



Hadeed Steel Industries (HSI) FZC

P.O.Box 49042 Sharjah- UAE

Tel. : 06-7672761-4 OR 050-4820975

Fax. : 06-7672765 OR 050-4829718

Web Fax: 084 680 346

www.hadeed-steel.com

COMPANY PROFILE

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رخصة المنطقة الحرة بالحمرية
HAMRIYAH FREE ZONE LICENCE

Number :

2270

Industrial:

Issued Under Sharjah Emiri Decree No. (6) of 1995.

رقم :

صناعية :

صدرت بموجب مرسوم أميري رقم (٦) لعام ١٩٩٥.

Licencee

: Hadeed Steel Industries HSI FZC
P.O. Box 49042
Hamriyah Free Zone - Shj
United Arab Emirates

: حديد للصناعات الحديدية اتش اس أي ش م ح
ص.ب : 49042
المنطقة الحرة بالحمرية - الشارقة
الامارات العربية المتحدة

صاحب الرخصة :

Operating Name

: Hadeed Steel Industries HSI FZC

: حديد للصناعات الحديدية اتش اس أي ش م ح

الاسم التجاري :

Address

: Plot No
P.O. Box 49042
Hamriyah Free Zone - Shj
United Arab Emirates

4H-05

: قطعة رقم:
ص.ب : 49042
المنطقة الحرة بالحمرية - الشارقة
الامارات العربية المتحدة

العنوان :

Legal Status

: Free Zone Company

: شركة منطقة حرة

الشكل القانوني :

Country of Origin

: United Arab Emirates

: الامارات العربية المتحدة

بلد المنشأ :

Permitted Activity

: Steel Fabrication, Steel Erection,
Steel Structural Design, Blasting &
Painting.

: الصناعات الحديدية ، تركيب الانشاءات المعدنية
، تصميم الانشاءات الحديدية ، ضرب الرمل
والدهان .

: النشاط المصرح به :

Manager's Name

: Huseinn A H. Abu Asbeh

: حسين عبد الحميد حسين أبو عصبه

المدير :

Date of Issue

: 22nd January, 2007

: 22 من يناير، 2007

تاريخ الاصدار :

Date of Expiry

: 21st January, 2010

: 21 من يناير، 2010

تاريخ الانتهاء :

Remarks

: Additional Activity w.e.f 07/07/2009

: تم إضافة نشاط بتاريخ 07/07/2009

ملاحظات :



المدير العام
Director General

شهادة تسجيل
Membership Registration Certificate For Year

(2009)

إن غرفة تجارة وصناعة الشارقة بناءً على قانونها رقم (1) لعام 2003م
Sharjah Chamber of Commerce and Industry according to the law no. (1) 2003

قد سجلت
حديد للصناعات الحديدية اتش اس اي ش م ح
HADEED STEEL INDUSTRIES HSI FZC Company Name

رقم العضوية
800789
رقم الترخيص
2270

رقم العضوية
رقم الترخيص

منطقة حرة ح
HAMRIYAH FZE
في الفئة
Category

الجنسية
EMIRATES U.A.E
Nationality

نوع الرخصة
INDUSTRIAL
Licence Type

العنوان
المنطقة الحرة بالحريمه
HAMRIYAH FREEZONE SHARJAH
Address

للممارسة النشاط
الصناعات الحديدية وتركيب الانشاءات المعدنية وضرب الرمل والدهان
Activity

STEEL FABRICATION - STEEL ERECTION - BLASTING & PAINTING

شهادة
غرفة تجارة وصناعة الشارقة



2010/01/21

تاريخ الانتهاء

2007/01/22

تاريخ الإصدار



091693



Dear Sir,

We take this opportunity to introduce ourselves as one of the leading Mechanical and Structural fabrication and erection engineers in UAE, developing a fully-equipped facility extending over 15000 m² in Hamriya Free Zone, Sharjah, UAE with a total build up area of 3000 m².

The factory is equipped with modern and advance technological facility for the manufacturing and testing of steel structures with capacity of 10'000 metric tons per year.

The merit of our company is to offer a comprehensive service (**Design, Fabrication & Supply and Erection**) in the field of Mechanical and **Hot Rolled** Structural Engineering Services. We can ensure timely project completion, end-to-end quality management and budget control.

Our every employee believes value engineering is an important part of our work, and we provide solutions, not just products. Our teams of qualified, experienced engineers and technicians can create and build to client specifications, whatever the challenge. Our clients are ensured the highest levels of product quality and workmanship including on-time completion.

Our mission is to provide high quality service/ product combined with trusted client partnership, and to maintain high health and safety levels and solutions to the client's need.

Our values

- Quality and safety first
- Monitoring continuous improvement through learning and development
- Innovation and creativity in solving problems
- An empowered, committed and motivated workforce

We offer expertise and services in the following areas of work...

- **Design of Hot Rolled Structures**
- Fabrication of Warehouses and Shades.
- Fabrication and erection of steel infrastructure of Power/cement plants.
- Heavy structural girders for Bridges and Towers.
- Formwork.
- Site erections of steel structures.

Hope, that we will get an opportunity to work with your esteemed organization and prove our excellence to build a long-term relation for the future.

Thanking you,

Yours faithfully,

SHADY ALI
Business Development Manager
Mob : 050-9595096

For more information visit us on www.hadeed-steel.com

QUALITY POLICY

Every employee of **HSI FZC** shall ensure the satisfaction of our customers by providing them with the best value in every product and service that carries the name of **HSI**.

HSI will create and retain satisfied customers, offering for sale products or services, which respond to customer's expectations.

Our customers will be supplied with products and services of a given quality, to be delivered by or be available by a given time, and to be of a price which reflects value for money.

The policy of the company, for the manufacture and construction of the work and the services it provides, is clearly defined and meets the requirement of quality.

HSI places particular emphasis on:-

- **Operation and maintenance of a safe system of work.**
- **Consistent achievement of the specified quality.**
- **Economy of manufacture and construction activities.**
- **Provision of Training and Instruction planned to suit identified needs.**
- **Adherence to programmes with best practices, and to comply with all applicable requirements.**
- **Continual improvement of the effectiveness of the QMS in all spheres, by establishing and reviewing quality objectives.**

These continual practices show that our internal requirements are being met, whilst maintaining our client's requirements for examination, testing, checking and certification while working within project specifications and schedules.

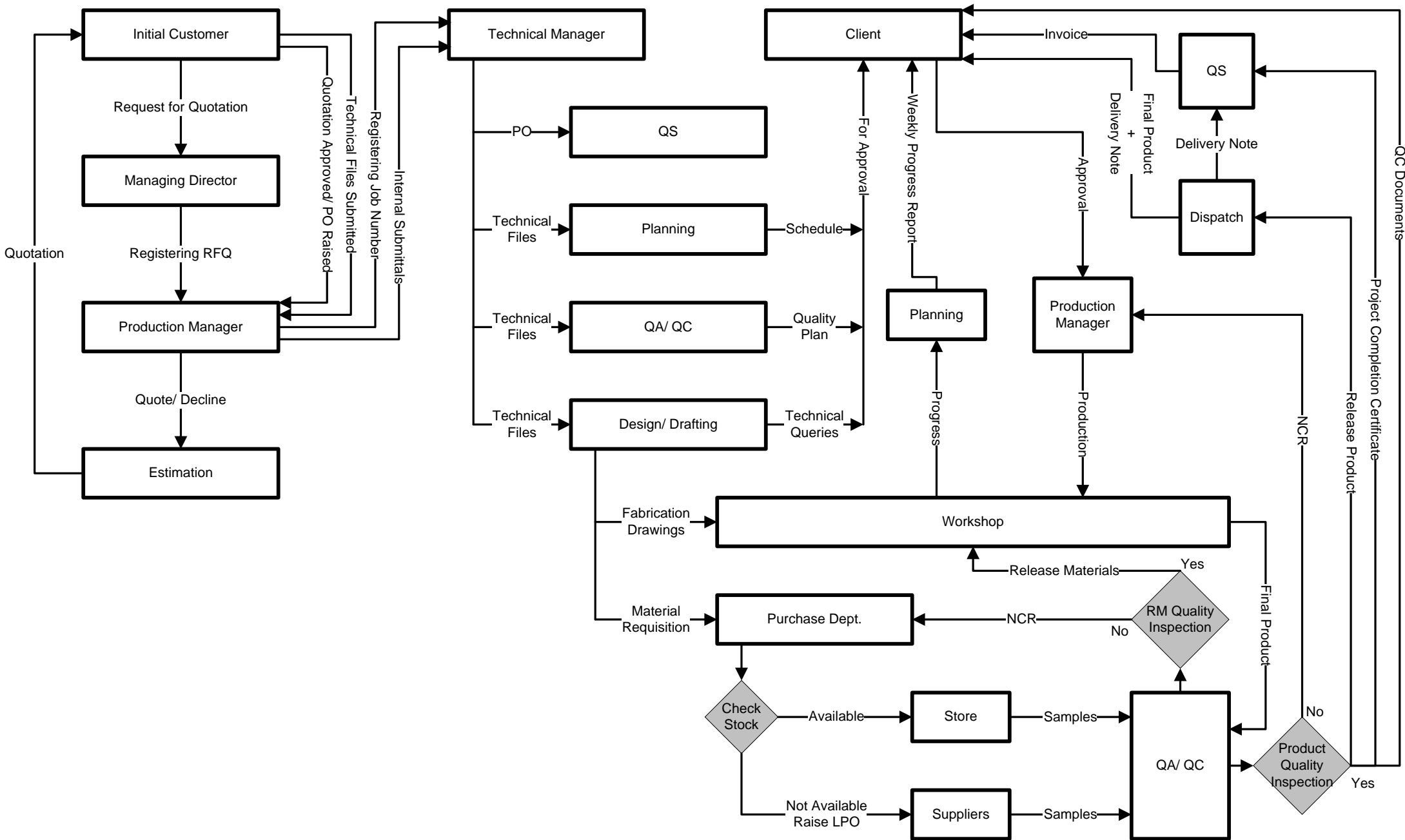
Signed on

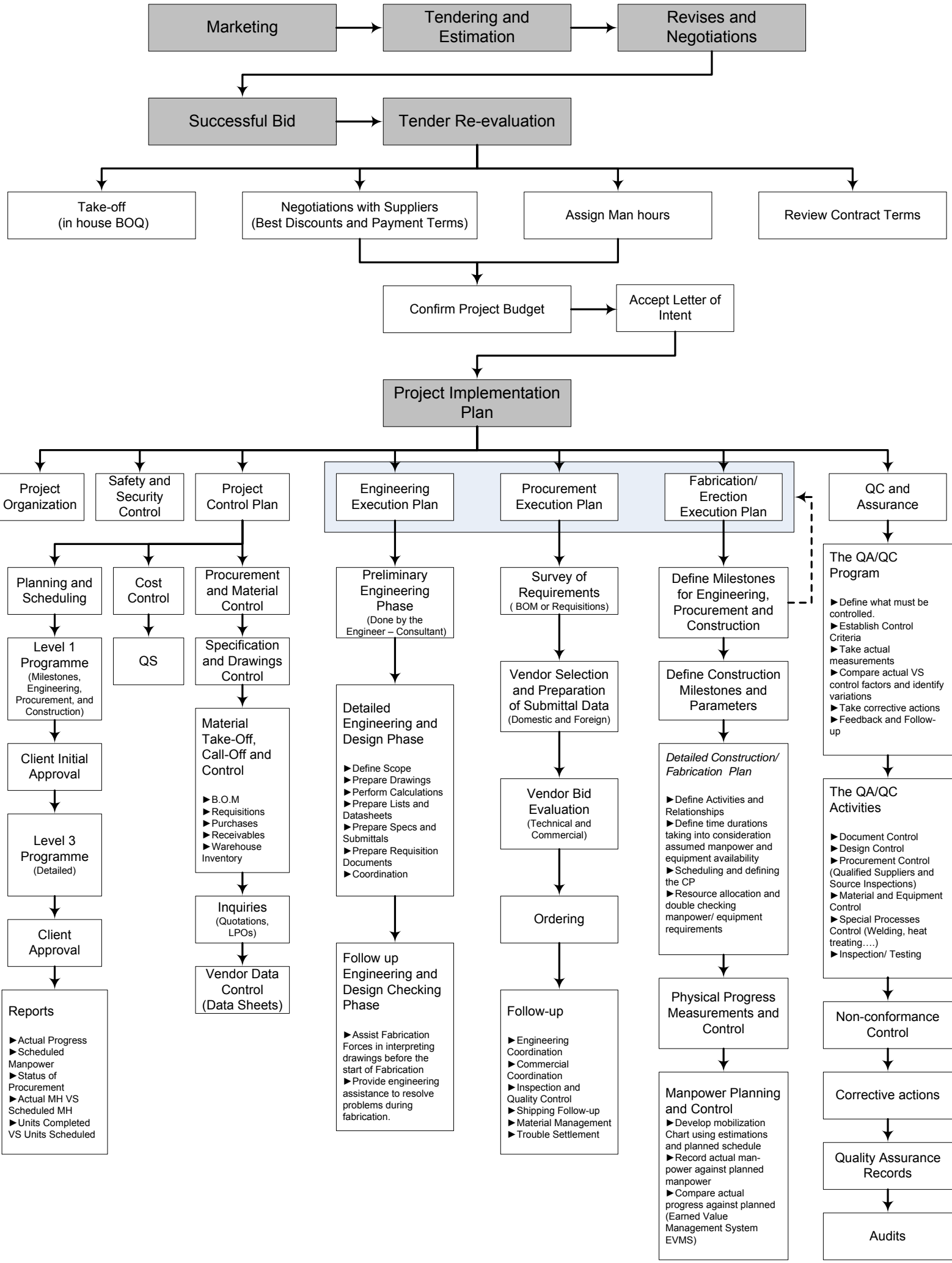
Date: 01- 01 - 2007

By



Husein Abu Asbeh
Managing Director







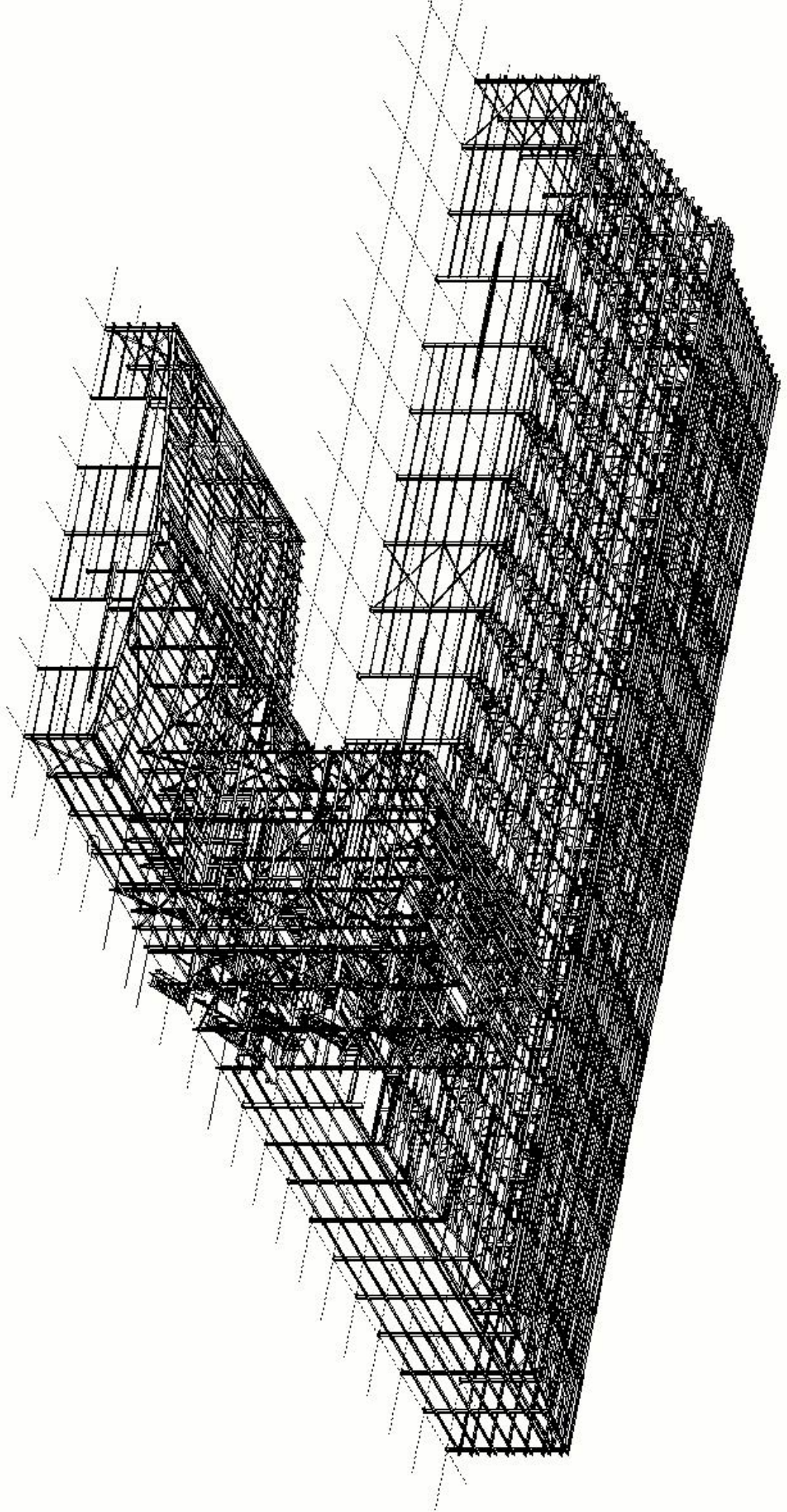
COMPLETED AND ONGOING PROJECT LIST					
No	PROJECT TITLE	JOB	TONNAGE	CLIENT	CONSULTANTS
1	Shed 25mx100mx10m on plot 4H-05	J101	75 +75	Hadeed Steel Industries	Al Barjeel
2	Shed 18mx38mx12m on Plot L2-03- Saif Zone Sharjah	J103	80	Al Rimal	Al Barjeel
3	SHED 2x Labor Camp 12.8x33.5x7m		100	Al Thuriyah	Al Nadha
4	Double Crane Girder 25m Span 25x100x90	J102	20	ABUS Cranes	ABUS Germany
5	Conveyor System (Mechanical Fabrication)	J105	35	Al Qema Al Hadeedia	CO.F.A.MM S.r.l
6	Concrete Forms	J104	75	Al Attar Tower-The Arab Contractors	NEB
7	Precast Steel Pallets 1.8 x 6.000 92 Nos	J106	150	Jumairah Palm-Shimizu Corporation	Samsung JAP - Dubai
8	SHED Extension + 2 Mezzanine Floors	J107	75	Lebanese Diary Factory-Matrix Contracting	Al Khawajah
9	SHED 21x55x6M on Plot 4H-01	J108	75	Metal Care-Al Sayed Contracting	Al Deira
10	Office and Yacht Manufacturing Facilities on Plot HD-15 HFZ-SHJ	J109	400	Sharaf Yachts-Tianjin Construction	Bin Khadim
11	Mock Up Building and Temporary JV Office	J111	250	Office 801 LULU Centre-Gulf Steel Industries FZC	Emirates Extension Abu-Dhabi
12	SHED 36x80x8m on Plot 1H-05B and 06B and 14.2x13.9 G+1 Office	J112	150+30	Panciltica-Harra Al Dhahabia	Al Barjeel
13	Primary Steel for EMMAR Boulevard Plaza-Burj Dubai	J113	350	Multiforms Burj Dubai Development Plot 12 and 13	Samsung-Baytw JV Hyde Consulting



14	Design Fabricate Supply and Erection of maintenance Shed	J114	40	Hamariya Cement Factory	Al Johar
15	P556FZ South Showroom Office and Warehouses-JAFZA	J115	280	GSI-System Construct	Al Wasal Al Jadeed
16	Design Fabricate and Supply of Steel Gentries for access Arrangement to Rashidhiya Park and Ride Station	J117 J131	900	ERC-R829/4	Parsons RTA
17	Mezzanine Sector 2, Level2 Zone2, Level3 Zone1	J120	200	NASA Multiplex-Rennaissance Hotel Project-Motor City	NEB
18	Bridge at Level 2 and 3 +Dome	J122	100	DANA MALL-Ajman	Mazaya
19	Training Block Building	J124 J125	150	Arabtec/Bin Harmal-BMW-Abudhabi	Al Diyar
20	Canopies	J126	360	KAUST	
21	Sharjah Institute of Technology Block -E – Female Class Room-Sharjah University	J123	15	National Construction and Transport Company	GAJ
22	OMYA Factory HEFZA Production Plant, Raw Material Plant, Final Product	J127	500	OMYA	Al-Hosn Engineering Consultant
23	Green Carbon Plant in EMAL	J132	130	Amana steel Industries	SNC LAVALIN
24	Design, Supply, Erection & Dismantling of Steel Gentries, Contract R881/2A Al Khail Road	J134	1700	Sungwon	Parsons



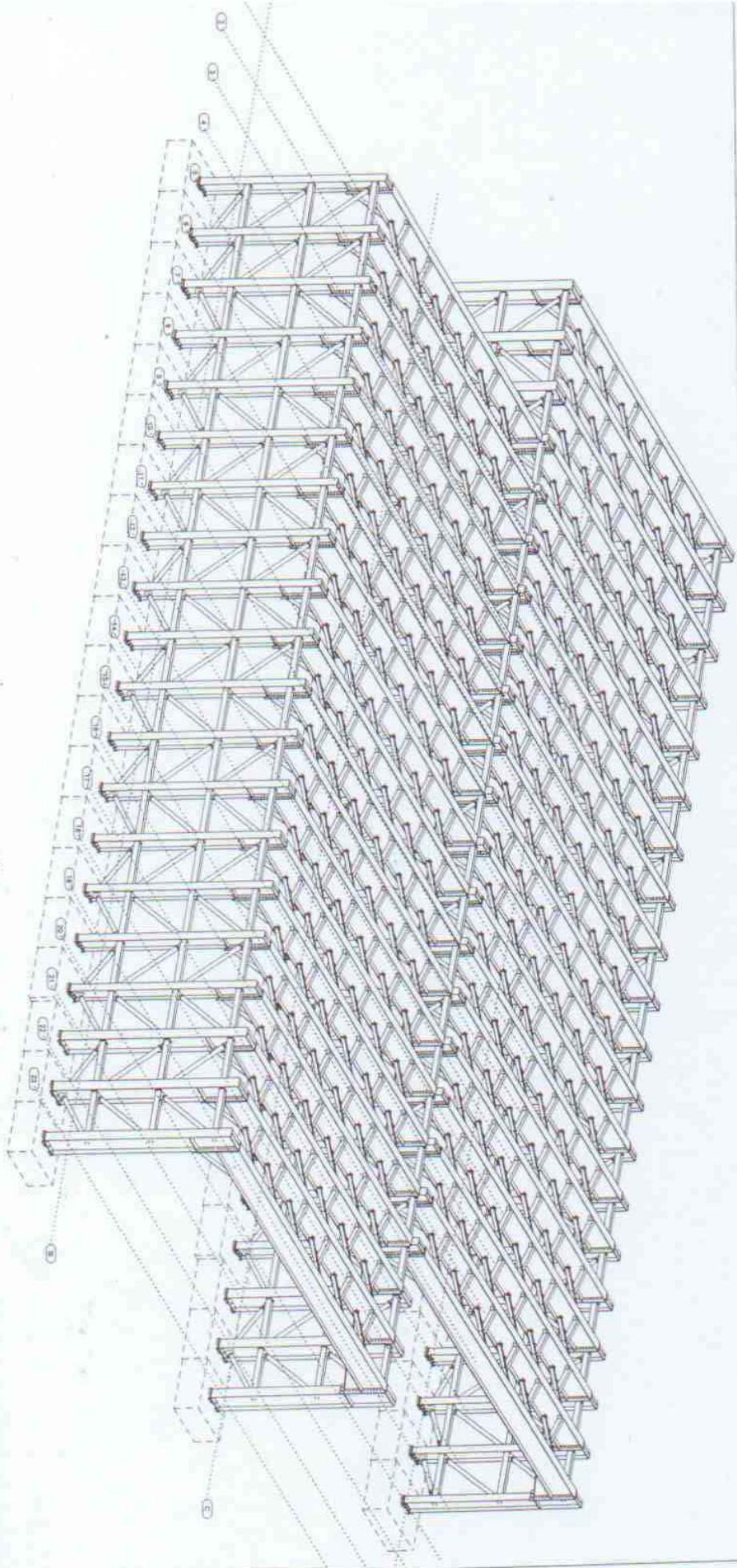
25	Maintenance and facility Building of Gulf Club House at Yas Island	J135	50	GSI	GHD
26	Mezzanine Shed 35x46x7.2m	J137	72	Al Qema Steel	Concord engineering Consultant
27	Ground Mezzanine Shed 30x43x7.2m	J138	60	Al Qema Steel	Art & Design Consult
28	Construction of 246 Villas and 367 Townhouses on Jumeirah Village Circle - District 12&16 - Dubai	J140	150	Al Merakhi	Dynamic Consult





Project: OMYA Factory HEFZA - Production Plant, Raw Material Plant, Final Product

Description: Design, Fabrication, Supply and Erection Consisting of 500 Tons



3D MODEL

REV	DATE	DESCRIPTION	BY	CHK
1	08/08/2018	ISSUED FOR APPROVAL		



MADEO STEEL INDUSTRIES

P.O. Box No. 10002
Dhaka, U.A.E.
Tel: +919300000000 Fax: +919300000000

E.M. 10/08/2018

PROJECT No.

E3

PROJECT TITLE

GANTRY FOR BRIDGE 58W2-2

CLIENT

ERC/ABC

DATE

LIVE

3D MODEL

E01



Project: Rashidiya Station Interchange R829/4

Description: Design Fabricate and Supply of Steel Gantries for access Arrangement to Rashidiya Park and Ride Station consisting of 900 Tons



Project: Rashidiya Station Interchange R829/4

Description: Design Fabricate and Supply of Steel Gentries for access Arrangement to Rashidiya Park and Ride Station consisting of 900 Tons



Project: Panciltica-Harra Al Dhahabia

Description: Shed 36x80x8x and 14.2x13.9 G+I Office consisting of 180 Tons



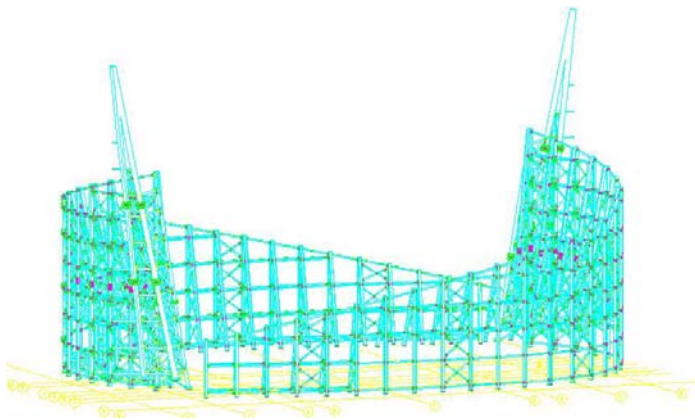
Project: DANA Mall-Ajman

*Description: Bridge at Level 2 and 3 + Dome consisting
of 100 Tons*



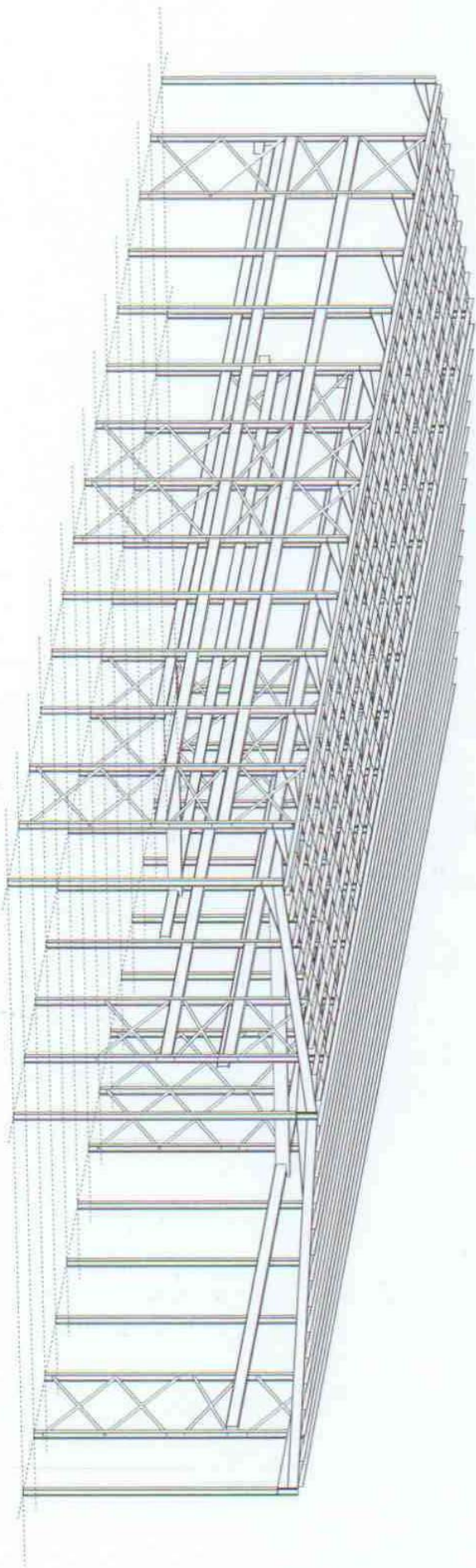
Project: NASA Multiplex-Renaissance Hotel Project Motor City

Description: Mezzanine Sector 2, Level 2 Zone 2, Level 3 Zone 1



Project: Jumeirah Lake Towers Cluster X1 at Dubai - Jumeirah Lake Towers - UAE

Description: Steel Structure works supporting the Glass Spandrel including the Steel Structure on Roof with a total tonnage of 280MT.





Project: Sharaf Yacht

*Description : Office and Yacht Manufacturing Facilities
consisting of 400 Tons*



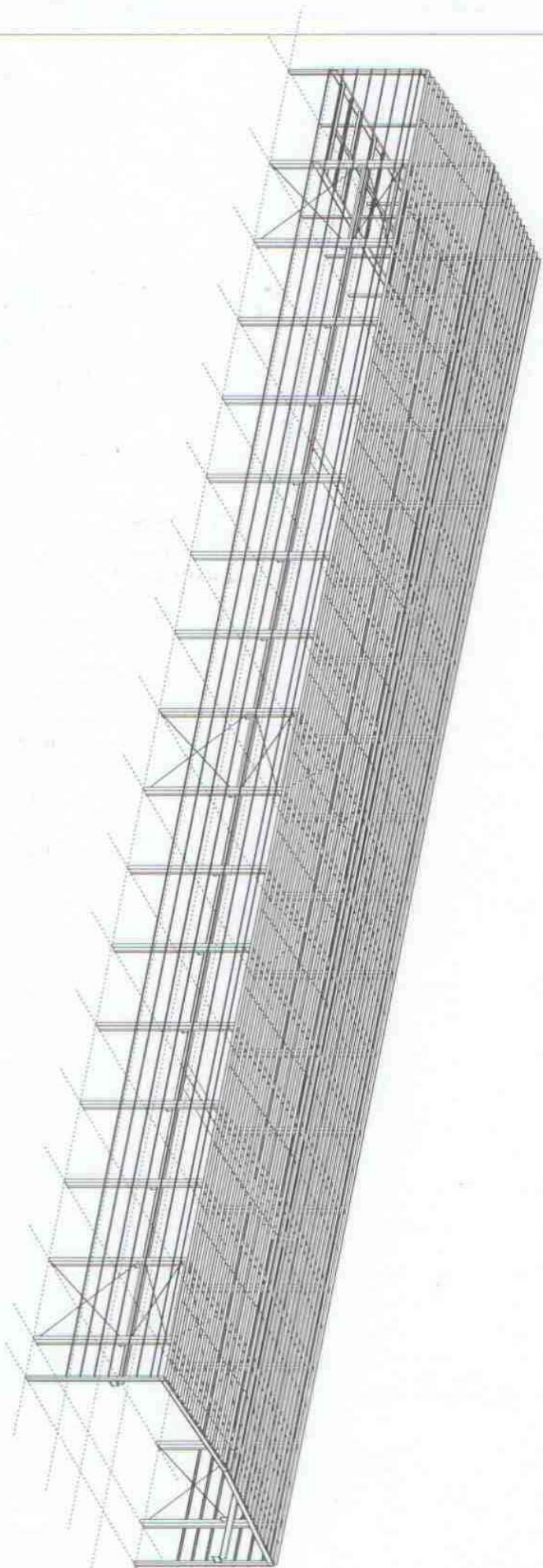
Project: Lebanese Dairy Factory

Description: Shed Extension + 2 Mezzanine Floors consisting of 75 Tons



*Project: P556FZ South Showroom Office and Warehouses-
JAFZA*

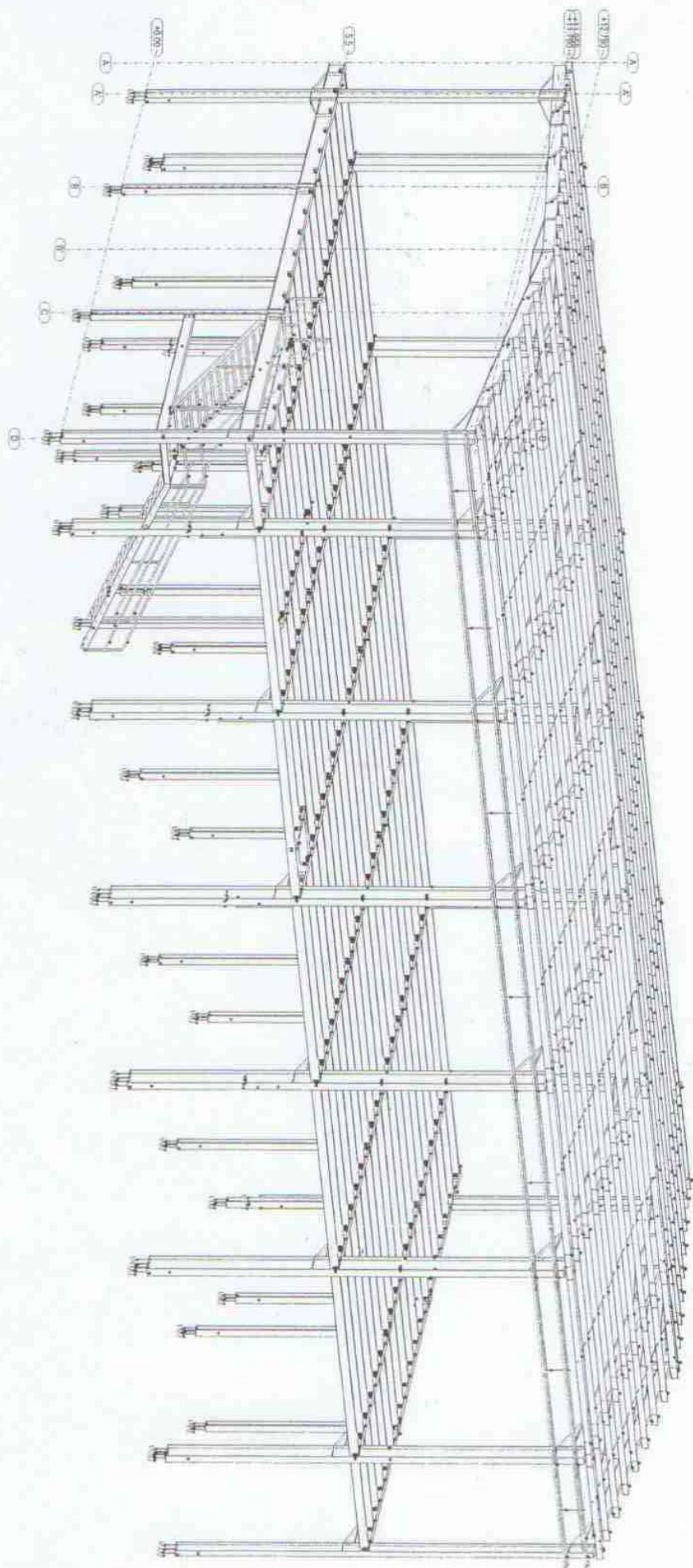
Description: Fabrication Consisting of 280 Tons





Project: Hadeed Steel Industry At Hamariya

Description: Shed 25mx100mx10m consisting of 150 Ton



Scale 1:200



Project: Al Rimal –Saif Zone-Sharjah

Description: Shed 18mx38mx12m consisting of 80Tons



Project: Hamariya Cement Factory –Maintenance Shed

*Description: Design Fabrication Supply and Erection
Consisting of 40 Tons*



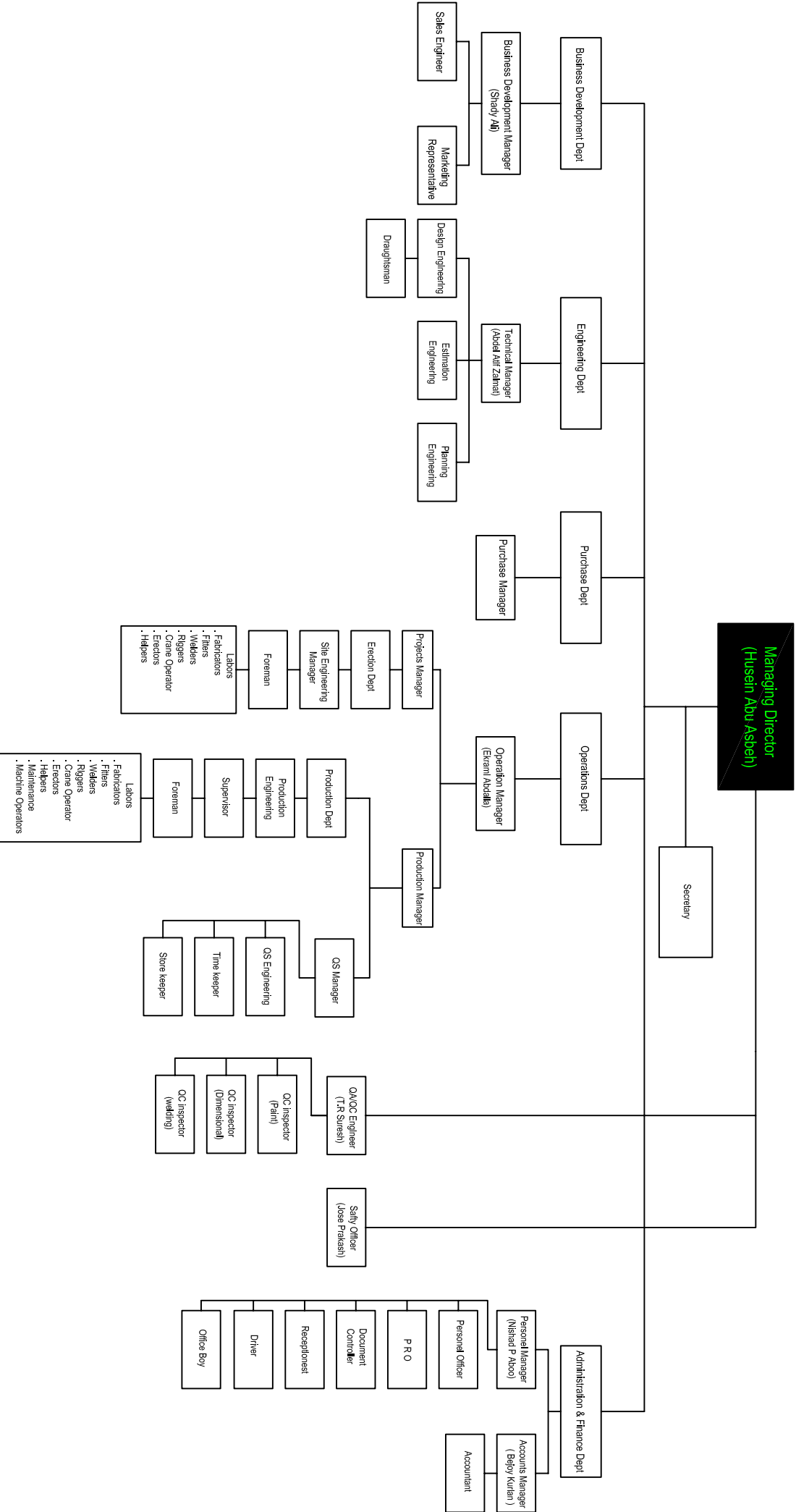
Project: Metal Care- HFZ

Description: Shed 25mx55mx6m consisting of 75 Tons



Project: Al Attar Tower

Description: Concrete Forms consisting of 75 Tons





Employees

<i>Srl.</i>	<i>Designation</i>	<i>Nos.</i>
01	Managing Director	1
02	Sales and Marketing Manager	1
03	Factory/ Production Manager	1
04	Personnel Manager	1
05	Accounts Manager	1
06	QA/QC Engineer	1
07	Production Engineer	1
08	Purchaser	1
09	Safety Officer	1
10	QC Inspector (Paint)	1
11	QC Inspector (Dimensional)	1
12	QC Inspector (Welding)	1
13	Supervisor	1
14	Design Engineer	2
15	Draughtsman	3
16	Estimation Engineer	1
17	PRO	1
18	Document Controller	1
19	Receptionist	1
20	Driver	3
21	Office Boy	1
22	Foreman/ Charge hand	3
23	Store Keeper	1
24	Time keeper	1
25	Fabricators	15
26	Welders	20
27	Riggers	4
28	Crane Operator	1
29	Painters	5
30	Blasters	5
31	Helpers	30
32	Fork Lift Operator	2
33	Semi Skilled Workers/ Machine Operators	15
34	Electrician/ Maintenance	2



Workshop Equipment

<i>Srl.</i>	<i>Equipment</i>	<i>Qty</i>	<i>Capacity</i>
1	Shearing machine	1	12mm
2	Radial Drilling Machine	2	75mm, 2m Arm
3	Universal Punching Machine	1	20 mm
4	Tapping Machine	1	45mm
5	Mechanical Power Press	1	120 Ton
6	Bar Bender Machine	1	40mm
7	Iron Worker	1	55 Ton
8	Automatic Threading Machine	1	60 mm ACME
9	Magnetic Drill Machine	8	35mm
10	Cold Saws	2	60mm
11	Screw Compressor, with 2000L Air Tank & Air Dryer	2	8 Bar
12	Portable Punching Machine	2	Ø25mm THK 16mm
13	Sand Blasting Machine	2	200 LTR
14	Flame Cutting Machine	5	Victor
15	Cutting Sets	10	Victor
16	Grinders 9"	25	
17	Grinders 4"	25	
18	Airless Spray Machine	2	
19	Arc Welding Machines	10	
20	MIG Welding Machines	10	
21	Hydraulic Mobile Crane 35 Ton	1	
22	Fork Lift	1	7 Ton
23	Fork Lift	1	3.5 Ton
24	Overhead Crane	2	10 Ton
25	Pallet Lifter	2	2 Ton
26	Generator	2	350 KVA
27	Pickup	1	3.5 Ton
28	Pickup	1	1 Ton
29	83 Seat Passenger Bus	1	

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4 Safety Legislation:
Federal Law No. 8 Year 1980, The Labor and Social Affairs
implementation thereof.

Health Safety and Environmental Policy Statement

HSI is committed to the health, safety and well-being of its employees, clients, subcontractors and all others that may be impacted by its operations. HSI is also committed to the protection and improvement of the environment in which it operates.

HSI will conduct all its work in accordance with the statutory or national requirements of the United Arab Emirates.

HSI recognizes that good health, safety and environmental performance is paramount and, therefore, will provide all necessary funding to carry out its activities to ensure that all risks are minimized.

It will achieve this by:

- Eliminating hazards, conditions and situations that give rise to potential accidents. Where this is not practicable then measures will be put in place to reduce these hazards to a manageable level.
- Training employees in safe working practices and ensuring that this knowledge is regularly updated.
- Consulting with employees' representatives on the matter of health and safety on a regular basis and stressing that continuous improvement is the responsibility of management and employees alike.
- Providing a safe working environment which takes into consideration the necessary protection of employees with regard to access and egress, machinery, lighting, housekeeping, safe working procedures and safe use of substances etc. Where this is not possible or practicable then protective equipment will be provided to protect against the hazards identified.
- Providing adequate first aid and fire fighting facilities, as well as accident prevention and health surveillance, to improve standards of safety and reduce accidents and lost time.
- Ensuring employees understand their duties under the health, safety and environmental legislation.
- Conducting its business in an environmentally sensitive manner, taking appropriate measures to avoid causing environmental damage and reducing environmental impacts to a minimum when these are unavoidable.
- Reviewing and revising this policy at regular intervals.

Company Safety Committee

The Safety Committee will administer the Company's Health, Safety and welfare Policy.

The Safety Committee function is to:

- Administer and co-ordinate Health, Safety, and welfare activities in accordance with the company's activities.
- Advise the managers on all health, safety, and welfare matters, together with recommendations on new and changing legislation, which may affect their operation activities.
- Consider all Health, Safety and welfare matter that have been reported to the Safety Committee.

The Safety Committee will consist of:

- Works Manager/Site Engineer
- Supervisors
- Safety Officer
- Worker's Representative
- Other members co-opted as appropriate
- The committee will meet as deemed necessary by the chairman to monitor the Company's Safety performance and changing legislation.

INDIVIDUAL RESPONSIBILITIES FOR HEALTH AND SAFETY

2.0 Chief Executive

The Chief Executive has overall responsibility for all aspects of the Health, Safety and Environmental Policy.

In carrying out these duties his main responsibilities are to:-

- 2.0.1** Encourage commitment to continual improvements in Health, Safety and Environment standards throughout the Company's Organizational Structure.
- 2.0.2** Ensure the appointment of competent personnel to implement and monitor the working of the Health, Safety and Environment Policy within the Company.
- 2.0.3** Ensure that sufficient funds, facilities and manpower are made available to meet the requirements of the Company's policy.
- 2.0.4** Ensure that the Policy is reviewed at least annually and amended if there has been any significant change in organizational structure, legislation or arrangements for Health, Safety and Environmental Management. These reviews shall take into account the results of audit or any other monitoring activity.

2.1 Managing Director

The Managing Director is responsible for overseeing the effective implementation of the Company's Health, Safety and Environmental policy.

In carrying out these duties his main responsibilities are to:-

- 2.1.1** Familiarize themselves with the requirements of the Policy and ensure they are implemented.
- 2.1.2** Ensure that all levels of management are aware of their responsibilities in the Policy and are competent to carry them out.
- 2.1.3** Authorize expenditure on services plant and equipment that is necessary to ensure compliance with statutory and Company Policy requirements.
- 2.1.4** When necessary seek the advice of the HSE Manager on matters relating to health, safety and the environment.
- 2.1.5** In conjunction with the Health, Safety and Environmental Manager set objectives and targets aimed at achieving continuous improvement in the performance of the Company
- 2.1.6** Seek to set a personal example at all times.

2.2 Directors

Directors are responsible for the implementation of the requirements of the Company's Health, Safety and Environmental Policy in their area of responsibility.

In carrying out these duties their main responsibilities are to:-

- 2.2.1** Familiarize themselves with the requirements of the Policy and ensure they are implemented.
- 2.2.2** Ensure Managers/Supervision is competent and give precise instructions regarding their responsibilities to ensure correct working methods are used.
- 2.2.3** In conjunction with the Group Safety Manager identify training requirements for employees.
- 2.2.4** Where necessary seek the advice of the Safety Personnel on any matter relating to safety.
- 2.2.5** Report all injuries, lost time, industrial health disorders and dangerous occurrences/near misses to the Chief Executive and Group Safety Manager. Ensure, where necessary, injuries and dangerous occurrences are reported to the HSE and are involved in accident investigation where required.
- 2.2.6** When required accompany members of the Health and Safety Executive when they are carrying out inspections where required and act upon advice given by them.
- 2.2.7** Ensure that all sub-contractors working in their area are trained and competent.
- 2.2.8** Seek to set a personal example at all times.

2.3 Managers

Managers are responsible for the implementation of the requirements of the Company's Health, Safety and Environmental Policy in their area of responsibility.

In carrying out these duties their main responsibilities are to:-

- 2.3.1** Familiarize themselves with the requirements of the Policy and ensure they are implemented.
- 2.3.2** Where appropriate, ensure that written method statements and risk assessments are produced and issued to those affected.
- 2.3.3** Ensure the implementation of:
 - (i)** Safe methods of working.
 - (ii)** Systems to identify hazards and unsafe situations
- 2.3.4** Where appropriate, seek advice from the Company HSE Manager on these matters and be prepared to amend method statements and propose amendments to safety procedures, safety policy and safety rules.

- 2.3.5** Ensure that provision is made for:
- (i) welfare facilities and their maintenance, to meet statutory requirements.
 - (ii) a qualified first aider or appointed person on all sites and there are appropriate first aid equipment/facilities.
 - (iii) suitable protective clothing and equipment is available and used
 - (iv) only suitably trained and competent personnel are employed and that their certification is up to date certification.
- 2.3.6** Establish, prior to commencement of any sublet works, that Method Statements and risk assessments have been provided and that any sub-contractor or worker is aware of the need for all operations to be carried out in a safe manner.
- 2.3.7** When required accompany members of the Health and Safety Executive when they are carrying out inspections where required and act upon advice given by members of the Health and Safety Executive.
- 2.3.8** Report all injuries, lost time, industrial health disorders and dangerous occurrences to the Chief Executive and HSE Manager.
- 2.3.9** Ensure, where necessary, injuries and dangerous occurrences are reported to the HSE and be involved in accident investigation where required.
- 2.3.10** Request expenditure on plant and equipment, which is necessary to ensure compliance with company and legal requirements. Ensure that all equipment supplied is adequate for the job in hand and that sufficient information and training is provided to use it safely within the limits.
- 2.3.11** Where necessary discuss with and seek the advice of the HSE Manager on any matter relating to Health, Safety or the Environment.
- 2.3.12** Regularly carry out HSE inspections on areas under their control.
- 2.3.13** Set a personal example at all times.

2.4 Foremen / Supervisors

The main responsibilities of Foremen/Supervisors are to:

- 2.4.1** Understand and implement the Company Safety Policy.
- 2.4.2** Ensure that only trained and competent personnel are used to carry out particular tasks/activities.
- 2.4.3** Incorporate safety instructions in routine orders and see that they are obeyed.
- 2.4.4** Be responsible for ensuring that employees and other workmen under their control, are familiar with the current regulations safe methods of working and that they follow the Method Statements and Risk Assessments.
- 2.4.5** Ensure that accidents, incidents and near misses are reported immediately to Senior Management and assist in any subsequent investigations.
- 2.5.6** Ensure that suitable personnel protective equipment is supplied for the task and ensure it is used.

- 2.4.7** Discourage horseplay and to discipline those who fail to obey safety instructions in line with company disciplinary procedures.
- 2.4.8** Ensure that equipment has a current test certificate, is only operated by authorized, competent persons and is inspected on a regular basis and that any defects are reported and rectified.
- 2.4.9** Ensure that new employees, particularly apprentices and young people, are given a safety induction and are shown the correct method of working and all safety precautions.
- 2.4.10** Ensure that equipment is left in a safe and secure state at all times when not in use.
- 2.4.11** Ensure that, where necessary, the work site is adequately protected and warning signs placed as appropriate around work fronts, dangerous machinery, openings etc.
- 2.4.12** Ensure that work areas are kept clean and tidy.
- 2.4.13** Ensure that any spillages are immediately cleaned up.
- 2.4.14** Ensure that all waste materials etc. are disposed of in the correct manner.
- 2.4.15** Look for ways of eliminating hazards and bring them to the notice of management.
- 2.4.16** Undertake any training that maybe necessary e.g. toolbox talks, inductions.
- 2.4.17** Ensure that safety helmets and footwear are worn by all staff, operatives and visitors at all times.
- 2.4.18** Set a personal example at all times.

2.5 Employees

As an individual undertaking an operative task you are responsible for ensuring that you look after your own health and safety and do not cause problems to others

In particular, it is the personal responsibility of each employee to use properly and conscientiously all safety equipment, devices and procedures and protective clothing and equipment that is fitted or made available.

All employees must:-

- 2.5.1** Carry out their work in accordance the safe working practices adopted by the Company.
- 2.5.2** Work to instructions given by Supervision or other persons in authority.
- 2.5.3** Always obey all Company and specific site safety rules.
- 2.5.4** Wear any personnel protective equipment issued to them ensure the equipment is kept in good condition.
- 2.5.5** Work in a safe manner at all times. Do not take unnecessary risks that might endanger yourself and others.
- 2.5.6** Not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it.

- 2.5.7** Report any defects in plant and equipment to supervisors immediately and ensure that it is in a safe and secure state when left unattended.
- 2.5.8** Co-operate with the Company in maintaining a safe working environment and suggest any ways for improving it.
- 2.5.9** Keep work areas clean and tidy.
- 2.5.10** Immediately clear up any spillages.
- 2.5.11** Ensure all waste materials and rubbish are routinely removed and placed in the correct bins or skips.
- 2.5.12** Report personal industrial injuries and/or diseases to supervisors and ensure that entries are made in the Accident Book. You must also assist in any subsequent investigation.
- 2.5.13** Report any dangerous occurrences or near misses to supervision.
- 2.5.14** Report to supervision any person seen abusing the welfare facilities provided.
- 2.5.15** Not play dangerous or practical jokes or "horseplay" on site.
- 2.5.16** Not work under the influence of alcohol or drugs.

Jobs with Specific Health, Safety and Environmental Responsibilities

2.6 Health, Safety and Environmental Manager/Advisor

The HSE Manager must ensure that there are effective policies in place to enable the Company to meet their legal responsibilities and protect the health, safety and welfare of persons affected by the business and the environment in which it works.

In carrying out these duties his main responsibilities are to:

- 2.6.1** Ensure that there are effective policies for achieving and maintaining good health, safety and environmental standards throughout the Company's activities and that these are approved by the Chief Executive.
- 2.6.2** Continuously appraise the effectiveness of the policy and ensure that all necessary measures are carried out in order to maintain acceptable health, safety and environmental standards.
- 2.6.3** Report to the Company Board on matters of health, safety and environment.
- 2.6.4** Send written reports to the Chief Executive on the matters regarding Safety Policy including any recommendations for changes to the Health, Safety and Environmental Policy.
- 2.6.5** Ensure, where necessary, injuries and dangerous occurrences are reported to the HSE and be involved in subsequent accident investigation by them.

- 2.6.6** Undertake accident/incident investigations, when necessary, and assess accident reports to identify failings and to recommend any necessary changes to procedures.
- 2.6.7** Receive and analyze reports from safety personnel providing details of site problems, accident statistics and analysis of accident trends, together with measures taken to prevent accidents and on other matters including training. From these reports analyze and implement changes in policy and procedures and assess any inadequacies identified.
- 2.6.8** When required accompany members of the Health and Safety Executive when they are carrying out inspections where required and act upon advice given by members of the Health and Safety Executive.
- 2.6.9** Keep oneself up to date on the latest legislation, codes of practice, guidance notes and safe working practices relevant to the Company's work and ensure this is distributed throughout the Company.
- 2.6.10** Establish and maintain satisfactory and productive relationships with enforcing agencies and other bodies directly concerned with the development of effective health and safety policies within the fabrication and construction industry.
- 2.6.11** Ensure that safety is taken into account on all bids for new work and in planning new work including those carried out for the Company.
- 2.6.12** Assist in the identification, implementation and assessment of health and safety training programs for all employees. Where required undertake specialist training or arrange for this to be carried out.
- 2.6.13** Conduct, on a regular basis, audits of all sites to check the effectiveness of the Company's procedures and to assess and advise on changes in work practice that maybe required.
- 2.6.14** Enforce the Company's Disciplinary Procedure when breaches of the Policy or safe practices have occurred.
- 2.6.15** Ensure that professional safety advice is available as required.
- 2.6.16** Ensure that management carry out reviews and audits.
- 2.6.17** Set a personal example at all times.

2.7 Plant / Maintenance Engineer

Additional Responsibilities are to;

- 2.7.1** Ensure that all items of equipment used by the Company have current certification are in good condition and that they are inspected on a regular basis in accordance with legislation and Company requirements.
- 2.7.2** Ensure that all Company cranes have current test and examination certificates and that they meet the requirements of the Lifting Operations and Lifting Equipment Regulations.
- 2.7.3** Be responsible for ensuring that electrical testing of plant and equipment is carried out on a regular basis.

2.8 Buying and Purchasing Staff

Main responsibilities are to:-

- 2.8.1** All orders include the requirements that all items supplied meet the latest legislative requirements for health, safety and the environment and that those who supply plant, equipment, machinery, materials, substances, supplies or other articles take steps to ensure that, so far as is reasonably practicable, the articles in question will be safe and without risks to Health and Safety or the environment when properly used
- 2.8.2** Seek the advise of the HSE Manager whenever new types of equipment, articles or substances are being considered for purchase to ensure the necessary HSE issues are considered.
- 2.8.3** Ensure that only approved competent subcontractors are used for any work.

3.0 Arrangements

3.1 HSI Management:

The Management will be involved in setting Company health, safety and environmental goals and objectives. Health, safety and environmental features as an agenda item at all Management Meetings. They will visibly demonstrate their commitment to the achievement of the Company's health, safety and environmental goals and be actively involved in health, safety and environmental processes and initiatives.

The Company will give due regard to health, safety and environmental performance as a key indicator of overall Company performance requiring the appropriate management effort. The Management will, by personal example, set the standard for acceptable health, safety and environmental behaviors within the Company. Our aim is to share best safety practice and site visits will include health, safety and environmental matters.

3.2 Abrasive Wheels

All Supervisors shall ensure that all grinding/cutting machines comply with current legislation. All employees shall ensure that prior to using the equipment all protective guards are in position.

All operatives must be competent in the use of abrasive wheels. The names of all trained persons should be recorded in a register. This will be maintained together with the date of appointment and the class / description of wheels for which the appointment has been made. In addition to recording details in the register, a Certificate of Appointment will be issued to every person authorized to change abrasive wheels.

3.3 Accident /Incident Reporting

All accidents and incidents (including dangerous occurrences and near misses) must be recorded and systems are in place to ensure that all accidents/incidents are properly reported and subject to an appropriate investigation.

Persons involved in investigations are competent to ensure immediate and underlying causes of incidents are identified so corrective and preventive measures are identified, actions assigned, and followed up to ensure implementation.

Accidents/incidents are brought to the attention of the appropriate level of management and the lessons learned are shared with other interested parties.

Investigation findings feature in management system reviews where necessary and incident statistics/details are analyzed and included in the improvement processes.

3.4 Audit & Review

HSI will continually assess and review the effectiveness of the health, safety and environmental policy by regularly auditing/monitoring of all working places to evaluate how effectively the Policy is being put into practice and what improvements, if any, can be made.

Audits will be undertaken by competent personnel and they will ensure that those being audited are identified, notified and involved in the process as appropriate.

Findings will be properly communicated to those audited and to an appropriate level of Company management.

Systems exist to track audit actions to completion with the audit entitlement/expectation agreed with clients and documented in contract and interface documents.

Properly constituted management reviews take place and any lessons learned are shared with interested parties.

Expert advice will be sought and taken as and when necessary. External audits and safety inspections will be carried out to examine, develop and improve health and safety controls, techniques and applications already in place.

3.5 Confined Spaces

Any works to be carried out in a confined space shall be executed with the highest regard for safety. All details shall be included in task specific method statements and risk assessments. All works will also be carried out in accordance with a specific permit to work procedure

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3.6 Control of Noise and Vibration

Noise

Sources of noise likely to exceed occupational action levels will be assessed prior to commencement of works. Compliance with the Noise at Work Regulations will be achieved in accordance with the hierarchy of controls – i.e. reduction at source, provision of hearing protection and where practicable, establishment of defined hearing protection zones. Where appropriate health surveillance will be carried out.

Environmental noise may be occasionally monitored at site boundaries to ensure that local limits are not breached.

Vibration

Assessment will be undertaken to identify tools and machinery that produces excessive vibrations. HSI will comply with The Control of Vibrations at Work Regulations and published guidance from the Health and Safety Executive. Where assessments identified that vibration is a problem then action will be taken to either replace the machinery or control measures will be instigated.

Where employees are using vibration tools then the Manager will ensure that usage times are recorded and the records kept.

Regular monitoring will take place to ensure there is no excessive use of vibrating tools by any individual and where appropriate health surveillance will be carried out.

3.7 Control of Sub-contractors

HSI will ensure that, as part of the selection process, the health, safety and environmental arrangements of sub-contractors' are properly assessed.

The health, safety and environmental standards of sub-contractors must achieve the standards set by HSI and be appropriate to the risk criticality of their services or products. Sub-contractors will be involved at an early stage of any project to allow risks to be identified and properly managed.

HSI requirements in respect of health, safety and environmental responsibilities and performance are defined and communicated to third parties and the interfaces between them and sub-contractors are clearly identified and effectively managed.

Monitoring of Sub-contractors' with respect to their health, safety and environmental performance will be carried out and where deficiencies are identified corrective and preventive measures will be put in place.

3.8 Control of Substances Hazardous to Health (COSHH)

It is not expected that HSI employees will be handling or using large quantities of chemicals or substances, however, should any be used then HSI will ensure that

an up-to-date material safety data sheet (MSDS) is available and a COSHH assessment is carried out prior to the use of the chemical or substance.

This assessment will be communicated to employees and others who maybe affected and where possible substitution for less hazardous substances will be made. If this is not possible then suitable control measures will be introduced and monitored.

3.9 Control of Waste

All waste will be placed into the appropriate waste containers these are steel/metal, non-hazardous, special waste for disposal to a registered waste site by a licensed waste contractor.

HSI will:

- Check and confirm that waste carriers are registered for the type of waste.
- Provide suitable skips for waste segregation.
- Ensure the skips are positioned in suitable locations.
- Ensure a waste transfer note accompanies each skip as it is removed from site.
- Monitor sub contractors waste control especially special or controlled waste.

3.10 Driving at Work

HSI recognizes the importance of ensuring that employees who drive in the course of their work are as safe as reasonably practicable.

In carrying out this duty HSI will ensure that:

- Drivers are fit and competent and, where necessary, training will be given
- Vehicles are suitable for the purpose for which they are used
- Vehicles are maintained in a safe and fit condition
- All safety equipment is properly fitted and maintained
- Schedules are, taking account of all circumstances, realistic and drivers allowed sufficient time to complete their journeys.

3.11 Electricity and Portable Electrical Equipment

HSI will ensure that all their electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations and is maintained in a safe condition by carrying out safety testing.

HSI will also:

- Inspect and test portable and transportable equipment, including extension leads, as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of use.

- Promote and implement a safe system of work for maintenance, inspection or testing.
- Forbid live working unless absolutely necessary, in which case a permit to work must be issued before work begins.
- Ensure that employees who carry out electrical work are competent.

3.12 Emergency Response

Emergency response plans and procedures are established and well understood. The personnel with emergency response roles and responsibilities are competent to carry out their duties.

Appropriate emergency response facilities and equipment are provided and interface arrangements are coordinated with Clients on all sites.

Emergency response drills and exercises are undertaken regularly.

3.13 Fire Precautions

In accordance with the Fire Regulations assessments will be carried out periodically to identify the fire hazards and the people at risk. Control measures will be implemented to reduce the risk as much as possible, or remove it altogether and the findings and measures will be recorded.

Fire extinguishers and other means of fighting fire will be provided at all times. All fire fighting equipment will be easily accessible and be indicated by pictorial signs. All fire fighting and alarm equipment must inspect an appointed person on a regular basis.

All escape routes will be clearly signposted and kept free from obstructions at all times.

All equipment and facilities provided to protect employees and others from the dangers of fire, such as fire extinguishers, fire fighting equipment, alarm systems and emergency doors, will be regularly maintained and any faults found will be rectified as soon as possible. A record will be kept of such inspections.

Fire prevention procedure includes:

- Fire and open flame devices shall not be left unattended.
- Smoking shall be prohibited in all areas where flammable combustible or similar hazardous materials are stored. "No Smoking" sign will be posted in all prohibited areas.
- All storage, handling or use of flammable and combustible liquids shall be under the supervision of qualified persons.
- Flammable or combustible liquids shall not be stored in area used for exists, stairways, or used for safe passage of people.
- All building, room and compartment where flammable liquids are stored, processed, or used shall be ventilated by a gravity or mechanical exhausting system.

3.14 First Aid

A suitable and sufficient number of trained personnel will be appointed to render first aid when necessary. The training will be carried out by an organization registered with the Health and Safety Executive and refresher training will be provided every three years.

Other employees will, in the absence of the trained first aider, be capable of taking charge in an emergency, calling an ambulance and looking after first aid equipment.

A suitable number of first aid boxes will be provided and maintained and be located in positions which are easily reached by all employees.

Display notices will give the identity and location of first aiders.

3.15 Gas Cylinders

Storage and use of acetylene and LPG shall be in accordance with the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations.

Transportable acetylene and LPG cylinders will be kept upright, in an open air, safe and secure, well-ventilated storage area a safe distance from any building, boundary, or source of ignition.

All vessels and storage areas will be clearly marked 'Highly flammable'.

All gas bottles will only be taken out as and when required and will be returned at the end of the each working day or when the activity has been completed. They will be kept upright and secure during use in trolleys and positioned to prevent accidental damage. When cylinders are not in use, valve protection caps will be replaced to prevent thread damage and to minimize leakage. Whenever cylinders have to be moved, they will be eased into position, preferably using trolleys, skids or mats. All bottles will be fitted with flashback arrestors.

3.16 Health, Safety and Environmental Communication

HSI will ensure people are properly informed of health, safety and environmental risks and control measures and that any concerns raised are responded to in an appropriate manner.

Consultation on health, safety and environmental matters can take place and opportunities exist to influence such matters. Health, safety and environmental campaigns and initiatives receive adequate publicity and personnel are positively encouraged to share information, learning and best practice.

Proper liaison with clients, sub-contractors and external bodies takes place to ensure the Company is represented on industry bodies and positioned to influence and shape policy matters.

Health, safety and environmental achievements are given due publicity and recognition.

3.17 Health, Safety and Environmental Training

All employees will attend an induction training session on the first day of employment. A regular review of training needs, to ensure that personnel are competent to carry out their duties, will take place and any initial/refresher training requirements that are identified will be carried out.

Brief tool box talks will be arranged to inform the employees of health, safety and environmental issues that are current and relevant to the work taking place and in line with this company policy.

The training programme should cover the following:

- Safe system of work.
- Safe working environment.
- Safe handling of Plant and Equipment.
- Safe handling, Storage and Transport of Materials and Chemicals.
- Correct use of Protective Clothing and Equipment.

3.18 Highly flammable liquids (HFL)

This is any liquid that gives off flammable vapor at temperatures below 32 degrees centigrade and includes petrol, paint thinners, solvents etc.

The following precautions will be observed when using these liquids :-

- only small quantities will be kept, not more than 50 liters at the workplace and then, in a metal cupboard or a metal bin with a lid;
- containers will be kept tightly closed when not in use;
- liquids will be dispensed over trays to avoid spillage; and spillage, which occurs, will be soaked up and disposed of safely;
- sparks, naked flames or other means of ignition will be prohibited;
- empty drums and containers will be treated like full ones;
- HFL's or solvents will not be used to clean hands; and
- when soaking brushes, containers with a lid will be used. Storage containers will be secure and signage warning of the contents will be displayed.

3.19 Hot Work

Welding

Will only be carried out by properly trained operatives and will be organized to protect both the operative and others from the dangers of burns, arc eye and electric shock.

All equipment will be fully insulated and conform to the latest standards.

The operator will always wear adequate protective clothing to protect against burns, electrical contact between the welder's body and his surroundings and against inadvertent contact with the 'live' welding electrode.

Fire extinguishers are to be provided where all welding activities take place along with welding screens to protect third parties from welding flash/arc eye.

When and where required fire blankets to protect the surrounding area(s) will be provided.

Burning

Will only be carried out by properly trained operatives to reduce the possibility of operational faults such as flame snap-out, backfire, sustained backfire and flashback occurring during work.

The work area will be clear and screened in order to prevent ignition of combustible materials and to protect process equipment, passers-by and others working in the vicinity.

Flashback arresters will be used at all times.

HSI will ensure that equipment is checked and properly maintained: -A serviceable fire extinguisher will be kept to hand and the area well ventilated at all times.

When welding or burning is carried out under a permit-to-work system, suitable and sufficient control measures will be assessed and implemented to protect the employees and others.

3.20 Housekeeping and Material Storage

Strict attention will be paid to housekeeping and storage of materials to ensure that all works/sites are maintained in a clean, tidy manner at all times. Work shall be planned, organized and executed to ensure that no fire or any other hazard arises on or from the works/site.

Housekeeping Procedure includes:

- All stairways, passageways, gangways and access ways shall be kept free of materials and obstructions at all times.
- Loose or light materials shall not be stored or left on roofs on floors that are not closed in, unless it is safety secured.
- Tools materials extension cords, hoses, shall not cause tripping or other hazards.
- Protruding nails in scrap boards, planks and timbers shall be removed, hammered in or bent over flush with the wood unless placed in containers or for removal.
- Walkways, runways and sidewalks shall be kept clear of excavated material or other obstructions.
- Accumulation of flammable and combustible liquids on floors, walls, etc. is prohibited. All spills of flammable and combustible liquids shall be cleaned up immediately.

3.21 Information & Documentation

Effective information and documentation management systems are in place such that:

- Drawings and other pertinent documentation necessary for health, safety and environmental compliant operations are identified, current and accessible
- All applicable regulations, codes and standards are identified, current and accessible
- Document retention and archiving requirements are satisfied
- The currency of systems and procedures is ensured
- Roles and responsibilities in relation to information and documentation management are clearly understood
- Appropriate use is made of electronic information management system.

3.22 Lifting Operations including Safe Use of Cranes

In accordance with the Lifting Operations and Lifting Equipment Regulations HSI will ensure that all lifting operations are:

- properly planned by a competent person who has the necessary practical and theoretical knowledge and experience.
- appropriately supervised by trained and experienced personnel
- carried out in a safe manner

Any significant lifting operation shall be the subject of a Safety Method Statement; however, general repetitive lifting operations will only be subject to an initial assessment and then subjected to a periodic review to confirm the ongoing validity of the assessment.

All lifting equipment, including cranes, used in the operations will have the necessary test and examination certification and all lifting machinery and equipment will be marked with a safe working load (SWL) or working load limit (WLL).

HSI will only use cranes and lifting equipment that are of adequate strength and stability for all purposes they are intended for. Also that every part of any loads that are to be lifted and anything attached to it and used for lifting is of adequate strength.

Assessments will be made prior to work commencing to assess whether the crane and lifting equipment are suitable for the tasks intended. Account will be taken of the combination of forces to which the crane and lifting equipment might be subjected including stability considerations such as ground conditions, loadings, wind and work methods.

Lifting operations will be planned so that lifting equipment is positioned or installed to minimize the need to lift loads over people.

At all times suitable measures will be taken to prevent lifting equipment coming into contact with overhead power lines, structures, and other work equipment.

Where necessary to take into account hazards were lifting equipment may be de-rated to reduce the risk.

All lifting equipment fitted with hooks or other similar devices provided for lifting will be of a type that reduces the risk of the load becoming displaced from the hook or other devices. Where possible hooks with safety catches fitted will be used.

3.23 Management of Change

HSI will ensure that changes are approved and authorized and that they are properly documented and communicated to those affected by the change. Any approved changes will be monitored and reviewed for their effectiveness.

3.24 Manual Handling

HSI will comply with the Manual Handling Regulations and the latest Health and Safety Executive publications showing good practice.

Assessments will be made of the items that are to be lifted manually and wherever reasonably practical mechanical aids will be provided to reduce the need to manually handle materials to a minimum.

Training will be given in order to reduce the likelihood of back injuries or other work related upper limb disorder.

Safety Procedure for Material Handling includes:

- All materials in containers, bundles, etc. shall be blocked, interlocked and limited in height so that it is stable and secured against sliding or collapse.
- Material shall be stacked as low as practical and in no case higher than 20ft.
- Material stored inside building under construction shall not be placed with 6ft. of any hoist way or floor.
- Access ways shall be kept clear.
- Flammable and combustible liquids in a storage shall be in a NO SMOKING area separated from other stored materials by 50ft.
- Unauthorized persons shall be prohibited from storage areas.
- Pipework, ducts, conduit and other cylindrical materials unless racked shall be stacked and blocked so as to prevent spreading.
- Materials shall not be stored on scaffolding or runways in excess of needs for normal placement operations or in excess of safe load limits.
- Persons shall not work or pass under elevated work areas unless protected by overhead protection.

3.25 Method Statements

Written Method statements including safe operating procedures will be produced for all key activities with suitable and sufficient hazard control as identified by the risk assessment for the specific activity/site(s).

The method statements will be communicated to operatives through tool box talks and the records of these will be maintained.

3.26 Occupational Health

Employees are able to raise occupational health issues and the communication of known hazards made to all those that could be affected.

Appropriate corrective/preventative measures are implemented and the follow-up action is taken to ensure improvements are implemented.

Workplace inspections and job observations take place as necessary to assist in identifying regulatory medical requirements. Appropriate risk assessments are carried out where necessary.

3.27 Office Working

Individuals have the freedom to choose what to wear but are expected to dress sensibly when in the office. Avoid wearing high heels since they tend to be dangerous when descending stairs. Loose clothing such as scarves, ties etc. are not allowed when working on or near moving machinery.

Office equipment will be maintained in good condition and positioned to allow adequate clearance for staff. Sharp objects such as broken glass, razors etc. must not be deposited in waste bins - remember someone has to empty these containers. Paper should always be placed in the bin for recycling. The instructions which accompany printing and photocopying machines, particularly the requirement to switch off the machine before clearing paper paths, cleaning parts, or making adjustments must be followed. Never attempt to repair machines unless trained and authorized to do so. A stepping stool or step ladder must be used to reach high objects.

3.28 Out of hours working and shift work

HSI will maintain similar standards of health, safety and welfare for people working out of hours or other shift work as those on normal day work. All persons who are likely to be asked to participate in out of hours or other shift work will be subject to a process of consultation before agreement is reached on both sides prior to commencement of out of hours or other shift work.

Where necessary HSI will monitor the effect of out of hours or other shift work on those participating, in the event of any problems becoming manifest appropriate action will be taken.

If an employee should become aware of the development of problems associated with out of hours or other shift work he/she should notify the appropriate supervisor/manager to allow appropriate action to be taken as soon as is reasonably practicable.

3.29 Public Protection and Interfaces with Others

HSI management will co-operate fully with any measures developed to ensure the protection of the public from whatever hazards may arise from the works, based upon the principles of exclusion, protection and regular monitoring.

3.30 Welfare

HSI will ensure that adequate welfare arrangements, in accordance with the requirements of the Regulations, are provided for all employees. Toilets, washing facilities, accommodation for changing and drying clothing and rest rooms will be kept clean and tidy at all times and a supply of drinking water will be provided and conspicuously marked by an appropriate sign

Any employee found damaging or vandalizing welfare facilities will be subject to disciplinary proceedings.

3.31 Work Equipment including Hand Tools

HSI will ensure that work equipment is carefully selected, ensuring that it complies with the regulations, and that it will be properly maintained. Operatives will receive all necessary information, instruction and training and be aware of any foreseeable dangers.

HSI will also:

- ensure that equipment is properly constructed or adapted for the purpose for which it is used or provided;
- consider working conditions and risks to health and safety to persons where the equipment is to be used;
- ensure that the equipment is used only for operations and under conditions where it is suitable.

All Supervisors shall ensure that operatives are provided with tools that are suitable for their intended task. All HSI operatives shall ensure that defective tools are reported to the supervisor for repair or removed from use.

3.32 Working at Heights

The requirements of the Working at Heights Regulations will be satisfied. Risk assessments will be carried out to ensure that all that is reasonably practicable is done to prevent any person falling whilst at, or accessing, their workplace. No work will be carried out at height if it is reasonably practicable to do it another way.

Where personnel are required to work at heights in mobile elevated work platforms or similar access plant &/or equipment then they will wear a full body harness and suitable **restraint** lanyard(s) of an appropriate length which must be attached to a suitable anchor point at all times.

Suitable **fall arrest** equipment will be selected and provided to personnel where the risk assessment deems it necessary.

Operatives will receive any necessary instruction, training and be made aware of any foreseeable dangers in the use of equipment for work at height.

All work at height will be properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable. Account will be taken of the prevailing weather conditions and planning will include for emergencies and rescue. Collective protection will be given priority over personnel protection measures.

Actions will be taken to prevent, so far as is reasonably practicable, any materials, tools or other objects falling and causing injury.

When considering work at heights the following hierarchy for managing and selecting equipment will be used:-

- if possible avoid work at heights
- where it cannot be avoided use work equipment or other measures to avoid falls
- if the risks of falls cannot be eliminated take steps to minimize the distance and consequences should a fall occur

All work at height will be carried out by suitably trained and competent personnel.

3.33 Young Persons at Work

HSI will ensure that appropriate arrangements are in place for young people at work including those on work experience.

HSI will:

- Assess the risks to young people before they start work.
- Ensure that the risk assessment takes into account specific factors, including their immaturity, inexperience and lack of awareness. (This risk assessment will determine, with respect to work experience, whether the placement can go ahead).
- Introduce control measures to eliminate or minimize the risks.
- Ensure that the young person's Supervisor is aware of his additional responsibilities.

4.0 Safety Legislation

Federal Law No. 8 Year 1980, The Labor and Social Affairs implementation thereof.

The labor and social affairs law of 1980, is aimed at securing the health and Safety and Welfare of people at work, and also the protection of their people not at work, against risk to their health and safety arising out of or in connection with working activities.

It places duties on every employer concerning Health, Safety and Welfare, and it also places duties on every employee to cooperate with employers in this respect in particular, the Labor Law 1980, obliges the Company to formulate and monitor a Safety Policy and to draw it to the attention of all its employees.

The law covers all “person at work” whether, they are employers or employees under the Safety Legislation, improvement Notices or Prohibition Notice may be served by the inspectorate if it is considered that there has been a contravention of the Safety Legislation of the labor law and there is risk of personal injury.

A Company or an individual employee may be charged and convicted by a criminal court if they have been found guilty of contravening the Safety Legislation of the Labor Law 1976.

Part V – UAE Federal Law No. 8 Regulation of Labor relations

Industrial Safety, Preventive Measures, Health and Social Care for Workers

ARTICLE 91

Every employer shall provide adequate equipment to protect workers against dangers of employment accidents and occupational diseases that may occur during the work, and also against fire hazards and other hazards that may result from the machines and other equipment. He shall also adopt all other preventive methods ordered by the Ministry of labor and Social affair use the protective equipment and the clothing supplied to him for this purpose, shall comply with all instructions given by the employer to protect him against hazards and shall not take any action liable to hamper compliance with such instructions.

ARTICLE 92

Every employer shall display detailed instructions in a conspicuous position at the work place indicating the measures to be taken to prevent fire and protect workers against hazards to which they may be exposed while performing their work. Such instruction shall be in Arabic and, if necessary in another language understood by the worker.

ARTICLE 93

Every employer shall provide one or more first aid boxes containing medicines, bandages, antiseptics, and such as other first aid material as may be ordered by Ministry of Labor and Social Affair. There shall be first aid box for every 100 workers. The box shall be entrusted to a person to a specialized in giving first aid.

ARTICLE 94

Without prejudice to the provision of the regulations and orders issued by the competent government authorities, an employer shall ensure perfect cleanliness and ventilation in each workplace and provide each workplace with adequate lighting, drinking water and toilets.

ARTICLE 95

An employer shall arrange for one or more medical practitioner to carry out a periodic general and thorough examination at intervals of not more than six months on those of his Workers who are exposed to the dangers of contracting of the occupational diseases specified by Law and Shall enter the finding of such examinations in his records and in the workers files.

ARTICLE 96

An employer shall provide his workers with medical care facilities corresponding to the standards laid down by the Minister of Labor and Social Affair in cooperation with the Minister of Health.

ARTICLE 97

The Minister of Labor and Social Affairs may, after consulting the Minister of Health, By order prescribed the general precautions and health protection measures applicable to all establishments employing workers, and in particular, the measures relating safety, ventilation, canteens, the supply of the drinking water and water for washing the elimination of any dust and smoke polluting the air, and the precaution to be against fire and electricity.

ARTICLE 98

The employer or representative shall inform each worker at the time of his recruitment of the dangers connected with occupation and of the protective measures he must take, and shall post up detailed written instruction in this behalf in the workplace.

ARTICLE 99

It shall be unlawful for an employer or his representative or any person having authority over workers to bring or allow any one else to bring any king of alcohol beverages into a workplace for consumption or to any person in a state of drunkenness to enter or remain in the establishment.

ARTICLE 100

Every worker shall comply with the instructions and orders respecting industrial and personal safety precaution, use the necessary protective devices and treat any such devices in his possessions with due care. It shall be unlawful for a worker to commit any act leading to non-compliance with such instructions, to the misuse of the equipment provide for protecting the health and safety of the workers or to the damage or destruction of such equipment. An employer may, include in the disciplinary code penalties to be imposed on workers contravening the previsions of the preceding paragraph.