TRADING EST. التجارية
P.O.Box 20706 ص.ب: ٢٠٧٠٦
DUBAI دبي
TEL : 3453622 تليفون: ٣٤٥٣٦٢٢



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3.1 OBJECTIVES

Ateco aim to achieve these objectives by:

- Implementing and improving safe working practices and methods, training of our Personnel's at all levels to ensure that they carry out work in safe manner.
- Promoting and maintaining a high profile for Health, Safety and Welfare in the workplace.
- Recording and maintaining safety statistics thought out the company and taking a positive action to minimize / eradicate a potential hazard/ risk/ accidents/ incident.
- Monitoring the use of hazardous materials and reducing their use when possible by Utilizing safety alternatives to ensure the minimum impact on the people and the Environment.
- The management and the employees are committed to "WORK SAFELY and ATTAIN ZERO ACCIDENT" on every projects.

4.0 ORGANIZATION & LINES OF RESPONSIBILITY

Overall responsibility for the health and safety of all persons within the company rests with the **General Manager** of the company as per the Health and Safety organization chart and:-

The Management delegates this responsibility to the individual Project Managers for the purposes of the day to day running of the operation with the direct assistance of individual line managers and supervisors.

The Management have a nominated HSE Officer who has overall group responsibility for reviewing and making recommendations on all matters relating to health and safety. Some of the duties are to:-

- Initiate and implement the Company health and safety management structure to administer the Company's policy.
- Initiate, co-ordinate and monitor the Company's policy and performance for the prevention of injury, damage and loss.
- Know the requirements of current legislation and other appropriate recommendations and codes of practice and ensure that they are observed.
- Ensure that all levels of staff receive adequate and appropriate training, and that funds and facilities are readily available to meet the requirements of the policy.
- Ensure that sound working practice is observed by following documented method statements.
- Ensure that in tendering, at planning stages and in production processes, allowance is made for adequate health, safety and welfare facilities and



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equipment to avoid injury, damage or loss by undertaking hazard and risk assessments.

- Create policy to co-ordinate safety activities between client, main contractor, subcontractor and any third party or individual contractors who may be working on the same site.
- Institute proper reporting, investigation and costing on injury, damage and loss; promote action to preclude recurrence and initiate analysis to discover accident trends.
- Reprimand any member of the staff failing to discharge satisfactorily the responsibilities allocated to him.
- Set a good personal example to all employees.
- All persons employed by the company receive adequate health and safety training. In addition employees will receive adequate instruction and supervision to enable them to undertake their work in a safe manner.
- All plant and equipment are suitable for their intended purpose and that it is maintained in a safe condition at all times.
- All persons working on site, whether or not employees of the company, are adequately notified of all known hazards and protective measures.
- That the company risk assessments, along with all other safety documentation, are brought to the attention of all relevant parties.
- All employees are required to comply with their legal requirements under current National statutory provisions. All staff must co-operate with the management of the company to allow it to comply with the legal requirements for health and safety.
- Individual members of staff, who have any concern regarding their own safety, or that of a third party, are responsible for reporting the matter to their manager without delay.

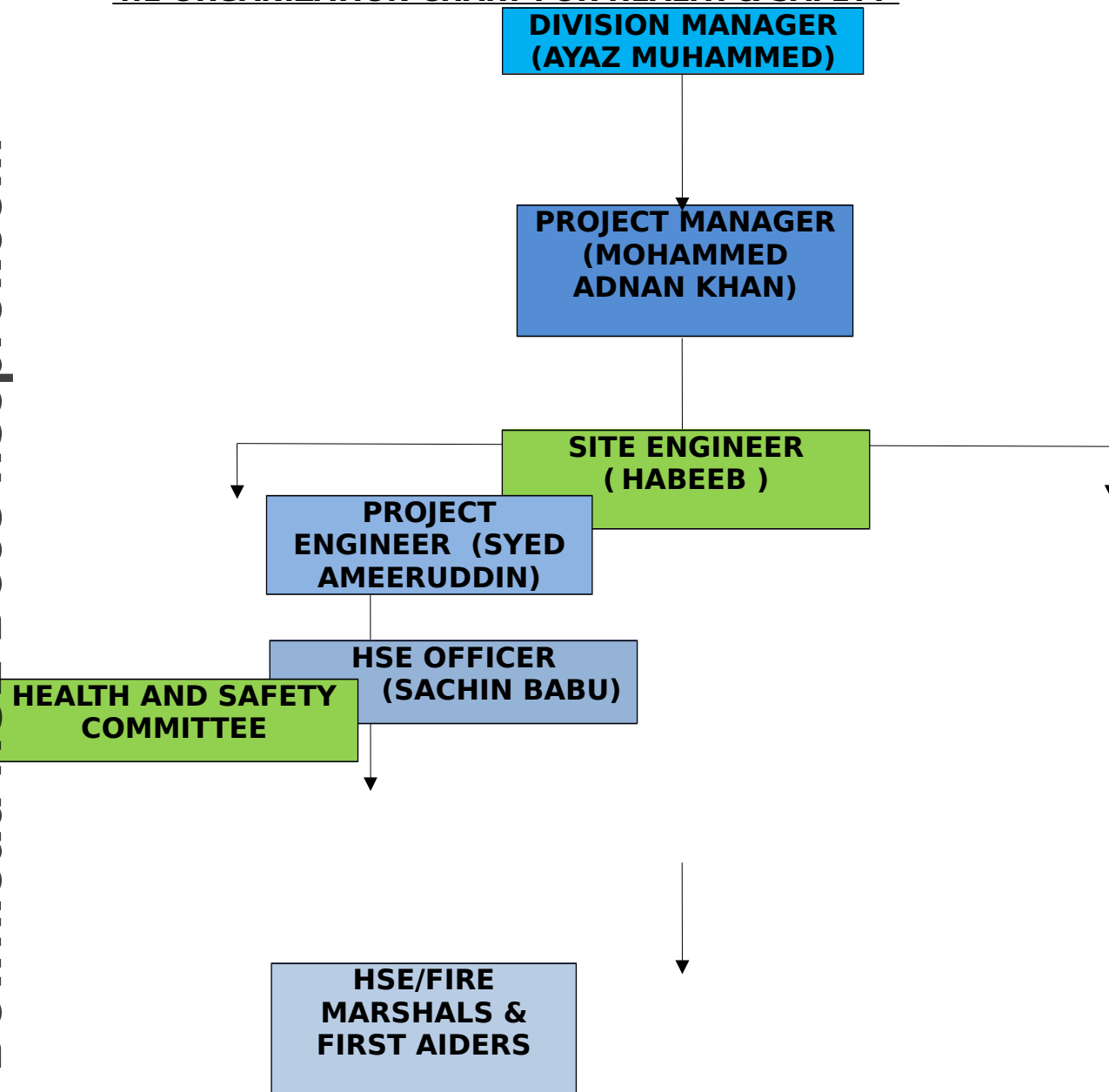
All the staff members of our organization will receive a copy of this safety policy and will be required to sign an acknowledgement stating that they have read and understood it.



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4.1 ORGANIZATION CHART FOR HEALTH & SAFETY





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4.2 LINES OF RESPONSIBILITY

4.2.1 DIVISION MANAGER

Division manager is responsible for ensuring safety in the various stages of the project by implementing and ensuring the control of implantation of HSE management instructions and standards.

- To monitor and review the overall project HSE performance and implement timely mitigation and corrective action/s.
- To ensure HSE plan is developed, implemented and reviewed periodically.
- To ensure all the arrangements and resources are in place to implement and support the company HSE policy and HSE management.
- To demonstrate commitment by participating actively in all HSE related activities.
- Ensuring appropriate emergency procedures are developed and implemented.
- Ensuring the effectiveness of Risk management programme and availability of resources for hazard and incident investigation.
- Ensuring and encouraging the project managers about the responsibilities and the requirements of this policy throughout the entire company.
- Ensuring all the HSE procedures are conveyed through all the management levels down to all the employees.

Report to the **General Manager** regarding all the progress and process.

4.2.2 PROJECT MANAGER

- Shall assume full responsibility of health and safety performance of the project site according to the health, safety and environmental plan and contractual requirements with the assistance of the safety personnel's and all supervisory personnel.
- Plan the site health and safety plan and monitor implementation of the same.
- Perform and co-ordinate construction work in the safest manner.
- Establish a code of disciplinary action necessary to develop an efficient functioning of the safety programme.
- Ensure that routine and non-routine risk assessment is undertaken and provide instructions to establish working methods to explain the sequence of operation to outline potential hazards at each stage and indicate precautions to be adopted.
- Request his supervisors to take immediate corrective action, if he discovers any unsafe acts or conditions.
- Inspect the entire work area at least once a day to ensure that all operations are being conducted in a safe manner.



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- Provide adequate safe construction protective equipment's & tools for the works.
- Check over working methods statements and precautions with HSE Officer before project starts.
- Establish and maintain clear lines of communication on health and safety matters with relevant project sub-contractors personnel.
- Ensure that all safety equipment / consumables are made available according to the safety requirement where their force works.
- Attend and participate in Safety meetings.
- Promote in house safety incentive scheme.
- Set a personal example on site.

4.2.3 HSE OFFICER

- The HSE Officer should conduct regular site inspections and ensure that there is a healthy safety environment at all times.
- He should ensure that his facility /operation are always in compliance with the requirements of the various authorities that frequent the site.
- He should directly report to the Project Manager regarding any safety issues that he may experience.(Routine site inspections include checking and verification of hot and cold work permits, safety method statements, lifting plans, scaffold tags etc. If he observes any acts that are unsafe and not in conjunction to the site safety policy, he should immediately bring it to the notice of the concerned authority and ensure that corrective measures are taken.)
- During these inspections, the observed non-compliance of site safety rules and regulations will be recorded in specified form TAKREER and a copy should be sent to the Project Manager for his information and necessary action.
- Ensure only competent employees inspect and certify lifting gears, tools and equipment's issued to be utilize on site and color code is implemented.
- Prepare and submit weekly and monthly safety statistics reports.
- Ensure that Material Safety Data Sheet (MSDS) is available for all hazardous materials use on site.
- **Maintain reports/records (related to safety)**
 1. Report of safety induction
 2. Supervisors or foreman's tool box talk reviewing
 3. Monthly site safety audit
 4. Disciplinary actions
 5. Accident/incident record
 6. Minutes of safety meetings



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7. Inspection records like ladder, scaffolds, fire extinguisher, lifting gears, Cartridge operated tools, power tools etc.

- Review of risk assessment with project engineers
- Report and investigate accidents, dangerous occurrences, near misses etc. seek the assistance and advice of HSE Manager and Project Manager for the investigation.

➤ **Import training to the project personnel**

1. Health & Safety induction training should be given to all site personnel before carrying out tasks and the same should be documented.

2. Tool box talks, given by the site supervisor or foreman, should be supervised.

3. Special training with respect to health & safety issues for every project activity should be conducted as required.

4. Conduct toolbox training, First Aid Training and Firefighting Training.

➤ **Arrange site safety meeting.**

1. Monthly site safety meeting for supervising staff.

2. Accident /incident review meeting.

3. Special meeting to convey Project Management on specific safety policies and statements.

➤ **Maintain Discipline**

Disciplinary action to be taken against non-compliance of site H.S.E rules and regulations.

4.2.4 PROJECT ENGINEER

Accountable to the Project Manager for the implementation of the pertinent requirements of this plan on the operations for which he is responsible, in particular;

- Familiarize himself with the requirements of any statutory legislation, specific Safety Plans of Sub-contractors, and the Project Health & Safety Plan
- Monitor to ensure that the operations under taken his supervision are conducted in accordance with the HSE requirements.
- Liaise and co-operate with HSE Officer and ensure that any defects brought to his attention are promptly remedied.
- Establish and maintain clear lines of communication on health and safety matters with the relevant project personnel and Sub-contractors.
- Conduct daily work site inspection and ensure that the adequate safe working conditions at their areas.



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- Preparation of job wise risk assessments for the project.
- Ensure that qualified and authorized personnel are carrying out the work safely. Inform HSE officer before implementing new man power, shifting etc.
- Provide warning signs and instructions wherever required.
- Ensure that all equipment's at site are in good working condition, including the equipment's procured on hire basis.
- Ensure that all equipment's are equipped with required safety devices and have been subjected to all necessary tests and certificates.
- Take immediate action to rectify all unsafe conditions/acts at the site.
- Ensure that all workers are using their P.P.E. according to the site requirements and the situation where they are working.
- Report and assist in accident investigation to ensure proper accident/incident report, documentation and prevent the reoccurrences.
- Ensure that the supervisors and concerned work force are maintaining a clean, tidy and a safe work practice.

4.2.5 SUPERVISOR/ FOREMAN

- The Supervisor/Foreman should comply with the safety rules and regulation and safety policies in their area.
- Familiarizes themselves with the method statements / work procedures applicable to their activities.
- Ensure they are aware of the hazards associated with their work activities, the control measures devised to eliminate or reduce the risks of these hazards and effectively communicate these control measures to work force.
- Ensure effective, training and supervision to all employees, particularly to inexperienced employees and those of subcontractors.
- Familiarize themselves with accident report / investigation procedures. Know the location of medical facilities, first aid stations on Site.
- Ensure all site rules are effectively communicated to employees under their control and that they are implemented.
- Empowered and obliged to instruct other employees, particularly subcontractor's employees, who are in breach of the requirements of the project safety plan, or statutory Legislation, not under their direct control, and impose disciplinary procedures for non-compliance.
- So far as is reasonably practicable, to develop safe working practices. Develop and encourage a safety culture on the project.
- Conduct daily safety tool box talk with his subordinates before start of work.
- Conduct daily work site inspections to identify and correct any existing unsafe conditions before start of work.
- Correct unsafe acts such as horseplay or the taking of unnecessary risks.
- Ensure all the welfare arrangements are as per the law.



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- Inform the authorized person for services of any equipment's or vehicles used in construction site.
- Always be aware about the total man power and where they are working.
- Be prepared to face any sort of emergency in the construction site.
- Attend the H.S.E Training programs and enforce the H.S.E Requirements on the charge hand and workers.
- Always raise suggestions to improve his working environment and make it as safe as possible.
- Implement proper signboards where ever needed.
- Enforce proper man lifting methods on his workers.
- Ensure that the workers are using the right tools and equipment's for the job and make sure that they are used in a safe manner.
- He should give only genuine and confident instructions to the workers and should not take chances.
- Set a personal example.

4.2.6 EMPLOYEES

- Every employee has a responsibility to take reasonable care of the health and safety of themselves and of others that may be affected by their actions or omission at work.
- They must co-operate with their employer to enable him to comply with legislation, and the Project Health & Safety Plan.
- No employee will intentionally or recklessly interfere with or misuse anything provided for the safety and well-being of the Project.
- All employees are encouraged to make suggestions to improve health and safety to the site Supervisors, and Project Safety Engineer.
- Use personal protective equipment as required and provided.
- Do nothing to endanger themselves or fellow employees.
- Use the correct tools and equipment for each job .Keep tools and equipment in good condition; inspect tools equipment for defects immediately to a supervisor.
- Refrain from horseplay and abuse of safety devices, equipment's and welfare facilities.
- Report any accidents, near misses or hazardous conditions to a supervisor.
- Shall observe all local safety regulations and by laws of Abu Dhabi & U.A.E. government
- Obey all posted warning signs and barricades.
- Follow instructions from supervisor, if in doubt ask questions. Never commence work without a work permit, if a permit to work system exists.
- Co-operate with safety officer who is on the job for everyone's safety.
- Know emergency procedures (siren codes, assembly points, wind socks etc.)



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- It is the responsibility of the all employees to keep a clean and tidy of his work place.

4.2.7 STORE INCHARGE

- Ensure only approved inspector inspected tools and equipment's are being issued to site.
- Ensure all material under stores is stacked properly.
- Maintain a minimum stock of Personal Protective Equipment's (P.P.E), including ordering and issuing.
- Maintain records for all P.P.E, Tools, Hazardous materials, Cartridge operated tools and Cartridges, Extinguishers, lifting tackles, full body harness, Compressed gas cylinders and empty cylinders.
- Materials Safety Data Sheet (MSDS) should be available for all hazardous materials and Chemicals. It should be stacked as per the requirements.
- Maintain records for all equipment's like Generator, Compressor, Welding machine, Cutting machine, Drilling Machine, Ladders, Body Harness, etc.
- Never issue any damaged tools to site.
- Maintain good housekeeping in the store areas.

4.2.8 COMMON RESPONSIBILITY FOR SAFETY

ATECO believe that Safety is a common responsibility of the Management, supervisory staff and employees of any company. Management has to ensure that the equipment provided and facilities installed are maintained in a safe condition and safe operating procedures are followed. Supervisors must be vigilant ensuring that operations are carried out safely and unnecessary risks are not involved. Safety therefore can be defined as a line management responsibility. A system must exist in the organization where responsible persons are held accountable for the safe performance of the unit under their control/supervision.

4.2.9 PLANS FOR MAJOR ACTIVITIES

No.	Description	Frequency	Action By
1.	HSE Inspection	Weekly	PM & HSEO
2.	HSE Audit	Half Yearly	PM & HSEO
3.	HSE Training	Weekly / Monthly	PM & HSEO
4.	HSE Meeting	Weekly / Monthly	PM & HSEO
5.	Emergency Drill	Half Yearly	PM & HSEO
6.	HSE Incentive Schemes	Monthly	PM & HSEO

LEGEND: HSEM- PM- Project Manager & HSEO- HSE Officer



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Note: In addition to this, ongoing activities like Housekeeping, Permit-to-work, Risk Assessment, etc., will be done on the need basis.

5.0 EMERGENCY PROCEDURES

To identify the emergency situation and to control such situation in time an emergency plan. This plan consists of all the necessary measures.

The responsibilities of each designated person in an emergency are hereby given:

5.1.1 EMERGENCY CONTROLLER

To look into the actual situation and communicate appropriately for further help from external agencies, to console people not to panic in emergency situation, to communicate the course of action after control of emergency.

Site Manager of the site is the Emergency Controller; Safety Officer of the site is Deputy Emergency Controller. They ensure that all people have evacuated the affected zone. Any discrepancies shall be reported to the Emergency Controller. Emergency Controller shall instruct resuming and suspending of work.

5.1.2 FIRE WARDEN

To check and ensure that all the employee has evacuated the affected zone. Be prepared with all the firefighting equipment and fire team to overcome the emergency. Assist supervisor in roll call / headcount.

5.1.3 EVACUATION PROCEDURE

In case of any emergencies on site as defined above, an emergency alarm will be given by air blown horn. On hearing this horn, proceed in gentle manner towards the emergency assembly point area. The route of this assembly point area will be clearly marked all around the site.

On arrival to the designated assembly area all the employees are supposed to stand in their work groups. The supervisor under whom they have been working will do the head count and write down their name. On confirming all the employees' safe arrival their supervisor will communicate this to Emergency Controller.

This evacuation procedure will be displayed at strategic points and will be communicate to every employee at their safety induction.

Generally the exit routes will be identified on drawings, assembly points will be marked and all employees will be advised to assemble at these points following orderly evacuation. A head count will be taken to ensure all workmen are accounted for.



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5.2 EMERGENCY CONTACT TELEPHONE NUMBERS

FIRE -:997

AMBULANCE -:999

MARINE EMERGENCIES, ACCIDENT OR ACTIVITY (CNIA)

-:996

EMERGENCIES CONCERNING MUNICIPALITY OF ABU DHABI CITY -:993

ATECO AS REQUIRED

CLIENT AS REQUIRED

5.3 EMERGENCY EVACUATION PLAN

5.3.1 SCOPE:

To define and detail the method of communication and coordination necessary to ensure that an efficient , timely and appropriate response is made.

5.3.2 PURPOSE:

The purpose of this plan is to set up a response and communication system which shall comply with TAKREER EMERGENCY & EVACUATION PLAN and encompass all type of incident/ accident Situation; including evacuation plan.

5.3.3 DEFINITION :

CLIENT:

Means -**TAKREER**

CONTRACTOR :

Means ATECO registered in UAE who has undertaken to execute the WORKS under this CONTRACT.

5.3.4 EMERGENCY :



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Means abnormal occurrence (fire, explosion, or flammable gas, accident) which cannot or unlikely to be handled by equipment or personnel in an immediate area.

5.3.5 EVACUATION:

Means an emergency that requires the evacuation of all personnel who are present within the work area or premises of the company to a safer location.

5.4 ACCIDENT PREVENTION:

Housekeeping:

CONTRACTOR Office: It shall be organized regularly. Daily cleaning, disposal of waste and storing of materials in an orderly manner.

Responsible Person: Contractor and logistic Assistance

Construction site:

Daily cleaning of wastes, trashes and well organized. Disposal of wastes shall be according to the TAKREER instruction and or local regulations and standards.

Responsible person: Contractor Project Manager

Smoking:

Smoking on the construction site or work area and outside offices is strictly forbidden.

Responsible Person: Contractor Project Safety Officer.

Fire extinguisher:

All offices, workshop, warehouse/ store and other temporary facilities shall be equipped with sufficient number of fire extinguishers.

Staff and workers shall have the basic training on the kind and use of fire extinguishers and how to extinguish small fires as quick and the most appropriate response.

Responsible Person: Contractor project Safety Officer.

Mechanical and Electrical:

In case of Emergency or Evacuation alarm, all mechanical and electrical equipments must be switch off immediately before proceeding to the nearest assembly point.

Responsible Person: CONTRACTOR Site Supervisors/ area F/M

5.5 RESPONSIBILITIES:



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All project personnel must report any incident or accident either to his immediate Site Engineer Supervisor, foreman or directly to TAKREER EHS Department.

All CONTRACTOR Project Manager, Site Engineers/ Supervisors/ Foreman are responsible for the Safety and well being of all personnel in their charge and to his end.

In case of accident, incident or injury to personnel he/ she should secure the area until help will arrived.

CONTRACTOR Project Safety Officer is responsible upon receiving a call for to inform their Project Manager the nature of the incident/accident along with the location and details.

CONTRACTOR Project Safety Officer will ensure that assistance is made available to each and every incident and response is appropriate and adequate for any type of incident. He is responsible for mobilizing his personnel as necessary to ensure that unrestricted access to end egress from incident location is made available and that the area is kept clear of no essential personnel.

CONTRACTOR Safety Officer is responsible for the overall co-ordination of the Emergency procedure, communication and he shall ensure that all field information is made to CONTRACTOR Project Manager.

CONTRACTOR Project Manager/and Safety Officer shall liaise and coordinate with the designated TAKREER Representative for any instruction and to manage the critical situation.

The CONTRACTOR Safety Officers in coordination with the Site Engineers, Site Supervisors and F/M shall perform the head counts at assembly points. This information will then be relayed to the CONTRACTOR Project Manager, TAKREER Representative.

And if during the head counts person or personnel's are not accounted for, a search is coordinated with TAKREER EHS Emergency Personnel for assistance.

5.6 RESPONSE IN CASE OF INJURY :

Site Engineer / Site Supervisor/ Foreman after being informed or aware of any incident/ accident on site/ work area, he will inform immediately to Contractor Safety Department and to remain at the scene and secure the injured person to a safer place until help will arrive.

First Aid personnel after identification, details of the injured person name, position,



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Nationality he/ she will inform CONTRACTOR Project Safety Officer immediately

And shall keep the TAKREER Representative informed.

CONTRACTOR Safety Officer will proceed directly to the location liaise with Site

Engineer, Supv. F/M to established action plan, and keeping the SUB CONTRACTOR

Project Manager and Safety officer informed of the situation at all time.

CONTRACTOR Safety Officer will inform and TAKREER EHS Department giving incident details and keep SUB CONTRACTOR inform of the development.

Institute Incident/ accident Investigation as soon as possible and follow up the condition/ progress of the injured personnel

If outside medical treatment is needed, immediately alert the Hospital concern and give details the status of the injured person to be transported.

5.7 EMERGENCY PROCEDURES IN CASE OF FIRE :

At project site if fires occur, the first person who discovers it, he/ she will try to control/ contain using the available resources. Eg... Fire extinguisher, water, sand

If it's beyond control, he/ she will ask for help by notifying his Supervisor/ Engineer/Foreman then they will notify the Project Safety Officer giving the exact location and details.

Incident instructions:

In the event of an emergency situation arising [on hearing one of alarm siren] to behave

as OWNER. emergency evacuation plans following transcribed with necessary arrangement.

Emergency Alarm:

- Report to your supervisor office unless otherwise instructed.
- If most possible, report to the nearest assembly/ muster point.

Inside an enclose area:

- Do not leave the building unless instructed or its not safe.



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- If you were obliged to leave the building, report to the nearest assembly/
muster point and wait for instruction/s.

Evacuation Alarm:

- All work has to be stop at once upon hearing the alarm, shutdown all equipments
and secure the work you are attending and ensure the safety of other personnel's working with you or nearby.
- Leave as a group and go to the nearest assembly point using a vehicle or by foot.
DON'T PANIC.
- In case there is shelling, bombing... spread away from others and keep lying on
the ground protected by any available barrier.
- When raid is over, continue moving towards the nearest assembly points and wait
for further instructions.

ALL CLEAR ALARM:

Upon hearing such alarm, all employees and Contractors will return to their working areas and resume work upon securing a new safe work permit TAKREER unless otherwise instructed.

5.8 ACTIONS TO BE TAKEN DURING EMERGENCY/ EVACUATION CASES:

- Use telephone line only for important communication related to the case.
- Cease/ Stop smoking and switch off all equipments immediately.
- Keep within reach all your rescue devices and use/ wear them if needed.
- Familiarize yourselves the easiest/ shortest way to nearest assembly points from your work area.
- The assembly point for the site will be advised by the supervisor in charge during the emergency situation and familiarize himself the possible alternative route if the designated route is blocked or inaccessible. And should maintain a list of personnel of his group. Ensure that all personnel's of his group had evacuated to the pre determined assembly points.
- Upon arrival at the assembly points the Site Supervisor's/ Foreman will have head count of his men to ensure that his personnel of his group are present and accounted for. If somebody is missing or not accounted for, Site Supervisor, Foreman should immediately inform to the CONTRACTOR Safety



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Officer and relay the information to the Project Manager TAKREER

Representative

- When All Clear Signals sounded, Site Supervisor, F/M shall guide and assist the smooth flow of personnel in returning to their respective work areas.
- For your guidance of wind direction when leaving or moving from one place to another.
- Use the road pavements as an access, walking and not on the center of the road.

GENERAL INFORMATION and INSTRUCTION :

- When visiting the work area for the first time, familiarize yourself to the nearest assembly Point area nearest you.
- Visitor/s must always be accompanied by the company employee/ staff specifically on the work area.
- Comply with the TAKREER EHS and SECURITY Procedures at site.

INCIDENT INSTRUCTION :

- In the event of emergency situation arise, Information shall be relayed through communication means (land line/ Mobile phones) without delay listed in the emergency contact numbers.
- The receiver of the call shall immediately relay the information to the Project Manager/ Project Safety Officer and to act on it.

5.9 CALL PROCEDURE:

- Identity
- Exact Location
- Nature of Incident/ Accident
 - Status of the Injured Person
 - Personnel/ Property Damaged involved
 - Telephone Number where you can be reached
- Organize the arrival of the Emergency Team



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6.0 FIRST AID & INJURIES

- The company will provide first aid facility in accordance with the requirements current National standards.
- Keep one set first aid kit in the site vehicle.
- The nominated first aiders will be published on the notice board.
- If you suffer an injury, however slight, report it to your manager and the nominated first aider at once.
- The injury must be entered in the accident book and you will be required to provide a full explanation of the events surrounding the accident.
- If a serious accident occurs the first aider should be contacted at once. The first aider will arrange for an ambulance to be summoned immediately.
- If chemicals come into contact with your skin or eyes or if they are swallowed or inhaled then seek immediate first aid.
- Your supervisor will have access to the company assessments within this manual which provide detailed advice on the measures to be taken to counteract the effects of each chemical used by the company.

6.1 Duties of First Aider

- You respond at any first aid emergencies within the limits of your training.
- Arrange without delay medical assistance unless injury is so minor it can be handled without professional attention.
- Report any first aid supplies needed to the Person in Charge of the First Aid Station.
- Check on condition of first aid station regularly.
- Inspect first aid station kits every 3 months.
- Record all first aid case

The records should be including following information:

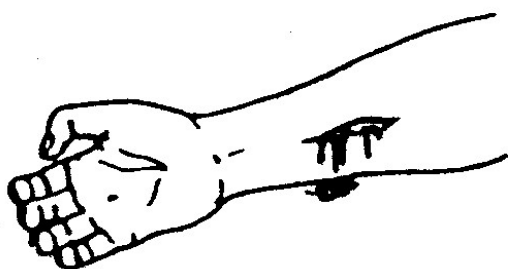
- date, time and place of incident
- name and job of the injured or ill person
- details of the injury, illness and what first aid was given
- what happened to the person immediately afterwards (for example went home, went back to work, went to hospital)

6.2 Injuries

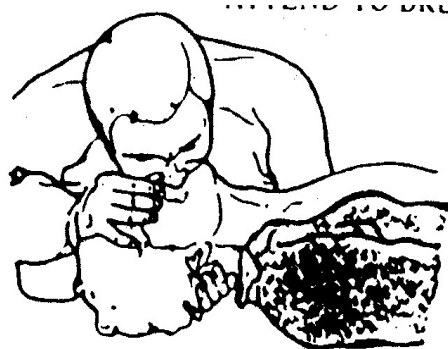
Basic first aid measures may be needed while waiting for an ambulance or qualified first aider. The following will help you assist the injured person:

- Control bleeding by using direct pressure with a pad or your hand over the wound.
- Make the patient comfortable and keep them warm.

- Do not remove the patient unless there is danger of further injury.
- Reassure the patient and moisten lips with water -**DO NOT** give anything to drink
- Assist breathing if required.



**STOP THE BLEEDING
BREATHING**

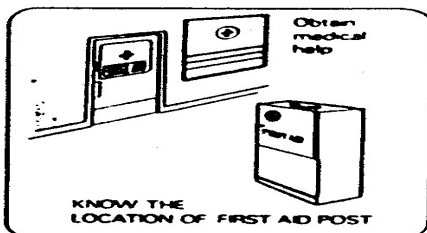


TO

First aid facilities are located at all work sites. Employees are to make themselves aware of their location and reporting procedures

NOTE: Employees with supervisor and provide a

6.3 Contents of First Aid



Employees should notify their

	Item		Remarks
1	Daily First Aid/ I		
	Eye Lotion for Eye Wash	1	100 ml
2	Skin Ointment for burns	2	Tubes
3	Sterile Gauze Pieces	10	10 cm x 10 cm
4	Non Sterile Gauze Pieces	1 pack	Any size
5	Emergency Burn Blanket	2	140 cm x 220 cm
6	Sterile Gloves	3	Large (pairs)
7	Scissors	1	Small
8	Safety Pins	6	Small
9	Adhesive Surgical Plasters Rolls	1	Small
10	Adhesive Surgical Plasters Rolls	1	Medium
11	Plastic Forceps	1	Small
12	Adhesive Band aids (Different Sizes)	2 packs	50 pieces each
13	Triangular Bandage	4	90cm x 90cm x 127cm
14	Gauze Bandage Roll - Cotton	4	10 cm
15	Gauze Bandage Roll - Cotton	4	6 cm
16	Crepe Bandage Roll	4	6 cm



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17	Crepe Bandage Roll	4	8 cm
18	Eye Pads	4	8 cm x 6 cm
19	Alcohol Prep. Swabs	10	Small
20	Adhesive Sterile Wound Dressing	5	10 cm x 10 cm
21	Adhesive Sterile Wound Dressing	5	9 cm x 15 cm
22	Wound Cleaner / Disinfectant Solution	1	100 ml
23	CPR Breathing Facial Mask	2	
	Resuscitation Kit	1	
24	Cotton Balls	1 pack	50 pieces
25	Triple Antibiotic Skin Ointment	1	Tube
25	Protective Goggles	2	Plastic
26	First Aid Guide Booklet	1	English and Arabic

7.0 TRAININGS

Health and Safety should be one of the subjects included while training the staff on the job or in organized courses. The objective of training is to demonstrate to the personnel how to do their jobs without accidents. The supervisors and operatives should be introduced to the specific hazards of their job and should be fully aware of all safety precautions to ensure that their activities do not endanger personnel, property or the environment. All employees must be trained in basic firefighting procedures and know how to use fire extinguishers.

The supervisors in particular should be trained to identify unsafe conditions/acts and must be motivated as well as authorized to correct any hazardous situations they find. The supervisors must be encouraged to give on the spot instructions to the operatives whenever they witness unsafe conditions or acts.

- General induction training will be provided for all new members of staff.
- Additional training will be provided for nominated members of staff as required.
- The planning of training in health safety is the responsibility of the HSE Manager.
- Documented training records will be maintained.
- If any member of staff feels that he/she could benefit from specific safety training in addition to that which has been assessed as relevant by the Company then they should approach their supervisor.

7.1 Communication

ATECO acknowledge the importance of establishing effective communication procedures on health and safety throughout the organizational structure of the Project including its subcontractors,



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formal lines of communication, instruction and reporting are identified in the Project Organization Chart.

In the interest of day-to-day operational matters, the Project Manager will maintain effective communication systems between all key personnel at his discretion.

The following communication channels will be utilized by the Contractor to coordinate Site issues:

No .	Communication or Co-operation Activity	Objective(s)	When & Frequency	Who	Comments & Ref. Doc.
1.	Safety Induction Training	All project personnel/new comers/Subcontractors must aware of the project issues and general HSE principles	Before each employee commence work on site	Project's team/Subcontractor's team	- HSE department will provide a site induction to all personnel to familiarize them with the Contractor specific information. - Training Record
2.	Progress Meetings	To review progress and identify all site issues	Weekly	Client/Project Manager/Consultant/Contractor	- Agenda of meeting includes: Contracts, Submittals, Progress, QA/QC,H&S, Commercial, Others - Minutes of meeting
3.	Risk Assessment and Method Statements	To consider all hazards and risks associated with each work activity and how these are integrated into the overall project activities	In advance of each activity commencing in sufficient time	Contractors	- All risk assessments and method statements must be reviewed by HSE/Construction departments prior to works commencing on site -Risk Assessment/Method Statements Reports



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4.	Site Safety Meeting	To review HSE Performance	Weekly	HSE & Construction team	- Review current site HSE issues - Minutes of meeting
5.	Tool Box Talks	To briefly explain to or inform personnel on safe systems of work	Weekly	Contractors Site Supervisors and Safety Officer	Attendees Register
6.	Inspections	To identify good practice, issues for improvement / correction, advise on future issues and monitor applications	Daily	QA/QC engineer & Site Engineer witness by Consultant	- Any non compliance shall be reported - Request for Inspection - Test Report
7.	Posters / Display notice Boards	Information & awareness to all project team and subcontractors	Throughout the project	Site Project Manager	Posters should be rotated on a regular basis to maximize impact and awareness. Notices should be placed on designated notice boards accessible to all personnel.

7.2 - HSE Training

7.2.1 HSE Introduction Training for new employees

No employee will be assigned on job without attending HSE introduction training. Safety Officer should conduct this training and proper record is to be maintained. All concerned personnel should send the new employees to the safety section and ensure that the new employees are attended this training before starting their job.

7.2.2 HSE In-house training

HSE In-house training will be given to the employees on the basis of general requirements and training need analysis. HSE department will conduct this type of training programs. Proper records will be maintained and it will be reviewed periodically.

7.2.3 Refresher Training

The Site Safety officer and the immediate Supervisor of the individuals should assess the performance of the people. If it is find out any



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drawbacks from any individual / groups, suitable training will be scheduled and conducted accordingly.

7.2.4 External HSE Training (Specialized HSE Training)

In special cases, if it is found that specialized training is required, it can be arranged. But it will be studied and reviewed by the Project Manager and after the approval of Project Manager it will be arranged accordingly.

7.2.5 Tool Box Talks

Tool Box talks will be given to workers on daily basis and records will be maintained. It will be conducted by the concerned Supervisor-in-Charge and the records should be documented by the concerned Project Safety Officer.

7.3 - HSE Meetings

7.3.1 Weekly HSE Meeting

HSE Meetings are conducted on weekly basis to identify and highlight the weak areas and to pay adequate attention to improve for better results. This meeting will be attended by the Project Manager / Site Manager, HSE department and site management personnel. It is one of the most effective methods to communicate HSE message to all employees. The minutes of HSE meeting will be recorded in the prescribed format. The agenda of the activities will be based on HSE aspects of the activities performed during the week. A review will be made on the action point of the last minutes of the meeting.

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

- HSE Procedures Implementation Progress.
- Review of accident and near miss report / investigation reports
- Assessment of Safety performance of the employees.
- Assistance / Requirements from higher management personnel regarding HSE aspects.
- Effectiveness of the implementation of HSE plan of the project.

7.3.2 Progress Meeting

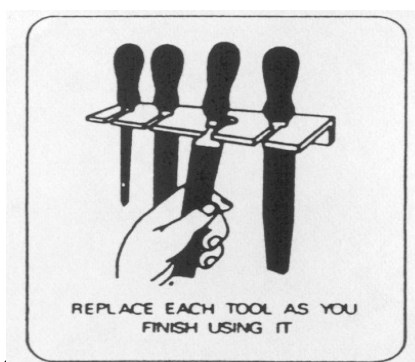
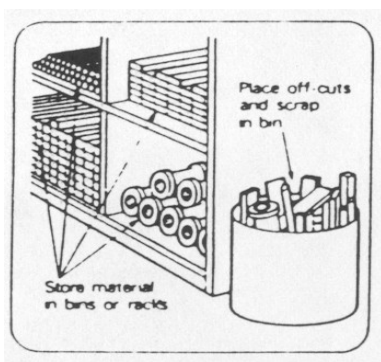
The purpose of this meeting is to review and discuss the latest developments and matters arising to the progress for the project. HSE aspects are one of the main agenda to be discussed in the meeting. This meeting is chaired by the Project Management and attended by the TAKREER and site management personnel. The minutes of the meeting will be recorded and distributed to all attendees.

8.0 CLEANLINESS

8.1 HOUSE KEEPING

It is the responsibility of all employees and contractors to maintain a **SAFE AND TIDY** work area. Good Housekeeping is the first principle of accident prevention. Every employee and contractor regardless of where they work should either arrange for, or personally clean up any dirt or waste material created while doing their job. Develop good housekeeping techniques by:

- Ensure that loose and worn flooring is reported to your supervisor.
- Ensure all entrances, corridors, walkways and exit doors are kept clear of obstructions at all times.
- Close all cabinets, cupboards and drawers after use.
- Never overload shelving or store heavy items above head height except on load bearing purpose built racking.
- Never leave a lit cigarette unattended in the designated smoking area.
- Clear away immediately any dangerous substance or spillage. Dangerous substances are marked and are defined as toxic, harmful, irritant, flammable or oxidizing.
- Dust and fumes should not be inhaled. If dust or fumes are produced by any activity then cease the task immediately until protective measures have been put into place.
- Equipment must not be left where it can be a tripping hazard.
- Keeping your work area clean and tidy at all times.
- Tools and equipment must be stored correctly.
- Remove and dispose of all waste material and debris correctly.



ways, aisles and exits clear of obstruction.



- Store and handle chemicals.
- Keep flammable liquids in closed containers
- Do not smoke when using flammable liquids.
- Remove immediately any oils, paints, greases or other fluids that may have been split on the floors.
- Keep crib rooms, toilets and wash rooms clean and sanitary -they are for your convenience and comfort.
- Follow job procedures.



REMEMBER: "A GOOD JOB IS A CLEAN JOB AND A CLEAN JOB IS A SAFE ONE"

9.0 WORK AREA BEHAVIOUR

Behavior that may be accepted on the playing fields can be extremely dangerous and unacceptable in the workplace, on concrete floor, near sharp edges and around, moving, machinery, therefore:

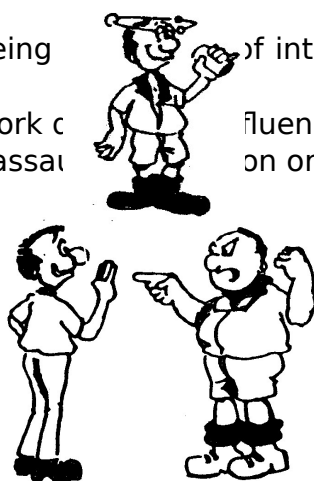
- Do not skylark with fellow workers
- Do not play with compressed air, fire or water hoses.
- Never throw things around the workplace
- Do not distract anyone who is concentrating on their job.
- Do not run along walk ways or stairs. -WALK

10.0 DISCIPLINE

- As with any organization the maintenance of discipline is of paramount importance.
- In accordance with current Government Acts and Regulations there is a duty on Employees to ensure their own health and safety at work and to avoid adversely affecting the health and safety of other persons through their actions or omissions at work.

- Failure to comply may result in disciplinary action being taken by the company and or the statutory (government) body.
- Action will be taken but no limited to the following:

- Consuming or being under the influence of intoxicating liquor or drugs during work hours.
- Being unfit for work due to the influence of liquor or drugs.
- Fighting with or assaulting others on or persons.



7.

First Offense	Immediate warning verbally, No penalty.
Second Offense	Written warning will be issued. Penalty: Written justification from the offender or Suspension from the work
Third Offense	Termination from the Site

11.0 SAFETY INCENTIVES

Objectives

- To give enthusiasm to the workers during construction of the project, so that every worker understands that safety is worth full to keep in mind.
- To encourage and motivate employee to exert more effort to attain excellent Safety Performance.
- To establish safe work habit among workers.

Criteria

- All bonafide employees of ATECO and its Subcontractors.
- Without a single safety violation, injury or accident for the month.
- Without a single day of absence except when mandated and no record of early quitting or tardiness for the month.



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- Always wear the issued personal protective equipment (PPE) and dress appropriately for the job.
- Follow Safety procedures in accomplishing the assigned task.

Recognition and Awards

- Safest worker of the month will receive a Special Certificate and gifts.
- Winners will be posted on the Safety bulletin board.
- Awarding has to be conducted on monthly basis

12.0 IMPLEMENTATION AND MONITORING

This part of the Safety Manual is used to identify foreseeable hazards of the project and to describe the arrangements for eliminating or controlling the associated risks, thereby satisfying both statutory and contractual obligations and promoting acceptable standards of health and safety throughout the project.

All sub-contractors employed on the project will conform to the arrangements described in this section and co-operate its accident prevention programme. ATECO recognize that its subcontractors will execute a number of operations or activities for which detailed procedures will be required to ensure the health and safety of those involved. Where considered appropriate by the contractor, these detailed procedures will be conducted within the individual safety plans prepared by the respective subcontractors.

12.1 HSE PERFORMANCE IN GENERAL

Ateco shall regularly monitor the site safety performance by reviewing under mentioned activities:

- Regular site inspections/ site safety samplings (Safety Tour)
- HSE audits and management reviews
- HSE meetings/progress meetings
- Trainings conducted.
- PPE compliance by employees.
- Competent employees being engaged at site for activities.
- Reactive Methods
- Accident/incident analysis
- Near miss analysis
- First aid cases occurred at sites and analyzing types of first aid cases.

12.2 Key Performance Indicators (KPI)

KPIs	Measure
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➤ Ateco is adhering to their approved HSE plan	➤ Ateco to conduct internal compliance audit
➤ Timely submission of weekly/monthly reports	➤ 100% compliance with Ateco internal audit and inspection program
➤ Periodic safety tours undertaken by Ateco senior managers	➤ 100% of attendance for all tours
➤ Attendance at safety meetings by senior staff .	➤ 100% of attendance
➤ Reporting of accidents/incidents and their investigation.	➤ All incidents/accidents to be investigated by Ateco and report submitted to the Consultant.
➤ Positive safety incentive schemes	➤ To demonstrate initiatives that have been used.

13.0 STATUTORY REQUIREMENTS, REGULATIONS AND RULES

- Statutes, Rules and Regulations are the key factor governing EHS activities. Rules can be

Framed on basis of various activities of the organization as per the provision made in the Statutory requirements.

- This EHS Plan are initiated in accordance of the most important statutory legislations,

The following list shows some of these legislations/ rules.

- UAE Labour Law: Federal Law No. 8 of 1980.
- Ministerial order No. 32 of 1982: Determination of ways and means to protect employees from occupational hazards.
- Abu Dhabi municipality health and Safety construction code of practice.
- Abu Dhabi emirate environment, Health and Safety Management System (EHSMS) version 1.2 July 2009.
- Health and Safety at Works Act 1974 (UK).
- Management of health and safety at work regulations 1992 (UK).
- OHSAS 18001:2007: Occupational health and safety assessment series - Requirements.
- ISO 14001:2004: Environmental management system - Requirements.
- ISO 9001: 2008: Quality and its standards.



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- TAKREER H&S PLAN
- ATECO H&S PLAN

14.0 HAZARD IDENTIFICATION AND RISK ASSESSMENTS (HIRA)

Prior to each task or job commencing a study of the work will be conducted. This study will incorporate Hazard Identification Risk Assessment or Job Safety Analysis. The decisions made during the study will be on the basis of the job safety plan.

Each task, where pre-task planning is required, will be the subject of the study, which will be carried out by the Site engineer or Supervisor in charge of the work. His study will incorporate all recognized hazards and degree of risk associated with each one.

A risk assessment will be carried out for each identified hazards, Risks can be graded as follows.

- Identify the hazard involved in the activities
- Those with high probability of occurring.
- Those with medium probability of occurring.
- Those with a low probability of occurring.

14.1 MONITORING OF ASSESSMENTS AND SAFE WORKING PRACTICE

Risk Assessment shall be checked to ensure their validity, or when reports indicate that they may no longer be valid. The fresh assessment shall be prepared when the risk themselves change as conditions change, and also when new situation and conditions are encountered for the first time.

Safe system of work shall be reviewed in work place to verify that employees are carrying out their function effectively and safely. The supervisor will ensure those employees perform all aspects of the job or task in a safe manner.

15.0 REPORTING OF ACCIDENTS AND NEAR MISS

15.1 REPORTING PROCEDURE

All incidents (with or without injury must be communicated, and properly investigated). /the non-reporting of an EHS incident is considered as a serious fault and disciplinary action could be taken.



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In case of an incident, the worker or co-worker immediately notify to his supervisor. The senior production Person for the area, shall take immediate control, on arrival at the scene.

An immediate investigation (preliminary investigation) shall carry on by the concern supervisor. The contractor EHS representative will deliver a copy of the preliminary Investigation to TAKREER Contract Administrator and TAKREER EHS Department within 24 hours of the incident.

A formal incident investigation must be conducted and recorded in the TAKREER Incident management System for all incidents with injuries.

Classified incidents will be reported in accordance with:

TAKREER EHS Incident Reporting Procedure.

15.2 FIRST AID, DISABLING, DANGEROUS OCCURRENCES AND DISEASES INVESTIGATION PROCESS

Ateco prime objectives shall be, but not limited to the following:

- All accidents, incidents & near misses shall be investigated. The reporting provides project management with the opportunity to prevent re-occurrence more serious accidents. near misses, which may be more, frequent than one realizes can be very effective signals about specific areas that need safety improvement.
- To define methods of investigation of all accidents, incidents and near misses
- To improvement measures for the prevention of re-occurrences and to monitor results of prevention methods and remedial measures.

15.3 DAMAGE, NEAR MISS AND ENVIRONMENTAL INVESTIGATION PROCESS

All the damage, near miss & environmental investigation will be done and action will be taken to eliminate such occurrence and reported to Client. Ateco's Safety officer, under the guidance of Site Manager will undertake the investigation.

For all environmental damage, the management shall keep pollution incident a written log. The log shall be containing the following information

Date and time of incident

- Location of incident
- Nature of incident (accidental spill / contaminant)
- Quantity of materials lost of environment
- Incident reported by
- Cause of incident
- Remedial action taken

15.4 INSURANCE INVESTIGATION / CONTROLS



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Personnel Department is responsible for insurance and control of company employees and equipment's.

16.0 PROACTIVE MONITORING

Management will direct qualified staff to systematically identify hazards and the associated risks, design the hazards out, or implement control such as procedures to reduce effects. This process called the hazards and effects management process (HEMP).

Ateco having identified EHS risk and controls will actively manage the risk through working with the EHS OFFICER, providing supervision to assist individuals, monitor performance and initiate corrective action where necessary.

Project management shall implement a pro-active monitoring safety approach by performing following task:

- All site personnel to attend basic EHS Site Induction training prior to start work/ deployed to work site.
- Identify the hazard involved in the activity - EHS awareness / Toolbox Talks
- Identify unsafe acts and unsafe conditions
- Auditing throughout the project
- Supervisory checks and inspections
- EHS checks, Inspections and Audit

16.1 STATISTICS AND MEASURES OF PERFORMANCE

To measure the performance of safety a safety meeting with the supervisors / line managers will be held weekly. All the points raised in the client safety meeting will be discussed and measures to reduce / eliminate by the supervisors/ managers will be taken accordingly. A statistical report for each week will be prepared for

- Loss time accident
- Non lost time accident
- Training measures and risk assessment

17.0 PERSONAL PROTECTIVE EQUIPMENT

ATECO will ensure all possible engineering controls are put in place to eliminate or significantly reduce the risk of injury arising from work activities and site hazards. In the hierarchy of control measures PPE is always to be used as a last resort and never relied on as the primary method of controlling the risk of injury. In the case of hard TAKREER the main contractor will ensure that the requirements of either the British Standard or the American National Standards Institute are complied with. Hard Hat, Safety Footwear and Hi-Vis vests or jackets. All PPE issued including equipment for fall arrest will comply

with internationally recognized standards such as; American, Australian or European.

Where protective clothing is provided it must be worn. It is a strict legal offence for an employee to abuse or disregard safety equipment.



HEAD PROTECTION

Approved safety helmets or hard shall be worn by all workers employed at any place where they may be exposed to head injury from:

- Falling or flying objects
- Striking against objects or structure
- Where necessary to prevent danger from electricity hard TAKREER should be made of insulating materials
- Whilst working in extreme hot temperature additional suitable head covering should be worn

EYE & FACE PROTECTION

All personnel shall be provided with approved eye and face protection equipment when machines or operations present potential eye and face injury form physical, chemical or radiation agents.

- Flying particles
- Dangerous substances
- Harmful light or other radiation



FOOTWEAR

All personnel shall be provided with approved safety footwear where they might be exposed to injury from:

- Falling or crushing objects
- Hot, corrosive or poisonous substances
- Sharp edged tools such as axes
- Nails
- Abnormally wet conditions
- Slippery surfaces

PROTECTIVE CLOTHING

Ateco shall provide adequate and suitable protective clothing for any person so employed from hazards such as chemical liquids and vapours, excessive heat and cold, electricity, impacts, ionizing radiation, welding and also general weather conditions.

REFLECTORIZED VEST

All personnel is mandatory to wear high visibility vest or reflectorised jacket while working at work site.

HAND AND ARM PROTECTION

All personnel will be provided with suitable approved gloves or gauntlets when working

at place where they may be exposed to hand or

- Hot, corrosive or toxic substances
- Sharp or rough points, edges or surface of ot

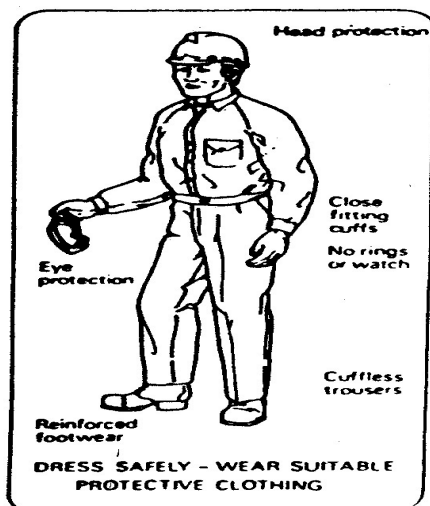


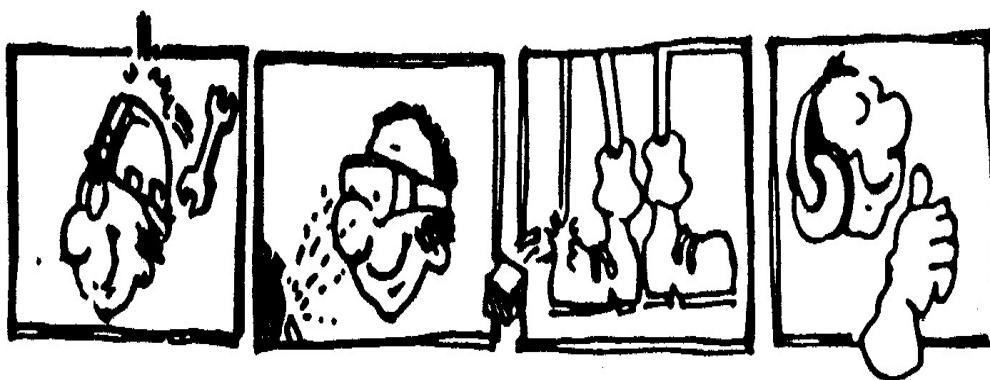
HEARING CONSERVATION

Prolonged exposure to loud noise can cause temporary or partial loss of hearing. Project

Management shall implemented 'Hearing Conservation program' which include the following:

- Arranged measurement of noise levels at the work sites
- Identifying / recording area where a level of 83 db(A) may be exceeded
- Decided to incorporate into the 'Safety Regulations' mandatory wearing of hearing protection in areas where noise levels exceed 85 db(A)
- Wherever it is not feasible to reduce the noise levels ear protection devices (Ear Muff or Ear Plug) shall be provided
- Safety harness and belts are to be used when there is a danger of falling from a height and sustaining an injury, only approved harness and belts are to be worn.



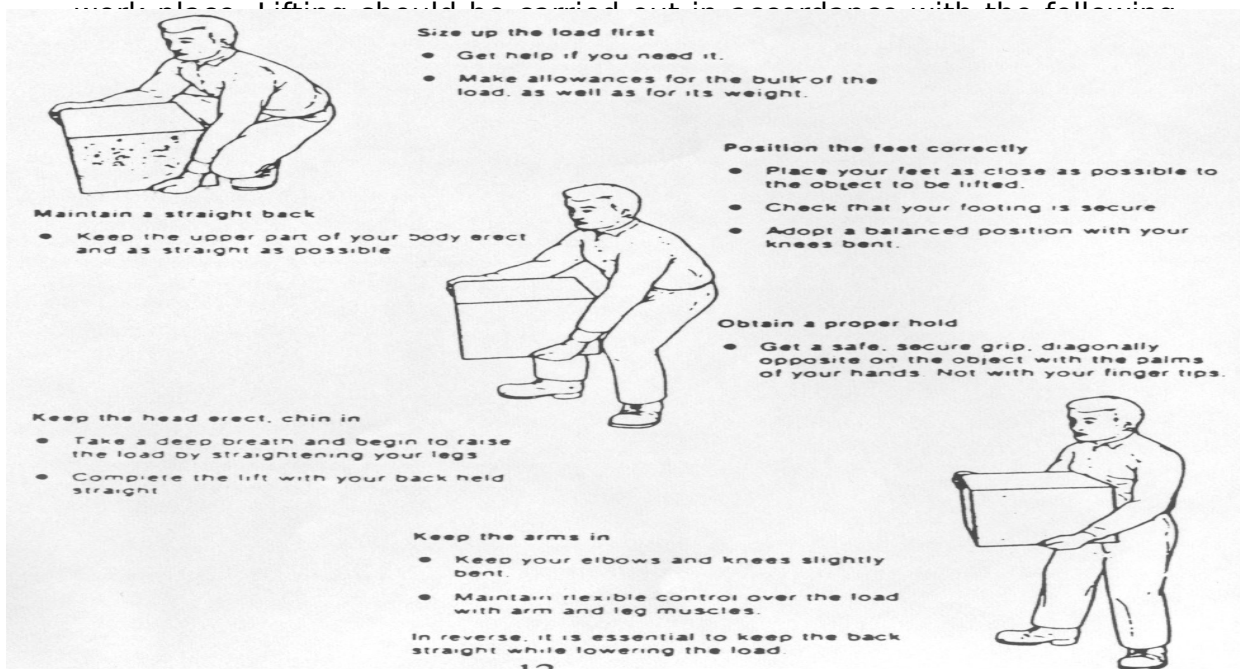


REMEMBER: Consult your supervisor to ensure proper and adequate Protection is provided to enable the job to be done in a safe And effective manner."

18.0 MANUAL HANDLING

Although industry today is highly mechanized and the bulk of material handling is carried out by machinery -you will be required to manually handle various items in your day to day activities. To assist you in lifting and moving tools, equipment, boxes, drums, etc, the following instruction and illustrations have been provided for your knowledge and use.

- Lifting and moving a load by hand is the biggest cause of injury in the workplace. Lifting should be carried out in accordance with the following





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- Ensure that there is adequate room to put down a load when you have moved it.
- When lifting stand close to the load with your feet slightly apart. Keep your chin in, bend your knees and keep your back straight at all times. Straighten your knees using your thigh muscles. Always lift in stages (e.g. floor to knee, knee to carrying position).
- Always use your entire body weight in a controlled manner when pushing a load.
- Heavy goods are to be lifted in accordance with the Company assessments for manual handling. Do not use lifting equipment unless you have been specifically authorized.
- Ensure that you know your physical limitations and the approximate weight of materials.
- The use of power equipment or mechanical lifting devices should be considered and employed where practical.
- Obtain assistance in lifting heavy objects.
- Ensure a good grip before lifting and employ proper lifting technique.
- Avoid reaching out.
- Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors.
- **Be** aware of hazardous and unsafe conditions.

Using the following personal protective equipment prevents needless injuries when manually moving materials:

- Hand and forearm protection, such as gloves, for loads with sharp or rough edges.
- Eye protection.



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- Steel-toed safety shoes or boots.
- Metal, fiber, or plastic metatarsal guards to protect the instep area from impact or compression.

19.0 WORK EQUIPMENT

Ateco will ensure the selection of suitable work equipment for particular tasks and processes in order to reduce or eliminate much risk to the health and safety of people in the workplace. This also applies to second-hand equipment and expects the purchaser to ensure the suitability of the equipment and those ergonomic principles are considered as part of the process. The maintenance management of the plant and equipment is key to keeping it in a safe condition for use. Tabulated schedule of maintenance and inspections of various work equipment are listed in:

20.0 ISOLATION PROCEDURE AND SAFE SYSTEMS OF WORK

Isolation requirement apply to all existing process and utilities operations, which give rise to likelihood of any unexpected operation of electrical and mechanical equipment that can be activated by automatic or manual control, which may result in a deviation from the intended process control and could result in injury to personnel and damage to property.

Warning sign / tags are required, however, they do not provide positive protection therefore, it is essential that equipment be physically locked and tagged.

Ateco shall ensure lockout and tag out devices such as locks, tags, multi lock haps, and chain are installed where practicable on all energy isolating devices, including blinds, valve slide gates, circuit breakers, disconnect switches and double block and bleed system to prevent the release or transmission of energy which could result in electrical or mechanical activation.

All Isolation operation works to be carried out at work sites will be first informed and approved to TAKREER before works starts.

21.0 EQUIPMENT CONTROLS

Ateco will ensure the work equipment must be provided with one or more readily accessible controls in order to bring the equipment to 'a safe condition in a safe manner. This may involve a complete stop if necessary for



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safety reasons (Particularly when accessing dangerous parts), overriding all other controls.

22.0 TOOLS AND MACHINERIES

Hand tools whether mechanical or powered are the most common tools in general use. They give rise to many serious accidents mainly through the use of worn, make shift or broken tools, tools not suitable for the job, or using them incorrectly or in an unsafe manner. Tools and equipment whether company or personally owned will be maintained in a safe working condition. Tools must be inspected regularly and defective ones repaired or replaced immediately.

Accidents caused by worn tools are predictable and can be avoided by timely repair or replacement. Never take a 'short cut', select and use only the proper tool for the job.

- Only trained personnel may use machinery provided in the work place.
- If you have not received training then under no circumstances should you attempt to operate it.
- Prior to authorization being given to operate machinery an assessment of your competence will be carried out.
- If at any stage whilst using any item of machinery you begin to feel unwell you must stop what you are doing, isolate the plant concerned via the remote electrical supply switch and report to your supervisor.
- Never talk to another member of staff when you are operating machinery. Do not approach or distract any other employee operating machinery.
- Keep all tools in good condition with regular maintenance.
- Use the right tool for the job.
- Examine each tool for damage before use and do not use damaged tools.
- Operate tools according to the manufacturers' instructions.
- Provide and use properly the right personal protective equipment.
- Remove all damaged portable electric tools from use and tag them: **"Do Not Use."**

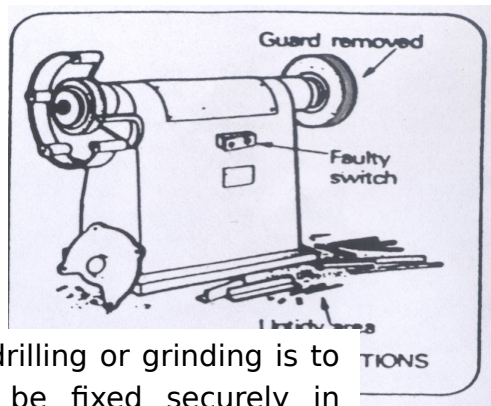
22.1 GUARDING

It is not only dangerous but also illegal to remove a guard from a machine unless you need to clean or repair it.

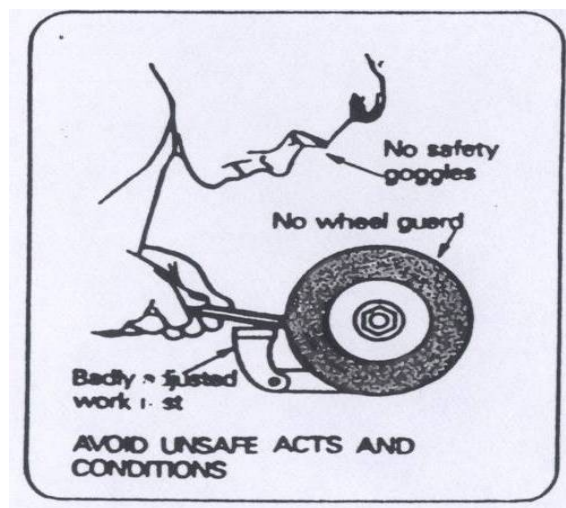
Only trained personnel may clean or repair items of plant which require guarding to be removed. Equipment which is to be cleaned must be isolated electrically.

The electrical supply should be locked out and a notice should be fixed to the switch point advising that re-connection of the supply can be hazardous.

If any part of the equipment you are using is unguarded you should stop work immediately, isolate the plant concerned, and report the matter to the safety officer without delay.



- Work on which drilling or grinding is to be done must be fixed securely in position, using clamps or vices where necessary.
- Hold the tool firmly when switching on as the tool tends to move as it starts. Also be prepared to resist the turning effort of a large capacity portable drill as it starts cutting or when it jams
- Keep air ventilation holes clear and free from dust and dirt
- Avoid getting the tool wet and take extra care in a damp situation (e.g. do not let leads drag through water, wear rubber soled shoes and rubber gloves)
- Consider the safety of others when using these tools
- Take care not to trip people with the leads.
- Check behind partitions before drilling through them
- Ensure that others will not be hit by flying sparks. Hot metal. Etc. (use



ditional risk of injury during their use owing to the operating speed, power, torque or complicated nature of the tool. The following are classed as special tools:-

1. Cartridge operated tools
2. Abrasive wheel machines - all types
3. Hand held and bench circular saws



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4. Core drilling rigs

5. Compressed air driven tools

ATECO will ensure that special tools are used only by those workers that have received specific training on the use of the tool. Where available this specific training is to be carried out by the tool manufacturer.

ATECO is to ensure that those trained in the use of special tools are clearly identifiable, for example with a hard hat sticker. Supervisors and foreman must also be trained in the use of special tools that may be used by workers under their control.

All electric hand tools to be used is 110V

ATECO will ensure where a special tool is fitted with a guard, as in the case of abrasive wheel machines and circular saws, the guard must always be in place when the tool is used. An inspection and maintenance procedure must be developed by the main contractor to ensure the guarding requirements of this regulation are fully complied with.

Hand tools whether mechanical or powered are the most common tools in general use. They give rise to many serious accidents mainly through the use of worn, make shift or broken tools, tools not suitable for the job, or using them incorrectly or in an unsafe manner.

Tools and equipment whether company or personally owned will be maintained in a safe working condition. Tools must be inspected regularly and defective ones repaired or replaced immediately.

Accidents caused by worn tools are predictable and can be avoided by timely repair or replacement. Never take a 'short cut', select and use only the proper tool for the job. Report any damaged or unsafe tools or equipment to your Supervisor.

- Before using any portable electric tool, inspect the casing brush caps, switch lead and plug to ensure they are not broken or damaged.
- Do not use any tool, which has a damaged casing, brush caps, switch lead or plug or which is overheating or smelts burnt. Label the tool - "do not use" - and report it to your supervisor.
- Do not overload tools or connect them to a power supply of incorrect voltage
- Read the name plate carefully and find out what each item means.
- Never carry or suspend a portable tools by its lead
- Hold the tool securely while using it and put it down gently only after the tool head has stopped revolving

REMEMBER: "EXPLOSIVE POWERED TOOLS WILL ONLY BE USED BY AN AUTHORISED OPERATOR (TICKETED), AND USED IN ACCORDANCE WITH UAE STANDARDS.



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23.0 HAZARDOUS SUBSTANCE CONTROL (If Applicable)

Ateco shall ensure protection to the health and safety of employees and other in vicinity, including members of public, from harmful effects of working with substance hazardous to health is provided and to minimize the impact of such work on the environment. This is achieved through:

- Ensuring employees are trained in the use and storage of hazardous substance enabling them to be fully aware of the risks involved and precautions to be taken
- Ensuring assessments are made to determine the risk to health and environment and precautions are in place
- All chemicals shall be treated as hazardous. They shall be handled with extreme care, and use proper protective equipment such as face shield, goggles, gloves, aprons etc.
- Material Safety Data Sheets (MSDS) for each chemical with any other information pertaining to safety precautions during handling should be made available prior to use and kept with the chemicals.

24.0 PORTABLE ELECTRICAL EQUIPMENT

The use of portable electrical tools can present a hazard. Both from direct injury to personnel and as a potential source of ignition if not properly controlled, can have serious consequences. Portable appliances can prove particularly hazardous and normally required a high level of maintenance, including user checks, visual examination and electrical testing.

All the portable electrical equipment used by Ateco will be checked and inspection record of the same will be given to TAKREER if required.

25.0 TEMPORARY ELECTRICAL INSTALLATIONS

Ateco will be responsible for the temporary electrical supply system for the construction purpose and all the safety measures associated with it will be handled under the TAKREER guide lines. Qualified and experienced electrical personnel will execute the required work. Regular inspection and maintenance of all the electrical equipment's will be done. A copy of electrical equipment inspection will be submitted to TAKREER if required.

26.0 ELECTRIC PROTECTION

26.1 TAKREER Electrical Protection Procedure is relevant and must be referred

before performing the activity.

The main key to preventing danger and injury from electricity is to employ competent persons. These persons shall have technical knowledge and experience to understand the hazards, which may arise during the work and the precautions to be taken.

Ateco establish a system for ensuring the safety of all personnel engaged in the operation and / or maintenance of site electrical installation, equipments and apparatus.

27.0 ASSESSMENT AND CONTROLS

The safe work trend can be strongly influenced by providing adequate training and supervision to control the worker, machine, equipment and the working environment.

27.1 WORKER

It is essential to ensure the worker:

- Is adequately trained and informed of the activities they are expected to do and they are aware of all the hazards
- Is competent to do the work
- Adopts a safe system of work
- Aware of accident and emergency procedure



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28.0 APPOINT OF HSE PERSONNEL

➤ Refer to TAKREER requirement.

Total Number of Personnel	Number of HSE Personnel Required
10 to 50	1 part-time HSE Officer
51 to 100	1 full-time HSE Officer
101 to 250	1 full-time Senior HSE Officer
250 +	Full-time Senior HSE Officer and an additional HSE Officer for every additional 250 or part of 250 personnel

29.0 COLOUR CODING

- All Lifting Gears will be numbered and colour coded recorded in a register.
- All portable electrical power tools must be colour coded.
- Lifting Gear and Power tools Inspection recorded in a register.

<u>Months</u>	<u>Colour Code</u>
January to March	White
April to June	Green
July to September	Yellow
October to December	Blue

30.0 ERGONOMICS

In an approach to make every work / work place easier and comfortable to work in, Ateco always promotes ergonomics. This relates to the person, environment and their working nature. In an effort to get the maximum output keeping in mind the employee health and safe working condition the equipment, workplace and nature of work will be assessed and the employees informed of their well being. An ergonomic checklist is completed before the specified job.

- Does it suit the body size?
- Does it also suit all other users?
- Can one see and hear as required?
- Are the information OK and understandable?
- Human discomfort associated with prolonged usage of equipment or system?
- Any change required in the present equipment system?
- Do all the users have the same reaction?

HSE Officer shall evaluate the mental and physical hazards involved at following work

- Working positions (standing)
- Working positions (sitting)
- Visual conditions
- Strenuous work
- Controls and tools
- Signals and panels

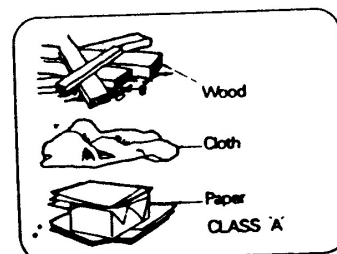
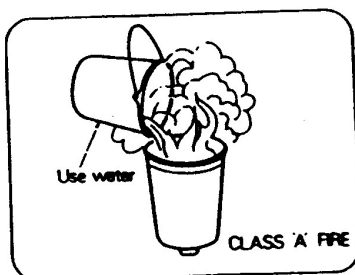
31.0 FIRE PREVENTION AND PROTECTION

It is only by our continued efforts ensuring good housekeeping and following established safe working procedures that fires can be prevented from occurring. In the event that a fire does occur, observe the following;

- Extinguish the fire, if safe to do so, using appropriate fire equipment.
- Warn other persons working in the vicinity for assistance or evacuation.
- Know the location, identification and use of fire equipment in your work area.
- Check your fire equipment daily.
- Observe **"NO SMOKING"** signs.
- Do **NOT** use water on live electrical or flammable liquid fires.

CLASS A fires are common combustible materials such as wood, cloth, paper and packing materials.

Cooling the burning materials is the most effective way of extinguishing class A fires



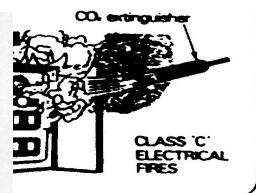
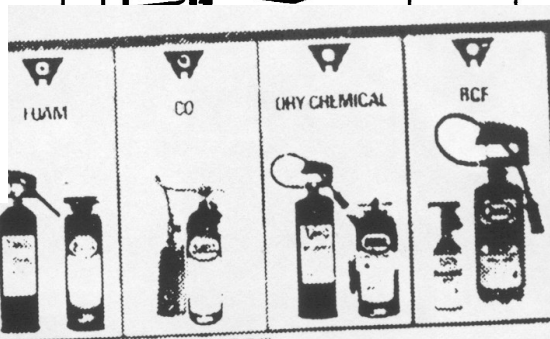
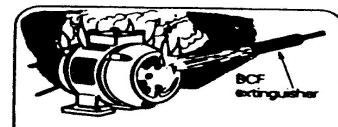
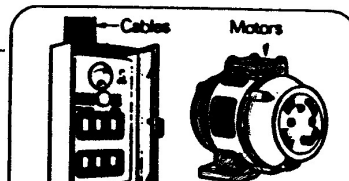
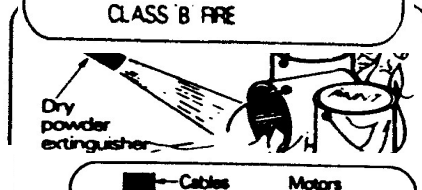
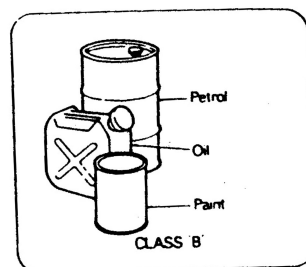
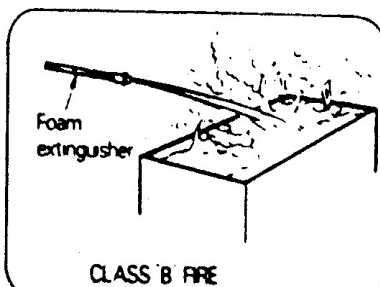
CLASS B fires are of inflammable liquids such as petrol, kerosene oil, grease, fat, wax paint, thinners, lacquers and solvents

Blanketing, or smothering the fire to exclude oxygen, is the most effective way of

CAUTION:
Never use water on a Class B fire as it may spread the burning

CLASS C: Fires involve live electrical equipment such as light fittings, motors, generators, cables, wiring, switches, switchboards and electronic equipment.

Blanketing, or smothering the fire to exclude oxygen is the most effective way of



FIRE EXTINGUISHERS		COLOUR CODE				
SUITABLE FOR USE ON FIRES INVOLVING...		RED	RED	RED - BLACK BAND	RED - WHITE BAND	YELLOW
		ELECTRICALLY CONDUCTIVE			NON CONDUCTIVE	
WOOD, PAPER, TEXTILES, RUBBER, ETC.	A	YES	YES	YES	YES	YES
FLAMMABLE LIQUIDS Insoluble in water PETROL, KEROSENE, ETC.	B	NO	YES	YES	YES	YES
FLAMMABLE LIQUIDS Soluble in water ACETONE, ALCOHOL, ETC.	B	NO	NO	YES	YES	YES
OILS, FATS, ETC.	B	NO	YES	YES	YES	YES
LIVE ELECTRICAL EQUIPMENT	(E)	NO	NO	YES	YES	YES
MOTOR VEHICLES	A B	YES	YES	YES	YES	YES

EFFECTIVE
FOR



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The company operates a large number of light and heavy vehicles throughout their operations. It is the responsibility of every employee to ensure that they comply with the following:

- No one person may drive or operate company vehicles or equipment unless authorized to do so by their Area Supervisor.
- No person shall drive or operate company vehicles or equipment on public roads without appropriate driver's license.
- No person shall drive or operate or attempt to drive or operate any company vehicles or equipment whilst under the influence of intoxicating liquor or drugs.
- It is the responsibility of a driver or operator to notify his supervisor (in writing) when any medication has been prescribed that may affect their ability to drive or operate any vehicle or equipment.
- Drivers or operators of company vehicles or equipment shall do a daily check of water oil, brakes and tyres. Notify your supervisor of any defects immediately.
- Seatbelts, where fitted, will be worn by drivers and passengers when traveling in company vehicles and equipment.
- Drivers and operators of vehicles and equipment will ensure that they hold an appropriate and current drivers license and or certificate of competency at all times.
- The site supervisor is to be immediately notified of the expiry or loss of license.

33.0 SAFETY INSPECTION AND AUDITS

33.1 SAFETY INSPECTION

The HSE Officers shall carry out continual health and safety inspections with comprehensive checklist/ inspection report as they go about their day to day business and take immediate steps to remedy the defects or unsafe practices they observed.

Inspection reports will be forwarded to the Project/Construction Manager. A register will be maintained for inspections, but not limited to:

- Scaffold Inspection
- Excavation Inspection
- Crane and Other Lifting Accessories Inspection
- Fire Fighting Equipment Inspection
- First Aid Facilities & Equipment Inspection
- Vehicles & Equipment / Machinery inspection
- Ladder Inspection



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- Power Tools Inspection
- Safety Harness Inspection.
- Cartridge Operated Tools Inspection

33.2 SAFETY AUDITS

Quarterly HSE Audits will be conducted by the HSE Officer/Internal EHS Auditors and it will be recorded in the prescribed Format. It is the responsibility of the Project Manager to give the information on the adverse comments in the Audit report to the concerned sub-ordinates for taking the proper corrective as well as preventive measures without any delay. The QSM -06(Quality) procedures shall be followed for the audit purpose

33.2.1 NON CONFORMITY REPORT

A non conformity can be any deviation from:-

- Relevant work standards, practice, procedures, legal requirements.
- Prevailing site H&S management system requirements.
- TAKREER requirements.

33.2.2 Internal audit

Quarterly HSE Audits will be conducted by the HSE Manager/Internal EHS Auditors and it will be recorded in the prescribed Format. It is the responsibility of the Project Manager to give the information on the adverse comments in the Audit report to the concerned sub-ordinates for taking the proper corrective as well as preventive measures (Non conformity, Corrective Action report) without any delay.

33.2.3 External Audits

33.2.3.1 TAKREER Audit

Ateco site management has to prepare all relevant documents in accordance with local rules and client /consultant procedures.

33.2.3.2 Third Party Audit

External audit shall be conducted by an approved third party upon the request from the Ateco management. Ateco site management shall be prepared all documents for the said purpose.

33.3 Management Review

Top management shall review the HSEMS system for adequacy and effectiveness by every three months.



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The following points will be discussed in the Management review meeting.

33.3.1. Internal audits results

Internal audits performed on performance measurement, monitoring results, supplemented with input from audits and accident reports form the basis of the review. The review will address the need for changes in policy, procedures, resources, objectives and other elements to suit the project in light of changing circumstances and the commitment to continual improvement.

33.3.2. Communications and Complaints

Towards performing a management review of HSE management system the Communication

Channels like In-house/ third party training, tool box talks, posters, safety alerts have a great influence in changing safety culture of any H&S system.

33.3.3. H&S Performance & Objectives met

During the management review it is mandatory that objectives/targets stipulated by H&S management system are fulfilled or not.

33.3.4 Status of accidents/incidents and corrective/preventive actions

Review of the status of accident/incident investigations, existing corrective action and planned preventive action are also discussed during management review meetings. This allocates clear responsibility among project team members towards closure of any accident investigation, audit findings and pending actions.

33.3.5 Follow up actions, Improvement and Recommendations

Any new legislations or changes to existing applicable legislations shall be evaluated to improve the health and safety management system. Compliance to such new regulations shall be ensured and planned. Additional improvement may include suggestions or actions arising from employees communication, participation and consultation.

34.0 PERMIT-TO-WORK

34.1 TAKREER Permit to Work is relevant and must be referred before performing the activity.



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- In such circumstances, ATECO or where appropriate, the relevant subcontractor will specify the criteria required for the procedure and submit to the Project Safety Manager proposal and specimen permit forms for acceptance, prior to commencement of work to which the procedure will apply.
- Permit -to-work will include but not limited to: Excavation Permit / Live Electrical Circuits / Panels Permit / Hot Working Permit
- The permit-to-work system will be handled only by the trained and experienced personnel.
- All relevant records of Work permit will be documented and maintained properly.
- Appropriate Safety Sign Boards, Safety Instructions etc will be displayed around and inside the work areas.
- All jobs will be done only as per the requirements mentioned in the Work permit
- One copy of the work permit will be kept at the site safety office.
- A work Permit Form will include:
 - Permit Type
 - Facility Name and Location
 - Work to be undertaken
 - Company Conducting the work
 - Task / Entry Supervisor Name
 - Number of Persons in Work Party
 - Hazard Identification
 - Required Protective Equipment
 - Emergency Preparedness
 - Worker Briefing

35.0 ACCOMMODATIONS (WELFARE FACILITIES)

- The accommodation provided would be controlled by an Administrator who must ensure the Health, Safety and welfare of all occupants. He will initiate a strict hygiene regime in all kitchen, toilets, rest area and messing facilities.
- Ensure that all sewage, foul water effluent, garbage, etc are properly disposed off, meeting all local legal requirements.
- All elevated accommodation and offices to have a wire mesh skirt to prevent accumulation of debris, which may cause a fire hazard or harbor animals or reptiles.
- All compound areas such as offices, stores, messing, kitchen and rest accommodation will be cleaned on daily basis to deter vermin.
- Maintaining the house keeping of the sleeping accommodation is the responsibility of the camp boss and he should acquaint himself



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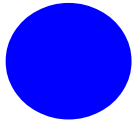
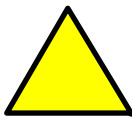
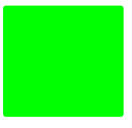
with any religious customs or byelaws to ensure compliance and have any such customs or byelaw brought to attention of all residence.

- Every sanitary convenience shall be sufficiently ventilated along with proper lighting and reasonable accessibility.
- The site shall be provided with Separate facilities for cool drinking water (portable Thermos kept inside the vehicle).

36.0 WARNING SIGNS

Safety Signs should be used to inform advice, instruct, warn of danger and improve safety in the workplace. Signs incorporate certain colours which have specific meanings as shown in the following table.

The provision and use of safety signs and signals which are required to be displayed or used when a risk assessment shows that in spite of protective measures, the risk cannot be eliminated or sufficiently reduced and a significant risk remains.

PROHIBITION	MANDATORY	WARNING	SAFE CONDITION	FIRE EQUIPMENT
-You Must Not - Do Not - Stop	-You Must Do -Carry out the action given by the sign	- Caution - Risk of Danger - Hazard Ahead	- The Safe Way Where to go in an emergency	-To indicate Fire Equipment
				
Outline Circle with Crossbar	Solid Circle	Outline Triangle	Square or Rectangle	Square or Rectangle
RED means STOP	BLUE means OBEY	YELLOW means RISK OF DANGER	GREEN means GO	RED means FIRE EQUIPMENT

Contractors must use multi-lingual signs and safety boards's considering the foreign national operatives on site and ensure that all necessary safety precautions are understood clearly by the operatives.



36.1 PROHIBITION SIGNS

Background colour will be white with black symbol, centrally placed and red circular band and crossbar. A minimum of 35% of the sign will be red.



36.2 MANDATORY

Background colour will be blue, with the symbol or text centrally placed. At least 50% of the sign will be in blue.



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36.3 WARNING

Background colour will be yellow with a triangular warning symbol edged with a black band. The text or symbol will be in black and centrally located.

36.4 SAFE CONDITION

Background color will be green with white symbol or text. The shape of the sign will be square or oblong and green will cover at least 50% of the sign.

36.5 FIRE SIGN

Background colour will be red with white symbol or text. The shape of the sign will be square or oblong.





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37.0 MANAGEMENT OF CHANGE:

From time to time, there may be changes to procedures, processes and facilities whereby additional requirement need to be added. Change can be originated from many sources with the potential to affect HSE matters in the project. Change can occur as a result of a new work practices, changes of equipment, human resources, facilities, new customer/ project requirements, internal process requirements or as a result of audit, regulatory changes, management reviews etc.

Because of the inherent complexity of facilities and processes, care must be taken to ensure the health, safety and environmental implications are identified and assessed and the hazards controlled prior to any changes being made. These changes will be managed to ensure that all the relevant personnel are aware of the changes, which affects their areas of the operations and activities. This notification may be in the form of verbal or written instructions.

38.0 ENVIRONMENT

38.1 ENVIRONMENTAL POLLUTION

Ateco shall ensure client environmental pollution protection requirement is met at all times.

38.2 SAFETY SIGNS, POSTERS AND NOTICES



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Safety signs and notices and warning of the dangers involved and the actual activity going will be suitably displayed all around the work site. Specific locations such as Emergency Assembly Point, Parking, and Filling Point will be marked and direction leading to the place will be displayed all around the Site.

38.3 TRAFFIC ROUTES AND AISLES

All workers shall be protected from any traffic hazard and suitable barriers blocks shall be placed all along the boundary for any vehicle to ply inside. Speed limit of 20 kph will be adhered at work site.

38.4 STACKING AND STORAGE

Methods of storage and material handling shall be used which prevent abuse, misuse, damage and deterioration, so ensuring material quality through all phases of the Project/installation process.

38.5 GENERAL HOUSEKEEPING AND EXTERNAL

All the combustible area, waiting halls, offices, workshop and storage area shall be cleaned regularly.

All the rags, waste etc soiled by paint, oil shall be kept in containers with cover and would be disposed as hazardous waste at designated place.

Cleaning of toilet, drinking water area, mess hall and mosque will be done daily maintenance for better hygiene of the employees.

- a. Waste Management shall comply with TAKREER waste management plan.
- b. Material shall be stored in an orderly and safe manner and disposed according to the rules.
- c. Frequency of waste removals will be based on job site conditions.
- d. Garbage containers will be kept clean and emptied when full.
- e. Material shall be stored in an orderly and safe manner and disposed according to the rules.
- f. Frequency of waste removals will be based on job site conditions.
- g. Disposal by burning of any waste material at the job site will be carried out with a prior written approval.
- h. Garbage containers will be kept clean and emptied when full.
- i. Waste Management shall comply with Client's TAKREER waste management plan.
- j. Material shall be stored in an orderly and safe manner and disposed according to the rules.

Hazardous and Non Hazardous waste will be disposed separately according to the guidelines of the TAKREER.



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38.6 PHOTOGRAPHY

Photography will not be carried out without a valid Permit for Photography from the TAKREER. ATECO will submit all the details through letter to TAKREER for approval