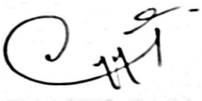
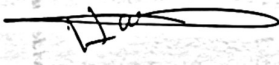
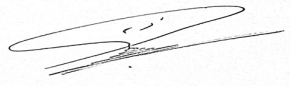


# **JEDDAH PILES**

***(Enabling Works & Dewatering)***



## **HSE MANUAL**

Prepared	Checked	Approved
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## Health, Safety & Environmental Policy

At **Jeddah Piles**, we are fully committed to safeguarding the health and safety of our employees and all individuals who may interact with our operations. We recognize our legal, moral, and operational responsibilities to provide a safe and healthy working environment for everyone involved.

Our commitment is founded on the following core principles:

- Upholding a **“Zero Accident Philosophy”** and prioritizing the health and safety of all personnel at all times and under all conditions;
- Ensuring full compliance with all applicable legal and regulatory requirements in the Kingdom of Saudi Arabia
- Operating and maintaining all construction site plants and equipment with the highest safety standards
- Monitoring, evaluating, and continually enhancing our Health, Safety, and Environmental (HSE) performance through defined operational standards, regular assessments, and audits;
- Minimizing our environmental impact through proactive pollution prevention and responsible waste management practices;
- Preventing property damage and avoiding harm to third parties as a result of our operations;
- Providing ongoing training and education to our personnel to equip them with the necessary skills and to promote awareness of their HSE rights and responsibilities;
- Maintaining open communication with clients and stakeholders, offering full support for effective HSE management on-site;
- Ensuring readiness and effective response to any potential emergency situations in the workplace.

These principles form the foundation of Jeddah Piles’ HSE Management System. With the active support of all levels of management, we continuously review and enhance our internal policies, standards, and procedures. Our HSE objectives are fully integrated into the overall company strategy, reinforcing our commitment to delivering high-quality outcomes to our clients while protecting people and the environment.

All incidents, near misses, unsafe acts, and hazardous conditions are preventable. A safe, healthy, and clean working environment is not only achievable. It is essential and must be maintained at all times. Active participation in HSE management and proactive involvement in safety initiatives are both encouraged and recognized.

Effective communication and ongoing consultation across all levels of personnel are vital to fostering widespread engagement and building a strong culture of HSE awareness. This collaborative approach reinforces our belief that our people are the most valuable asset and a critical factor in the continued success of our company.

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## Smoking Policy

**Jeddah Piles** is fully committed to ensuring the health and safety of its personnel, as well as any individuals who may come into contact with its operations. The company acknowledges its responsibilities and obligations to provide a healthy and safe working environment for all employees.

In alignment with this commitment, **Jeddah Piles** has adopted a Non-Smoking Policy across all company premises. The objective of this policy is to create a smoke-free environment throughout all company areas, aiming to promote a healthier and more pleasant workplace, protect non-smokers from the health risks associated with passive smoking, and reduce the increased fire risk associated with smoking.

All employees, contractors, and visitors are required to adhere to this policy while carrying out activities on **Jeddah Piles** sites. Additionally, they must comply with any non-smoking policies in effect at other locations where they may be assigned to perform work on behalf of the company.

### Implementation

- Smoking is strictly prohibited in all areas of the company premises, except in designated smoking areas specifically identified by the company.
- On project sites, smoking is only permitted in areas explicitly designated by the client.
- Smoking is not allowed at any time on shuttle buses or company-provided transportation.
- In all areas other than designated smoking zones, the right of non-smokers to breathe clean air takes precedence over the right to smoke.
- Smokers are kindly requested to refrain from smoking near entrances to company buildings or facilities.
- This policy will be formally reviewed on a regular basis to ensure its effectiveness and relevance.
- Employees will be informed and consulted on the findings of the policy's monitoring and review process.

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## 1. Definition:

**All Personnel** - All personnel shall for the purpose of this manual be considered to include all **Jeddah Piles** personnel, sub-contractors, visitors, Client / Consultant representatives and third-party service providers involved in any aspect of a Jeddah task or operation.

**Hazard** - An unsafe condition that on its own or through interaction with surrounding variables could result in or contribute to an incident if left uncontrolled.

**HSE** - Health, Safety and Environment.

**H&S** - Health and Safety.

**P.P.E**- Personal protective equipment.

**Risk** - The likelihood that a hazard if left uncontrolled could result in or contribute to loss (injury, damage to equipment etc.)

**Competent Person** – A person who is both adequately trained to identify hazards in the surrounding or working environment and who has both the capability and relevant authority or power to take adequate and prompt measures to control or eliminate them from the workplace.

**Safety** – The control of recognized hazards to attain an acceptable level of risk.

**Heavy Plant / Equipment** – Refers to in this context mobile equipment such as earth moving plant, drilling rigs and augers, static plant such as grouting / mixing equipment and pumps and other miscellaneous plant such as winches, bar bending and cutting machines.

## 2. Introduction

### 2.1 Aim

**Jeddah Piles** is an organization with a continually improving commitment to addressing Health and Safety issues. The company is well aware of international and local “minimum standards” and their significant part in reducing work place incidents and company loss. However, it is **Jeddah Piles** ultimate goal to exceed all international H&S requirements and in turn set the standard for ground engineering companies alike.

The aim of this plan is to outline the companies’ approach to achieving this goal. The plan is a non-static document that will be reviewed, updated and improved to meet the requirements of developing trends and technologies.

### 2.2 Objective

The following plan is a corporate management document. The H&S management system is a core part of the company’s mission and management strategy. Health & Safety is addressed specifically in this plan and a separate Environmental Plan will be submitted addressing environmental issues.

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This plan has been developed in conjunction with senior management to summarize and outline the minimum requirements / levels of compliance for all work under the scope of **Jeddah piles** operations. This will serve the purpose of facilitating a “Safe Working Environment” for **all personnel**.

**“All Personnel involved”** shall for the purpose of this plan be interpreted to include

- all contractors / Sub-Contractors,
- employees, management and
- visitors

This plan is relevant for ALL operations that fall under the scope of **Jeddah Piles** control. This should include but not be limited to office spaces, workshops, sites and testing facilities where any personnel under the direct or indirect employment of **Jeddah Piles** are engaged in activities.

A copy of this report SHALL be kept on all sites and be treated as a live document and require a regular update/modification to the analysis of any direct or indirect findings to be consulted through the HSE department including new procedures/activities to be carried out at site. This plan shall be made available to all personnel and MUST be read by all supervisors.

The Site Manager for the project is, on behalf of the company along with the H&S Manager, responsible for the implementation and enforcement of the H&S plan. All personnel will be aware of job specific risks and measures to be undertaken to minimize them. The HSE officer will operate independently of the Project Manager and reports directly to the Safety Manager.

Specifically, this plan aims to achieve the following:

1. Prevent the destruction of the environment (local flora and fauna) by pollution, oil spillage etc. and to improve the general standards of housekeeping in the worksite.
2. Reduce to a minimum the amount of time lost through injury or accidents.
3. Raise health and safety awareness on the jobsite.
4. Clearly identify and communicate workplace hazards to the workplace and work together with personnel to develop practical and effective controls to either eliminate the hazard or reduce the risk of exposure.
5. Enforce the constant use of appropriate Personal Protection Equipment (PPE) and the right tools for the job.
6. Provide competent and adequate supervision for the workforce and ensure that all equipment, tools and vehicles are in good working order during job performance.

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### 3. Company Information:

#### 3.1 Scope of Works

Al-Wahbi Group was established in 2009. The company specializes in:

- General contracting
- Construction work
- Finishing works
- Foundation work
- Soil consolidation and mechanics

The group is built on the expertise of its skilled team—engineers, technicians, and workers with strong scientific knowledge. With a modern fleet of equipment and machinery, Al-Wahbi Group has completed numerous projects to the highest standards of quality.

Their competitive pricing meets customer needs, and the company has the full capability to carry out any request with complete client satisfaction.

#### 3.2 Requirements.

**All** work operations in KSA will be done in compliance with local and recognized international labour and safety regulations, laws and codes of practice. Where client, consultant or owner regulations are required and they meet or exceed current regulatory standards these practices will be observed, especially local regulations during summer to be strictly adhere.



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#### 4. Responsibilities:

##### 4.1 Project Manager

The Project Manager is responsible for all safety activities for this project. Assist the Site Manager and the Safety Manager in the formulation of company site-specific safety and loss control programs. Assure that the Site Manager and each Supervisor has a good working knowledge of all client, governmental and company safety and loss control programs.

Review accident reports and provides follow up to see that corrective action has been taken to eliminate conditions responsible for the accident. Periodically survey the site to determine the effectiveness of the accident prevention program. When on site, set an example by wearing the proper personal protective equipment. Look for unsafe acts and correct them immediately.

Therefore, it is the responsibility of each to do the following:

- A. Develop a positive attitude toward safety and health, and foster this attitude within their respective department.
- B. Ensure that all operations are performed with the utmost regard for the safety and health of all personnel involved.
- C. Ensure that all new employees within their scope of responsibility, receive all required training as outlined throughout this program.
- D. Ensure that all of their existing employees receive all required on-going training as outlined throughout this program.
- E. Ensure, through frequent inspections, that the work environment is safe and that employees are working in a safe manner.
- F. Ensure that **all** noted safety and health deficiencies are reported to the Quality, Health, Safety, and Environment (QHSE) Department, corrected immediately and not repeated.
- G. Ensure that all personnel attend regular safety meetings with emphasis on noted deficiencies and corrective actions taken.
- H. Ensure that **all** accidents are promptly reported, thoroughly investigated, and that corrective actions are taken whenever necessary.

##### 4.2 Site Manager

The Site Manager is responsible for the safety of all company employees on his project. The Site Manager is responsible to the Project Manager and Safety Manager for prevention activities on the site. In carrying out this duty he will:

- a) Establish project safety, health, first aid, fire protection. Monitor the project's safety status and employee adherence to company safety procedures by conducting daily/weekly safety inspections of the entire company work location and initiating corrective action by responsible supervision and communication with the job foremen.

- b) Conduct accident investigations, analyze the causes, formulate recommendation for corrective and preventive actions, and communicate all of the same to the Safety Manager.
- c) Insure that all safety rules and regulations established by this policy and all employees and subcontractors follow applicable federal and state government bodies.
- d) Conduct safety training for all field personnel and insure that all safety bulletins, posters and company communications regarding safety and health are properly posted and maintained.
- e) Monitor the safety compliance of all subcontractors with regard to the safety performance requirements of the specific project.
- f) Prepare job safety bulletins, subject material for toolbox safety meetings and review, and audit the effectiveness of such meetings.
- g) Conduct project safety and loss control orientation sessions for new employees.
- h) Establish disciplinary actions necessary to encourage compliant safety programs.
- i) Insure the accidents receive prompt investigations and same day reporting and communicate all of such reports to the Project Manager and Safety Manager.
- j) Conduct toolbox talks on a regular basis, but in no event less than weekly.
- k) Keep records, accident reports, MSDS, and other pertinent records up to date.
- l) Encourage comments and suggestions from all employees on ways to improve job-site safety.

#### **4.2.1 Line Management:**

- Must be sure that all personnel on site are aware of and understand their rights, responsibilities and role in contributing to a safe working environment.
- Should be directly involved in the implementation, coordination and review of onsite HSE activities such as training, inspections and weekly / monthly reporting.
- Must inform all personnel of site-specific environmental risks and of the safety measures to be observed;
- Should take the necessary steps in order to avoid dangerous situations, and **remove from the project** any person who refuses to adhere to the prescribed Policies and Procedures;
- Coordinate emergency services operations in the event of an emergency situation.
- Must ensure that personnel employed under their direct control are adequately trained and competent to complete the task they are allocated.
- And in turn remove any personnel they feel does not possess the adequate training or knowledge to conduct their job without risk of harm to themselves, equipment or personnel surrounding them.

#### **4.2.2 Site Supervisors / Project in Charge:**

- Must ensure that all new personnel have been provided with adequate instruction (Site H&S orientation) before engaging in any on site activities.
- Must implement, Monitor and enforce all company and project safety regulations.
- Should be familiar with their legal and contractual obligations towards HSE through such documents as the “code of construction safety practice” and client / consultant HSE documents.
- Must ensure that HSE awareness, training and instruction are incorporated into the daily on- site activities. Supervisors should contribute and participate in all HSE awareness programs, reporting procedures and training sessions.
- Must NEVER take unnecessary risks, never Production and the COST of safety.
- Must ensure that disciplinary action is taken against those who directly or blatantly ignore and violate these standards whilst in the workplace.
- Must Report defects in all plant and equipment to the requisite authority
- Shall dedicate time on site to accident prevention, hazard identification and implementation of **Jeddah Piles** minimum standards and policies.

#### **4.2.3 HSE Representatives:**

- Must implement, Monitor and enforce all company and project safety regulations.
- Shall read and understand the Safety manual and contribute to its development and enforcement.
- Shall devote their time on site towards accident prevention;
- Must have the sufficient line authority to be effective in carrying out the safety program (power to stop operations and take disciplinary action where necessary).
- Shall cooperate to prepare the tool box meetings to be held with all **Jeddah Piles** and sub-contractor crews no less than once weekly or following any incident, safety observation or site violation notice.
- Are responsible for investigating, reporting and suggesting controls for all incidents on site and to that effect forwarding on any necessary reports to the appropriate authority.
- Are responsible to implement action to see that accidents do not re-occur;
- Shall through proper planning in conjunction with the Project Engineer, Job Supervisors, Foreman, etc. analyses all present and future job

Hazards, implements safest possible alternatives and sees that sufficient and adequate safety equipment is available on site prior to its being needed.

- Will attend and contribute to all site related safety meeting and activities.
- Will approach HSE on site pro-actively, actively seeking out hazards and taking measures to control them before they cause an incident.
- Shall report directly to the H&S manager (H&S Manager to report directly to the General Manager and Line Management).

#### 4.3 Minimum Standards for Subcontractors

**Jeddah Piles** is committed not only to the safety of its direct employees but also to all sub-contractors or personnel on site. **Jeddah Piles** has a minimum HSE requirements and safe work practices that must be complied with under the **Jeddah Piles** supervision, all sub- contractors, 3rd party agencies shall adhere with the main contractor's approved HSE plan and will comply with all regulations, policies and safe work practices.

##### 4.3.1 Deviation from Standards

- i. All deviations or non-compliances from **Jeddah Piles** minimum requirements for HSE must be submitted in writing. The report will summarize briefly the nature of the breach and suggest remedial actions to be taken to rectify the situation accordingly.
- ii. Any continued failure to comply with notices issued by **Jeddah Piles** may result in a "STOP WORK" order. This will be issued until the un-safe act or condition can be rectified.
- iii. Any time lost due to a "STOP WORK" order will not be eligible for use as a grounds for appeal for time extension, deviation notices, compensation or additional costs and damages.

##### 4.3.2 Standards and Regulations

- i. All work will be conducted in accordance with **Jeddah Piles** standards and regulations as outlined in the HSE plan and regulations.
- ii. All work will be conducted in accordance with the KSA Standards, **Jeddah Piles** shall strictly include and adhere to his Safety Management Plan all safety rules, regulations and requirements of local authorities having Civil Defense, etc.
- iii. Where a relevant standard or regulation does not exist, the contractor may request a standard to be outlined for the specific operation by **Jeddah Piles** management
- iv. All plans and manuals will be submitted during the tender stage and should be accompanied by a project risk assessment and any other relevant HSE documents.

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#### 4.3.3 H&S Communication

- i. Regular communication must be maintained between the contractor and **Jeddah Piles** HSE department this may include written reports, weekly meetings and site workarounds.
- ii. Weekly progress meetings and notifications of all HSE activities must be adhered to at all times.

#### 4.3.4 Hazard, Accident and Incident reporting

- i. All hazards, accident and incidents must be reported immediately.  
All incidents must be reported to the HSE Department verbally at the time of the incident. Further initial written reports shall be furnished.
- ii. In all cases incidents will be jointly investigated by **Jeddah Piles**.

### 5.1 Trainings and Communication

#### 5.1.1 General HSE Induction Program

- i. Safety induction training is a **mandatory** requirement for **all** personnel on site.
- ii. 100% of site personnel must complete the HSE induction program before beginning operations. This must include all site sub-contractors, visitors, third party service providers and any other person on site conducting any type of operation under the direct supervision of **Jeddah Piles**.
- iii. All personnel will sign the induction training attendance card and a record will be maintained as to ensure full compliance and frequent renewal of training levels.

#### 5.1.2 Additional HSE training

- i. Additional specific training programs (such as manual handling, hand awareness and housekeeping) will be conducted by a HSE representative on a regular basis every month.
- ii. HSE training topics will be relevant to developing trends in HSE or incident numbers. Training will consist of a theory presentation with a practical display (where applicable – portable fire extinguishers, inspecting lifting equipment) to be conducted on site.
- iii. All training will be recorded and the attendees will sign an attendance card for future evaluation and consideration when organizing training sessions.
- iv. Specific training sessions unlike the induction program are not for the complete site but should be used to target personnel specifically involved in that area of operation (such as load testers, foremen and operators).
- v. All records of training will be furnished to the HSE manager and recorded

electronically. Final records will be filed for future reference.

- vi. Additional HSE training shall not be limited to **Jeddah Piles** employees and shall include sub-contractors and other personnel engaged in operations on site.

#### **5.1.3 “Toolbox Talks”**

- i. Toolbox talks are an informal meeting that shall be carried out at in most cases at the beginning of the shift. Weekly toolbox meetings will be held with regard to specific incidents or tasks at hand. All attendees will sign to signify attendance. These will be forwarded to the Client for his records.
- ii. The HSE representative or site supervisor must conduct the toolbox talk (providing translation for all personnel where applicable). Toolbox talks are a forum for two-way dialogue and should be treated as such taking as many suggestions or input from the crew as possible.
- iii. The toolbox talk manual may be used as a guide for conducting / initiating conversations however any topic may be discussed during meetings.
- iv. Meetings will be held no less than once weekly for all crews (night shift, split shift etc.); meetings shall be attended by ALL site personnel.
- v. Where the number of personnel is too great for a single meeting several meetings will be held during the week to accommodate or dual meetings will be conducted by various site supervisors.
- vi. Attendance at all toolbox talks must be recorded and all reports furnished to the H&S manager with regular weekly reports.
- vii. Suggestions for additions to the Toolbox talk manual may be made in writing to the H&S manager for review and addition where applicable.

#### **5.1.4 Site Communication**

- i. All sites will be provided with a HSE notice board to be displayed on site near the site office or rest area. The notice board shall be displayed in such a manner as it is accessible by all personnel on site. Information to be displayed may include emergency procedures, contact details, safety alerts and memos.
- ii. The HSE notice board will be maintained by the HSE representative on site.
- iii. Regular HSE communication materials will be furnished to all project managers on a regular basis. Communication will include but not be limited to local regulations / news, weekly bulletin, safety alerts and newsletters.
- iv. It is the responsibility of the project manager together with the safety representative to ensure this material is properly displayed on the notice board and a copy furnished to the relevant personnel on site. All project personnel are required to communicate openly on all HSE related topics.
- v. Employees are encouraged to report immediately any perceived deficiencies in work standards or procedures, work equipment or facilities.

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- vi. Where necessary communications will be translated for better understanding

#### 5.1.5 Site Progress Meetings

- i. Monthly site progress meetings will be held for all **Jeddah Piles** operations. Meetings will be attended by the site supervisors, line management and clients / consultants where applicable.
- ii. Safety issues will be discussed with the Client on a weekly basis in the form of a weekly walk around and meeting specifically addressing safety. In addition, weekly progress meetings are held where safety issues maybe raised as required.
- iii. The meeting aim will be to discuss HSE related topics such as inspection results, safety violations, incidents and hazard identification specific to the project.
- iv. The minutes of each meeting will be recorded, typed up and distributed to all personnel present. Actionable items are expected to be closed out before the next meeting unless otherwise stated.
- v. All meetings will be chaired by the site HSE representative or Project Manager.

#### 5.1.6 Employees Motivation

- i. Safety Awards will be given to employees & subcontractors who will show good safety performance. It will be given monthly.
- ii. Encourage employees to participate & give suggestions to improve the safety system through good communication.

#### 5.1.7 Monthly Management Meetings

- i. Monthly line management meetings will be held to discuss HSE, Production and Quality topics.
- ii. Monthly line management meetings will be chaired by the production manager.
- iii. All meetings will be recorded and a written summary (meeting minutes) furnished to all present. Actionable items will be listed with parties responsible for close out. All items are expected to be closed out before the next meeting unless otherwise stated.

#### 5.1.8 HSE Departmental Coordination Meetings

- i. HSE departmental meetings will be held on a fortnightly basis. Meetings will be attended by all HSE representatives.
- ii. During meetings all copies of weekly reports, observation reports, incident reports and training / toolbox sessions are to be furnished to the HSE



Manager.

- iii. Meetings will be chaired by the HSE Manager.
- iv. All meetings will be recorded and a written summary (meeting minutes) furnished to all present. Actionable items will be listed with parties responsible for close out. All items are expected to be closed out before the next meeting unless otherwise stated.

## **5.2 Monitoring / Review**

### **5.2.1 Requirements**

- i. Continual HSE monitoring will be undertaken throughout the year.
- ii. Monitoring will be primarily done in the form of site inspections and audits carried at as specified in the "Inspections and reporting" segment of this manual.
- iii. All findings will be evaluated and displayed in weekly / monthly reports.
- iv. Regular reviews of the **Jeddah Piles** H&S manual and associated plans and policies will be carried out throughout the year or as required (after submittal to clients / consultants).

## **5.3 HSE Inspections / Reporting**

### **5.3.1 Weekly / Monthly Reports**

- i. Weekly / Monthly HSE reports will be completed using the approved contractor format.
- ii. Weekly / Monthly reports will be completed by the site HSE representative. All reports shall be signed by the Project Manager before final submittal.
- iii. The final copy of all weekly / monthly reports will be furnished and submitted to HSE department.
- iv. Site statistics must be reported truthfully and in full for all reports.
- v. HSE officer should attend the WSHE (Weekly Health Safety & Environmental) Audit.

### **5.3.2 General Site Inspection**

- i. General site inspections must be carried out on a weekly basis by the site HSE representative. Where possible the site supervisor shall also attend the walk around inspection.
- ii. Where possible photographs should be taken to attach to the report to better explain unsafe acts or conditions observed on site.
- iii. All findings will be recorded in the inspection report (exhibit 5.1) and suggestions for corrective action given with responsible parties.
- iv. The report must be signed by the project manager and steps taken by the responsible parties to close out all of the relevant points.



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- v. The original report shall then be submitted to the HSE manager in the HSE coordination meeting with the relevant weekly report. Any further action points required by line management or the HSE manager are to be discussed at this time.

### 5.3.3 Lifting Equipment Inspection

- i. Lifting equipment inspections may be used for all service cranes, lifting devices and piling rigs on site.
- ii. Inspection reports are to be completed at the time of arrival of the machine to site and then subsequently every month after that. Additional reports may be completed after incidents involving the equipment (no damage), near miss occurrences and after reports of defect from the operator. Daily monitoring of all lifting equipment must be carried by site personnel involved with these operations. Prior to every lift, lifting tackle must be inspected for damage and any lifting appliances which have been damaged must be taken out of service immediately. Only approved lifting equipment is to be used. Site or “homemade” lifting appliances are strictly forbidden.
- iii. As before where possible photographs should be attached to better explain the defect or malfunction.
- iv. Lifting equipment inspections must not be limited to only **Jeddah Piles** equipment and shall include all sub-contracted or hired machines.
- v. Completed reports must be signed by the operator and project manager. The report may then be immediately forwarded to the HSE manager for action or where not urgent submitted in the next HSE coordination meeting with the weekly report.
- vi. All actionable items will be forwarded to the maintenance department of **Jeddah Piles** or the relevant sub-contractor. Where the actionable item is deemed to make the machine unsafe the equipment will be immediately removed from use until the repairs / replacement can be arranged.

### 5.3.4 HSE Observation Notice

- i. The HSE observation notice is the responsibility of the HSE representative and will be completed on a regular basis when either “Positive” or “Negative” site behaviors are observed.
- ii. Reports shall be completed and signed by the Project Engineer. Completed reports are then to be forwarded to the HSE manager with the appropriate suggestions for further action.
- iii. HSE observation notices will then be distributed to all relevant personnel and filed for future reference.
- vi. Issuance of SVN – Safety Violation Notice in case of repeated unsafe practice to be initiated internally prior.

### 5.3.5 Site Health and Safety Audit

- i. A site Health and Safety Audit will be conducted as per HSE Procedure. All audits will be conducted together with a representative from the site (foreman, engineer safety officer etc.).
- ii. A written report of the audit will be completed by the **Jeddah Piles** HSE manager and sent to the site HSE representative with photographs for action. The HSE representative is to explain the findings of the report to the site supervisors and project manager.
- iii. Action must then be taken to close out each individual point as listed on the report. The final report must then be signed off and sent to the HSE manager as "Closed Out".

### 5.3.6 Pre-Job Start Card

- i. The pre-job start card is a site assessment tool to be used by the site supervisors prior to commencing operations.
- ii. The start card will be used periodically throughout the week by the site supervisor at the request of the site safety advisor.
- iii. When requested the report must be completed together by the site engineer and foreman and used as a guide for a HSE discussion prior to the commencement of the shift (day or night). The operations for the shift, hazards involved and controls in place for each topic should be properly discussed.
- iv. All completed cards will be signed by the site supervisors and forwarded to the site safety representative for future reference. Site safety advisors will maintain records of all completed start cards and their topics.

### 5.4 Incident / Accident reporting

- i. It is company policy that all incidents, accidents and near misses must be reported and an initial report compiled. All reporting will also be done in compliance with the procedures as set forth in the EHS emergency procedures.
- ii. Incidents/accident must be reported by the HSE officer to the contractor on any available means without any delay.
- iii. If further reporting is required the HSE manager in conjunction with site supervisors will conduct additional investigations.
- iv. All findings will be reported with suggestions for remedial actions. In each case the emergency procedure for each site should be used to contact the necessary personnel.
- v. All incidents must be reported using the approved **Jeddah Piles** reporting procedures; additional reports (Police, Municipality etc.) will be completed as required and attached to the original reporting format. A copy of all incident reports will be maintained on site and company register.
- vi. All Reports should be completed by the Safety Officer in coordination with

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Witnesses and personnel involved. After fully completed the report must be submitted to the Safety Manager for review and distribution to all other sites.

- vii. Initial reports are to be compiled using the **Jeddah Piles** format and submitted to the Safety Manager within **24 hours** of the incident. A copy of all reports will also be furnished by transmittal to the site consultant representative.
- viii. A copy of all reports will also be furnished by transmittal to the site consultant representative.

## 5.5 Hazard Identification / Control

### 5.5.1 Risk Assessment

- iv. Risk assessment will be prepared by the HSE Manager at the beginning of every site. Risk assessments will be reviewed by both Technical Manager and PM and will be share with the QC engineer for awareness and control measure to be conducted on site and will evaluate the hazards associate with these tasks.
- v. Risk assessments will be communicated to the workforce with the necessary control measures clearly outlined by the site supervisor and safety representative
- vi. Additional risk assessments may be carried out for specific tasks or operations that may have hazards and risks unique to its operation (such as welding, etc.)
- vii. All completed Risk assessments will be submitted to the safety manager for review and approval. Once approved risk assessments will be kept on site for use in future training, toolbox talks and hazard communication.

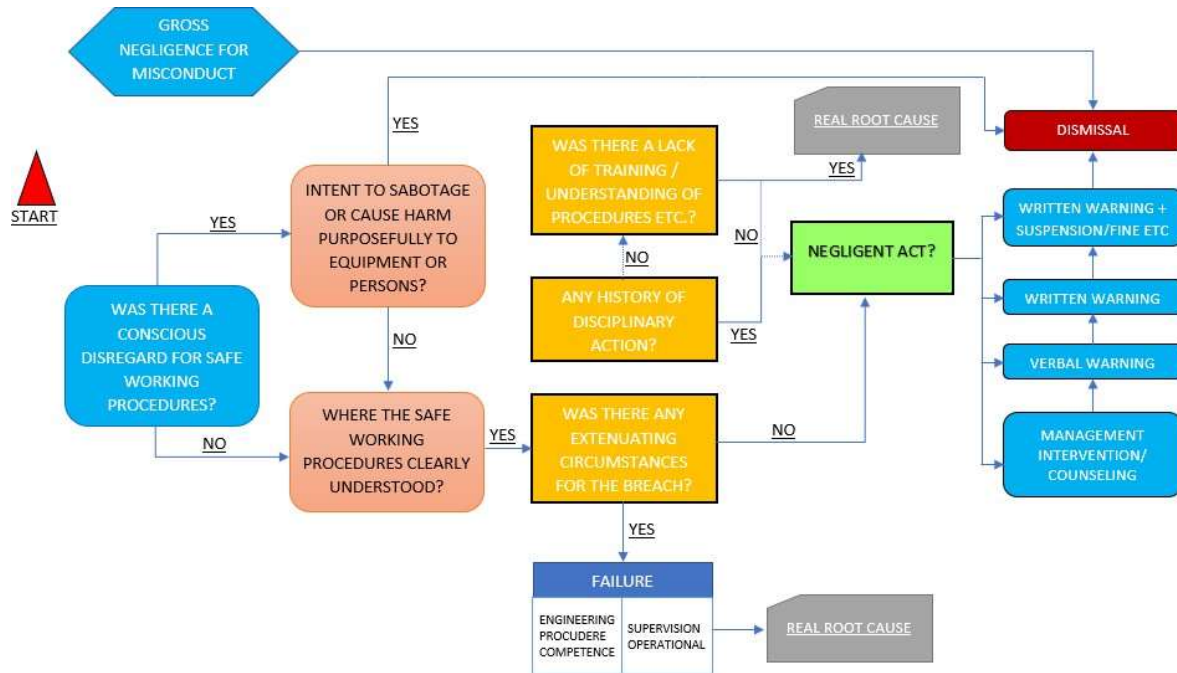
### 5.5.2 Safe Working Procedures

- i. After completing the risk assessment for specific tasks on site, safe working procedures will then also be developed to clearly outline the procedure (in step format) for the safe completion of a set task implementation will be handle by PM and QCM.
- ii. All completed SWP's will be forwarded to the safety manager for review and approval. Approved SWP's will be communicated to the necessary personnel and kept on site together with risk assessment records will be reviewed follow and monitor by HSE dept.

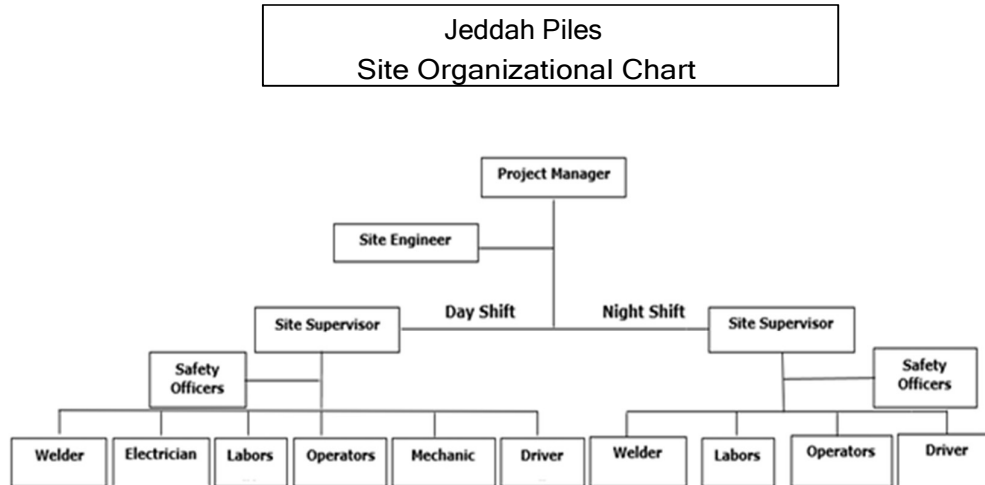
## 5.6 Disciplinary Procedure

- iii. Where any person is found to be responsible for a negligent, harmful or purposefully destructive act the necessary disciplinary action will be the sole responsibility by the main Contractor.

### 5.6.1 Disciplinary Action Flow Chart



## 5.7 Site Organizational Chart



## 5.8 Permit to Work

- i. In order to control hazards which under normal circumstances are difficult to control such as fire, dangerous substances electrical equipment, confined spaces, excavations etc. A formal written procedure shall be used to ensure a safe place of work/safe system of work strategy and full compliance with current legislation.
- ii. **Jeddah Piles** shall follow **Contractor** Permit to Work Procedure
  - a. Only competent persons fully conversant with the **COMPANY** and/or client permit to work procedures shall be appointed as an **Authorized Person** by the **Project/Site Manager**

## 6. General HSE Standards

### 6.1 Lifting Operations

- i. All Lifting equipment (lifting eyes, slings, Dee shackles, cranes etc.) will be tested by an approved third-party inspection company. All equipment must possess a valid and current third-party certification and or equipment manufacturer certificate for new lifting appliances.
- ii. Likewise all specialized lifting devices such as spreader beams will be constructed and tested by a qualified person and shall

- be clearly marked to indicate their safe working loads.
- iii. Any fabricated lifting tools will use for lifting operation must be certified by an authorized 3<sup>rd</sup> party company
  - iv. Tag lines must be used during all lifting operations to control the movement of loads
  - v. No weight exceeding the safe working load shall be imposed on any form of lifting equipment.
  - vi. All lifting equipment must be inspected daily for deficiencies.
  - vii. All Safe working load data will be displayed clearly on all lifting equipment.
  - viii. All damaged or deficient material will be removed from service and site immediately.
  - ix. The swing radius of all cranes will be kept clear of all personnel during lifting operations. A spotter is to be in attendance to control the movement of all cranes and ensure all unauthorized personnel are excluded from the work area.
  - x. All equipment, tools and machinery to be used at height must be adequately anchored or tied off to prevent from falling on personnel working below
  - xi. Never work below suspended or elevated loads. Using barriers and warning tape restrict the access to the immediate area below the operations
  - xii. All lifting operations shall be conducted under the supervision of a competent person aware of the risks and hazard associated. These designated persons are included in the job specific emergency procedures plan.
  - xiii. Loads imposed on lifting equipment must never exceed the safe working load. All safe working loads must be clearly marked on lifting equipment and devices. Prior to lifting a check is to be made to ensure this? If in doubt work should not proceed until the above is clarified.
  - xiv. Wire ropes, chain slings, shackles and other lifting devices shall be inspected prior to each use and as necessary during use to ensure their safety. Defective equipment shall be removed from service immediately and rendered un-useable and quarantined and or removed from site.
  - xv. Non-Metallic fibre slings showing hicks, cuts, burns or any other significant damage or defect shall be removed from use immediately. These types of lifting slings are more susceptible to damage and MUST be inspected prior to use EVERY TIME.
  - xvi. Operator cabins will be constructed to allow easy and safe access / egress, provide a clear unrestricted view of the working area, provide the operator

weather protection and allow easy use and access to all levers and controls.

- xvii. A safe, well compacted and level working platform must be provided for all lifting operations. This may require the area to be levelled or cleared before operations.
- xviii. A single banksman / helper will be provided with all equipment. Banksman should be aware of the correct hand signals for communication with the operator, safe slinging and rigging procedures and the weight of all loads. Only company authorized banksmen / slingers are to be used for lifting operations. The crane operator is to follow the authorized signaler's signals only.
- xix. No lifting operations will be conducted within 15m of overhead services or power lines or other overhead hazards or as advised by the local electricity company. On no account must any lifting operations be carried out near overhead cables until an approved plan is in place and permission given by the electricity company.
- xx. All lifting operations shall be properly planned before commencing. Any lifts greater than 10t or two crane tandem lifts will be deemed to be SPECIAL OPERATIONS. The Safety Manager must be informed prior to commencement and shall only be conducted in the presence of an authorized safety representative and site supervisor.
- xxi. Critical Lift- A completed Critical Lift Safe Work Plan is required prior to all lifts which meet any of the following conditions
  - i. Load exceeds 75% of load chart for crane or derrick;
  - ii. Load is above 10 tons;
  - iii. Two or more cranes/booms required;
  - iv. Special hoisting/rigging equipment will be utilized;
  - v. Hoisting personnel;
  - vi. Lifts over live process lines, critical equipment, high voltage power lines or other lifts which may jeopardize personnel or site/equipment repair and maintenance facility operations.
- xxii. The critical lift safe plan and risk assessment will be prepared by the rigging supervisor and approved by the 3<sup>rd</sup> party before implementation.

## **6.2 Ladders**

- i. Ladders are to be used only for personnel access and egress operations to localized tasks only.
- ii. Ladders should be inspected prior to every use. Ladders should be free from any noticeable defect and should be clean and free from any substances that may contribute to slips.
- iii. **THREE** points of contact must be maintained on ladders at all times. User should not overreach or overextend from ladders.
- iv. Where ladders are required for repeated access and are to be fixed for prolonged periods they must be adequately tied off at the base and landing point to prevent tipping of the ladder.



- v. Ladders must extend approximately 1m past the intended landing area and should be set at a factor of 1:4, that is for every 4m height approximately 1m base.
- vi. Ladders should be positioned on a flat stable surface and not used on slippery or unstable platforms. Care must be taken when selecting ladders for use. Ladders should only be erected or placed after checking the area for overhead services and live electrical components (aluminum ladders will conduct electricity and should not be used for electrical repairs, maintenance etc.
- vii. Users should not work on the top rungs of ladders. Work should only be conducted at maximum three rungs from the top.
- viii. Ladders should be tagged by a competent person.

### **6.3 Working at Height**

- i. A risk assessment of all work at height will be carried out prior to commencing any activities. Risk assessment shall identify the hazards present and controls such as PPE, platforms and access that must be in place prior to commencing.
- ii. All personnel working at height shall be properly trained to identify the hazards of working at height and competent to use and implement the adequate controls and 100% Tie – off, two lanyard safety harness will be implemented.
- iii. “Work at Height” is considered to be any work at any height where there is a risk of injury from an employee falling or from falling objects. The standard height for work at height limitations can be taken to be any operations that are to be carried out at a height greater than 1.8m.
- iv. In all working platforms / environments where there is a likelihood of personnel or equipment falling (whether to same level, below or from height) care must be taken to provide adequate signage, delimitation and personal protective equipment.
- v. Access / Egress from elevated working environments shall only be by means of fixed ladders, approved scaffolding and adequately tested man-baskets. All other means to be used must be approved by the project and safety manager before use. A scaff tag system is to be used to indicate platforms /scaffolding has been built to the correct requirements and by authorized scaffolder can be used. Scaffold Platform shall be inspected & tag by 3<sup>rd</sup> party certified scaffolder.
- vi. All elevated working platforms will be inspected daily by the safety representative and site supervisor prior to commencing the day's operations. Inspections should ensure that all rails and barriers are in place and suitable, weather conditions are acceptable and the platform is clear from hazards such as open holes, trip hazards and overhead services. A tag stating fit and safe for use must always be present to indicate the platform can be used.



- vii. All tools and equipment used at height **MUST** be tethered with a safety line to prevent them from falling and striking personnel below. At no time should tools be hung by their power leads or hoses.
- viii. All edge protection will be made of proper materials, inspected and installed by a competent person.
- ix. Fall protection to be provided at areas like:-around openings, service shafts, etc, if any. Overhead protection to all lifts/shafts where work is in progressing example nets, etc. All shafts/lifts shall be adequately ventilated/illuminated
- x. The top of all guardrails will lie between 0.9m and 1.15m in height with railings provided at 0.5m intermittent points along the height of the rail. Toe boards must be installed and should be at a minimum 15cm in height and adequately fixed to the rail.
- xi. Access should be clear and provided by a ladder or stairs installed and inspected by a competent person. Where ladders, stairs
- xii. Safety belts and fall arrest devices should be provided for all personnel working in areas where guardrails are not possible.

#### **6.4 “Hot Work”**

##### **6.4.1 General**

- i. All personnel conducting any hot work will be adequately trained and competent in the requirements of their duties.
- ii. Where necessary a “Hot Work” permit will be obtained prior to commencing any operations on site.
- iii. No “hot work” will be conducted in any confined space, at height or non-standard area without informing the safety department and pending an appropriate risk assessment.
- iv. Adequate fire protection i.e. portable fire extinguishers and fire blankets will be provided at each location where hot work operations are being conducted. A fire watchman must also be supplied.

##### **6.4.2 Abrasive Wheels / Grinding**

- i. All abrasive wheels must be supplied with an adequate power supply to maintain a safe speed of the spindle (as specified by the design requirements).
- ii. All portable abrasive wheels shall be double insulated or center tapped to earth to prevent electric shock injuries.
- iii. All abrasive equipment must be fitted with appropriate (manufacturer made) safety guards to guard against ejected particles etc.
- iv. All abrasive wheels **MUST** only be changed, inspected and replaced by a trained and competent person (In this case company authorized welders).
- v. Operator must wear suitable eye protection, and the machine and its guards must be kept properly adjusted.

#### **6.4.3 Gas Cutting**

- i. All personnel using gas cutting equipment **MUST** be adequately trained, competent and provided will all job specific PPE to conduct operation safely and without risk or injury or incident.
- ii. Where necessary a "Hot Work Permit" will be obtained before commencing any welding, grinding or cutting operations.

##### **6.4.3.1 Colour Coding of Cylinders**

- i. All cylinders must be colour coded in accordance for clear identification of their contents.
- ii. Oxygen cylinders should be Black and Acetylene bottle maroon in colour. Cylinders should be checked on arrival and any cylinders not meeting **Jeddah Piles** colour-coding requirements **MUST** be removed from site.

##### **6.4.3.2 Storage of Cylinders**

- i. Gas cylinders present a high risk of explosion and damage to surrounding equipment and personnel.
- ii. All cylinders must be stored in a dry, well-ventilated and protected area generally specifically constructed for that purpose.
- iii. Cylinders should be segregated from other hazardous, flammable or combustible materials.
- iv. As a guideline a minimum safe distance of 7m should be maintained.
- v. All storage areas should be marked adequately with "NO SMOKING" signs and indication of the gases stored in that area.
- vi. At all times cylinders must remain stored in an upright position and firmly secured to prevent any toppling or accidental damage.
- vii. Caps must remain in place for all cylinders not being utilized and only removed prior to attachment of flash back arrestors
- viii. Temperatures should not exceed 56 degrees Celsius in any storage area. Protective covers or shade covers should be provided for all storage areas.

##### **6.4.4.3 Inspecting Equipment**

- i. Prior to each use all equipment and cylinders **MUST** be inspected for faults or deficiencies. Hoses should be checked for punctures or leaks and all equipment valves and indicators should be in a working satisfactory condition with appropriate flash back arrestors.
- ii. Any deficient or faulty equipment **MUST** be immediately reported and removed from use until replacement or repair.
- iii. If inspecting cylinders for suspected leaks only soapy water should ever be used. At no time should naked lights or flames be used to identify

leaks

#### **6.4.4. Arc Welding**

- i. All welding equipment **MUST** be grounded using an earth rod and adequate firefighting equipment kept within close proximity of all welding operations.
- ii. Job specific PPE should include but not be limited to, welding gloves, welding face shield, flame resistant overalls and /or welding apron and enclosed steel-toed safety boots.
- iii. Prior to use all equipment should be inspected and approved by a qualified electrician. A continued process of maintenance and inspection should then be upheld. Any damaged equipment or leads should be removed from use and reported immediately for repair or replacement.
- iv. Welding should only be conducted in a well-ventilated area to prevent the build-up of toxic and harmful gases. Appropriate respiratory devices should be provided for work in enclosed or confined premises.

#### **6.4.4.5 Welding, Cutting or Grinding tanks, drums or enclosed vessels**

- ix. Welding, cutting or grinding enclosed vessels, drums or tanks is strictly prohibited.
- x. The safety advisor prior to commencing must provide approval and supervision. A job specific method statement / procedure must be prepared and prepared prior to work commencement.
- xi. Tests must be taken to establish the previous contents of the container.
- xii. Steps then must be taken to ensure the contents have been completely purged to ensure and the conditions are safe for Grinding, cutting and welding operations. This will be qualified in the specific work procedure prepared and approved.

#### **6.5 Working on or near water**

- i. No work activity must commence on or near water without first completing a risk assessment and or approved work procedure and informing the safety department.
- ii. Adequate provision **MUST** be made to ensure that all personnel are provided with necessary personal protective equipment (i.e. buoyant vests etc) whilst working on or within close proximity of water.
- iii. Signage and delimitation shall be provided around the working area to alert all approaching or surrounding personnel of the hazard.
- iv. All personnel will be provided with adequate training and information as to conduct operations on or near water safely and completely aware of the associated risks. Training **MUST** include the correct use of PPE, emergency procedures and steps to be taken in the case of rescue.

- v. Safety floatation devices **MUST** be provided for all personnel working on or near water. This should also include appropriate rescue devices such as flotation rings. Lifejackets must be worn by all personnel working on or near to water.
- vi. All regulations and safe working procedures defined by the local authority and client in regard to working on or near water will be clearly explained to all personnel and enforced by site supervisors for the duration of the tasks.
- vii. Adequate supervision will be provided by a competent person at all times.
- viii. All Safety Precautions as outlined in this manual for on-shore operations shall also apply for all off-shore operations.
- ix. Care should be taken to maintain a high level of housekeeping for all platforms and working areas on or near water to ensure that the risk of slips, trips and falls is minimized accordingly.
- x. Barriers, handrails and proper access / egress must be provided for all operations on or near water.
- xi. Wet Conditions - Never operate electrical **equipment** in wet locations. **Water** greatly increases the **risk** of electrocution especially if the equipment has damaged insulation. Have a qualified electrician inspect **electrical** equipment that has gotten wet before energizing it

#### **6.6 Vehicle Safety-Driving and Transportation**

- i. The driver of any vehicle **MUST** carry relevant and current Licensing and insurance for the vehicle being operated
- ii. Only personnel designated as drivers or operators will operate equipment at any time.
- iii. Drivers should be trained sufficiently in the safe use of the vehicle.
- iv. Seatbelts must be worn at all times
- v. Before each use a safety check must be carried out covering but not limited to
  - Inspection of oil, Water and fluid levels
  - Ensure all lights are functional
  - Inspect the brakes and tires
  - Test all electronics
  - Ensure that all loads are correctly loaded and secured
  - Plan and report any Journey
- vi. No vehicles will be used to transport any more than the intended amount of passengers.
- vii. Vehicle design or safety limitations must not be removed or altered.
- viii. Continual inspection and preventative maintenance must be maintained.
- ix. Prior to commencing any operations all vehicles must be inspected with accompanying valid third-party safety certification. Operations will not

commence until any remedial actions are rectified

- x. Road signs will be placed at all access and exit points, where they can be easily read and seen. Signs should meet international road sign standards.
- xi. Areas where risk of injury to personnel or damage to equipment is possible barricades and demarcation must be provided.
- xii. All loads will be inspected for stability, safe height, length and weight prior to Manual Handling

#### **6.7 Manual Handling**

- i. Wherever possible the risk of injury due to manual handling tasks has been reduced to as low as reasonably practicable. All tasks undertaken by **Jeddah Piles** have been assessed and the relevant risk involved identified.
- ii. **Jeddah Piles** will ensure that all personnel are provided with safe systems and places of work. Proper instruction, training, equipment and supervision will be provided for all personnel to minimize the risk associated with manual handling tasks. These include proper layout of site services, use of block and tackle or cranes where possible, trolleys, vehicles or where absolutely necessary extra personnel.
- iii. Personnel will make full and proper use of any system of work provided for them in relation to manual handling tasks.
- iv. Prior to each manual-handling task the activity must be assessed and the following points addressed before proceeding:
  - What is it the object that must be moved?
  - Is it absolutely necessary to relocate the object?
  - Can the process requiring the move be changed?
  - Where is the loads centre of Gravity?
  - Can one person safely handle the load?
  - Could mechanical assistance be used?
  - How far must the object be moved?
  - Where is the destination and what hazards are there?
- v. Conducting Manual-handling tasks personnel should
  - Step back and think of the risk involved
  - Carefully assess the load size, shape and stability.
  - Plan a safe and hazard free route
  - Bend with the knees keeping the back upright and straight
  - Grip the load at opposite angle displacing the load evenly
  - Lift slowly with the legs DO NOT LIFT WITH YOUR BACK
  - Take breaks where necessary
  - Place the load down keeping the back straight and bending the knees.
  - Always seek help where possible and practicable

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## 6.8 Noise and Hearing Conservation

- i. Where possible, the level of noise exposure has been reduced by engineering controls. Noise levels in excess of 83 dB (A) are considered hazardous and where these levels exist, adequate signage and PPE (Hearing Protective Devices) must be provided.
- ii. The following recommendations apply for hearing protection:
  - Ensure that there are no obstacles (e.g., hair) between the ear-muff and the ear;
  - Position the ear-piece on the lowest end of the support arch;
  - Position the support arch on the head;
  - Adjust the position of the plastic ear-pieces so as to obtain a precise and comfortable position on the ears;
  - If it is necessary to wear the support arch behind the neck (e.g. to wear the helmet simultaneously) use the accompanying band to guarantee stability;
  - Take care of the ear-muffs, regularly changing the dirty or damaged ear-piece cushions;
  - When putting them on, ensure that the cushions fit well on the ears;
  - Never modify or interfere in any way with the acoustic protectors as this may put one's hearing at risk;
  - Change the earmuffs when old and worn.

## 6.9 Heavy Plant and Equipment

- i. Only personnel competent and adequately trained must operate any machinery or equipment at any time. Only company authorized personnel are to operate heavy plant and machinery.
- ii. All machinery and equipment should be used in conjunction with appropriate PPE and protective equipment.
- iii. All machinery and heavy plant or equipment on site must comply with international safety standards, should be registered, insured and / or properly certified by a third-party testing authority.
- iv. All machinery will be inspected upon arrival on site prior to use and will be accompanied by current safety third party certification. If satisfactory, machinery will be tagged and a system of on-going inspections and maintenance maintained.
- v. All Operator working in Heavy equipment must follow the manufacturer's safety instruction and equipment manufacturer's safety manual to be present inside equipment cabin.
- vi. All faulty or malfunctioning equipment will be appropriately tagged and locked out to prevent further use. Supervisors should be informed of all faulty or deficient equipment so steps can be taken to rectify the unsafe condition.
- vii. All machinery and equipment will be adequately guarded against moving parts and pinch or entanglement points.

- viii. All personnel working in the vicinity of heavy plant and equipment will be in addition to regular PPE, equipped with high visibility reflective vests.
- ix. At no time will safety guards or barriers be removed for any purpose until the machine or equipment is correctly tagged out and isolated to prevent accidental starting or unintentional movement.
- x. At no time will personnel ride or travel on mobile plant or equipment that is not designed to carry passengers (i.e. shovels, JCB's and Piling rigs).
- xi. During all re-fueling, maintenance or repair of plant and equipment care will be taken to provide bunded drip trays to prevent spillage, isolate all controls to prevent accidental movement and eliminate all sources of ignition during use of flammable materials.
- xii. All static equipment will be provided with a firm and stable working platform to prevent overturning or excessive movement / vibration.
- xiii. Loose fitting clothes or long hanging hair is strictly prohibited near all rotating or moving equipment.

#### **6.10 Electrical Safety**

- i. Electrical equipment is defined as any tool, plant or material that contains, conducts or uses an electrical current regardless of the voltage.
- ii. Electrical equipment shall be free from hazards or damage that is likely to cause death or injury to personnel.
- iii. All Switchboards and panels will be protected using GFCI (Ground –Fault- Circuit Interrupter).
- iv. All Electrical panels and switches should be protected and fully enclosed (and locked where applicable) to prevent accidental contact with Live components.
- v. Only a qualified and competent electrician or engineer will conduct all electrical work.
- vi. In the absence of double insulation all electrical tools must be centre tapped to earth.
- vii. All equipment conducting or carrying electrical current must be earthed to a level of or less than 1 Ohm (Ohmic Resistance) to earth.
- viii. All electrical cables, connections, and leads should remain fully enclosed and intact at all times. Sockets and plugs shall be of industrial type with adequate insulations.
- ix. All electrical outlets, switches or equipment will be properly labelled with the function.
- x. All Electrical equipment will be connected to a switch fitted with Earth Leakage Circuit Breakers



- xi. Electrical Panels and Switchboards will be situated as to minimize the risk of damage and secured against unauthorized access.
- xii. Cables must remain raised from ground level and clear of liquid material. Cables that must run underground should be placed no less than 1m underground clearly marked with tiles or warning sheets
  - i. All electrical equipment and tools should either be housed or stored away from contact with dust, water or other contaminants.
  - ii. A competent and trained person will conduct regular inspection of all electrical equipment.
  - iii. Emergency shut off facilities will be provided for electrical equipment in such a way that it is directly accessible and easily operated.
  - iv. During maintenance or repair operations all electrical equipment must be properly isolated and tested prior to commencing. Additionally, the equipment should be locked out to prevent accidental starting.
  - v. For electrical supply exceeding 55V provided by a generator earthing must also be installed. This should be installed, checked and recorded by a qualified electrician.
  - vi. Insulating tape will not be accepted as a suitable means of repair for electrical equipment of any design.
  - vii. Damaged and deficient equipment must be removed from use immediately and tagged out to prevent further use.
  - viii. All 110V, single Phase, 15A and 20A receptacles that are not part of the permanent wiring shall be protected by EL



#### **6.11. Site Security**

- i. All sites / working areas will be properly identified with proper delimitation, barricades, access / egress and signboards.
- ii. Where necessary security personnel will be provided at all entrances and exits to monitor and restrict the movement of unnecessary personnel, equipment and vehicles.
- iii. Where working adjacent to residential or commercial areas security personnel will be provided to prevent any unauthorized personnel from entering the site premises.
- iv. All security personnel will be given adequate power as to properly execute their duties; this shall include ability to remove offending personnel / vehicles, report personnel etc. and call police / emergency services where necessary.
- v. All vehicles shall be locked and parked in a designated parking area to prevent the occurrence of damage or theft. All thefts shall be reported immediately any personnel found guilty of such offences will be dealt with under the requirements of the KSA legal system.

#### **6.12 Barricades and Delimitation**

- i. The site will be adequately fenced and/or barricaded as required, to prevent un-authorized access by any personnel or members of the public.
- ii. Site Supervisors are responsible for the ongoing maintenance and construction of barricades in association with the onsite safety advisor.
- iii. Signage will be provided to give adequate information for the safety of all personnel whilst on site. Employees are to comply fully with the requirements of such signage.

#### **6.13 Hand Tools and Equipment**

- i. Hand tools to be used on site must be in good repair, free of deficiency and purpose built for the intended use. No homemade or modified hand tools to be used on site.
- ii. Wooden handles must be free from damage and be made of strong finished material.
- iii. Only competent and trained personnel will conduct any repairs or maintenance. On no account must handmade tools be used for any purpose.
- iv. Cutting edges of tools will be kept sharp.
- v. During periods of storage tools with sharp or cutting edges will be sheathed or adequately guarded.
- vi. Safe designated storage areas will be maintained for all hand tools away from access or exit points or other areas used commonly by personnel.
- vii. Non-conducting or insulated tools will be used for all work on or near live

electrical installations.

- viii. Tools and equipment will not be misused or used for purposes other than its intended use.
- ix. Regular inspections will be conducted to identify and remove from use faulty or deficient tools and equipment.
- x. Regular cleaning and maintenance programs should be devised for all equipment and tools. All equipment and tools should be returned to the correct storage place after all activities have been completed.

#### **6.14 Health and Welfare Facilities**

- i. Toilets shall be provided for all sites where not otherwise provided by the main contractor / Client. Where toilets are provided, one toilet and urinal shall be provided
- ii. In all places of employment an adequate supply of potable water must be provided. Portable water tanks or containers must be air tight and equipped with a tap or dispensing device.
- iii. All filters and containers shall be regularly maintained and cleaned as to prevent the spread of disease or infection.
- iv. Adequately shaded eating areas and rest areas shall be provided with sufficient room for all personnel. Personnel must not consume food in areas considered toxic or harmful to health (Toilet areas, waste dumps or flammable storage areas etc.).
- v. Waste bins shall be provided near all rest areas for the disposal of food and lunch scraps and waste.
- vi. All eating and resting areas must remain clean at all times.
- vii. Adequate provisions for first aid shall also be present on site as per Municipality requirements. This maintains that for sites where more than 50 personnel are working 1 full time first aider will be provided (this is to include sub-contractor personnel).
- viii. All employees must comply with the Laws of KSA. Additionally, it is company policy that no employee is to be in possession of or under the influence of alcohol or illegal drugs. All offenders will be removed immediately from site and their employment terminated.
- ix. Employees, who are prescribed medication by a medical practitioner, are to inform their supervisor before commencing shift. On no account must personnel go to work if their medication impairs their ability to perform their tasks.

#### **6.15 Overhead / Underground Services**

- i. Care must be taken in identifying overhead or underground services prior to commencement of any operation. This shall be considered in each new site risk assessment and or specific method statement as appropriate.
- ii. Prior to commencing any operations within the vicinity of overhead or

underground services the local electrical and or water authority must be approached for the appropriate advice and permission proceeds. This advice should be incorporated into specific method statements and or assessments and procedures as appropriate.

- iii. As a precaution a minimum safe distance of 15m **MUST** be observed for all overhead services regardless of the voltage rating unless confirmed isolated and no longer live
- iv. All High Voltage electrical equipment should be clearly marked with adequate safety signage as to alert any persons working in the area to the potential hazard.
- v. Goal posts and barriers will be used in the presence of all overhead services to prevent movement beyond the safe allowable working distance. Where equipment is to be used beyond the safe working limit, power lines must be de-energized and properly prevented from being started again inadvertently. This is to be incorporated into specific method statements / procedures and assessments as necessary.
- vi. It **MUST** be assumed that underground services exist on every site until it can be proven otherwise by local authority maps and trial pits. Approval must be sought by all the necessary authorities prior to commencing any excavations of or near to underground services of any type. A Permit to Dig must be in operation and signed by both **Jeddah Piles** and the Client for permission to proceed.
- vii. Underground services must be marked clearly on the ground with a 1.5m buffer zone included either side to account for any error. Where appropriate underground services must be covered by thick steel plate or similar to prevent damage from equipment and drill tools from above.
- viii. Excavation within the, 1.5m buffer zone will only be completed by hand and under the direct supervision of an electrical engineer to locate underground services.
- ix. In **ALL** cases overhead and underground services **must** be presumed to be **live** unless it can be proven otherwise. On no account must work progress until these services have been either made dead or diverted if they interfere with the work in hand.
- x. In all cases it is best to either alter the work program to avoid overhead / underground services or have the services relocated prior to starting. This will eliminate the hazard completely and remove the risk of damage or harm.

## **6.16 Fire Protection**

### **6.16.1 Layout**

- i. Ensure all sites promote segregation of hazardous or flammable materials. Areas of high risk such as Diesel storage areas or laboratories must be isolated from the main area of operations.
- ii. Ensure that all areas are adequately guarded against fire with sufficient

- firefighting equipment and emergency procedures readily available.
- iii. A separate Emergency & Security Plan will be prepared detailing activities relating to the above.

#### **6.16.2 Flammable Liquids/ Combustible Material**

- i. All combustible materials and flammable liquids must be segregated away from the main area of operations
- ii. As a reference all combustible or flammable goods should be stored a minimum of 10 meters from any source of flame or ignition
- iii. All containers must be stored securely in an upright position and maintained in a good condition. All damaged or faulty containers should be reported immediately for corrective action.

#### **6.16.2 Housekeeping**

- i. All site activities will be conducted in accordance with high levels of housekeeping.
- ii. Housekeeping crews where necessary / possible will be provided on site with the purpose of maintaining the high level of site tidiness required.
- iii. All waste is to be segregated accordingly and disposed of complying with all international and local standards. Appropriate refuse containers should be provided for all waste.
- iv. Flammable materials will not be stockpiled and must be isolated with adequate firefighting equipment on hand.
- v. Hazardous materials will be removed from site and disposed of in accordance with governmental regulatory bodies.
- vi. All stores and material storage areas must remain in a neat and tidy manner to prevent accidental damage of equipment or covering hidden hazards.

#### **6.16.3 Reporting Fires**

- i. All fires regardless of nature or size must be reported immediately using the **Jeddah Piles** incident reporting system.
- ii. Any firefighting equipment used in fighting the fire must be removed for service and repair before further use.
- iii. If necessary, emergency services should be contacted immediately.
- iv. In all cases the site HSE representative and works manager must be notified.

#### **6.16.4 Training of Personnel**

- i. All sites and work operations should have a workforce consisting of a specifically designated Fire Warden.
- ii. All other personnel should be aware in the correct identification and use of

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portable fire extinguishers.

#### 6.16.5 Fire Prevention, Protection and Control

The following Fire Prevention describes the requirement for fire protection activities to be applied on site. This FPP applies to all Contractors and subcontractor work and employees shall abide by it.

1. Ensure the site promote segregation of hazardous or flammable materials. Areas of high risk such as Diesel storage areas or laboratories should be isolated from the main area of operations.
2. Ensure that all areas are adequately guarded against fire with sufficient firefighting equipment and emergency procedures readily available.
3. Emergency phone numbers shall be conspicuously posted. Call fire brigades/civil defense for fire or emergency assistance.
4. All employees required to use extinguisher shall be instructed in fire extinguisher use before being appointed as "Fire Wardens".
5. Employees will be trained and certified on basic Firefighting on the ratio of 1:50, by a third-party agency.
6. The HSE department shall be responsible for the monthly checking, ensuring that fire extinguishers are present, in sound operating condition, and fully charged throughout company premises and job sites. The HSE department will determine the number, sizes and types of extinguishers needed for each job. Listed below are the applicable fire classifications and type of extinguishers used to combat the fires (European System):
  - a. *Class A Fire* - Wood, textiles and rubbish. Type of extinguisher used: Foam, dry chemical, water barrels, buckets, water pumps.
  - b. *Class B Fires* - Greases, motor vehicles and flammable liquids. Type of extinguisher used: Foam, dry chemical, and carbon dioxide.
  - c. *Class C Fires* - Flammable gases. Type of fire Extinguisher used: dry chemical, carbon dioxide and foam.
  - d. *Class D Fires* - Combustible Metals. Type of extinguisher used: dry powder
  - e. *Class E Fires*: Live electrical equipment. Type of Extinguisher used: dry chemicals and carbon dioxide.
7. The fire warden shall watch for fires in all exposed areas, and sound the alarm immediately when a fire is discovered. Try to extinguish a fire only when it is obviously within the capacity of the fire protection equipment available.
8. Personnel will be aware of the location of firefighting equipment and the correct handling and usage methods for each individual piece of equipment.
9. The fire evacuation procedures (if necessary) will be activated by the HSE Officers and supervisors.
10. The HSE Manager, Contractor Project Manager and other relevant senior management must be notified in case of fire evacuation.
11. All fire incidents involving injuries or damage to equipment/property must be investigated and reported using the Project incident reporting system outlined in Section 10 of this plan.
12. All combustible materials and flammable liquids should be segregated away from the main area of operations.
13. As a reference all combustible or flammable goods should be stored a minimum of 10 meters from any source of flame or ignition.

14. All containers should be stored securely in an upright position and maintained in a good condition. All damaged or faulty containers should be reported immediately for corrective action.
15. All **Jeddah Piles** operations MUST be adequately provided with appropriate fire extinguishers. These should be positioned as to afford easy and quick access for all areas of operations
16. Personnel will be aware of the location of firefighting equipment and the correct handling and usage methods for each individual piece of equipment as designated on the safety notice board
17. Various types of fire extinguishers are provided on site to compensate for the numerous varying operations being undertaken and different materials that are stored on site
18. Each piece of equipment will be inspected monthly and all faulty or deficient cylinders will be immediately be removed from site and repaired or recharged
19. Third party inspections will be conducted yearly to ensure the integrity of each cylinder and minimize the risk of the use of faulty equipment

#### 6.17 Personal Protective Equipment (PPE)

- i. In any situation a hazard is present the primary course of control is to always try and eliminate the risk; PPE must always be considered the **last** line of protection against hazards.
- ii. As all risks and hazard present on a piling site cannot be eliminated using control methods it is **Jeddah Piles** policy that all personnel are provided with appropriate Personal Protective Equipment for their intended duties.
- iii. For any operations where the risk cannot be eliminated and PPE must be used an appropriate risk assessment will be carried out by the safety manager, skilled personnel in charge of the task and the site supervisor. In accordance with the findings of the risk assessment PPE will be issued on the basis it meets the requirements set out by this section and international standards.
- iv. All PPE should meet or exceed international standards for Personal Protective Equipment, should not add any further risk of harm to the user, should be suitably designed for the user and complies with the requirements of the task.
- v. Personnel will be expected to care for and maintain their own PPE to ensure it remains free from faults or damage.
- vi. New PPE will be issued as required at regular intervals.
- vii. Misuse of PPE is a breach of policy and re-issue of PPE will be done at the cost of the employee.
- viii. All PPE issue will be recorded and cross-referenced upon re-issue of any Personal Protective Equipment items.
- ix. All personnel will be provided with adequate training and instruction in the correct use, care and maintenance of their PPE.

- x. All Personal Protective equipment will meet the requirements as outlined in the Construction codes of Practice and its associated Technical Guidelines.
- xi. The site supervisor or coordinator shall be responsible for implementing and monitoring the use of PPE for all activities under their supervision, including sub-contractors, visitors and service providers.

#### **6.18. Care of Substances Hazardous to Health (COSHH)**

- i. The transportation, handling, storage and use of hazardous substances will be in accordance with the requirements of the Supplier's Material Safety Data Sheet (MSDS).
- ii. Hazardous substances will not be used on site until the MSDS is available and employees are instructed on the hazards, and controls.

#### **6.19 Confined Space**

- i. Confined space is defined as any non-standard work place with limited access and egress, a place that is substantially though not always completely enclosed.
- ii. Confined work areas cannot always be easily identified. Enclosed tanks vessels or sewers are obvious confined space work areas though work inside open top tanks; constructions and some excavations can also be classes as working in confined spaces.
- iii. In all cases work inside confined spaces should be avoided and if possible, alternative work methods sought (complete the operation from outside).
- iv. Where it is not possible to eliminate the need to conduct operations inside confined spaces alternative safety measures must be implemented.
- v. All confined spaces should only be entered after conducting a monitored test of the atmosphere. This should be done to identify toxic, flammable or oxygen deprived atmospheres.
- vi. Work should only commence once a person competent in the use of gas monitoring equipment has checked the atmosphere.
- vii. If suitable for operations the atmosphere then should be continually monitored to detect any changes that may be harmful to the health and welfare of personnel.
- viii. All operations will be supervised at all times by a supervisor competent in the hazards of confined space operations

#### **6.20 Tag-Out / Lock out**

- i. A "Tag Out" system is to be implemented and maintained throughout the project.
- ii. The system includes:
  - "Danger Tags" for use when equipment is not to be activated/operated,



typically during periods of maintenance.

- “Out Of Service Tags” for use when equipment has been identified as in need of repair.

#### **6.21. Heat Stress / UV Protection**

- i. Steps will be taken to protect employees from the effects of exposure to ultra violet radiation while at work.
- ii. The company will:
  - Provide adequate protection including sunscreen, coveralls, tinted safety glasses and sun shading.
  - Provide appropriate training for personnel on the effects of UVR and in the correct use of PPE.
  - To reduce the risk of Heat stress or related illness clean drinking water is also provided for all personnel.
  - Provide Trained first aider aware of the adequate steps that are to be taken in case of heat related illness
  - Regular breaks in a cool and well-ventilated area will be provided for all personnel working on site. Breaks should be at least every hour and should ensure that all personnel are taking on adequate water.
  - To adhere 3 hours rest (12:00pm-3:00 pm) during summer as per Saudi labour Law.

#### **6.22. Excavation Safety**

- Prior to starting any excavation, the necessary NOC or approval must be obtained from the client or any other relevant authority (Refer to Client Operational Rules and Procedures (Excavation Permit).
- Care must be taken to ensure that excavations do not undermine the integrity of nearby structures such as building or walls. Where necessary and in agreement with other contractors or competent authorities additional support shall be provided for structures prior to excavating.
- The estimated location of utility installations shall be determined prior to opening on excavation. Utility company representatives shall be advised of proposed work before excavation begins when excavation is within 5 ft. of utility line. When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means.
- No personnel will work at any time in unsupported or protected excavations;
- Safe access and egress means will be provided for all excavations. (ladders / scaffolding) These are not to be removed at any time whilst personnel are still inside the excavation;
- Oxygen deficiency (less than 19.5%) or a hazardous atmosphere may exist in excavations. Periodic atmospheric testing will also be conducted where necessary to ensure adequate levels of oxygen and lack of



hazardous environments such as explosive, toxic or flammable fumes etc. Emergency rescue equipment, including breathing apparatus, safety harness and line, or a basket stretcher, must be readily available where hazardous atmospheric conditions exist or can be expected to develop;

- Employees shall not work in excavations where water has accumulated or where water is accumulating unless adequate precautions have been taken against the hazards posed. Diversion ditches dikes or other suitable means (dewatering systems) shall be used to prevent water from entering an excavation and to provide adequate drainage of the area adjacent to the excavation;
- Adequate protection (scaling, barricades, etc.) shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Protection shall be provided by placing and keeping such materials or equipment at least 2 ft. from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both, if necessary;
- Where employees or equipment are required or permitted to cross over excavations, walkways or bridges, standard guardrails shall be provided. Temporary guardrails or barricades and flashing yellow lights, torches or other suitable warning lights maintained from sunset to sunrise shall be placed at all excavations that are close to paths, walkways, sidewalks, driveways or thoroughfares or where there is a possibility that vehicles or people could fall into such excavations, causing physical harm or property damage;
- Competent and trained supervision will be provided for all excavation activities to ensure that all of the safety requirements are implemented and enforced for the duration of the activity

#### **6.23. Traffic Management**

- A traffic awareness alert will be developed and shared with all site personnel.
- A project defined speed limit must be followed as according to procedure and route plan
- A message passed to all drivers/passengers to strictly follow the traffic rules and regulations
- An internal training will be arranged by the HSE officer.
- Banksman to assist all operators all the time.

## 7. Environmental Management

**Jeddah Piles** will meet and where possible exceed the requirements set by GAMEP (General Authority of Meteorology and Environmental Protection) local and international authorities for environmental protection and waste management. The main objectives of **Jeddah Piles** environmental management program are pollution prevention dust control, air quality control, water pollution, biodiversity, collection, handling, transportation, storage, and disposal of wastes generated on site during the project activities and minimization of environmental impacts from all site operations.

### 7.1 General Waste Management Practices

#### 7.1.1 Waste Handling and Storage

**Jeddah Piles** will make all reasonable efforts to minimize the inventory of wastes being stored on site. However, it is expected that temporary storage for most wastes (solid waste and sewage water) will be necessary prior to final disposal. Dedicated locations will be determined to serve as Waste Storage Areas (WSAs) and such areas may be modified depending on the project needs but they will always have to adhere to the following requirements:

1. Waste will not be kept in the WSAs longer than 7 days;
2. All wastes will be segregated into hazardous and nonhazardous, with clear markings on all receptacles specifying which type of waste they contain. In particular, hazardous waste storage containers should have a label that is waterproof and marked with waste content (type, volume) and hazards associated with waste;
3. Liquid hazardous waste (used oil) must only be stored in secure, bounded areas, with an impervious base;
4. WSAs must be open to the air or continuously ventilated, but hazardous wastes will be protected from adverse atmospheric conditions by a protective cover/shed. It is recommended that sealed drums are stored in shaded areas to avoid risk of ballooning or pressure build-up;
5. Suitable spill response equipment and material will be kept available on or close to the WSAs, in order to deal with any accidental spillages/leakages;
6. Fire protection and first aid equipment will be available.
7. Burning of waste material is strictly prohibited at all times.

#### 7.1.2 Waste Transportation and Disposal

Waste loading/unloading, transportation activities (to any recycling facility, landfill, dump or incinerator) and disposal must be carried out according to Jeddah Municipality requirements including:

1. Only approved (local authority) waste transport companies will be used for the collection and removal of all types of waste;
2. Any NOC that Jeddah Municipality may require;
3. Vehicles are in a sound condition and have sufficient capacity to handle/transport the waste without overloading;
4. Drivers are aware of potential hazards related to their activity;
5. Transport vehicles carry the necessary spill response and firefighting equipment.
6. Transportation and disposal of hazardous waste (if any) will require an appropriate permit to be obtained by Jeddah Municipality before disposing of any materials or discharging any liquid waste. At no time will waste be disposed of by dumping directly into waterways, landfills or the surrounding environment.
7. Sewage waste produced on site will be temporarily stored in septic tanks and removed by approved contractor once weekly.

#### **7.2 Inspections / Monitoring and Reporting**

- Weekly environmental site inspections will be conducted by the site HSE officer along with a site supervisor. Part of all inspections will specifically focus on site environmental conservation i.e. Identifying spills and contamination, waste and chemical management).
- Inspection will be used to identify environmental risk and suggest control measures. All findings will be recorded on the inspection format and submitted to the relevant site supervisors for further action (action close out dates should be added to ensure the necessary action is taken within a reasonable amount of time).
- Wherever necessary the site HSE officer or responsible site supervisor will attend Client or Third-party inspections with the relevant party. All actionable items will be noted and forwarded to the Project manager for discussion and further action.
- All environmental events (such as loss of containment, contamination of soil water etc, and leaking / damaged equipment) must be reported immediately. The Project manager, HSE representatives must be alerted.
- After the area has been controlled and the contamination removed an environmental incident report must be submitted to the HSE manager and to the client. Consultant and site management. An initial report shall be filled within 24 hours of the incident with a further more detailed report (where applicable) to be completed within 4 days of the incident.
- Appropriate governmental / client / consultant representative shall be informed of any environmental occurrence on site where applicable.

## 8. Project Specific HSE Requirements

### 8.1 Drilling Operations

During all drilling operations, site personnel must comply with the following:

Throughout the entirety of the drilling process only trained, authorized and experienced operators and personnel should be involved. All other personnel should be aware of the risk associated with the drilling operations and be informed to keep well clear of any drilling operations.

All Equipment and materials should be regularly tested and maintained by a trained and competent person (i.e. Mechanic, electrician, welder etc.). Pre-Start inspections should be conducted by the operator prior to every shift. All faulty or deficient components should be reported and remedial action taken immediately.

During the drilling process a drilling rig fitted with a drill bit slowly drills and excavates the earth in a designated area. Varying sizes and makes of drilling rig and Drilling bits are used for numerous different jobs.

Large amounts of earth, stone and other debris are excavated from the ground and a potential for debris being ejected from the hole and injuring personnel exists. All personnel involved in drilling operations must wear all PPE. This should include but not be limited to:

- Safety Eye Glasses
- Overalls
- Safety Footwear (Steel toed, enclosed footwear)
- Gloves
- Safety Helmet
- Ear Protection

In the situation that personnel are hit with debris immediate first aid assistance should be sought and all relevant supervisors and managers informed of the incident. Using the Emergency eye wash station on site generously flush the eye or wound with water and rest the injured person. Do no attempt to remove any foreign objects imbedded in injured persons eyes or body. If necessary, seek further professional medical assistance using the emergency procedure.

As the ground is being excavated care should be taken to identify and demarcate any underground or overhead services that may be present. As a general rule a safe working distance of 1.5 metres should be maintained either side of any known underground service and a safe working distance of 15m should be observed for all overhead services.

Open excavations are often left during intermediate operations. To avoid the risk of personnel falling or dropping equipment down the excavation all holes or openings should be covered using the available hole covers. These should be clearly marked with a warning notice and the surrounding area additionally barricaded if left unattended.

The Drilling rig operator should be confident and adequately trained in the operation of any

machinery in his/her control.

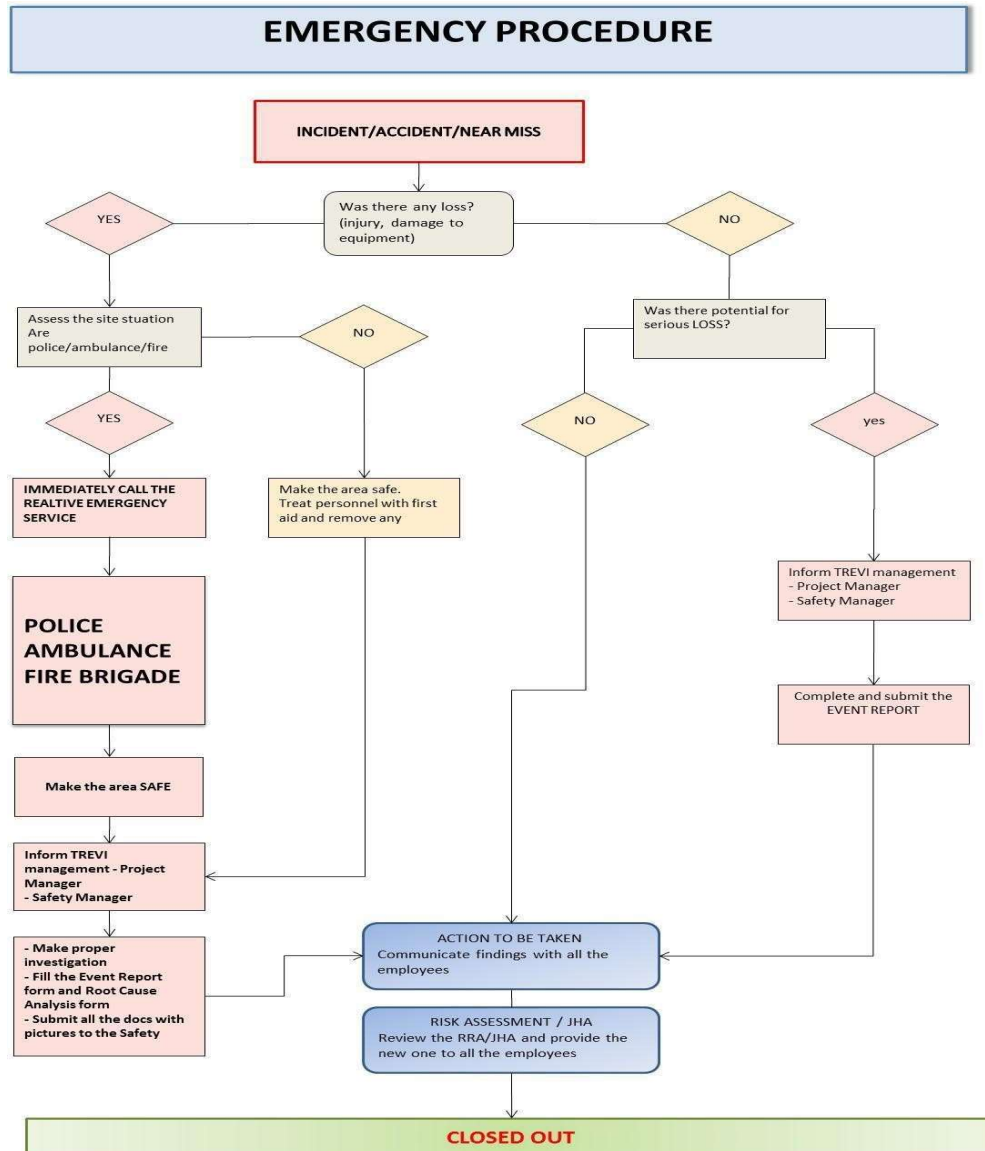
## 8.2 Associated Operations

Any associated operations for this project to strictly adhere to **Contractor HSE** procedure

## 9. Emergency Procedures & Chart

Emergency Contact details of local emergency services and supervisors will be displayed at numerous points on site and throughout site offices. The information will be compiled with relation to the personnel present on site and updated whenever a change to supervision or management is made.

### EMERGENCY PROCEDURE CHART



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## 9.1 Emergencies and Evacuation

Where applicable all personnel will follow the emergency plan as designated by the client and main contractor. Personnel should be aware of how to raise the alarm, what to do and where the nearest assembly point is situated.

All sites where an alternative emergency procedure is not available will follow **Jeddah Piles Procedure**.

- A safe and segregated Assembly point must be erected away from the majority of site operations
- Emergency Numbers and contact details will be displayed at various points around the site and programmed into the site supervisor's mobile phone.
- In the case of an emergency all personnel will stop their work directly and make their immediate work area safe. Personnel will then alert everyone in their area of the emergency and calmly proceed to the nearest assembly point.
- At no time should Personnel leave the assembly area until they are not instructed to nor should any personnel return to the site to retrieve personal belongings.
- All personnel will be informed of the correct emergency procedures during site induction and toolbox talks.

## 9.2 Emergency Response Plan

Jeddah Piles will maintain a plan to identify foreseeable emergencies and define the response measures to be implemented in each workplace (project sites, offices and workshops).

The emergency response plan (ERP) is site specific and it is developed by the HSE manager with the support of the site/office management and other relevant personnel in order to ensure a detailed definition of all possible emergency scenarios, efficient allocation of resources and adequate response measures.

The main objectives of the ERP are:

- Protect the life of personnel, the surrounding environment and company assets;
- Define the emergency and evacuation procedures;
- Define control measures to be taken in order to handle the emergency situation;
- Ensure that all site personnel is aware of the emergency procedures in place;
- Ensure that roles and responsibilities are clearly defined.

Emergency situations include but are not limited to:

1. Incidents;
2. Work related injuries;
3. Illnesses;
4. Calamities (floods, sand storms, earthquakes, etc.);
5. Fire

## **10. Basic First Aid**

### **10.1 Managing Incidents**

The first minutes after an incident can be the most vital for applying first aid. Following basic first aid principles can be the difference between life and death.

By using the **DRABC** system danger of further injury to the victim or persons treating them can be avoided.

First aid provisions for site will be made in accordance with "Chapter 3, Section 3.1" "Occupational Health and Environmental Controls".

Facilities for First aid provision will also meet the requirements as set forth in the EPSS Technical guideline No.25

A trained and competent first aider will be available to each site prior to the commencement of any on site activities. The number of first aiders on site will be also provided in line with the requirements of the aforementioned legislation.

### **10.2 DRABC**

- **D=** Check for danger (To you, the casualty, or others)
- **R=** Check for a Response (Gently shake and shout, "Can you hear me")
- **A=** Check Airway. Clear the airway, then open airway.
- **B=** Check for breathing (if not breathing start expired air resuscitation)
- **C=** Check for circulation (feel the pulse at the neck-use two forefingers)

### **10.3 Resuscitation**

In all cases of injury or emergency, always send for help immediately. For Resuscitation for these simple rules

- Always check for danger to yourself and the victim
- Assess the casualty-Conscious
- Assess the casualty-Breathing
- If victim is not breathing-clear the airway
- Commence Expired Air Resuscitation

#### **10.3.1 Expired Air Resuscitation (E.A.R)**

**Important:** ALWAYS MAINTAIN MAXIMUM HEAD TILT AND JAW SUPPORT

Give 5 full breaths in 10 seconds – check neck pulse is present

Continuing then give 15 breaths per minute, check pulse for 5 seconds every 2 minutes

1. Turn the patient to side, Quickly check airway, check breathing
2. Ensure the head is at maximum tilt to open air passage to lungs, support jaw



Take a deep breath, breathe firmly into patient's mouth, while sealing the nose, and ensure airtight seal.

3. When chest rises turn your head, take another deep breath, watch chest fall and listen for exhaled air.

#### 10.3.2 External Cardiac Compression (E.C.C)

**Important:** ENSURE HANDS ARE CORRECTLY POSITIONED

**If Alone:** Compress the chest 15 times at the rate of approximately once per second,

**then** Inflate lungs twice

**If Assisted:** An operator kneels on each side of the patient.

One operator performs E.C.C 5 times in 5 seconds

Then the other operator inflates the chest once on the fifth compression.

### CALL



**CALL 911**

### BLOW



**TILT HEAD,  
LIFT CHIN,  
CHECK  
BREATHING**



**GIVE TWO  
BREATHS**

### PUMP



**POSITION  
HANDS IN THE  
CENTER OF  
THE CHEST**



**FIRMLY  
PUSH DOWN  
TWO INCHES  
ON THE CHEST  
15 TIMES**

**CONTINUE WITH TWO BREATHS  
AND 15 PUMPS UNTIL HELP ARRIVES**



#### 10.4 Stable Side Position

Any Breathing Unconscious person should be placed in the Stable Side Position.

- Make sure the Head is tilted Backwards so the chin juts out
- This will allow the tongue to fall forward clearing the airway and mouth
- Bend the uppermost leg and knee until the thigh is at right angle to the patient's body
- Bend the uppermost hand and elbow so that the patients hand lies near the patients face



- Gently pull back the underneath arm so that it lies on the ground behind the patient.

#### Stable-Side-Position

#### 10.5 Treatment of Burns

Basic first aid rules should apply for any burns victim

- Once the victim and area have been cleared of Danger
- Cool all burnt areas with cold water for at least ten minutes
- Cover the burns with a clean cloth
- **NEVER** remove any clothing that is stuck to the skin
- **NEVER** apply any ointments or lotions
- **ALWAYS** seek immediate medical attention

## 11 Emergency

IN ALL SITUATIONS REQUIRING FIRST AID ATTENTION IMMEDIATE ACTION IS ESSENTIAL, REGARDLESS OF THE SITUATION THE SITE FIRST AID REPRESENTATIVE SHOULD BE CONTACTED IMMEDIATELY...

Jeddah Files  
شركة اوتاد جدة

**SITE EMERGENCY CONTACT NUMBERS**



**POLICE**  
999



**AMBULANCE**  
997



**FIRE**  
998

CONTACT PERSON		
HAYTHAM ZEKRA	PROJECT MANAGER	+966546765419


**SAFETY IS**  
EVERYONE'S  
**RESPONSIBILITY**

## ATTACHMENTS






**Toolbox Format Continued....**

 <b>Jeddah Files</b> شركة اوتاد جدة		<b>TOOLBOX TALK</b>	
<u>MARK THE APPROPRIATE BOX FOR THE TOPIC(S) DISCUSSED</u>			
<input style="width: 50px; height: 40px;" type="checkbox"/>	PPE	<input style="width: 50px; height: 40px;" type="checkbox"/> LIFTING EQUIPMENT	
<input style="width: 50px; height: 40px;" type="checkbox"/>	HOUSEKEEPING	<input style="width: 50px; height: 40px;" type="checkbox"/> REPORTING	
<input style="width: 50px; height: 40px;" type="checkbox"/>	FIRE SAFETY	<input style="width: 50px; height: 40px;" type="checkbox"/> MAINTENANCE	
<input style="width: 50px; height: 40px;" type="checkbox"/>	ELECTRICAL SAFETY	<input style="width: 50px; height: 40px;" type="checkbox"/> SITE SAFETY	
<input style="width: 50px; height: 40px;" type="checkbox"/>	DRIVER SAFETY	<input style="width: 50px; height: 40px;" type="checkbox"/> HAZARDOUS MATERIALS	
<input style="width: 50px; height: 40px;" type="checkbox"/>	OPERATOR SAFETY	<input style="width: 50px; height: 40px;" type="checkbox"/> LIFTING OPERATIONS	
<input style="width: 50px; height: 40px;" type="checkbox"/>	HAND TOOLS	<input style="width: 50px; height: 40px;" type="checkbox"/> WORKING AT HEIGHTS	
<input style="width: 50px; height: 40px;" type="checkbox"/>	MATERIALS STORAGE	<input style="width: 50px; height: 40px;" type="checkbox"/> LOAD TESTING	
<input style="width: 50px; height: 40px;" type="checkbox"/>	DRUGS AND ALCOHOL	<input style="width: 50px; height: 40px;" type="checkbox"/> OTHER..... .....	

**Attachment No. 3 Drilling Rig Daily Checklist**

Jeddah Files شركة أوتاد جدة		أوتاد جدة		Issue # JP/HSE/M/002																													
Daily Drilling Rig Machine Checklist																																	
Project Name:		Equipment:																															
Location:		Day /Night:																															
Site #		Date																															
Operator name		Signature																															
																																	
Sl. #	Description	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Machine																																
2	Drilling Rig																																
3	Drilling Rig																																
4	Drilling Rig																																
5	Drilling Rig																																
6	Drilling Rig																																
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30	Drilling Rig																																
31	Drilling Rig																																


Site Supervisor

Site Engineer

Safety Engineer

Manager

**ATTACHMENT NO. 4 Crawler Crane Daily Checklist**

Jeddah Files شركة اوتاد جدة		أوتاد جدة		Issue # JP/HSE/M/002	
Daily Crawler Crane Machine Checklist					
Project Name:		Equipment:			
Location:		Day /Night:			
Site #:		Date:			
Operator name:		Signature:			
					

Sr #	Description	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Crawler Crane																															
2	Final Check																															
3	CSA																															
4	Hydraulic Level (L)																															
5	Load Chart																															
6	Structural Support																															
7	Structural Working Area																															
8	Storage																															
9	Provision of Work																															
10	Final																															
11	Shoring																															
12	Shoring (Lift/Down)																															
13	Shoring (Lift/Down)																															
14	Shoring																															
15	Shoring + Shoring System																															
16	Shoring (Lift/Down)																															
17	Shoring (Lift/Down)																															
18	Shoring (Lift/Down)																															
19	Shoring (Lift/Down)																															
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31	Shoring (Lift/Down)																															
32	Shoring (Lift/Down)																															
33	Shoring (Lift/Down)																															
34	Shoring (Lift/Down)																															
35	Shoring (Lift/Down)																															

Site Supervisor	Site Engineer	Safety Engineer	Manager
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**ATTACHMENT NO. 5 General Site Inspection Checklist**

Jeddah Files شركة أوتاد جدة		GENERAL SITE HSE INSPECTION	
DATE			
SITE NUMBER			
LOCATION			
CLIENT			
CONSULTANT			
1. PLANT, RIG AND EQUIPMENT		2. PERSONAL PROTECTIVE EQUIPMENT	
VALID CERTIFICATION?	HARD HAT USED CORRECTLY ?	SAFETY HARNESS IN USE ?	
SAFE WORKING CONDITION?	EAR PROTECTION PROVIDED ?	FALL ARRESTOR ?	
ADEQUATE GUARDS IN PLACE?	HAND GLOVES IN USE ?	SAFE ACCESS / EGRESS ?	
OIL LEAKAGE OR FLUID LOSS ?	HEARING PROTECTION IN USE ?	AREA BARRICADED ?	
SAFE WORKING LOCATION?	SAFETY SHOES / BOOTS IN USE ?	LADDERS FIXED / GOOD CONDITION ?	
FIRE EXTINGUISHER ?	PARTICLE MASKS IN USE ?	HANDRAILS / TOE BOARDS ?	
4. HEALTH AND WELFARE SERVICES		5. HOUSEKEEPING AND WASTE MANAGEMENT	
DRINKING WATER AVAILABLE ?	SITE TIDINESS MAINTAINED ?	SAFE WORKING PLATFORM ?	
CLEAN FILTER ?	MATERIAL MANAGEMENT / STORAGE ?	CERTIFIED LIFTING EQUIPMENT ?	
REST AREA PROVIDED ?	STOREROOM CLEAN ?	SAFE ACCESS / EGRESS ?	
TOILET ?	WASTE REMOVED FROM SITE ?	AREA ADEQUATELY BARRICADED ?	
FIRST AID BOX AVAILABLE ?	WASTE BINS PROVIDED ?	ADEQUATE PPE PROVIDED ?	
SMOKING PROHIBITION EATING AREA ?	TOILET CLEANED AND MAINTAINED ?	CORRECT LIFTING OPERATIONS ?	
	DUST CONTROL MEASURES IN PLACE?		
7. ELECTRICAL TOOLS / EQUIPMENT		8. LIFTING EQUIPMENT / OPERATIONS	
SAFE MAINTAINED CONDITION ?	CERTIFIED AND SAFE CONDITION ?	OIL / DIESEL / FLAMMABLE STORAGE ?	
CONNECTIONS / CABLES PROTECTED ?	OVERHEAD / UNDERGROUND SERVICES ?	SUFFICIENT LIGHTING FOR OPERATIONS ?	
SUFFICIENT EARTHING ?	CORRECT LIFTING EQUIPMENT ?	SAFETY INDUCTION FOR ALL PERSONNEL ?	
PROPER SOCKETS IN USE ?	SAFE WORKING PLATFORM ?	ADEQUATE FIRE FIGHTING EQUIPMENT ?	
GUARDS FITTED ?	BANKSMAN PRESENT ?	TELEPHONE FOR EMERGENCY ?	
CABLE MANAGEMENT ?	TAG LINES PROVIDED ?	HOLES AND EXCAVATIONS GUARDED ?	
		RELEVANT PERMIT TO WORK ?	
		SIGNBOARDS IN PLACE ?	
ITEM NO.	OBSERVATIONS AND SUGGESTIONS	ACTION BY	ACTION DATE
1			
2			
3			
4			
Completed By			
Project Manager			
Distribution	Foreman / Site Engineer / Production Manager / Other .....		

EXHIBIT 5-1



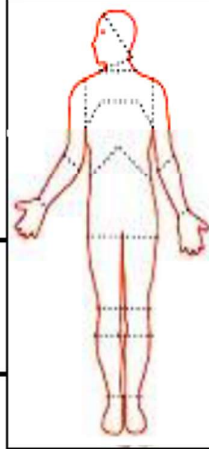
 <p>Jeddah Files شركة اوتاد جدة</p>	<p>أوتاد جدة</p>	<p>Issue # JP/HSE/M/002</p>
	<p>HSE MANUAL</p>	<p>Page 59 of 63</p>

Attachment No.7 Emergency Procedure Display Format

<p><b>Contract Detail</b></p> <p>Jeddah Piles (Enabling Works &amp; Dewatering)</p>	<p><b>DANGER</b></p> <p><b>999</b></p>	<p><b>Contract Location</b></p> <p>Al-Nakheel Center, Office No. 205 Jeddah</p>
<p><b>EMERGENCY PROCEDURE</b></p>		
<p>1. IMMEDIATELY AFTER HEARING AN EMERGENCY ALARM OR BEING INFORMED OTHERWISE OF AN EMERGENCY ON SITE OR NEARBY TAKE THE FOLLOWING ACTION:</p>		
<p>A. EVACUATE THE AREA THROUGH THE NEAREST DOOR OR EXIT POINT, IF INSIDE OFFICE OR CABIN AND POSSIBLE CLOSE ALL DOORS AND WINDOWS B. DIRECTLY REPORT TO THE EMERGENCY ASSEMBLY POINT SITUATED ON THIS SITE:</p>		
<p>EMERGENCY ASSEMBLY POINT LOCATION FOR THIS SITE IS: NEAR THE SITE OFFICE</p>		
<p>IT IS VITAL THAT NO PERSONNEL RETURN TO THE OFFICE, SITE OR ANY OPERATIONS UNTIL THE "ALL CLEAR" HAS BEEN INDICATED BY THE SENIOR FOREMAN OR SITE</p>		
<p>2. UPON BEING INFORMED OF AN EMERGENCY (FIRE / EXPLOSION ETC.) EMERGENCY SERVICES SHOULD BE CONTACTED IMMEDIATELY</p>		
<p>AMBULANCE:</p> <p><b>997</b></p>	<p>CIVIL DEFENCE:</p> <p><b>998</b></p>	<p>POLICE:</p> <p><b>999</b></p>

**Report Forms.**

**Attachment No. 8 Investigation Report Form**


<p><b>Jeddah Files</b> شركة أوتاد جدة</p>	<p><b>INCIDENT/ACCIDENT REPORT FORM</b></p>	<p>Ref N. _____</p>
<p>Project Details / Project Number: _____</p> <p>Contractor Name: _____</p> <p>Date of Incident: _____ Time Of Incident: _____</p> <p>Date of Report: _____</p> <p>Location: _____</p>		
<p><b>1. Report Details</b></p> <p> <input type="checkbox"/> Damage to / Loss of Property      <input type="checkbox"/> Near Miss / Hazardous Situation  <input type="checkbox"/> Pollution / Loss of Containment      <input type="checkbox"/> Work Related Injury         </p>		
<p><b>2. Personnel Involved</b></p> <p>a.) Name: _____ Company: _____ Involvement: _____</p> <p>b.) Name: _____ Company: _____ Involvement: _____</p> <p>c.) Name: _____ Company: _____ Involvement: _____</p>		
<p><b>3. Brief Description of Incident</b></p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p><b>4. Root Causes / Basic Cause</b></p> <p>_____</p> <p>_____</p>		
<p><b>5. Remedial / Corrective Measures</b></p> <p>_____</p> <p>_____</p>		
<p><b>6. Attachments</b></p> <p>A. _____ E. _____</p> <p>B. _____ F. _____</p> <p>C. _____ G. _____</p> <p>D. _____ H. _____</p>		
<p><b>7. Reported / Witnessed by.</b></p> <p>1. Name _____ Signature _____</p> <p>2. Name _____ Signature _____</p> <p>3. Name _____ Signature _____</p>		

## 8.1 Monthly Statistic Form

<b>PROJECT:</b>		<b>Date:</b>	
Monthly Ending : 30 of the month		Site No:	
Report No:			
	<b>STATISTICS</b>	<b>Current Month</b>	<b>Cumulative (year to date)</b>
1	Man-hours Worked	0	
2	No. of Workers (including subcontractors)	0	
3	No. of Lost Time Injuries (specify SB/hired labour)	0	
4	No. of First Aid Cases	0	
5	No. of Medical Treatment Injuries	0	
6	No. of Occupational Illnesses	0	
7	No. of 'Property/Equipment Damage' incidents	0	
8	No. of Vehicle Accidents	0	
9	No. of Near miss/ dangerous occurrences	0	
10	No. of Environmental Incidents		
	<b>Incident Frequency Rate</b>	<b>Calculation</b>	<b>Result</b>
11	$\frac{\text{No. of Recordable Incidents} \times 2,000,000}{\text{Total Manhours Worked}}$	$\frac{\text{X } 200,000}{\text{X } 200,000}$	
	<b>Severity of Injury</b>	<b>Calculation</b>	<b>Result</b>
12	$\frac{\text{No. of Mandays Lost} \times 2,000,000}{\text{Total Manhours Worked}}$	$\frac{\text{X } 200,000}{\text{X } 200,000}$	
	<b>Safety Inspection/Meeting/Audit</b>	<b>For the period</b>	<b>To date (Cumulative)</b>
13	Client safety meetings	0	
14	Client safety inspection/ audit on site	0	
15	General Site Inspection ( internal)	0	
16	Unsafe Observation Reports	0	
17	Equipment Thorough Inspection		
18	Safety Awards		
	<b>Safety Training Conducted</b>	<b>No. of Attendees</b>	<b>(Cumulative)</b>
19	Total Induction Training		
20	Tool Box Talks		
21	Foreman/Supervisor Safety Training		
<b>Remarks / Comments</b>			
SAFETY REPRESENTATIVE		PROJECT / SITE MANAGERS	

 <p>Jeddah Files شركة أوتاد جدة</p>	<p>أوتاد جدة</p>	<p>Issue # JP/HSE/M/002</p>
	<p>HSE MANUAL</p>	<p>Page 62 of 63</p>

## 8.2 HSE Violation Report Form

 <p><b>Jeddah Files</b> شركة أوتاد جدة</p>			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <h3 style="margin: 0;">HSE VIOLATION / OBSERVATION REPORT</h3> </div>			
<p>OBSERVERS NAME _____</p> <p>TIME / DATE _____</p> <p>LOCATION _____</p> <p>SITE SUPERVISOR _____</p>			
<p><b>1. DESCRIPTION OF VIOLATION</b> (Please include names and specific details such as vehicle registration crane no. etc. PLEASE ATTACH PHOTO WHERE POSSIBLE)</p>          			
<p><b>2. IMMEDIATE ACTION TAKEN?</b> (Briefly describe the action taken immediately in response to the violation)</p>          			
<p><b>3. FURTHER REMEDIAL ACTION OR SUGGESTIONS</b> (Any further actions of suggestions suspension, reward other systems / procedures that may help?)</p>          			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>4. ISSUERS DETAILS:</b></p> <p>SIGNATURE : _____</p> <p>NAME : _____</p> <p>DESIGNATION : _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Signatures:</b></p> <p>Safety Manager: _____</p> <p>Project Manager: _____</p> <p>Production Manager : _____</p> </td> </tr> </table>		<p><b>4. ISSUERS DETAILS:</b></p> <p>SIGNATURE : _____</p> <p>NAME : _____</p> <p>DESIGNATION : _____</p>	<p><b>Signatures:</b></p> <p>Safety Manager: _____</p> <p>Project Manager: _____</p> <p>Production Manager : _____</p>
<p><b>4. ISSUERS DETAILS:</b></p> <p>SIGNATURE : _____</p> <p>NAME : _____</p> <p>DESIGNATION : _____</p>	<p><b>Signatures:</b></p> <p>Safety Manager: _____</p> <p>Project Manager: _____</p> <p>Production Manager : _____</p>		



### 8.3 First Aid Log