


<b>Doc. No.</b>	<b>ARC-HQ-016</b>	<b>Abaq AlRumaila Company LLC</b>	 <b>شركة عبق الرمييلة</b> للنقل العام والتخليص الكومركي Abaq AlRumaila For General Transportation Customs Clearance
<b>Rev. No.</b>	<b>1</b>		
<b>Date</b>	<b>01-12-2020</b>	<b>HEALTH AND SAFETY</b>	
<b>Pages</b>	<b>6</b>		

### 1 Objective:

To promote best HSE practices among the employees and other stakeholders.

### 2 Scope:

This procedure applies to all HSE activities at Abaq AlRumaila Co LLC.

### 3 Process Description:


It is the foremost responsibility of every employee and employer to ensure all activities are executed in compliance to best hygienic and safe practices; to avoid any serious consequences thus arising.

#### Fire Safety:

- The company shall provide the necessary firefighting equipment in accordance with the requirements of civil defence or to ensure that the client has sufficient resources provided for firefighting.
- Fire drill exercise and inspection shall be arranged at regular intervals by the company/client to ensure fire safety.
- Emergency Service Numbers shall be displayed at conspicuous locations.
- Fire extinguishers should only be removed from their wall brackets in an emergency.
- Smoking is only permitted in designated areas.
- No doors shall be wedged or propped open in any way.
- Flammable/combustible materials shall never be exposed to hot surfaces or direct heat sources.
- In the event of a gas leak switch off all equipment and evacuate the premises immediately.
- In the event of fire the premises should be evacuated immediately following the information provided on the Emergency Response Plan.

#### Electrical Safety:

- Electrical equipment that does not appear to be in good condition should not be in use; report it to the supervisor without delay.
- Changes to the electrical system (including new plugs) should only be undertaken by competent persons who have been trained and all activities should be reported to the supervisor.
- Switch off all electrical equipment after use.
- Do not overload sockets.
- Do not allow wires to project into the walkways where they present a tripping hazard.
- Use a residual circuit breaker when operating a portable hand tool.
- Do not operate electrical equipments with wet hands.
- Use appropriate PPE's while working with electrical equipments.

Doc. No.	ARC-HQ-016	<b>Abaq AlRumaila Company LLC</b>	 <b>شركة عبق الرمييلة</b> للنقل العام والتخليص الكومركي Abaq AlRumaila For General Transportation Customs Clearance
Rev. No.	1		
Date	01-12-2020	<b>HEALTH AND SAFETY</b>	
Pages	6		

#### Operations in Confined Spaces:

A confined space may be defined as an area with restricted entry/exit. HSE Supervisor/Location Manager shall ensure suitable procedures are implemented when personnel are working in confined spaces within the area of their responsibility. Also refer ARC-HQ-13. The following conditions will apply to all work in confined spaces - Adequate fresh air ventilation and removal of contaminated air is arranged

- Adequate lighting in a confined space shall be provided
- The removal of any gas supply hoses from confined spaces during all work breaks and when the gas supply is not in use. The turning off of gas supplies at the cylinder whenever the gas supply is not in use
- That emergency rescue and escape procedures are arranged and briefed with additional escape routes organized where necessary
- When a lack of oxygen or contamination by noxious or combustible substances is suspected, the confined space will be checked using appropriate instruments before entry is permitted, and at each re-entry. If contamination is possible during work inside confined space suitable monitoring equipment with an alarm facility will be used to safeguard those inside
- Supervisors will provide additional close supervision of people working inside a confined space to ensure that their exposure to heat exhaustion, cramped conditions, lack of air etc is controlled through a relief system and appropriate rest or changes of duty
- Supervisors will ensure high standards of housekeeping, cleanliness and tidiness within any confined space work area, including routes of access and escape from the area

#### Working at Heights:


HSE Supervisor/Location Manager shall ensure that all work conducted at any height above 2 meters is carried out in a safe manner, from a stable and secure platform and with safe access. They shall also ensure that the person performing the work is competent, trained and having relevant PPE for working at height. Also refer ARC-HQ-13

#### Workshop Operations:

The work shop supervisor shall ensure that the following provisions are upheld -

#### Condition of Tools:

- Supervisors will ensure that personnel use the correct tool for the job and that portable tools are used correctly and maintained in a serviceable condition
- Workshop staff must inspect all hand and power tools before use and return to store any defective tools. In particular supervisor must ensure that the use of damaged tools and tools with loose handles will be prevented

Doc. No.	ARC-HQ-016	<b>Abaq AlRumaila Company LLC</b>	 <b>شركة عبق الرمييلة</b> للنقل العام والتخليص الكومركي Abaq AlRumaila For General Transportation Customs Clearance
Rev. No.	1		
Date	01-12-2020	<b>HEALTH AND SAFETY</b>	
Pages	6		

#### Welding and Heating:

Supervisors will ensure that workshop staff are trained for heating, cutting and welding and are briefed to ensure that they carry out the task safely and in accordance with the safety requirements of welding

#### Jacking:

Supervisors must ensure that mechanical and hydraulic jacks are correctly fitted, are not overloaded and are not subjected to sideways or otherwise destabilizing movement while under load

#### Mechanical Aids:

Supervisors will ensure that mechanical devices such as chain blocks, lever hoists and jacking devices are rated correctly for the task and are properly used and are not overloaded

#### Hammering:

- Whenever possible workshop staff shall be provided with chisels, face shield and drifts incorporating a hand guard
- Supervisors will ensure that fabricators engaged in hammering protect their hands from injury by using hand guards or by holding the chisel/drift in a grip spanner or similar tool

#### Air Compressor Operation:


The supervisor shall instruct the correct operation and precautionary measures while operating. Precautions shall be taken during starting up of compressor. The following check shall be made while starting the compressor –

- Is the air receiver fitted with safety valve, pressure gauge, drain cock and manhole?
- Maintenance check for compressor
- Check any oil leaks in the compressor
- Check the positioning of compressor

#### Manual Handling:

Lifting and moving loads by hand are the biggest cause of injury in the work place. Lifting should be carried out in accordance with the following guidelines -

- If a load is awkward or beyond the capability, get help.
- Check all packaging and articles for sharp edges and projections before lifting.
- Ensure that there are no obstructions in your path before lifting any article.
- Ensure that you can see around a load when lifting it.
- Ensure that there is adequate room to put down a load when you have moved it
- When lifting stand close to the load with feet slightly apart. Keep chin in, bend knees and keep back straight at all times. Straighten knees using thigh muscles. Always lift in stages (e.g. floor to knee, knee to carrying position). Always use entire body weight in a controlled manner when pushing a load.
- Heavy goods are to be lifted in accordance with the company assessments for manual handling.
- Do not use lifting equipment unless you have been specifically authorized.

Doc. No.	ARC-HQ-016	<b>Abaq AlRumaila Company LLC</b>	 <b>شركة عبق الرمييلة</b> للنقل العام والتخليص الكومركي Abaq AlRumaila For General Transportation Customs Clearance
Rev. No.	1		
Date	01-12-2020	<b>HEALTH AND SAFETY</b>	
Pages	6		

#### Machinery:

- Only competent and trained personnel shall use machinery provided in the work place.
- If at any stage there is indication of dizziness whilst operating the machine, stop and isolate the equipment concerned via the remote electrical supply switch and report to the supervisor.
- Do not distract any other employee operating machinery.

#### Lock Out of Machineries:


Machineries shall be secured from accidental working during maintenance or out of service. Since the operation of ARC is mostly in client premises, client procedure shall be followed. If client procedure is not available, the following procedure shall be followed –

- ❖ Alert the operator (s) that power is being disconnected.
  - ❖ Preparation for Shutdown
  - ❖ Equipment Shutdown
  - ❖ Equipment Isolation
  - ❖ Application of Lockout Devices
  - ❖ Control of Stored Energy
  - ❖ Equipment Isolation-Verification
- Once the equipment is ready for operation again visit the site, ensure everything is intact, inform the operator and take out the lockout device/PTW.
  - The lockout device shall not be handed over to unauthorized personal during the time of lockout.
  - Equipment which is to be cleaned must be isolated electrically.
  - It is not only dangerous but also illegal to remove a guard from a machine unless you need to clean.
  - If any part of the equipment you are using is unguarded, stop work immediately and isolate the equipment concerned, and report the matter to the supervisor without delay.

#### Slips and Trips:

Good housekeeping is the first and the most important level of preventing falls due to slips and trips. It includes –

- Cleaning all spills immediately
- Marking spills and wet areas using appropriate signage
- Mopping or sweeping debris from floors
- Removing obstacles from walkways and always keeping them free of clutter
- Securing (tacking, taping, etc.) mats, rugs and carpets that do not lay flat
- Always closing file cabinet or storage drawers
- Covering cables that cross walkways
- Making wide turns at comers

Doc. No.	ARC-HQ-016	<b>Abaq AlRumaila Company LLC</b>	 <b>شركة عبق الرمييلة</b> للنقل العام والتخليص الكمبركي Abaq AlRumaila For General Transportation Customs Clearance
Rev. No.	1		
Date	01-12-2020	<b>HEALTH AND SAFETY</b>	
Pages	6		

#### Gas Safety:

Installation and Repair work on Gas Appliance –

- Includes equipment using LPG or Natural Gas
- Competent Person who is certified can only do the job
- Only Authorized contractor can be given such works
- Inspection to be carried out bi-annually

Use of Gas and Routine Task -


- Trainee personnel shall conduct daily visual inspection on -
  - ❖ Damaged Pipes, Connections
  - ❖ Inoperative flame supervision devises (If available)
  - ❖ Missing restraints on equipment
  - ❖ Inoperative lock on castor wheel
  - ❖ Smell of the leaking gas

#### Control of Substances Hazardous to Health (COSHH):

- Employees are not permitted to purchase or to bring to work, hazardous substances which are not included on the list of chemical.
- If a formal assessment has not been made then that product may not be brought on to site.
- Disposal of chemical products must only be carried out on the direct instruction of the Supervisor.
- It is a strict requirement of the company that when any person handles a chemical they never mix it with any other chemical product which proves further hazardous.
- MSDS of chemical in use be at ready access.

#### First Aid:

- The company shall provide first aid facility in accordance with the requirements of the current National standards.
- The nominated first aider's shall be displayed on the notice board.
- If a person suffers an injury, however slight report it to your immediate manager/supervisor and to the nominated first aider at once.
- If chemicals come into contact with skin or eyes or if swallowed or inhaled seek immediate first aid.
- The injury must be entered in the report providing a full explanation of the event surrounding the accident.
- If a serious accident occurs the first aider shall be contacted at once; to arrange for an ambulance immediately.
- The supervisor shall have access to the MSDS - which provides detailed advice on the measures to be taken to counteract the effects of each chemical used by the company.

Doc. No.	ARC-HQ-016	<b>Abaq AlRumaila Company LLC</b>	 <b>شركة عبق الرمييلة</b> للنقل العام والتخليص الكمبركي Abaq AlRumaila For General Transportation Customs Clearance
Rev. No.	1		
Date	01-12-2020	<b>HEALTH AND SAFETY</b>	
Pages	6		

#### House Keeping:

Good housekeeping in all areas is an essential feature of safety and the prevention of accidents. Staff working in all areas must consider the following -

- Ensure that loose and worn flooring is reported to the supervisor.
- Ensure all entrances, corridors, walkways and exit doors are kept clear of obstructions at all times.
- Equipment must not be left where it can be a tripping hazard.
- Never overload shelving or store heavy items above head height exception load bearing purpose built racking.
- Never leave a lit cigarette unattended in the designated smoking area.
- Clear away immediately any dangerous substance or spillage.
- Dangerous/hazardous substances shall be marked and identified as toxic, hannful, irritant, flammable or oxidizing.
- If dust or fumes are produced by any activity then cease the task immediately until protective measures have been put into place.

#### Protective Clothing/PPE:

- All Personnel's are obliged to use all personal protective equipment relevant to the work activity.
- Persons wishing to handle chemicals must first read the MSDS to determine the precise nature of the clothing required for any particular product.

#### Training:

- General HSE induction training shall be provided for all new staff members.
- QHSE training shall be provided for nominated members of staff as per the training matrix and specific requirements by HSE Supervisor/Camp Boss in coordination with QHSE Manager.

#### 4 Responsibility:

As mentioned above to all related activities.

#### 5 Reference Document / Records:

HQ Manual  
 ARC-HQ-016  
 Cross reference ARC-HQ-13  
 Related records