




CONTRACTOR SITE SAFETY PROGRAM				SA-AMI-000-HDAI-710004				
				Contractor Reference :		6601000283		
				Revision: 2	Step: IFU			
				Rev. Date: 14-FEB-2024				
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AMIRAL PROJECT

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 Contract No : 6601000283(IK)

CONTRACTOR SITE SAFETY PROGRAM

Rev.	Step	Date	Revision Description	Issued by Safety Supervisor	Reviewed by Safety Manager	Approved by PM	Concurred by: Pkg. APMT
2	IFU	14-Feb-2024	Issue For Use	D.H.CHANG	D.S.LEE	Y.H.JUNG	
1	IFU	07-Dec-2023	Issue For Use	D.H.CHANG	D.S.LEE	Y.B.IM	
0	IFR	26-Oct-2023	Issue For Review	D.H.CHANG	D.S.LEE	Y.B.IM	

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Secure Minds
Secure Finds

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SECTION 1

GENERAL

1 GENERAL

1.1. DEFINITIONS

COMPANY : ARAMCO OVERSEAS COMPANY B.V. & SAUDI ARABIA
OIL COMPANY ("SAUDI ARAMCO")
CONTRACT : 6601000283 (IK) and 6600051434 (OOK)
IK : IN KINGDOM of SAUDI ARABIA
CONTRACTOR : HYUNDAI Engineering & Construction Co., Ltd ("HDEC")
HYUNDAI Engineering Co., Ltd ("HEC")

1.2. ABBREVIATION

HSE : Health, Safety and Environment
G.I. : COMPANY General Instruction
CSM : COMPANY Construction Safety Manual
CSMH : COMPANY Construction Safety Manual Handbook
CSAR : COMPANY Contractor Safety Administrative Requirements
EHC : COMPANY Environmental Health Code
SAPO : Saudi Aramco Proponent Organization

1.3. REFERENCE DOCUMENTS

COMPANY Construction Safety Manual
COMPANY General Instructions

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SECTION 2

(CONTRACTOR SITE SAFETY PROGRAM (CSSP))

2 SCOPE OF WORK PROGRAM

This CONTRACTOR SITE SAFETY PROGRAM (CSSP) has been prepared as required by Saudi Labor Law, Schedule "D" of Contract, COMPANY's Construction Safety Manual, COMPANY's General Instructions and to outline the methods, uniform approach for implementing the project site's Health, Safety & Environmental requirements and to give guidance on the core processes to be followed during the construction period.

2.1. GENERAL DESCRIPTION OF WORK

2.1.1. Civil Works:

Foundations and Floor Slabs

CONTRACTOR shall supply and install all required foundations and floor slabs including for equipment, buildings, and structures – including all required: excavation; shoring; dewatering; blinding; waterproofing; reinforcement; formwork; concrete placement; anchor bolts and embedded items; coating and protection; backfill and compaction; grouting and disposal of excavated material.

CONTRACTOR shall consider proximity of adjacent excavations and foundations and ensure suitable safe access and working area is provided in CONTRACTOR Construction methodology, using suitable profile / shoring techniques for all excavations.

Underground Systems

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CONTRACTOR shall supply and install all required underground systems including pressurized / process and non-pressurized piping and drainage systems, and underground cabling – including all required: excavation; shoring; dewatering; concrete works, including lined trenches, covers, ducting, culverts, sumps, drains, basins, chambers, and manholes; bedding materials; piping installation; cable laying; warning tapes; covers and tiles; backfill and compaction; and testing and Pre-Commissioning to support RFC (Ready For Commissioning)

Concrete Works

CONTRACTOR shall supply and install all required concrete works including concrete structures, pipe tracks, pipe supports, plinths, minor foundations, walls, steps, kerbs, channels and ditches, and other miscellaneous concrete items – including all required: excavation; shoring; dewatering; blinding; waterproofing; reinforcement; formwork; concrete placement; anchor bolts and embedded items; coating; backfill and compaction; and grouting.

Roads and Paving

CONTRACTOR shall supply and install all required roads and paving including surface drainage systems, berms, bunds, kerbs, and any landscaping as required – including all required: earthworks; fill; compaction; lining; sub-base and base layer preparation; asphalt and concrete placement; concrete work; and painting, coating and finishing.

Fencing and Infrastructure

CONTRACTOR shall supply and install all required fencing and infrastructure including fencing and physical safety and security measures: including gates, barriers, and locks; and street furniture including safety barriers, lighting and sign posts, and signage.

2.1.2. Building Works:

CONTRACTOR shall supply and install all required buildings including all required: concrete work; structural steel erection; cladding; blockwork; brickwork; windows;

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pipng; cabling; internal walls, floors and ceilings; power and lighting systems; fire and security systems; plumbing and drainage systems; telecommunication systems; HVAC; control systems; painting; fixtures, fittings, and finishes, testing and Pre-Commissioning to support Mechanical Completion including any temporary utilities and services.

2.1.3. Steel Structure Works:

CONTRACTOR shall supply and install all required pipe racks and other steel structures – including all required: fabrication and erection of structural steel, platforms, ladders, stairs, and handrails; levelling, shimming, and alignment; grouting; surface preparation, painting, coating, and galvanising; safety features; installation and testing of runway beams and hoists etc.; and fabrication and erection of supports, brackets, stands, and other miscellaneous steelwork.

CONTRACTOR shall evaluate fireproofing requirements to piperacks and other structures as per fire hazard classification and shall supply and install fireproofing where necessary in accordance with AMIES-B-006 where required

2.1.4. Mechanical Works:

CONTRACTOR shall supply and install all required mechanical, static, rotating, and packaged equipment – including all required: erection, placement, and hook-up; levelling, shimming, and alignment; grouting; internals installation; preservation; completion of any associated steelwork, piping, electrical, instrumentation, control, paint / coating, and insulation; first fill; testing and pre-commissioning to support Mechanical Completion; and vendor inspection and installation, testing, and Pre-Commissioning support.

2.1.5. Piping Works:

Above Ground Piping Installation

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CONTRACTOR shall be responsible for the supply, fabrication and erection of all required pipe and pipe spools, fittings, flanges, valves, supports, in-line components, and steam tracing – including all required: erection; alignment and fitting; welding and jointing; testing, cleaning, drying and Pre-Commissioning to support Mechanical Completion.

Insulation

CONTRACTOR shall supply and install all required hot, cold, personnel protection, acoustic, and other insulation; for piping, equipment, buildings, or other items as required – including all required: fabrication and installation of all cladding, fixings and metalwork; installation of all insulating materials; and jointing and sealing.

Paint and Coatings

CONTRACTOR is responsible for the supply of all painting / coating materials, and all painting and / or coating of: concrete and civil items; buildings; structural steel items; equipment items; piping items; and other items such as architectural finishes, signs, and identification marks.

Welding Control, Testing and Non-Destructive Examination (NDE)

CONTRACTOR shall refer to the Contract document Schedule B and Schedule Q for full welding requirements. CONTRACTOR shall submit all welding / NDT procedures to COMPANY for approval.

All Welder tests shall be witnessed by an independent third party appointed by the CONTRACTOR at its own cost and approved by COMPANY.

A proper record system of welder performances shall be maintained by CONTRACTOR and shall include welder performance reports, rejection notes, persistent faults, etc.

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CONTRACTOR shall utilize a Welding Control Database for the control of all welding at Site.

2.1.6. Electrical and Instrument Works:

Electrical Equipment

CONTRACTOR shall supply and install all required: transformers; switchgear; cabinets; distribution boards; control panels; relays; switches; junction boxes; power management and protection; junction boxes; earthing; cathodic protection; heat tracing; light fittings; power outlets; supports; and labelling and marking, performing all required testing and Pre-Commissioning to support Mechanical Completion.

Electrical Cabling

CONTRACTOR shall supply and install all required: cable, cable tray, supports, and conduit – including: cable pulling; glanding, dressing and clipping; terminations; labelling and marking; and testing and Pre-Commissioning to support Mechanical Completion.

Electrical Small Power and Lighting

CONTRACTOR shall supply and install all electrical small power and light circuits, including distribution cabinets, junction boxes, cable tray, ladder rack, conduit, Unistrut, the pulling, glanding and terminations, clipping and ID marking of cable on tray, ladder rack, conduit, raceway, Unistrut, underground, in duct, directly clipped to any surface, receptacles, outlet, light fittings, flood lights, the support to any light fitting from street light poles to simple brackets and any other activity, which is required to complete this construction installation.

2.1.7. Instrumentation and Control:

Instrumentation and Control Equipment

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CONTRACTOR shall supply and install all required: control systems equipment; instruments; transmitters; instrument air sub-headers and small-bore piping; tubing and supports; control valves, positioners, and actuators; control panels and remote terminal units; junction boxes; switches; supports; and labelling and marking, performing all required testing and Pre-Commissioning to support Mechanical Completion.

Instrumentation and Control Cabling

CONTRACTOR shall supply and install all required: cable, cable tray, supports, and conduit – including: cable pulling; glanding, dressing and clipping; terminations; labelling and marking; and testing and Pre-Commissioning to support Mechanical Completion.

2.1.8. Telecommunication and Security:

CONTRACTOR shall supply and install all required: telecommunication equipment; cabling and associated infrastructure; cabinets; panels; racks; security equipment; public address systems; cameras; access control systems; and labelling and marking, performing all required testing and Pre-Commissioning to support Mechanical Completion.

2.1.9. Loss Prevention:

CONTRACTOR shall supply and install all required: fire and gas protection and detection systems; safety equipment; signs; lights; alarms; and labelling and marking, and testing and Pre-Commissioning to support Mechanical Completion.

2.1.10. Access:

CONTRACTOR shall supply, erect, maintain and dismantle sufficient elevated access by means of tube / clip scaffold and powered equipment e.g. motorized elevated work platforms (MEWPs), scissor lifts etc. taking due account of means of access, ground conditions, work being undertaken, loading, congestion.

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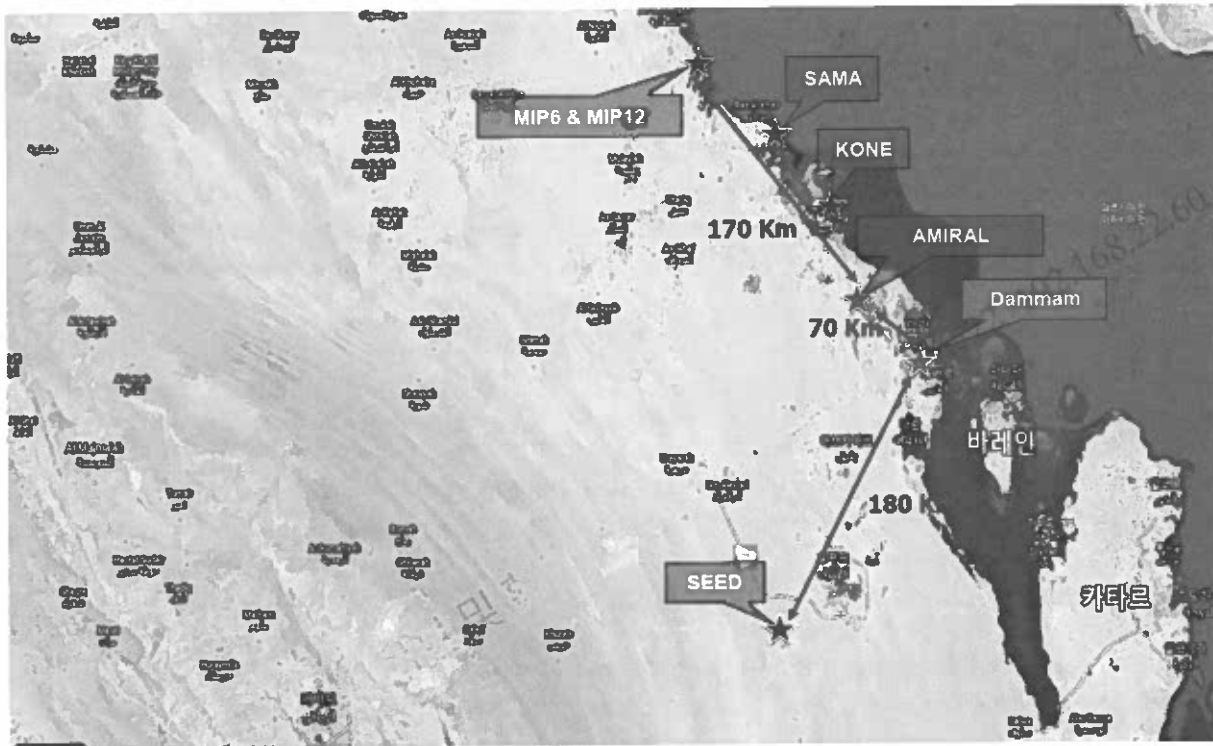
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SECTION 3 SITE LOCATION MAP

3 PROPOSED FACILITIES LOCATION

Satellite image of the plant location, proximity from existing COMPANY facilities, and other landmarks.



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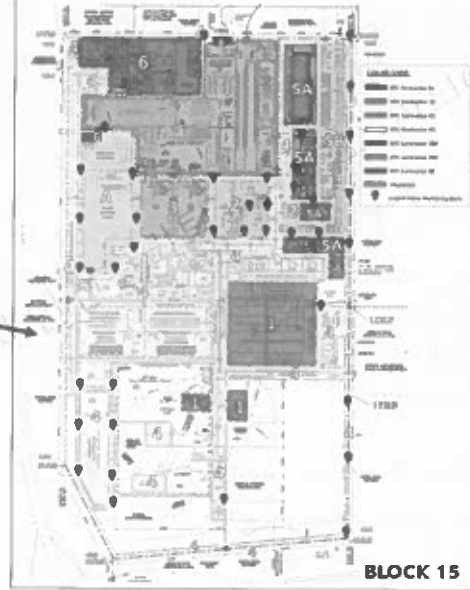
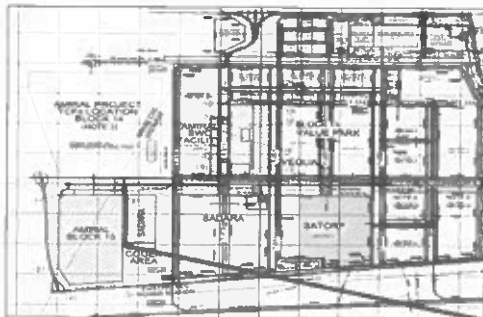
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PKG (4) AMIRAL – Utilities, Flares and Interconnecting system LOCATION



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SECTION 4 CONTRACTOR'S HSE POLICY

4 CONTRACTOR'S HSE POLICY

CONTRACTOR recognizes the health & welfare of personnel, safety of operations and environmental protection as the highest corporate priorities, and as a determinant to sustainable development.

As such, it is the policy of the CONTRACTOR that no employees of the COMPANY or CONTRACTOR and the public will be put at risk under any circumstances. CONTRACTOR will obey the core value of both Company HSE Regulation, and Contractor HSE Regulations.

It is emphasized that the content of this manual is a basic part of COMPANY policy, and the application of its provisions are mandatory. Supervision at all levels will be held responsible for the proper implementation and observance of the procedures and standards herein prescribed.

4.1. STATEMENT OF POLICY

The Safety, Health and well-being of its employees are of paramount consideration to the CONTRACTOR in all its undertakings. CONTRACTOR's Management sets a high standard of protection for its employees in Safety, Health and Welfare. In recognition of this precept, CONTRACTOR will constantly work towards:

- a. The maintenance of safe and healthy working conditions.
- b. Consistent adherence to safe operating practices and procedures to minimize accidents and illness.

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- c. Thorough observance of all COMPANY/CONTRACTOR's requirements as stipulated in Schedule "D" of Contract and the HSE regulations of Saudi Arabia Labor Law.

4.2. HSE POLICY & OBJECTIVES

『PLANT』 **Health·Safety·Environment**
Policy & Objectives

Plant Division prioritizes the value of health, safety and environment under the philosophy of humanism, faithful fulfillment of social responsibilities & roles, and does its best to promote the well-being and happy life of all stakeholders

ZERO Accident Fatality & Environment

- 1 Faithful to Basic Regulations & Standards
- 2 Establishment of Advanced HSE System
- 3 Cascading Safety Culture

All employees shall fully understand and faithfully comply with the policy above.

January 2024


 Seong-An Ryu
 COO & President Plant Division



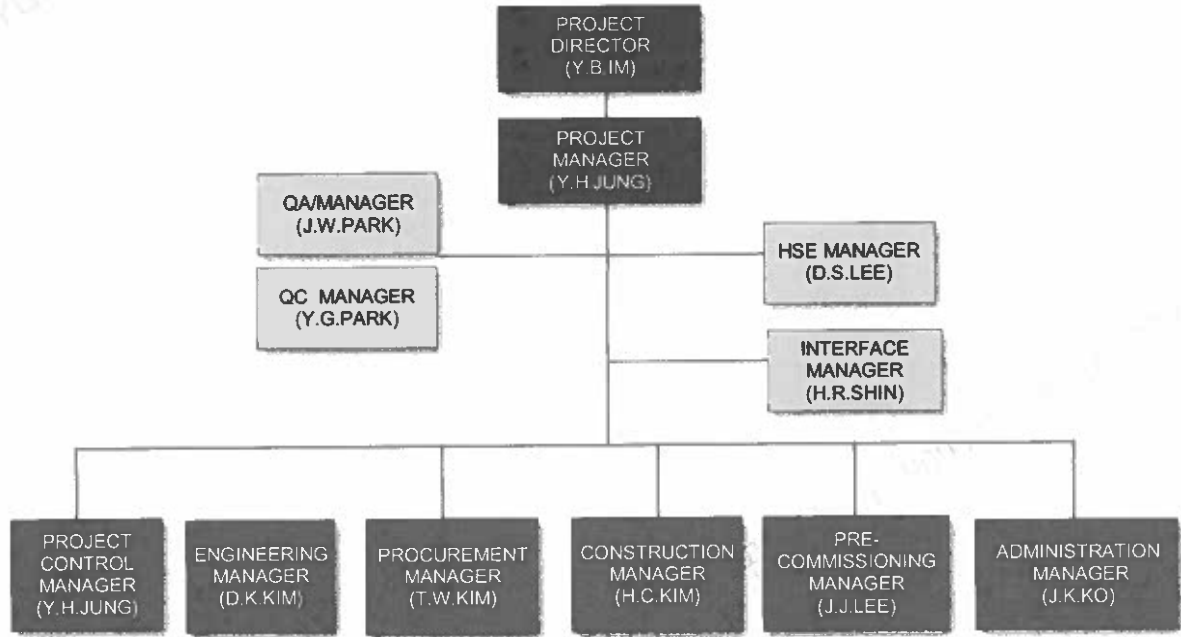
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SECTION 5

CONTRACTOR'S ORGANIZATIONAL CHART

5 CONTRACTOR'S ORGANIZATIONAL CHART



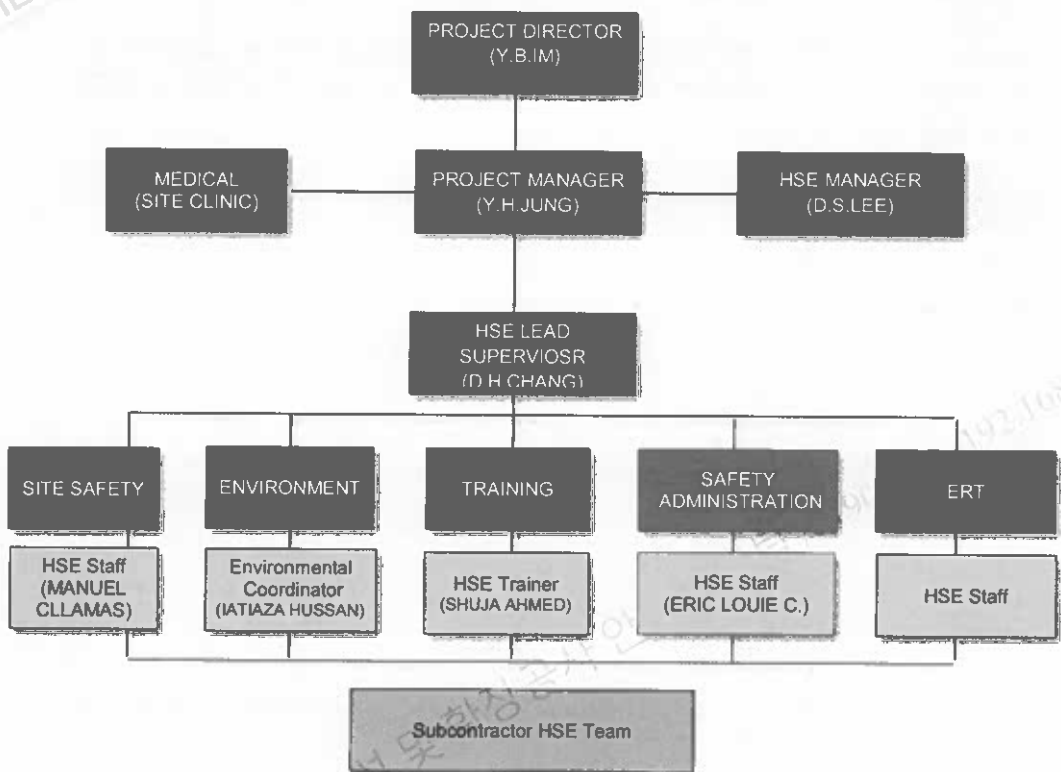
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SECTION 6

CONTRACTOR'S SITE HSE ORGANIZATIONAL CHART

6 CONTRACTOR'S SITE HSE ORGANIZATIONAL CHART



NOTE:

- ❖ Subcontractor HSE Team shall work with Contractor HSE Team for the implementation of Contractor CSSP

All position to be filled up (CV's to be submitted for SA approval)

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SECTION 7

ASSIGNMENT OF RESPONSIBILITIES

7 ASSIGNMENT OF RESPONSIBILITIES

Contractor's workers, personnel and management are organized and held responsible for the initiation, administration, implementation and maintenance of the **CONTRACTOR SITE SAFETY PROGRAM** as outlined below:

1. Project Director
2. Project Manager
3. Construction Manager
4. Discipline Managers
5. HSE Manager
6. HSE Supervisors (Engineers/Supervisor/Officers)
7. Engineer / Supervisor
8. Foreman
9. Workers

Please refer to "the Project & HSE Organization Chart" and see below mentioned details of responsibilities.

7.1. PROJECT DIRECTOR

1. Initiate **CONTRACTOR SITE SAFETY PROGRAM (CSSP)** and ensure that adequate financial provisions are made for its implementations.

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2. Appoint HSE personnel to administer the CONTRACTOR SITE SAFETY PROGRAM (CSSP), Schedules "D" of Contract, COMPANY's construction regulations and Saudi Arabian Labor Law provisions.
3. Ensure that all levels of staff are aware of their personal commitment to Safe working practices.
4. Set a personal example in HSE awareness.

7.2. PROJECT MANAGER

1. Committed to support of the CONTRACTOR SITE SAFETY PROGRAM (CSSP), Schedule "D" of Contract, COMPANY's construction regulations and Saudi Arabian Labor Law provisions.
2. Ensure that adequate finance is made for facilities and equipment to avoid risk of injury to personnel, damage to and wastage of equipment and materials.
3. Ensure the management staffs are aware of the CONTRACTOR SITE SAFETY PROGRAM (CSSP), Schedule "D" of Contract, COMPANY's construction regulation, and the requirements of Saudi Arabian Labor Law, and of serious financial consequences by their non-observance.
4. Reprimand any member of supervisory staff for failing to discharge satisfactorily the responsibilities allocated to him.
5. Institute a proper system for reporting, investigating and estimating the cost of injury, damage and fire. Promote action to prevent recurrence and initiate analysis to discover accident causes and trends.
6. Make sure that in tendering, at planning stages, and throughout the contract, allowance is made for suitable and sufficient safety equipment to enable the job to be done with minimum risk.

7.3. CONSTRUCTION MANAGER

1. Understand the COMPANY/CONTRACTORS's policy and appreciate the responsibility allocated to each grade of supervision.

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2. Know the requirements of the CONTRACTOR SITE SAFETY PROGRAM, Schedule "D" of Contract, COMPANY's construction regulation and relevant parts of Saudi Arabian Government Workmen's Regulation and ensure they are observed.
3. Ensure that tenders are adequate to cover sound working methods and reasonable welfare facilities.
4. Determine at the planning stage:
 - a. The most appropriate order and methods of working.
 - b. Storage areas, access, etc.
 - c. Hazards which might arise from overhead or underground services.
 - d. Facilities for welfare, first-aid, and sanitation.
 - e. Work permits procedures and requirements.
 - f. Basic fire precautions.
 - g. House Keeping.
5. Provide written instructions to establish work methods, to explain the sequence of operations, to outline potential hazards at each stage, and to indicate precautions to be adopted.
6. Personally implement the recommendations of the HSE Supervisors.
7. Ensure that all supervisory grades reporting to him are aware of and carry out, the requirements stipulated in Schedule "D" of Contract and Saudi Arabian Labor Law.
8. Organize the site so that work is carried out with the minimum risk of injury to men, damage to and loss of materials and equipment.
9. Release staff for HSE training session when required.
10. Set a personal example on site by wearing appropriate protective clothing and equipment at all times.

7.4. DISCIPLINE MANAGERS

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1. Understand the COMPANY/CONTRACTOR's policy and appreciate the responsibility allocated to each grade of supervision.
2. Know the requirements of the CONTRACTOR SITE SAFETY PROGRAM, Schedule "D" of Contract, COMPANY's construction regulation and relevant parts of Saudi Arabian Government Workmen's Regulation and ensure they are observed.
3. Ensure that Contractor has adequate means to cover sound working methods and reasonable welfare facilities.
4. Provide written instructions to establish work methods, to explain the sequence of operations, to outline potential hazards at each stage, and to indicate precautions to be adopted.
5. Personally implement the recommendations of the HSE Supervisors.
6. Ensure that all supervisory grades reporting to him are aware of and carry out, the requirements stipulated in this CONTRACTOR SITE SAFETY PROGRAM (CSSP), Schedule "D" and Saudi Arabian Labor Law.
7. Organize the site so that work is carried out with the minimum risk of injury to men, damage to & loss of materials and equipment, including damage to environment.
8. Set a personal example on site by supporting and following site safety rules, wearing appropriate protective clothing and equipment at all times.

7.5. HSE MANAGER (HSEM)

1. Provide guidance and advice on management of the following:
 - a. Ways to prevent injury to personnel, damage to plant and/or equipment and fire
 - b. Ways to improve existing work conditions
 - c. Legal and contractual requirement affecting Safety, Health and welfare
 - d. Provision and use of protective clothing and equipment

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- e. Potential hazards on site before work starts and on the HSE organization and fire precautions required
 - f. Changes in HSE requirement
2. Monitors the carrying out of site surveys to ensure that only safe work methods are in operation, that health and Safety requirements are being observed, and welfare & first aid facilities are adequate and properly maintained.
 3. Determine the cause of any accident (or dangerous occurrence), and recommend means of preventing recurrence of such an incident.
 4. Monitor and oversees the recording and analysis of information on injuries, damage and production loss. Assess accident trends and review overall HSE performance.
 5. Keep updated with latest codes of practice and HSE literature. Initiate the circulation of information applicable to each level of employees
 6. Foster within the project site an understanding that injury prevention and damage control are an integral part of business and operational efficiency.
 7. The site safety manager shall be fluent in spoken and written English and shall have at least 10 years of safety experience specific to the contract's scope of work- CSAR Section 4.5 B

7.6. HSE SUPERVISORS (ENGINEERS/SUPERVISOR/OFFICERS)

1. The HSE Supervisor is delegated by the HSE Manager and has the responsibility to provide advice, guidance and such aid as may be needed by the field supervisors in preventing accidents and having full authority to stop unsafe job (unsafe conditions / unsafe acts) until the deficiencies have been corrected, authority to order HSE supplies & equipment as needed., including the conduct of:
 - a. HSE Induction of new employees.
 - b. Re-issuance of protective equipment
 - c. HSE meeting-planning and assistance.
 - d. Supply of information and educational materials for meetings.

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- e. Accident investigation follow-up.
 - f. Statistical reporting.
 - g. General publicity-posters, management reports, memos, letters, notices, etc.
 - h. Arranging periodic HSE Inspections for the project
 - i. Scheduling HSE trainings and other special instructions.
 - j. Weekly and Monthly man hour report submission to relevant parties
 - k. Arrange HSE Signs & Statistical Sign Boards at their site.
1. Prepare and keep adequate records of all accidents, and from these records prepare such chart that will best show the way to highlight problem areas so appropriate action can be taken to reduce and eliminate accidents.
 2. Keep updated with new developments in accident prevention, personal protective equipment and first-aid equipment,
 3. Ensure that any equipment brought on site is suitable and has the necessary valid certificate; and to draw site management's attention to any defects or deficiencies.
 4. Investigate any injury to personnel, loss or damage to equipment, near-misses and accidents, and the corrective action taken on the recommendations made in the hazard report.
 5. Carry out regular site checks, in addition to the official weekly inspections, of all sites for which he is responsible.
 6. Encourage all position grades to HSE consciousness during HSE meeting and to recommend ways of Improving HSE and preventing loss and damage to equipment and materials.
 7. Attend job progress meeting where HSE is an item on the agenda. Report on job HSE performance. Take part in discussions on injury, damage, and loss control.
 8. Keep record of weekly HSE meeting, subject and attendance.
 9. Set a personal example.
 10. Site safety supervisor(s) shall be fluent in spoken and written English and shall have at least seven years of safety experience specific to the contract's scope of

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work.

- All field safety officers (whose job title could also be safety inspector, site safety engineer, safety advisor, safety representative or similar position) shall be fluent in spoken and written English and have at least five years of safety experience specific to the contract's scope of work.

Note: Safety officers with less than five years of safety experience, as well as clerical, fire watch, confined space standby men, hazardous materials handlers, etc., shall be excluded from the numbers of safety staff in Table 4.1. Contractor is advised that additional safety officers may be necessary based on the risk of the activities to be performed and as requested by the SAPO

The contractor shall provide the safety manager and each safety supervisor with a personal means of communication (e.g., mobile phone) and a dedicated motor vehicle equipped for the travel environment that may be encountered during the course of his work.

The safety manager/supervisor and field safety officer positions shall be filled prior to commencement of on-site work and shall remain filled until completion of work.

Contractor safety staff personnel shall not be assigned dual roles (e.g., Not a site safety officer and the scaffold inspector).

7.7. ENGINEERS / SUPERVISORS

- Understand and fully support & comply the CONTRACTOR SITE SAFETY PROGRAM, Schedule "D" of Contract, COMPANY's construction regulations, and the requirements of Saudi Arabian Labor Law.
- Responsible for maintaining Safe working conditions and practices and for the HSE of all men under his supervision.
- Plan and provide for good housekeeping. Nowhere is the quality of supervision is more apparent than in housekeeping. Good housekeeping is not only essential for HSE but is also indicative of efficient supervision.

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4. Each supervisor is responsible for the proper training of the employees reporting to him. Job hazards and safe procedures shall be fully explained to each employee before commencing work.
5. It is also the supervisor's responsibility to see that all needed Personal Protective Equipment (PPE) meets Company Standards and is used in accordance with HSE Rules & Practices.
6. Encourage employee's suggestions and gives them immediate considerations.
7. Be familiar with Work Permit Procedures of COMPANY
8. Give precise Instructions on responsibilities for correct and implement the same work methods.
9. Coordinate with Sub-CONTRACTOR's and other CONTRACTOR's on site to avoid any confusion about areas of responsibilities.
10. Check that equipment and tools, both power and hand tools, are maintained in good condition.
11. Ensure that verbal instructions are fully understood and follow-through to see that they are carried out as Intended.
12. Make sure that all men know the emergency procedures to be undertaken in case of accident.
13. Make sure that all required Personal Protective Equipment (PPE) meets COMPANY's Standards and is used.
14. Release supervisors and men when necessary for HSE and fire training.
15. Sets an example and wears all required PPE.
16. The contractor's project engineer (project superintendent or equivalent position) shall immediately notify the contractor's site management and the SAPO of the following:
 - Injury or death of personnel, damage to equipment, loss of process or damage to the environment.
 - Safety infractions noted during site inspections, etc.

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7.8. FOREMEN

1. Understand and fully support & comply the CONTRACTOR SITE SAFETY PROGRAM, Schedule "D" of Contract, the CONTRACTOR / COMPANY's construction regulations and the Saudi Arabian Labor Law.
2. Personally conduct HSE meetings with workers at least once a week.
3. Enforce all general and department HSE rules and regulations.
4. Ensure that all accidents & near misses are reported immediately and that first-aid is rendered in case of injured.
5. Investigate all accidents and near-misses and prepared reports of accident.
6. Ensure that all workers, especially new ones, take all necessary precautions (including the wearing personal protective equipment) and are restrained from taking risk.
7. Report any defects in plant and equipment to the construction superintendent. Do not allow defective or dangerous equipment to be used.
8. Correct unsafe acts, such as horseplay and the taking of unnecessary risks.
9. Set a personal example.
10. Be familiar with Work Permit procedures.
11. Wears all required PPE and comply.
12. Be qualified, proficient in both verbal and written English, provide direct and effective on-site supervision and be continuously present onsite
13. Be empowered in writing by their management to stop their own work and work related to the contract that they deem to be unsafe and to take immediate corrective actions as needed.-CSAR Section 7.7

7.9. WORKERS

1. Understand and fully support & comply the CONTRACTOR SITE SAFETY PROGRAM, Schedule "D" of Contract, the COMPANY and Contractor

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construction regulations and the Saudi Arabian Labor Law.

2. Use the correct tools and equipment for the job. Use the protective clothing and equipment provided.
3. Do nothing to endanger him-self or work mates.
4. Keep tools in good condition.
5. Refrain from horseplay and abuse of Safety devices equipment and welfare facilities.
6. Work HSE and follow HSE instructions from immediate superior.
7. Report all accidents & near misses to direct supervisor and HSE Dept.
8. Clean the work area before you leave job site at the end of the day.
9. Properly use required Personal Protective Equipment (PPE) at all times.
10. Be empowered in writing by their management to stop their own work and work related to the contract that they deem to be unsafe (without fear of retribution)-
CSAR Section 7.9

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SECTION 8

HSE ORIENTATION AND TRAINING

8 HSE ORIENTATION AND TRAINING

Training is a key factor in the prevention of accident and pollution during construction phase. The primary aim of HSE training is for all CONTRACTOR's employees and its subcontractors to:

- Develop HSE awareness and establish safety as a permanent and important part of work.
- Become educated and skillful to recognize all potential hazards of their work and their work environment,
- Know how to correctly and safely use plant, equipment or handle substances,
- Be familiar and compliant with safe work practices required by specific tasks associated with their work.
- Achieve an appropriate level of competency to enable them to do their job safely and influence others to do the same
- Be aware of their responsibilities when performing their task and supervising other staff or workers.

All employees, regardless of position, shall attend a General Orientation given by the site HSE staff. This Orientation shall take place as soon as practicable after arrival, but in any case before starting work.

8.1. GENERAL ORIENTATION (INDUCTION TRAINING)

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Orientation Training is a mandatory training for all site personnel and in particular new worker, transferred or new to his trade/assignment before commencing work. A typical project safety orientation training should include as a minimum the following subjects:

- HSE Policy and objectives,
- COMPANY site specific HSE rules and regulations,
- CONTRACTOR's site HSE rules and instructions,
- Awareness to typical construction HSE hazards and precaution,
- Occupational health and general health issues such as Smoking and Substance abuse (Drug and Alcohol),
- Reporting of accidents and incidences such as near-misses, potential hazards, unsafe conditions and unsafe acts.
- Compliance to relevant legal requirements, local and regulatory bodies such as occupational safety, environmental and social concerns,
- First-aid and emergency response procedures
- Housekeeping and the management & control of construction waste,
- Observation and compliance with Danger and warning notices,
- Disciplinary Actions

The topic of HSE Orientation will be up-dated and educated to the employees in according to the change of project circumstance.

Following successful completion of the General Orientation, which shall be linked to the issue of HSE Orientation Sticker and Contractor Identification Card, new arrivals shall be given a Specific Orientation from their direct supervisor or appointed representative.

The contractor's safety orientation program shall include an overview of relevant requirements in the SA Safety Handbook and Construction Safety Manual (CSM). The

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contractor's safety orientation program shall include, but not be limited to, the applicable topics shown in Table 8.1

8.2. SPECIAL TRAINING COURSES

Any person carrying out specific activities must be experienced, competent, and trained accordingly before commencing such duties.

The Specific Training shall serve as an opportunity for the employer to show the employee a genuine commitment to his or her health, Safety and welfare, and shall include more in-depth information on hazards associated with direct work they will be expected to perform, and familiarization with work colleagues and workplace.

Specific Training Courses shall be given to personnel at all levels of the organization according to the Training Needs Analysis Matrix. This matrix shall form the basis of the training needs standard (who, what, when).

Many specific training courses may be given and recorded by the site HSE team. However, for specialized activities such as scaffolding, electrical systems, health surveillance etc., CONTRACTOR may consider to bring in and engage the services of dedicated and trained personnel when necessary.

A database shall be maintained that will serve to notify who requires what training, if they have completed such training, and when refresher training is required. This will enable preparations for further training courses to be made in good time.

8.3. REFRESHER TRAINING

All employees, after a specific period and/or as prescribed by the HSE Manager or when a project conditions has changed or a new HSE procedure is introduced, shall undergo a refresher training so as to maintain their level of HSE awareness at the highest level possible.

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Refresher training shall be required annually as a minimum, or when major changes will occur, or have occurred, on site or to procedures.

Refresher safety training shall be Conducted at a frequency not less than that established by Saudi Arab Government regulations or SA requirements (note: in the event that refresher safety training is not covered by Saudi Arabian Government regulations or SA requirements, the SAPO or contractor shall document the refresher safety training frequency).-CSAR Section 8.5

8.4. JOB SPECIFIC TRAINING ANALYSIS

Training is one of the most important responsibilities of management and, accordingly, there will be a continuing effort to help our supervisory personnel in carrying out their management function. In order to accomplish this, our key-men shall be continuously trained to become competent supervisors.

The training are for all of CONTRACTOR and Subcontractor's Construction Managers, HSE Managers, Discipline Managers, Site/Field Engineers, Supervisor/Foremen, Safety personnel and other designated personnel. These trainings shall be implemented immediately upon arrival at the project site.

CONTRACTOR nominate/designated persons / 3rd party training subcontractor shall deliver part or all training courses.

Contractor shall ensure that all their site supervision and safety staff receive formal safety training, including a 24-hour (min.) OSHA, NEBOSH, NSC or other SAPO-approved equivalent safety training program. This training shall include a review of typical site hazards and safe work practices.

Contractor's site supervision and safety staff shall be trained in, but not be limited to, the following:

- The job-specific JSA and HIP.
- The contract's safety requirements.

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- Specific hazards and safe work practices associated with the job.
- Relevant sections of the SA Safety Handbook and the SA Construction Safety Manual (CSM).
- Injury/incident reporting and investigation.
- Applicable emergency response procedures.
- First aid and basic life support (BLS). Note: They shall have valid first

8.4.1. A Minimum required training;

- Confined spaces awareness
- Working at height
- Heat stress prevention
- Fire safety awareness
- Emergency response
- H2S awareness
- Environmental safety awarness training

8.4.2. Management Training:

The following items shall be covered during the Management's Training:

- Local labor laws, regulatory rules and other HSE legal requirements
- Policy and Administration
- Risk Assessment
- Permit to Work System
- Environmental Safety Awareness
- Emergency Preparedness, Response and Procedure

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- Incident, Accident Reporting and Principles of Accident Prevention
- HSE Culture and Behavior Based Safety
- Communications

8.4.3. Site Engineers Training:

The following items shall be covered during the Site Engineer's Training:

- Permit To Work
- The Law and HSE
- Policy and Administration
- HSE and the Supervisor' safety responsibilities
- Principles of Accident Prevention
- Site Inspection
- Human Behavior
- Site Tidiness
- Health
- Personal Protective Equipment
- Electricity / LOTO
- Oxygen and Acetylene Equipment
- Equipment
- Transportation
- Excavation
- Working Places, Ladders, and Scaffolding
- Cranes and Other Lifting Machines
- Lifting Tackle

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- Fire Protection and Control
- Communications
- Confined spaces awareness
- Working at height
- Heat stress prevention
- Fire safety awareness
- H2S Hazard awareness
- JSA /Risk assessment

8.4.4. Foreman Training

The following items shall be covered during the foremen's training:

- Permit To work
- Accident Prevention Organization
- Personal Protection
- Scaffolding and ladders
- Housekeeping, Sanitary and First-Aid
- Welding and Cutting
- Flammable Gases and Liquids
- Excavation and Shoring
- Concrete Construction/Steel Erection
- Hoist and Cranes
- Traffic Control
- Heavy Equipment, Motor Truck, Garages and Repair Shops
- Demolition

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- Hand Tools, Power Tools
- Radiation Safety
- Confined spaces awareness
- Working at height
- Heat stress prevention
- Fire safety awareness
- H2S Hazard awareness

8.4.5. Employee (Craft) Training

The following subjects shall be discussed in the employee's HSE Induction training.

- Hazards on the jobsite.
- Necessary HSE precautions against the above hazards
- Personal Protective Equipment.
- Ladders and Scaffoldings.
- Housekeeping and sanitation
- Lifting devices and material handling
- First-aid and emergency facilities
- Fire protection, prevention and control
- Emergency procedures.
- Reporting of Injuries and unsafe conditions.
- HSE rules and regulations and discipline.
- Responsibilities in HSE.
- Confined spaces awareness
- Working at height

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- Heat stress prevention
- Fire safety awareness
- H2S Hazard awareness

In addition to the above topics, the following procedural guide shall be emphasized to workers.

- Work Permits
- Welding and Cutting Equipment
- Hand and portable power tools
- Hand operated tools.
- Ladders and scaffoldings.
- Electrical installations and equipment's
- Cranes and rigging equipment and practices.
- Mechanical Equipment
- Excavation, trenching and shoring
- Transportation
- Ionizing Radiation
- Formworks
- Government regulations
- Confined spaces awareness
- Working at height
- Heat stress prevention
- Fire safety awareness
- H2S Hazard awareness

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8.5. HSE TRAINING MATRIX

HSE TRAINING MATRIX

	1st Construction Course	Standard Safety	First Aid	Defensive Driving	Project Training	Standard Lifting	Inspection Training	Excavation Safety	Mobile Training for Road Work	Site Safety / Access Control	Hand and Power Tools	Work at Height / Fall Protection	Back Country Lifting and Hoisting	Fit for Duty / Fitness	Vehicle Management	Pre-Existing Condition / Special Needs	Lost Fall Trip Site	Site Tour
Project Manager	X	X	X															
Construction Manager	X	X	X															
Discipline Manager	X	X	X															
Engineer/Supervisor	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
HSE Personnel	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Medical Staff (Project Nurse/Doctor)	X	X	X															
Site Office Workers (Office Personnel / Support)	X	X	X															
Foreman	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Civil Worker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Steel Worker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Welders/ Pipe Fitters	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Electricians (Electrical/Instrument)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Radiographer	X	X	X															
Security Personnel	X	X	X															
Catering Personnel	X	X	X															
Accommodation Personnel	X	X	X															
Visitor / Vender	X	X	X															
Crane Operators / Boom Truck Driver	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Riggers	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Equipment Operators (Excavator, Dozer and other equipment)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Mobile Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Scarfholder	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Heavy Duty Drivers (Dump Truck/Tractor/Truck/Trailer/Truck)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Light Duty Drivers (Company Vehicle, Light Vehicle/Truck Bus, Ambulance Driver)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Delivery Driver	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Work Permit Receiver	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Work Permit Issuer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Confined Space Entrant/Standby man	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Permittee	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Gas Tester	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Dedicated Representative	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Site Alisor	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Flagman/Flagger	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Emergency Response Team	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Legend:
X : Requirement, O : Optional

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Secure Minds
Secure Finds

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Equipment Type: N/A

SECTION 9

JOBS REQUIRING SA APPROVED CERTIFICATIONS

9 TRADE CERTIFICATIONS / LICENSES

9.1. LIST OF JOB TRADE REQUIRING SA CERTIFICATION

No.	Job Trade	Remarks
1	Work Permit Receiver	
2	Scaffold Inspector	"
3	Scaffolding Supervisor	"
4	Crane Operators	"
5	Rigger	"
6	Slinger	"
7	Welders	"
8	Heavy Equipment Operators	"
9	Abrasive Blasting Operators	"
10	Radiation Protection Officer (RPO)	"
11	Radiographic Technicians (NDT)	"

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SECTION 10

LIST OF SUBCONTRACTORS

10 LIST OF SUBCONTRACTORS

No.	Subcontractor's Name	Remarks
1	To be filled-up	
2	"	
3	"	
4	"	
5	"	
6	"	
7	"	
8	"	
9	"	
10	"	

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SECTION 11

PROJECT SPECIFIC PLAN / PROGRAM

11 PROJECT SPECIFIC PROGRAM

11.1. TRAFFIC CONTROL PLAN

11.1.1. Introduction (general provisions)

a. Purpose

This plan has been developed to outline the logistical requirement for Road and Traffic Safety related to PKG (4) AMIRAL – Utilities, Flares and Interconnecting system Project and to ensure that all practicable precautions are taken on PKG (4) AMIRAL – Utilities, Flares and Interconnecting system Project to enable the site transportation to be operated and maintained in a safe manner. The principal aims of this plan are to highlight the needs to reduce the level of risk associated to transportation by prevention of unnecessary journey, provision for adequate maintenance, selection of experienced and qualified drivers supported by relevant regular training and various communication exercises.

The Contractor Project Manager will ensure that this document is regularly reviewed at site and keep it updated with the current site conditions.

All parties will be informed of subsequent revisions.

Contractor, subcontractors, suppliers and vendors vehicles and personnel will fully comply with the existing rules in place when using the established routes inside the PKG (4) AMIRAL – Utilities, Flares and Interconnecting system Project (please refer to the Attachment No.1 Contractor Policy – Driving Rules).

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b. Scope of application

- 1) This plan is to be used by members of PKG (4) AMIRAL – Utilities, Flares and Interconnecting system Project Management Team, Supervisors and Subcontractors personnel responsible for all roads or off road transportation applicable to the requirement of the Project
- 2) This plan also provides assistance to enable vehicle routes to be suitably planned and information for the development of Risk Assessments for transport activities and key points to be included during HSE Training for the maintenance and operation of vehicles on site.

c. Definitions

- 1) Heavy Goods Vehicles: Normally seating a driver plus 1 or 2 passengers plus an area / trailer.
- 2) Specialist Vehicle: Vehicles used for special purposes, normally forklift trucks, cranes and man lift vehicles.
- 3) Light Vehicle: Car, pick-up, 4 wheel drive vehicle, weighting less than 2.5 tones, normally seating a driver plus 1 to 4 passengers.
- 4) Bus: Personnel transportation vehicles normally seating a driver plus up to 41 passengers.
- 5) Mini Bus: Personnel transportation vehicles normally seating a driver plus 8 to 12 passengers.
- 6) Hazardous Load : Soil and rock spoil, pipes for piling, structural steel components, lubrication oil, hydraulic system oil, cement, batteries
- 7) Mobile Plant-Construction Vehicles: All excavators, mobile cranes, dump trucks, loaders, drills, dumpers, tractors and any equipment used directly in construction activities.
- 8) Professional Drivers : Personnel who are employed specifically to drive.
- 9) Occasional Drivers : Personnel who are not employed as Professional drivers.

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d. Responsibilities

Project Manager (PM)

- 1) Project Manager is responsible for the overall implementation of the Traffic Control Plan.
- 2) Specific responsibilities have been assigned to other personnel as described below.

Construction Manager (CM)

- 1) To develop, in conjunction with HSE Manager (HSEM) and Administration Manager (AM), Site Plans to safely control the use of all transport activities on the Project.
- 2) To develop, in conjunction with HSE Manager and Administration Manager, Risk Assessments for all transport activities on site including vehicle arrival and departure, as well as loading and unloading, to enable the introduction of control measures to identify hazards and reduce risks. These include:
 - ① Provisions of one way traffic routes
 - ② Avoidance of underground / overhead services
 - ③ Segregation of pedestrians and vehicles
 - ④ Loading and unloading areas
 - ⑤ Speed control measures
 - ⑥ Warning notices
 - ⑦ Elimination or maximum reduction on vehicle reversing operations
 - ⑧ Avoid or restrict unnecessary movement of vehicles at site.
- 3) To make arrangements to ensure that HSE Manager and Administration Manager are kept fully informed of any new activities or change of activities that could affect safety of transportation and pedestrians on site

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- 4) To ensure that Sub-contractors are made aware of all plans and arrangements for vehicle movements and they submit for approval of their detail work activities to be changed for vehicle routes

Administration Manager (AM)

- 1) To give overall direction and take responsibility for the application of this plan.
- 2) To assist Construction Manager (CM) in the development of 'Site Plans' to safely control the use of all transport activities on the Project
- 3) In conjunction with CM and HSEM, to approve Sub-contractors modifications / diversions plans prior to commencement of activities.
- 4) To inform transportation/delivery companies of any restrictions on delivery of equipment, etc. to site, i.e. timings, road closures, diversion routes etc.
- 5) To inform Sub-contractors and transport companies that all transport drivers must be adequately trained, competent and possess SAUDI ARABIAN Government (SAG) Driving licenses to operate vehicles on site.
- 6) To ensure that the journeys to be undertaken are absolutely necessary.
- 7) To check and ensure that the vehicle to be used is suitable and appropriate to the type of work to be performed.
- 8) To ensure that the driver has undertaken his daily checks and reported any defects.
- 9) To check the distances involved and timing to ensure that the driver is not working outside his hours of work.
- 10) To ensure that the driver knows and understands the actions to be taken in an emergency.
- 11) To discuss the journey plan with the driver by way of a toolbox talk.
- 12) To maintain a site-based register that details the driver, purpose of the journey, route of travel, mileage involved, destination and timing, and that will also be used for maintenance of statistical records
- 13) To notify at the point of departure when a driver arrives on the site/place of travel.

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- 14) To initiate emergency procedure when vehicles become overdue, by contacting and coordinating with the HSE Manager (HSEM) and other relevant parties.

HSE Manager (HSEM)

HSEM shall report to the PM and is responsible for reviewing this document for compliance with Contractor and Aramco requirements and monitoring the execution of the Traffic Control Plan for compliance.

Non-compliance with the Traffic Control Plan shall be reported regularly along with the action taken to;

- 1) Ensure that site conditions and traffic control meets the requirements outlined in this plan and that any deficiencies are reported to the PM.
- 2) Provide oversight of subcontractors transportation plans to ensure that the required safety equipment standards are applied on all subcontractors vehicles operating on the project.
- 3) Ensure that all damages, incidents, near misses or potential incidents involving vehicles and equipment are reported, investigated and that preventative measures are communicated and implemented.
- 4) Ensure that Minimum Vehicle Safety Equipment such as fire extinguishers and first aid kit, etc. are fitted in cars, trucks etc. and maintained in good conditions. (Please refer to the Attachment No.2 Minimum Vehicle Safety Equipment Standards)
- 5) Assist the Construction Managers in the development of 'Site Plans' to safely control the use of all transport activities on the Project
- 6) Assist the Construction Managers in the development of 'Risk Assessments' and control measures for all transport activities
- 7) Monitor the safe movement, use and maintenance of vehicles on the Project
- 8) Ensure that all Sub-contractors arrange suitable HSE Training from their vehicle operators and those operators are adequately trained and certified to drive such vehicles

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- 9) In conjunction, with Construction Manager and Administration Manager, approve Sub-Contractors modifications/diversions plans prior to commencement of the activities
- 10) Make arrangements for other Sub-contractors to be timely informed of the changes in vehicle routes, new speed limits and other traffic control measures
- 11) Check the records at least once a month to verify that the system is working
- 12) Communicate with other package contractors for ensuring that the interface points are addressed and agreed upon before closing or opening routes

Sub-contractors

All subcontractors shall conduct their activities in line with this document.

- 1) Responsible for arranging transport for their personnel to and from accommodation camp to work site.
- 2) Employ strict controls for safely transporting their personnel from accommodation camp to work site.
- 3) Responsible for the safe movement of equipment, material and pedestrian traffic within construction works area in compliance with this plan.
- 4) Subcontractors, including their sub-contractors, are wholly responsible for ensuring that the rules and arrangements in place on the site are being followed and adhered to.
- 5) Assign responsibility within their organization for the control of vehicles and pedestrians.
- 6) With assistance from this plan, to develop a 'site transport' risk assessment featuring all practicable steps to safely control vehicle and pedestrian movements
- 7) Timely to submit for approval to Construction Manager via a plot plan, information on their activities which may affect in anyway the safe movement of vehicles and pedestrians i.e. road crossings – excavations – diversions necessary during craneage work etc.

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- 8) To ensure that all vehicle operators are trained, competent and possess SAG driving licenses to operate their vehicles
- 9) To provide copies of such licenses to CONTRACTOR Administration or HSE Manager

Drivers

A driver is responsible for safely operating the vehicle and Heavy Equipment assigned to him at all times in the construction site.

Drivers will comply with the following requirements:

- 1) Possess valid Saudi ARAMCO Certificate, SAG license and SAG Public driver's license as follows.

Equipment Type	Saudi Aramco Certification	Heavy SAG License	SAG Public Driver's License
Back hoe	Yes	Yes	-
Book truck – Articulating	Yes	-	Yes
Book truck – Telescoping	Yes	-	Yes
Bulldozer	Yes	Yes	-
Carne – Mobile	Yes	Yes	-
Crane – pedestal	Yes	-	-
Crane – Tower	Yes	-	-
Forklift	Yes	Yes	-
Gradall	Yes	Yes	-
Grader	Yes	Yes	-
Loader – Skid (Bobcat)	Yes	Yes	-
Loader – Wheel	Yes	Yes	-
Manlift – Hydraulic	Yes	-	-
Manlift – Scissor	Yes	-	-
Manlift – Telescoping	Yes	-	-
Sideboom – Pipelayer	Yes	Yes	-
Straddle Carrier	Yes	-	-
Temehandler	Yes	-	-
Tractor – Scaper	Yes	Yes	-
Traxcavator	Yes	Yes	-

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- 2) Be physically capable of performing the job function.
- 3) Ensure that a daily check is performed on his vehicle at the beginning of each shift (a checklist shall be prepared by the HSEM for this purpose, please refer to the Attachment No.6 Daily Vehicle Inspection Checklist)
- 4) Report any defect, abnormality or excessive wear and tear immediately to his supervisor, who shall book the vehicle into the maintenance workshop for rectification.
- 5) Each vehicle must be fitted with a suitable and operational fire extinguisher (2 kg chemical dry powder type is considered suitable). In addition, a fully equipped first aid kit and 2 hazard warning triangles for use in a breakdown situation must be available on each vehicle.
- 6) Wear a seat belt at all times during operations.
- 7) Possess suitable and sufficient PPE for offloading the vehicle on site, including tie-off lanyards if working at height on the back of the vehicle.
- 8) Ensure that all passengers wear seat belts during travel.
- 9) Follow defensive driving principles
- 10) Never drive under the influence of alcohol or drugs.
- 11) Do not smoke inside the vehicle/equipment
- 12) Report all damages, accidents, near misses and potential incidents and any vehicle damage or defects to his supervisor.
- 13) Is expected to reduce his vehicle's speed under adverse weather or hazardous road conditions.
- 14) Not carry contraband or other prohibited items.
- 15) Follow all road signs and driving instructions (must not exceed the posted speed limit).
- 16) Do not use mobile phone while driving.
- 17) Avoid other activities that have the potential to distract and reduce drivers reaction time while driving, i.e. eating, drinking, adjusting the radio, etc.

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The only exception to this is the use of two-way radios as part of radio-controlled traffic management, convoy management or for use during emergency situations. Radio use in these circumstances should be kept to the minimum necessary to communicate and control the hazards and risk of the journey being undertaken. Radio use guidance should be developed and implemented in accordance with the ARAMCO Construction Safety Manual and other relevant regulations.

All Professional drivers shall:

- 1) Hold a valid SAG driving license appropriate to the type of vehicle being driven.
- 2) Be over 21 years of age and have at least one (1) year relevant experience of driving for light vehicles. For drivers of all other vehicles, a minimum of two (2) year's relevant experience is required.
- 3) Undergo periodic medical checks to monitor and ensure their continuing fitness to drive professionally.
- 4) Be aware of the impact of other activities on their ability to drive (eg. lack of sleep, drugs, alcohol) and, where they are not fit to drive, should be reported as unfit for duty and shall be replaced.

All Occasional drivers are required to have a valid SAG driving license, obey the Saudi Arabia Traffic Rules and to comply with the requirements of this document.

The driver is responsible for transporting materials properly and ensuring that a load does not exceed the manufacturer design load capacity and the vehicle/ equipment load capacity.

All loads must be properly packed, balanced, secured and tied down. Materials should not extend over the sides of the truck. Loads extending beyond the front or rear shall be marked with a red flag. Also such loads must be equipped with visible brake and tail lights at their rear end points for conditions of poor visibility and during the hour of darkness.

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Drivers shall not transport unauthorized persons in Contractor/or subcontractor vehicles. Drivers have full authority to refuse to transport any passenger who refuses to use seat belts.

All drivers shall be familiar with what the Contractor considers as unsafe driving practices, and avoid them at all times.

In the event of vehicle breakdown or accident the driver shall:

- Ensure the vehicle does not present a hazard to other road users
- Place a hazard warning triangle 100 meters from the vehicle in the direction of oncoming traffic:
- Notify his supervisor of the breakdown, location of the vehicle and that assistance is required
- Stay clear of the vehicle

All drivers and mobile plant operators will be subjected to eye sight examination prior to their commencement of work on site and every six months after that.

Records of eye test will be maintained and shall be provided to Contractor on request.

Passengers

Passengers will:

- 1) Ride only in authorized vehicles
- 2) Wear seat belts and other required PPE
- 3) Ride only in the vehicle's provided seats (standing will not be allowed)
- 4) Not interfere with the driver or distract the driver's attention except where necessary to bring to the driver's attention any potential risk and unsafe conditions.
- 5) Know and obey emergency procedure
- 6) Not smoke

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e. Reference Documents

- Saudi Aramco Construction Safety Manual
- Contract Schedule "D" – Safety, Health & Environmental Requirements
- MOC-Chapter 5 (Ministry of Communication Chapter 5)
- G.I. 5.005 Sign Posting to Saudi Aramco Facilities
- G.I. 6.030 Traffic and Vehicle Safety
- G.I. 7.025 Heavy Equipment operator and Certification
- G.I. 1010.007 Towing of Equipment
- G.I. 1021.000 Street and Road Closure: Excavation, Reinstatement and Traffic Controls

11.1.2. Traffic Management

a. Locations & Site Traffic Route / Flow

Locations

There are three major controlled areas for which Contractor has full responsibility and will enforce this work procedure ensuring that all personnel conform to its rules and regulations.

The Major areas are:

- ① Construction Works Area (Laydown area, Fabrication Area and Warehouse etc.)
- ② The Temporary Site Offices
- ③ The Accommodation Camps

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Construction Works Area: all Vehicles and Mobile Plant will access using the existing road and complying with the regulations that apply to PKG (4) AMIRAL – Utilities, Flares and Interconnecting system Project

Vehicles and Mobile Plant being maintained or operating within these areas will be equipped with reverse alarms and cranes shall also have a revolving warning light.

In addition to these measures, a competent banksman will be assigned to manage traffic movement when Mobile Plant and Heavy Vehicles are in operation.

Vehicle expected to enter this area include: Dump Trucks, Trailers, Mobile Cranes, Forklift, Roller, Pickup Trucks, Light Vehicles, Bus and Minibus.

Trained banksman will be provided with reflective jacket and whistle to alert driver in case of emergency situations.

The speed limit on these areas will be restricted to 20 Km/h and appropriate indicative speed limit signs and barriers will be erected on gates, on fence, at regular intervals on the roads inside the construction area and at all road intersections. Speed breaking humps shall be provided to control speed as appropriate at different locations based upon the risk assessment.

Parking area will be provided at site to avoid unnecessary movement of vehicles around the working area.

Temporary Site Offices: all Vehicles entering in this area will access using the existing road and complying with the regulations that apply to PKG (4) AMIRAL – Utilities, Flares and Interconnecting system Project.

Paved sidewalk will be presented adjacent to the main office block to serve and segregate pedestrians from vehicles.

Vehicles expected to enter this area include: Pickup Trucks and Light Vehicles

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Parking area will be provided at site to avoid unnecessary movement of vehicles around the working area.

The speed limit on this area will be restricted to 20 Km/h and appropriate indicative speed limit signs and barriers will be erected on gates and fence.

Accommodation Camps: all Vehicles entering the Accommodations Camps will be restricted to a speed limit of 20 Km/h (speed limit signs will be present at all gates and at regular intervals on the roads inside the camps).

Stop signs will be erected at all road intersections.

Vehicles expected to enter this area include: Pickup Trucks, Light Vehicles, Bus and Minibus.

Parking area will be provided at site to avoid unnecessary movement of vehicles around the working area.

Site Traffic Route / Flow

The estimated total number of people and vehicles at peak times during the execution of the PKG (4) AMIRAL – Utilities, Flares and Interconnecting system Project is as follows;

Estimated Total No. at Peak Times		
Manpower	Vehicle	
	Bus*	Light Vehicle*
TBA	TBA	TBA

To avoid and minimize any traffic jam during travel from / to camp, site to / from site, camp, in the road which is being used by other contractors, Contractor should use

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another traffic route after identifying and assessment of traffic flow (Please refer to the Attachment No.3 Proposed Traffic Route and Flow).

The detailed safe traffic route and pedestrians for PKG (4) AMIRAL – Utilities, Flares and Interconnecting system Project will be finalized at site in consideration of road conditions and other factors.

b. Layout

A safe site-layout will be provided on site before work commences by all subcontractors, based on an assessment of the following:

- Pedestrian and vehicle routes
- Personnel loading / unloading
- Laydown areas
- Traffic control
- Site entrance / exit
- Parking

A road access route map shall be issued by subcontractors to each driver to clearly define traffic routes on site.

c. Hazard Identification and Control Measures

To reduce the number of Traffic accidents, hazard identification must be carried out on all major loads or critical transport activities on site. Control measures can be introduced to reduce the risks.

The detailed Hazard Identification and Control Measures for Traffic Safety will be developed at site in consideration of site conditions and other circumstances.

d. Hazard and Control Measures for Transportation of Heavy / Large Equipment or Materials

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ACTIVITY

TRANSPORTATION OF HEAVY / LARGE EQUIPMENTS OR MATERIALS

HAZARDS

- A) Defective equipment.
- B) Overloading of vehicles.
- C) Load swing hitting adjacent objects/overhead power lines.
- D) Unstable pick up.
- E) Unsecured load
- F) Health hazard due to dust / Poor visibility
- G) Insufficient road compaction

CONTROL MEASURES

- 1) Method Statement for the Transport of very large/heavy equipment" shall be prepared and submitted by concerned parties for COMPANY approval
- 2) JSA (Job Safety Analysis) shall be developed and submitted for COMPANY approval.
- 3) Appropriate supervision / escort shall be provided by Contractor to control the flow of traffic during transporting of heavy/large equipment or material from the point of origin to the point of destination.
- 4) Heavy Load Transportation Checklist should be checked by transportation contractor and submitted to Contractor and PMT before transporting the load to ensure that all precautions for Heavy load Transportation Activity have been taken to protect public safety.
- 5) Only approved equipment will be used to transport heavy loads.
- 6) Equipment used will be maintained in a good condition and have appropriate certification.
- 7) Licensed and experienced operators only will be used to carry out this activity.
- 8) Loading will be closely supervised with a trained Rigger in attendance.
- 9) Rigging/Crane studies will be undertaken (if required) to ensure the lifting operation is carried out in a controlled and effective manner utilizing any existing lifting points provided.
- 10) The weight of the load and Center of gravity will be determined and reviewed to ensure that unbalance loading and overloading is prevented.
- 11) Banksman/Riggers shall wear visible jackets or other means of personal identification.
- 12) Loading area shall be barricaded and controlled to prevent unauthorized access.

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e. Hazard and Control Measures for Site Transport

ACTIVITY
SITE TRANSPORT
HAZARDS
<ul style="list-style-type: none"> A) Vehicle/Pedestrian Interface. B) Site Conditions. C) Contact with structures/overhead lines. D) Vehicle Defects. E) Falls into excavations.
CONTROL MEASURES
<ul style="list-style-type: none"> 1) Existing site conditions will be taken into account in the selection of vehicle/equipment. Drivers will be aware of the limitations of their machines and shall be knowledgeable in its safe operating procedures. 2) Vehicles will be maintained in excellent condition, in efficient working order and in good repair. Basic maintenance will be carried out by the driver/operator on a daily/weekly basis. Defects found will be repaired before the vehicle is put into service. Periodic servicing of vehicles will be carried out in accordance with the manufacturer's instruction. 3) Speed limits will be established and clearly displayed for traveling on site haul roads. 4) Personnel working adjacent to haul roads will wear high visibility jackets and suitable warnings will be displayed where people can easily see them. 5) Walkways for workers will be separated from haul roads for worker's safety. 6) The possibility of vehicles coming into contact with overhead structures or power lines will be reduced by erecting height measuring devices of good post-type, constructed from non-conducting material, distinctively marked with red and white stripes or bunting. 7) Drivers will be instructed not to leave vehicles with their engine running. 8) Drivers will be instructed not to carry unauthorized passengers. 9) Vehicles will not be overloaded, and the loads will be evenly distributed, secured, and not projecting beyond the sites or back of the vehicle. If some projection is unavoidable then the load will be properly marked in order to ensure that the projection is clearly visible.

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- 10) Drivers will not remain on a vehicle being loaded unless a suitable overhead protective canopy is provided. Personnel should stand well clear of loading operations.
- 11) The loading and unloading of Tipper Lorries will be attended by a competent banks man. Tipper Lorries will not be allowed to move off until the body has been lowered.
- 12) Dumpers will not be allowed to travel with the body in a raised position unless inching forward to discharge the load.
- 13) Connections between trailers and towing units will be securely fixed using the correct towing pin, and the trailer parking brakes applied before disconnection from the towing vehicle.
- 14) Human / Machine interface control during heavy equipment operation
 - Vehicle and machines shall be installed a back-alarm.
 - Pedestrian and vehicle only zones are shall be dedicated.
 - Contractor shall identify low-visibility areas.
 - Install stopper
 - Vehicle and machine shall be installed proximity detectors.
 - Vehicle shall be installed blind spot cameras.
 - Vehicle shall be installed blind spot cameras.

f. Vehicles and Pedestrians

All Professional drivers shall always report to his supervisor before travelling around the site.

All sites shall be designed so that pedestrians and site vehicles or plant are segregated and where this is not reasonably practical, necessary precautions shall be taken in the forms of barriers and signs to prioritize for the safety of pedestrians.

Suitable signs shall be erected and placed accordingly to warn road users and pedestrians about site access roads and to enforce speed limits.

For Heavy Vehicles and Mobile Plant, a traffic banksman shall be suitably assigned to manage all traffic movements.

The sites transport rules shall be communicated to all persons working on the project via the "Project HSE Orientation and Induction" and regular toolbox talks.

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Any person who does not comply with the site transport rules will be removed from the project and reported to the site authorities.

Vehicle Routes

All vehicle routes will be designed to avoid pedestrian routes to the extent reasonably possible.

Primary vehicle routes will be set up to handle the most common vehicle movements, such as deliveries and the movement of heavy equipment to and from the work areas / site.

Vehicle-only areas / routes will also be established where space is limited or traffic is heavy.

Control measures will be utilized where risks are high due to the volume and types of vehicles operating in a specific area / route.

Vehicle routes will:

- Provide separation from pedestrians
- Minimize the need for reversing operations through use of one-way systems and turning points
- Have firm surfaces, adequate drainage and appropriate profiles to allow for safe movement.
- Have low gradients without tight bends where practical.
- Be clearly signed with hazard warnings to pedestrians, drivers and reminders of safe work practices and directions to secure routes – including cross road and junction priority signs, etc.
- Indicate speed limits and speed control measures specific to site conditions

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Where vehicle routes cannot avoid proximity to hazardous conditions and construction vehicle operations, measures should be taken to reduce and control the risks.

Pedestrian Routes

Pedestrian routes will be established on site to provide safe access to and from parking, laydown and working area for employees.

Pedestrian-only areas, from which vehicles are completely excluded, will be established where necessary and to the extent reasonably possible.

These pedestrian routes should:

- Be located to a reasonable distance away from areas of vehicle activity.
- Be clearly separated from vehicle routes with fencing, temporary barricades, or other suitable means.
- Be wide enough to safely accommodate the volume of employees likely to use them during peak times.
- Be free from obstructions and have safe and even footing.
- Be clearly marked and clearly signed.
- Include traffic control measures where a large number of pedestrians cross busy vehicle routes such as designated crossing points, signal person / banksman to control vehicles, light signals, or a crossing guard with appropriate attire.
- Be installed proper lighting.
- Be barricade with proper lighting around the excavated area and obstructions at night.
- Pedestrians including visitors shall wear high visibility clothing with reflectorized strips in addition to minimum basic PPE

g. Transport of Heavy/Large Equipment or Materials

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The arrival of exceptionally large or heavy loads like pipes for piling and structural steel components, etc. shall be arranged prior to its arrival and an appropriate route and method shall be designed in advance.

Road compaction will be ensured based on the heavy equipment weight prior to transportation.

In this case, a "Method Statement and JSA for the Transport of very large/heavy equipment" shall be prepared and submitted by concerned parties for COMPANY approval.

Appropriate supervision / escort shall be provided by Contractor to control the flow of traffic during transporting of heavy/large equipment or material from the point of origin to the point of destination.

Heavy Load Transportation Checklist (Please refer to the Attachment No.4) should be checked by transportation contractor and submitted to Contractor and PMT before transporting the load to ensure that all precautions for Heavy load Transportation Activity have been taken to protect public safety.

h. Personnel Loading / Unloading

The following guidelines shall be applied to all locations where personnel will be loaded or unloaded, including accommodation camps.

Personnel loading and unloading areas will be clearly designated / numbered on the plan and the actual location at the various sites.

Loading and unloading areas should comprise designated areas of clear hard standing, sufficient for the number of buses and personnel designated to the area.

The most forward point of each area shall have a manually operated traffic barrier.

It is anticipated that at peak manning levels some loading and unloading areas will be required for the Contractor and subcontractors working areas.

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All buses shall be uniquely numbered and all personnel will be allocated to a specific bus number, a simple disc or tally will be issued to personnel indicating their bus number.

All doors shall be closed before buses are allowed to depart.

No bus shall be allowed to move forward or backwards while other buses are still unloading passengers.

Personnel Loading

Buses shall be parked, in sequence “nose to tail”, in the loading areas at least 10 minutes before the designated departure time.

Once the most forward bus, Leading Bus, is in position the manually operated traffic barrier shall be lowered into position by the Bus Marshal.

Each bus will have an appointed Bus Marshal who will be responsible for conducting an ID check, headcount and ensure that all personnel have engaged their seat belts prior to the bus departing.

All Bus Marshals shall be in the loading areas at least 10 minutes before the designated departure time.

When each bus is fully loaded, each Bus Marshal will advise the Leading Bus Marshal.

All doors shall be closed before buses are allowed to depart.

When all buses are fully loaded the Leading Bus Marshal will raise the traffic barrier to allow the group of buses to depart.

Depending on the project manning levels and the numbers of loading areas in use, there will be a series of loading areas in one line.

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In this case the Leading Bus Marshal may not raise the traffic barrier until such time that bus group immediately in front of his group has departed.

Personnel Unloading

Buses shall arrive in the unloading areas, in sequence "nose to tail"

Once the most forward bus, Leading Bus, is in position the traffic barrier shall be lowered into position by the Bus Marshal.

No bus shall be allowed to move forward or backwards while other buses are still unloading passengers.

When each bus is fully unloaded, each Bus Marshal will advise the Leading Bus Marshal.

When all buses are fully unloaded, the Leading Bus Marshal will raise the traffic barrier to allow the group of buses to depart to the designated bus parking area if required.

Depending on the project manning levels and the numbers of unloading areas in use, there will be a series of unloading areas in one line.

In this case the Leading Bus Marshal may not raise the traffic barrier until such time that bus group immediately in front of his group has departed.

All bus drivers shall engage the handbrake and switch off the engine as soon as they are in position at the assigned loading or unloading area.

Engines may only be restarted once the traffic barrier has been raised to allow buses to depart.

Buses are not allowed to overtake each other, they must maintain their designated sequence from point of loading to point of unloading.

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In the event of a vehicle breakdown appropriate diversions and warning signs shall be utilized.

Bus routes shall be planned such that buses do not make multiple stops on their journeys, i.e. a journey consists of travelling between from a single point of loading to single point of unloading.

Each Leading Bus Marshal will be issued with a radio in order that he may contact the subcontractor HSE Manager in the event of a problem within his group.

i. Laydown Areas

Construction activities should be planned to minimize vehicle operations and to avoid unnecessary deliveries and double handling of materials.

The location of laydown areas should be carefully considered.

Laydown areas should:

- Be located away from pedestrian-only areas and main pedestrian routes
- Exclude pedestrians so far as reasonably practicable
- Have one-way systems and safe entrance / exit points
- Have sufficient space for vehicle movements
- Have adequate lighting if operating at night or in adverse weather, clear signs and appropriate visibility aids for drivers

j. Traffic controls and site entrance / exit

Traffic controls will include the use of traffic signage, crossing guards or banksman, or security-controlled access.

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The site entrance / exits will be a controlled access point and will be in line with the Contractor Security Plan.

k. Parking

Parking will be addressed during site layout to meet the following requirements:

- General parking will be situated away from the operation of heavy equipment and construction activity
- Parking locations will provide easy access to the site and safe passage for vehicles and pedestrians travelling to and from the site parking areas
- Designated parking areas will be established at suitable locations adjacent to construction activity and congested work areas
- Parking is done head-on. If it is impossible to park head-on, reverse parking
- Parking area shall be sign posted
- The parking of construction vehicles on walkways, and double parking is prohibited.
- Standard Signs shall be provided according to G.I. 1021.000 and Ministry of Communication

The following parking control in order of preference will be used at sites;

- Head to tail parking (1 preference) This involves trucks along straight single line parallel to a "pulling out lane" in a designated "one way" barricaded lay by area off the road with each vehicle driving behind the other and the "head" (front) of each vehicle facing the "tail" (back) of the vehicle in front.
- Diagonal Drive Through Parking (2nd preference) This involves parking by driving into a designated parking bay from one side and driving straight out of the opposite side without the need to reverse.
- Reverse parking (3rd preference) This involves parking by driving forward in a turning motion and then reversing into designated parking bays with vehicle stops.

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I. Maintenance of Roadways

Contractor and all subcontractors shall ensure that:

- All access roads are free from debris and dust and to ensure that no vehicle or other items of equipment leaving the construction area deposit soil, debris or rock on access roads and public highways.
- Measures will be implemented to ensure that the transport of debris and dust from the site onto public highways and roads is limited. Such measures will be developed in consultation with PMT and may include cleaning and maintaining project site temporary and permanent roads and removal of debris from public roads.

m. Road Closure

In case of the road closure for construction work at the existing load and temporary access load, contractor and subcontractors shall ensure that:

- Contractor shall notice to COMPANY and Government FSF (Facility Security Force) and all the project related prior to 72 hours.
- Time schedule shall be noticed and displayed at the closure location.
- Detour or alternative load shall be ensured, if it needed, temporary access load shall be constructed.
- Banks man shall be assigned.

11.1.3. Instructions

a. General Instruction

Contractor will implement Traffic Control Plan as per the all related documents.

a-1. Internal Guidelines

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- 1) It is fact that roads are statistically one of more hazardous areas in which we normally operate. It is beyond doubt that the 'Journey' is the agency that has the highest contribution to accidents both in frequency and severity. Accordingly, it is the policy of CONTRACTOR to reduce as far as possible unacceptable risks to their own employees, Subcontractors and other persons who could be affected during its transportation activities, by maintaining an efficient Road Safety Management System complete with a program of continuous control measures, maintenance and training.
- 2) Danger is inherent in situations where vehicle drivers are intended to do their particular job and preoccupied pedestrians are simultaneously moving in the same limited space at the same time.
- 3) Root causes of most site transport accidents are human error, bad driving behavior, carelessness when reversing or ignoring during work with special hazards (i.e. excavations, overhead services/obstructions), carrying of unauthorized passengers, poor maintenance of vehicles, overloading or incorrect loading.
- 4) All personnel who intend to drive must hold an appropriate and valid SAG driving license for the vehicles, plant or equipment to be driven.
- 5) At stopped vehicle engine must be switched off, geared in neutral/parked position with handbrake-on.
- 6) As an additional precaution on sloping ground, wheels should be chocked.
- 7) Passengers will be carried only in the passenger compartment of a vehicle. Driver shall not carry passenger in open vehicles (e.g., in the bed of pickup trucks), No worker allowed to be transported at the back of the pickup trucks
- 8) When travelling downhill, vehicle and equipment should be kept in low gear.
- 9) Before tipping loads into an excavation area, a proper stop shall be considered and arranged.
- 10) All vehicles must be identified by specific sticker based on the requirement of the contract (schedule B). The identification sticker shall be installed on 3 side of the vehicle (Left hand side, right hand side and at the rear section of the vehicle. The sticker shall have a unique number for the specific vehicle.

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a-2. Vehicle Register Requirements

All major vehicle movement with stating vehicle type, registration number, driver's name, number of passengers, route details and planned stops shall be recorded in the register. (Please refer to the Attachment No.5 Vehicle Movement Register)

b. Driver Requirements

Contractor and subcontractors will employ only qualified personnel as drivers of motor vehicles and ensure that all drivers are in possession of a valid Saudi Arabian Government (SAG) License.

b-1. Driver Induction

- All drivers must be adequately trained, competent and authorized to operate site transport.
- All drivers must attend an induction course before being allowed to operate or drive on company business.
- The general content of driver induction shall include:
 - ① Local driving conditions and attitude to driving
 - ② Traffic regulations, site speed limits, road signs and markings
 - ③ COMPANY restrictions
 - ④ Risks of driving and common causes of accidents
 - ⑤ Accident black spots / Blind spot" to be included
 - ⑥ Precautions to be taken when backfilling and performing other site preparation activities
 - ⑦ Defensive driving
 - ⑧ Journey management systems
 - ⑨ Fatigue and the effects of tiredness

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- ⑩ Medication/drugs
- ⑪ Safety features
- ⑫ Cargo security and the transportation
- ⑬ Responsibility for the care and maintenance of the vehicle.
- ⑭ Emergency procedures and accident reporting, etc.

b-2. Do's and Don'ts.

- 1) Drivers must seek assistance from banksmen before reversing their vehicles.
- 2) Drivers must make sure that the vehicle is not overloaded and the load is secured.
- 3) No driver shall be allowed to drive or operate any equipment that is not assigned to him unless authorized to do so by an authorized and responsible person.
- 4) All drivers / operators shall be in possession of their driving license and COMPANY authorization certificate at all times and shall show them when requested to do so.
- 5) No vehicle shall be driven at a speed greater than posted speed limit.
 - *Speed Limit at common road in PKG (4) AMIRAL – Utilities, Flares and Interconnecting system Project: 40 Km/h (maximum)*
 - *Speed Limit at PKG (4) AMIRAL – Utilities, Flares and Interconnecting system Project Construction Area: 20 Km/h*
 - *Speed Limit at Public Road: Follow local traffic regulations*
- 6) Vehicle defects shall be reported to their immediate supervisor and do not operate any unsafe vehicles.
- 7) Never mount or dismount from a moving vehicle or jump from a high cab, instead use the steps or wheel rims provided.
- 8) Drivers must not leave the vehicle engines running.
- 9) Drivers shall not allow unauthorized passengers in or on their vehicle.
- 10) Do not reverse their vehicles if their rear view is obstructed.

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11) Drivers are not allowed to smoke while refueling and must turn off the engine.

c. Vehicle Accident Reporting

All Motor Vehicle Accidents (MVAs), regardless of location, on or off site, on or off road must be reported immediately by the driver to his supervisor and to the HSEM, in accordance with G.I 6.029 "Reporting and Recording of Motor Vehicle Accidents" using Saudi Aramco SAP EH&S or Form 1193, "Motor Vehicle Accident Report." Finally, it must be reported to PMT HSE Department by HSE Manager (HSEM).

Accident should be reported to their supervisor by telephone and / or radio (or by sending a message with a passing driver).

A full list of emergency contact phone numbers shall be prepared and communicated throughout the project.

SAG law states that a driver shall not leave the scene of an accident or move his vehicle after an accident unless he needs to take an injured person to a hospital. If a damaged vehicle is blocking traffic or is stopped on the highway, driver shall use the reflective triangle to warn approaching traffic of the vehicle's presence.

d. Vehicle Regulation

Project Manager (PM) shall ensure that all drivers are advised of, become familiar with, and abide by SAG traffic regulations.

The number of passengers in a vehicle shall not exceed the seating capacity of the vehicle.

Vehicle shall not be refueled within restricted areas.

All vehicles shall be parked correctly and / or in a designated parking area.

Parked vehicles shall not obstruct roadway, access ways for other emergency vehicles like an ambulance, Fire trucks etc.

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e. Vehicle Condition

The driver is responsible for inspecting the vehicle and heavy equipment before operating it to determine if the following are present and in a satisfactory condition.

Vehicle Inspection List:

- The vehicle number, Contractor and subcontractors name, license plate (front and back) must be in place.
- Two reflective warning triangles should be in each vehicle.
- Windows and windshield must be clean and free of cracks or any other damage.
- The glass must be in good condition. The windows must open and close properly.
- All lights (high and low beam headlights, taillights, dash lights, stop lights, turn signals and the rear license plate light) must be in working order. When fog lights and clearance lights have been installed, they must be in good working order.
- All brakes (foot and hand brakes) must be in good working order. Check the foot and hand brake mechanism for correct operation.
- The automatic transmission must be in good operating condition, and should shift into the parking position correctly.
- Springs and shock absorbers must be in good condition with no alignment or control problems.
- There should be no excessive movement of the steering wheel and no signs of damage. Steering knots and loose coverings are prohibited.
- Tires should have no breaks in the casing or exposed fabric and must be inflated to correct air pressure based on the vehicle/equipment manual or as specified by the Transportation Department.
- Check the wheels for rim damage. Make sure the wheels are not blocked or out of alignment and wheel lug nuts are in place, and secure on the rim.
- If the vehicle is fitted with a trailer, the coupling must be intact and working correctly. The trailer should have a safety coupling chain, rear brake lights, turn signals,

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taillights and rear license plate lights.

- Make sure that the inside and outside rear view mirrors are clean, adjusted, secured and undamaged.
- Check that the windshield wiper blades are in good condition and operate properly. Inspect the rear window wiper, if fitted.
- The windshield washer should work properly and there should be water in the washer container.
- The speedometer should be in good working order.
- Test the exhaust system by starting the engine of the vehicle, listening for sounds and spotting any leaks associated with it.
- Check to see if the tail pipe extends at least three inches from the body of the vehicle. The tail pipe emissions should be released from a point where they do not directly come into contact with the driver of the vehicle or its occupants, thereby causing any adverse health effects to any of them.
- A properly inflated spare tire with a jack and tire wrench must be provided. The tire wrench should be the correct size to fit the wheel nuts of the vehicle.
- Check the following fluids for leaks and proper levels, especially in hot weather:
 - Radiator coolant
 - Oil
 - Brake fluid
 - Transmission Oil
 - Distilled water for the battery

Note: the driver should check the radiator coolant level, only when the engine is cool. Fluid should be added to the level mark on the overflow expansion tank only.

- The vehicle's horn must be operational.
- Each driver must conduct a vehicle inspection whenever taking charge of a vehicle. (Please refer to the Attachment No. 6 Daily Vehicle Inspection Checklist)

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- Each vehicle must be carefully inspected and maintained in the Work Shop on a monthly basis to ensure all systems are operating properly and there is no damage. The following Form (Please refer to the Attachment No.7 Monthly Vehicle Inspection Report) will be used for inspection.
- In addition, Work Shop Manager have to fill up the Vehicle Assignment and Safety Equipment Verification Log (Please refer to the Attachment No.8) during the monthly vehicle inspection and submit one copy to General Affairs Section and HSE Department.
- Loose materials are to be kept out of the driving compartment. Do not place materials (hard hats, boxes etc.) on rear window shelf.

f. Driving Condition

Driving in Fog or Reduced Visibility: the acceptable visibility for driving in fog or conditions of reduced visibility is 100 meters of clear vision

When fog or reduced visibility is encountered during travel, speed should be reduced to allow a safe braking distance to be maintained.

Light should also be switched on, especially front and rear high intensity lights. Do not use the full beam, as the light will be reflected from the fog droplets resulting in further diminished visibility.

Do not use hazard warning lights unless stationary.

When visibility is less than 100 meters, drivers should park at the nearest safe location and wait for conditions and visibility to improve before resuming travel.

Driving in rain: if rain is encountered then speed should be reduced.

Braking distances are significantly increased by wet surfaces and therefore the distance between vehicles must be increased to allow a safe braking distance.

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Lights should be switched on and overtaking should be avoided.

Sand on the road: drivers may encounter a build-up of wind-blown sand on some roads and they must stay alert to these conditions.

Speed must be reduced to prevent potential loss of control and to give more time to take safe reaction.

Driving in the desert: only persons who have successfully undertaken a desert-driving course shall be allowed to drives in the desert.

Desert Driving Checklist (Attachment No.9) & Survival Desert Driving Checklist (Attachment No.10) should be checked for

The supervisor must be advised when the journey is starting and when the destination is reached.

The supervisor will initiate a search if the driver has not reached his destination and after three (3) hours have elapsed since the last contact.

Travel in the desert should be avoided when the sun is directly overhead.

The sand is softest at this time of day and potential hazards are more difficult to see because of the lack of shadows.

If tire pressures have been adjusted for desert driving, make sure they are re-adjusted when returning to a hard surface road.

Driving at night: driving during hours of darkness is permitted provided the journey takes place on hard top (asphalt) roads.

Travel during hours of darkness off-road is not permitted unless there is an emergency or specifically requested by line management.

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g. Hazardous Loads

Hazardous loads shall be carried in accordance with the appropriate site and local regulations and any necessary signs etc., are to be in accordance with relevant statutory requirements.

The appropriate documents shall be available in the vehicle's cab.

Loads on vehicles shall be adequately secured and covered (if, necessary as required) and the vehicle shall not be overloaded at any time.

h. Reversing

Heavy Vehicles and Mobile Plant shall not be allowed to reverse on sites unless under the guidance of a competent Traffic Banksman.

All reversing near to any public access shall also be under the guidance of a Traffic Banksman at all times.

Heavy equipment (dump truck, crane, etc.) must be fitted with reverse alarm and blind spot camera.

i. Seatbelts

All occupants of any vehicle shall use seatbelts at all times.

All vehicles (owned, contracted or leased) must be fitted with seatbelts for each occupant.

j. Driver's Working Hours

To prevent fatigue while driving and potential traffic accidents, the following restrictions will apply to all drivers:

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- Not working more than 12 hours on any day
- Not to spend more than 9 hours driving in any 12 hour period
- Take a minimum of 45 minutes rest at the end of any journey that exceeds 4.5 hours
- Take a minimum of 8 hours rest between 12 hour work periods
- Not to work more than 6 consecutive days
- Resting under a vehicle or trailer to obtain shade is not permitted
- When taking a rest break the vehicle shall be parked off road and / or in a safe place.

k. Mobile Phones

Drivers are not allowed to make outgoing calls using mobile phones while operating a vehicle under any circumstances.

Drivers are not allowed to answer incoming calls using mobile phones while operating a vehicle, even when the phone is connected to a 'hands free' device.

If circumstances warrants the need for cellphone use, the driver must first yield to the side and stop in a safe area before making or answering a call.

Mobile phones should be switched off during supplying vehicles with fuel.

l. Training for Drivers

All Professional drivers must attend a safe (defensevie) driving training course and successfully complete the course provided by HSE Department before being allowed to operate or drive on the project.

Professional drivers will have to demonstrate a higher standard of proficiency than Occasional drivers.

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The course will cover at a minimum topics listed in the Attachment No.11 Training Requirements.

All drivers (Professional and / or Occasional) who have to drive in the desert (off-road) will have to undergo specific training.

Subcontractor's traffic control plan will meet these minimum requirements and be subject to periodic audit to assess driver qualification and training programs.

m. Bicycles

Personnel who are required to ride bicycles in the course of their duties must make sure that the following are available:

- Working brakes, front and rear
- Handlebar grips
- A bell
- A secure saddle in good condition
- A rear reflector
- A purpose built carrier or basket if transporting tools or equipment
- Pedals which have a good foot grip
- Chain guard
- Front and rear lights, if being used during hours of darkness
- See mirrors

Bicycle riders must:

- Obey traffic signs and stay on the right hand side of the road
- Check the condition of the bicycle before/after use and arrange repairs when necessary

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Equipment Type: N/A

- Wear a safety or cycle helmet with a strap fitted below the chin
- Wear clothing that will not get tangled in the bicycle wheels or chain
- Wear a reflective vest during at all times.
- Only carry tools and equipment in the carrier or basket provided for that purpose
- Do not carry passengers
- Do not take a bicycle into a restricted area if the bicycle is fitted with lights or non-intrinsically safe equipment
- Park the bicycle in the designated parking area and proceed to the working area
- Do not ride bicycle in the cover of darkness

n. Incentives Program

The incentives program for safe driving shall:

- Be applied in conjunction with the project disciplinary programme
- Take account of the social, cultural and economic needs and values of the drivers force.

To maintain best interest, awards shall be made regularly or when milestones are reached.

Every drivers or operators working under PKG (4) AMIRAL – Utilities, Flares and Interconnecting system Project are eligible to be recommended for the monthly incentive program.

The prize & merit certificate will be presented to awardees. Individual awards in the form of pens, mugs and towels for example, though low in cost items are much appreciated and should be considered.

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A high quality certificate of recognition carrying the individual's names and signature of the PM or HSEM is also well received.

The perceived importance of the award will be heightened by formal ceremonies involving the Contractor Management.

Group photographs should be taken for publicity purposes.

Photographs of individuals and small groups may be given for them to keep, and are well received.

Contractors Project Manager (PM) and head of departments shall support the incentives program and be part of its administration, for example by participating in the evaluation process and award ceremonies.

o. Driving Discipline

Discipline action will be followed as per Contractor internal penalty system for HSE violations.

Disciplinary action will be taken to employees who violate traffic rule and regulation.

The purpose of disciplinary action is to ensure that all drivers and operators are aware of the required standard of safe driving / operating and the consequences of violating Contractor and Aramco Traffic rules and procedure.

o-1. Categorization of Traffic Violations

Traffic violations shall be generally categorized into minor and major violations depending upon the "potential risk" of the violation committed.

o-2. Classification of Traffic Violations

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It is very difficult to list all the traffic violations. Following are a few examples covered in different types of violations for guidance and will not be a limiting factor in deciding violations. HSE Manager (HSEM) or his approved deputy can be consulted for any ambiguity in deciding violations

Minor Violations

- More than 3 people in front seat (also requires seat belt violation)
- Use of PEDs under conditions prohibited in G.I.
- Failure to yield to pedestrians at a crosswalk or intersection
- Driving with an unsecured load or without panels in place
- Following too closely (tailgating)
- Turning or switching lanes without signaling
- Failure to yield the right-of-way
- Driving the wrong way in a Parking lot
- Parking in a posted Handicapped Parking area without authorization
- Parking on the wrong side of the street (against the traffic flow)
- Parking in an unauthorized space or area
- Misuse of company vehicles

Major Violations

- Reckless driving
- Driving a vehicle in excess of the stipulated/posted speed limits
- Driving without authorization, license or insurance
- Major traffic violations (over-speeding, over-taking, etc.)
- Driving on the wrong side of a divided roadway
- Passing in a "No Passing" zone

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- Failure to obey a traffic signal or stop sign
- Not using seat belts (drivers or passengers)
- Passengers in back of open pickup truck
- Turning from the wrong lane
- Driving under influence of medications or intoxicants
- Riding a motorcycle without a helmet
- Driving during night time without headlights
- Failure to stop when directed by Industrial Security
- Parking in an emergency route or emergency vehicle space
- Receive any violation information or Letter from AMIRAL regarding Traffic Violation committed by company personnel etc.

o-3. Penalties

The level of action to be imposed is within the sole discretion of the company management. In determining the appropriate action, facts such as the degree of seriousness of the incident, all surrounding facts and circumstances, risk involved, including ARAMCO best interests, and the employee's record, including prior penalty shall be considered.

Traffic violations will be issued warning notice to all drivers and operators who violate the AMIRAL and company traffic regulations / procedures / instructions (Please refer to the Attachment No.12 Warning Notice).

Stages of Penalty

1. Verbal Warning
2. First Warning Letter and 3 day Suspension
3. Final Warning Letter and 5 days Suspension

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4. Dismissal / Termination

Stage 1 – Verbal Warning

Where informal action has failed to resolve a matter where it is considered that an offense warrants formal disciplinary action, a verbal warning may be issued by the SAFETY Department (Please refer to the Attachment No.12 Warning Notice).

A verbal warning will remain **live** for disciplinary purposes on an employee's personnel file for a period of **6 months** from the date the warning was issued.

Stage 2 – First Written Warning and 3 day Suspension

If a verbal warning does not correct the situation or if the case warrants it, or a further offence is committed requiring disciplinary action. A First Written Warning and 3 day suspension may be issued by the SAFETY Department and to be informed to Manpower Section and their Section.

A first warning will remain **live** for disciplinary purposes on an employee's personal file for a period of **12 months** from the date the warning was issued.

Stage 3 – Final Written Warning and 5 days suspension

If the employee's conduct still does not complying from the rules and procedure required by the SAFETY Department and the AMIRAL, or if the case warrants it or a further offense is committed requiring disciplinary action, a final Written Warning and 5 days suspension (without pay) may be issued by the SAFETY Department and to be informed to Manpower Section and their Section.

A final Written Warning will remain **live** for disciplinary purposes on an employee's personal file for a period of **12 months** from the date of warning was issued.

Stage 4 – Dismissal / Termination

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If the employees continuous to fail to comply with AMIRAL and company traffic rules and regulation or have committed two major violations which may cause of any loss of life or property, the case warrants its dismissal / termination will be serve.

o-4. Recording

HSE Department will issue the warning notice to individual for Traffic violation. And a file of records will be kept in HSE Office and Administration Dept. at all the times (Please refer to the Attachment No.13 Traffic Violations Register).

HSE Department will report to Management all about the disciplinary actions determined as per above mentioned penalty stage.

p. Assessments

The Traffic Control Plan will be reviewed throughout the duration of the project with both formal and informal assessments.

The HSEM shall be the lead for these assessments.

All lessons learned through the assessment process should be shared with Contractor Management and all other appropriate personnel.

The assessments will be conducted by the Contractor Superintendent and HSEM, in order to evaluate the implementation and effectiveness of this document.

This assessments will occur at least once every 6 months, or unless otherwise required by the PM and HSEM.

Proactive measures taken to resolve driver vehicle safety concerns identified through the project driving observations will be evaluated as part of the formal audit process.

Lessons identified in the assessments will be shared across the project as a whole.

11.1.4. Audit and Monitoring

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HSE Manager (HSEM) is responsible for the monitoring and auditing the implementation level of this plan.

HSEM shall also assist Project Manager (PM) in the implementation of this plan and provide the necessary HSE advice to ensure compliance.

Periodic audit is conducted by HSEM or person nominated by him to:

- Assess the driver qualification and training
- Check the Traffic Plan is implemented and followed strictly
- Verify the records of eye test conducted for the drivers on a half yearly basis
- Verify the license of drivers
- Inspect the vehicle documents

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Attachment No.1 - CONTRACTOR Policy – Driving Rules

- Drivers shall operate vehicles in accordance with local laws and regulations.
- Vehicle / safety equipment will be inspected prior to each shift by an HSE representative and shall meet the minimum requirements as define in this plan.
- Drivers are responsible to ensure that lights, signals, horn and brakes are in proper working order.
- Driver shall check the daily vehicle checklist. which shall include Emergency equipment.
- Drivers must observe designated speed limits at all times while driving on or off the project.
- Drivers must maintain a safe distance between vehicles: a safe distance means having enough time and distance between vehicles to allow for emergency braking to avoid an accident.
- Drivers must obey traffic signs, signals and other signage at all times.
- Passing moving vehicles is prohibited while driving on projects: never pass a stopped bus or multi passenger vehicle.
- Drivers must operate vehicles with dipped headlights on at all times.
- Drivers shall not operate any type of two-way communication device, whether for personnel or company business, while operating any vehicle. For the purpose of this plan, "two-way communications device" shall include, but is not limited to:
 - Mobile phones
 1. Two-way radios (including vehicle-installed, handheld radios and walkie-talkies)
 2. Pagers
 3. Personal Data Assistants or "PDAs" (including Palm Pilots and other hand-held computers).
- Drivers must not leave the vehicle while the engine is running.
- Drivers must shut-off motor to refuel: no smoking or operating mobile phones while refueling.
- Drivers must yield to pedestrians at designated crossings and other areas indicated by signs.
- Driving under the influence of alcohol or controlled substances is strictly prohibited.
- Drivers and passengers shall wear seat belts while vehicle is in motion
- Vehicles must come to a complete stop to load and unload passengers
- Drivers must park only in designated areas

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Equipment Type: N/A

- Drivers must set parking brakes when leaving a vehicle unattended.
- Drivers should not park in heavily congested areas or where heavy equipment is in operation
- Drivers must not consume food or drink while the vehicle is in motion
- Drivers must not read maps or any other materials while the vehicle is in motion.

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Attachment No.2 - Minimum Vehicle Safety Equipment Standards

- Appropriate rear-view mirrors (internal and external – both sides)
- Lights (head and rear, stop, turn signal and emergency warning)
- Reflective warning triangle (Potable emergency warning)
- Signage (Bus and other similar vehicles only):
 1. Maximum number of passengers
 2. Maximum allowable speeds – on site – on public roads – on open highway
- Reflective Strips
- Daytime running lights
- Quality of sunglasses
- Reversing alarms
- Emergency Exit (bus and other similar vehicles only)
- Fire extinguishers
- Drinking water supply
- First aid kits
- Reflective jackets
- Danger triangles for road side emergency warning
- Torchlight
- For lights
- Vehicle (bus, vans, etc.), which transport multiple individuals, shall have seat belts installed and maintained in serviceable condition e.g. Sedans, Pickups, SUV's and Minivans have seat belts for each passenger, passenger buses shall have seat belts for all personnel
- Desert survival kit (for desert driving)
- Communication device for use in emergencies and / or to report accident / incidents

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Attachment No.3 - Traffic Layout Plan to be updated

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Equipment Type: N/A

Attachment No.4 - Heavy Load Transportation Checklist

HEAVY LOAD TRANSPORTATION CHECKLIST				
DATE:		POINT OF ORIGIN:		
		POINT OF DESTINATION:		
Transportation Contractor:				
Equipment/Material being Transported:				
Load Weight:				
ITEM	YES	NO	N/A	Remarks
Road Use Permit: not required when load under 50 tons and within specified dimensions				
Valid SAG Driver's License				
Pilot Vehicles				
Equipment Rated load				
Load Properly Secured				
Wide load Flashing Lights				
Visual Condition of Transporting Equipment is acceptable				
Glass				
- Windshield				
- Side Mirror Left				
- Side Mirror Right				
- Rear Mirror				
- Rear Windows				
Tires				
Light				
- Headlight				
- Signal Light Left				
- Signal Light Right				
- Hazard Light				
- Brake Light				
- Reverse Light				
Fire Extinguisher				
Vehicle Condition				
Comments				
Recommendation				
Inspected By				
<p>This checklist is for the sole purpose of verifying for AMIRAL that some of the most basic precautions have been taken to protect public safety. It is not intended to release the transporting contractor from full responsibilities to deliver the load to Project safely.</p>				

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Vender Reference : N/A

System / Subsystem: NN

Equipment Type: N/A

Attachment No.5 - Vehicle Movement Register

VEHICLE MOVEMENT REGISTER

Date:

NO.	TYPE OF VEHICLE	VEHICLE LIC. PLATE NUMBER	NAME OF DRIVER	NO. OF PASSENGERS	DESTINATION	TIME		REMARKS
						OUT	IN	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

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Attachment No.6 - Daily Vehicle Inspection Checklist

PKG (4) AMIRAL – Utilities, Flares and Interconnecting system Project

DAILY VEHICLE INSPECTION CHECK LIST

Contractor: _____ Driver: _____ License #: _____
 Make: _____ Model: _____ Year: _____
 Color: _____ Lic. #: _____ Chassis #: _____

Inspection List (Check one)

	Pass	Fail	Comments
1. Tires have sufficient tread?	[]	[]	_____
2. Headlights work?	[]	[]	_____
3. Horns operative?	[]	[]	_____
4. Tail lights work?	[]	[]	_____
5. Brake lights work?	[]	[]	_____
6. Turn indicator lights working? (Front and Rear)	[]	[]	_____
7. Windscreen free of damage which obstructs driver's view?	[]	[]	_____
8. Exhaust System in working order?	[]	[]	_____
9. Seats safely secured to floor?	[]	[]	_____
10. Steering wheel play acceptable?	[]	[]	_____
11. Brakes in good order? (Include parking brake)	[]	[]	_____
12. Gas tank in good order and equipped with gas tank cap?	[]	[]	_____
13. Fuel lines in good order and without leaks?	[]	[]	_____
14. Rear view mirror functional?	[]	[]	_____
15. Battery secure?	[]	[]	_____

Safety Gear (Equipment)

16. Safety Triangle?	[]	[]	_____
17. First Aid Kit?	[]	[]	_____
18. Spare Tire?	[]	[]	_____
19. Jumper Cables?	[]	[]	_____
20. Tire Jack?	[]	[]	_____
21. Tire Pump?	[]	[]	_____
22. Fire Extinguisher?	[]	[]	_____
23. Gloves?	[]	[]	_____
24. Flash Light?	[]	[]	_____

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Over-All Safety Inspection

Pass

Fail

Comments _____

Driver: _____ Badge #: _____ Signature _____

Date: _____

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System / Subsystem: NN

Equipment Type: N/A

Attachment No.7 - Monthly Vehicle Inspection Report

INSPECTION REPORT

AUTOMOTIVE, TRUCKS, AND TRAILERS

EQUIPMENT NUMBER:				DATE:							
MAKE:		MODEL:		S/N							
ENGINE:		MODEL:		S/N							
HOUR METER:				ODOMETER:							
(S) INSPECTED AND SATISFACTORY	S	R	X	(R) REPAIRED OR ADJUSTED	S	R	X	(X) REQUIRES REPAIRS	S	R	X
ENGINE				DRIVE TRAIN (continued)				GENERAL (continued)			
PRE HEATERS				LEFT FRONT AXLE				DECKING			
INJECTORS				RIGHT FRONT AXLE				OPERATOR CONTROLS			
COMPRESSION				BRAKES				WINCH			
FUEL PUMP				RING GEAR REAR				STEERING			
FUEL FILTER				PINION OIL SEAL				HEATER			
OIL FILTER				LEFT REAR AXLE				WIPER BLADES			
HYDRAULIC FILTER				RIGHT REAR AXLE				FIFTH WHEEL			
AIR CLEANER				FOUR WHEEL DRIVE				AIR SYSTEM			
RADIATOR				TRANSMISSION							
BATTERY				CLUTCH				ELECTRICAL			
SPARK PLUGS				POWER TAKE OFF (PTO)				ELECTRICAL SYSTEM			
DISTRIBUTION POINTS				AUX. TRANSMISSION				CHARGING SYSTEM			
CARBURETOR								BATTERIES			
MUFFLER				SAFETY				LIGHTS			
EX. PIPES				FIRE EXTINGUISHER				IGNITION			
AIR CONDITIONING				MACHINERY GUARDS				WIPER SYSTEM			
								GAUGES			
LUBRICATION CHECK				MANUALS							
ENGINE				PARTS				BODY			
DRIVE TRAIN				SERVICE				SHEET METAL			
CHASSIS				ENGINE				GLASS			
LINKAGE				OPERATOR'S				FRAME			
								SEATS			
DRIVE TRAIN				GENERAL				INTERIOR			
RING GEAR FRONT				HYDRAULIC CYLINDERS				PAINT			
PINION GEAR FRONT				LANDING GEAR				TAIL GATE			
PINION OIL SEAL				DUMP BODY							
COMMENTS: Use additional Pages if necessary to describe findings indicated in "X" and/or "R" check boxes											
TIRES SIZE: PLY: TYPE:											
Condition *(mark letter in appropriate tire area): G=good A=average W=worm											
Trailer											

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Equipment Type: N/A

FRONT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
REAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Left	Right
Mech Rep.		Job Site Rep.		

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Attachment No.9 - Desert Driving Checklist

DESERT DRIVING CHECKLIST

Description of item to be checked (Each item must be confirmed using either 'yes' or 'no' in the boxes provided, by both supervisor and driver).	Confirmed by Supervisor	Confirmed by Driver
Brief the individual to carefully plan the trip, allowing rest time prior to departure and every 2 hours en-route. The person should not drive more than 10 hours in any 24-hour period. Ensure the driver plans the trip expecting delays associated with traffic, weather, highway construction, etc.		
Agree on an estimated time of arrival at destination.		
Verify the person to call on arrival at destination.		
Ensure the driver has an operational mobile phone on board.		
Ensure the driver has an operational radio, with spare (charged) battery on board.		
Ensure the driver has a list of emergency contacts on board		
Ensure the vehicle has all emergency equipment on board (i.e. area map, first-aid kit, drinking water, concentrated food, blankets, flashlights, warning triangles, tarpaulin, dry matches, spray bottle etc.).		
The vehicle must have been inspected by the mechanical workshop prior to departure.		
Ensure the correct tires are fitted. (Plus spare, tools, and all tires pressurized correctly).		
Remind the driver that many traffic fatalities are caused from speeding, fatigue, and non-use of safety belts. Many accidents can be prevented if we practice what we are trained.		
Check all lights are in working order.		
Check windscreen wipers and washers are in working order.		
Stress the requirement of utilizing safety restraint devices		
Discourage driving at night, unless absolutely necessary.		
Remind the driver to check the weather forecast along the route of travel. If adverse weather conditions are expected, stress the importance of driving hazards (i.e. wind, sandstorm, rain, etc.).		
Ensure the driver has a copy of the Procedure for Desert Driving and Survival Checklist.		

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Attachment No.10 - Survival Desert Driving Checklist

- Rest every 2 hours.
- Contact base every 2 hours.
- Extra drinking water.
- Extra food (concentrated).
- Dry matches.
- Shovel.
- Jack.
- Tool kit.
- First Aid kit.
- Warning triangle.
- Tarpaulin.
- Blankets.
- Work gloves.
- Hand axe.
- Tow chain.
- Flashlight (plus spare battery).
- Flares.
- Compass.
- Radio (and spare battery).
- Mobile phone.
- Signal mirror.
- Rope.
- Sand mats (metal mesh or stiff canvas).
- Sheath knife.
- Plastic spray bottle.

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Attachment No.11 - Training Requirements

- Project driving rules and regulations
- Saudi Arabia warnings and precautions
- Defensive driving
- Specific driving hazards
 1. Night driving
 2. 4-wheel / off-road driving
 3. Bicycle usage
 4. Driving in dust
 5. Bad weather
- Causes of accidents
 1. Speed
 2. Fatigue and drowsiness
 3. Aggressive driving
 4. Substance abuse
 5. Driving too close – minimum distance
 6. Common at-risk driver behaviors
 7. Driving while distracted / preoccupied
 8. Mobile phones, etc.
- Risk awareness
- Vehicle familiarization and operations
- Vehicle inspection and maintenance
- Road accidents and vehicle damage
- Reporting procedure in case of accident
- Review of the basic vehicle safety equipment
- Applicable restrictions (per local laws) on use of mobile / cell phones (personal as

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well as company-owned phones and other two-way communication devices while driving any vehicle

- Communications
- Use of seat belts
- Use of parking area

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Attachment No.12 - Traffic Violation Ticket

WARNING NOTICE

Ref No.:

Name:	Job No.:
Trade:	Section:
Location:	Type of violation:
Date & Time:	Vehicle No.:
Supervisor Name:	Penalty:
Detail of Violation:	

Penalty Stage: -

- **Stage 1 – Verbal warning**
- **Stage 2 – Written Warning and 3 day suspension**
- **Stage 3 – Final Written Warning and 5 days suspension**
- **Dismissal / Termination**

- Termination is depend on the seriousness of violation and will be determined by CONTRACTOR HSE Manager

----- Safety Officer / HSE Engineer	----- Defendant
----- Section Manager / Sub-Contractor PM	----- HSE Manager

You are strongly warned that any repetition of HSE violations will invoke the full penalty of the contractor's disciplinary action.

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Attachment No.13 - Traffic Violations Register

TRAFFIC VIOLATIONS REGISTER

NO	DATE & TIME	NAME	JOB No.	SECTION	TYPE OF VEHICLE	PLATE OR BODY No.	TYPE OF VIOLATION	PENALTY STAGE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

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11.2. STOP WORK POLICY

The over-all SAFETY of the project site do not depend in one individual, group or party, instead it is a shared responsibility of all people engaged or rendering work in the site irrespective of his/her employing entity.

As such, the CONTRACTOR encourage and enable its personnel to exercise its HSE leadership and commitment to a safe work environment. The CONTRACTOR'S personnel can stop the work when an unsafe acts or conditions that will render the work unsafe and could endanger the safety and life of an individual, group or other parties.

Additionally, the CONTRACTORS personnel are advised to immediately inform those involved (individual/party) or those with Operational Control of the work area, of any HSE violations whether involving the CONTRACTOR workers, Sub-contractors or any other individual.

Areas where imminent dangers are found shall be immediately stopped until the situation has been corrected. Representatives from all relevant disciplines will be informed, the situation shall be discussed and remedial action agreed.

Work will not resume until the HSE Manager or his designated representative is satisfied with the corrections that have been made and the area declared safe to resume work.

In all situations where the work has been stopped, only authorized and trained employees will be allowed to work in the area to correct the safety deficiencies in order to make the area safe for the work to continue.

Construction sites present many hazards to employees when they are performing work-related activities. The purpose of Stop Work Authority (abbreviated as SWA) Program is to provide employees and contract workers with the responsibility and obligation to stop work when a perceived unsafe condition or behavior may result in

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an unwanted event. No activity to be so urgent or important that its standards for environmental protection, safety, or health may be compromised.

Employees have the right and responsibility not to perform tasks or activities they feel pose undue risk to themselves, co-workers, or the environment. Stop work actions take precedence over all other priorities and procedures.

1. Employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of health and safety risk exist.
2. No work will resume until all Stop Work issues and concerns have been adequately addressed.
3. Any form of retribution or intimidation directed at any employee for exercising their authority to stop work will not be tolerated.

11.2.1. Situations That May Require a Stop Work Action

SWA should be initiated for conditions or behaviors that threaten danger or imminent danger to person(s), equipment or the environment. Situations that warrant a SWA may include, but are not limited to the following:

1. Change - A modification or alteration that deviates from the way the job task is normally performed may cause unsafe work actions or conditions. For example, using a different tool, altering a standard procedure to meet new job task requirements, making a change to the work plan, or observing parameters that are outside the standard procedures.
2. Unscheduled event - An unplanned event that distracts employees from the job task being performed may cause unsafe work actions or conditions. For example, inclement weather, simultaneous work occurring nearby, or a community or property owner activity following an accident or spill.
3. Observation with safety impact - Whenever an employee observes a condition or situation that has an impact on safety. For example, a hose lying across a walkway, a spill that has not been cleaned up, a loose handrail or a damaged tool.

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4. Incomplete understanding - Whenever an employee or coworker does not completely understand instructions, procedures or ongoing activities. For example, making assumptions about job task steps, uncertainty over the order that job steps are performed, or differing opinions about how a job task is performed.
5. Observing new hazards - Whenever an employee encounters risks that have not been addressed during previous job safety analysis or risk assessments. For example, new PPE requirements based on job task demands previously unidentified.
6. Need to ask for help - Whenever a job requires additional people, or the experience level of the person performing the job task requires support, an unsafe work action or condition may occur. For example, working to meet production demands and performing a two-person procedure alone, an inexperienced employee who does not ask for help, not asking for help with a heavy lift, or needing help with reading a drawing or sketch.

If an imminent danger stop work is necessary, worker(s) must safely stop their work and notify their supervisor(s).

For non-imminent danger stop work, normal supervisory procedures, staff communication, as appropriate, should be used. The condition that caused a stop work to be initiated must be evaluated to determine if the controls that are in place will adequately protect people and the environment. If it is unclear as to whether the controls are adequate or if the scope changes, workers must contact their supervisor to discuss the situation and have their work re-authorized as appropriate. It may also be necessary to secure another release.

11.2.2. Stop Work Authority Roles and Responsibilities

Senior Management

Creates a culture that promotes SWA, allows it to be exercised freely, establishes clear expectations and responsibilities, resolves SWA conflicts when they arise and hold accountable anyone who chooses not to comply with established SWA policies.

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Demonstrates support for using SWA without the potential for retribution. Holds employees and contractors accountable for full compliance with the SWA program. All Stop Work reports will be reviewed by Senior Management.

Managers and Supervisors

Promotes a culture where SWA is freely exercised, SWA requests are honored and resolved before resuming operations, works to resolve issues before operations resume, and recognizes proactive participation.

Ensures necessary stop work follow-up is completed.

All Stop Work reports will be reviewed by a manager / supervisor.

Safety Personnel

Provides, support, and maintain associated documentation and monitors compliance of the SWA program.

All SWA's will be documented by the Safety Supervisor to assess trends and to share lessons learned.

Company employees and contractors

Initiate stop work (in good faith) and support stop work initiated by others. All employees have the authority to stop work when the control of the HSE risk is not clearly established or understood.

Employees will not be reprimanded for issuing a SWA.

Employees must support the intervention of others and properly report all SWA.

11.2.3. Stop Work Authority Procedure

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Stop Work Authority is a several step process - STOP, NOTIFY & INVESTIGATE, CORRECT, COMMUNICATE, RE-EVALUATE and RESUME.

1. Stop - When a person identifies a perceived unsafe condition, act, error, omission, or lack of understanding, a SWA shall be immediately initiated with the person(s) observing and/or those who are potentially at risk. If the supervisor is readily available and the affected person(s), equipment or environment is not in imminent danger, coordinate the stop work action through the supervisor. The stop work action should be clearly identify as a stop work action and initiated in a non-combative manner directly with those at risk. Stop Work interventions should be initiated in a positive manner by briefly introducing yourself and starting a conversation with the phrase "I am using my Stop Work authority because." Using this phrase will clarify the user's intent and set expectations as detailed in this procedure.
2. Notify & Investigate - Notify affected personnel and supervision of the stop work action. If necessary, stop work activities that are associated with the work area in question. Make the area(s) as safe as possible by removing personnel and stabilizing the situation. Affected personnel will discuss the situation and come to an agreement on the stop work action. If all parties come to an agreement the condition or behavior is safe to proceed without modifications, the affected persons should show appreciation to the SWA initiator for their concern and then resume work. The SWA is complete at this point and no further steps are needed. Investigate the source of stoppage and records the associated hazard and/or risk. If incident occurs prepare the documents and report to HSE Supervisor.
3. Correct - The affected area(s) will be inspected to verify completeness of the modifications and to verify all safety issues have been properly resolved. Proceed with the job task safely and implement any recommendations in the Job Safety Analysis, Method Statement and Permit To Work, as necessary. Develop temporary procedures or revise existing procedures to accurately, safely perform the job task. Confirm that everyone understands the job task as it is about to be performed. Confirm that proper tools, materials, spill prevention / remediation equipment or personnel, etc. are available. Confirm that the appropriate and trained workforce is available. Determine if there is enough time to perform the job

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task safely. Confirm that the communication is appropriate (spotters, hand signals, signage, language barriers, etc. If the Stop Work issue cannot be resolved immediately, work shall be suspended until proper resolution is achieved. When opinions differ regarding the validity of the Stop Work issue or adequacy of the resolution actions, the Person in Charge shall make the final determination. Details regarding differences of opinion and resolution actions should be included in the documented report.

4. Communicate - Conduct brief tool box regarding the stoppage of work and communicate to all involve personnel and nearby workers. Communicate with work permit issuer together with receiver for cancellation of permits. At this time, revision of job safety analysis is important as along as changes with methods statement with one goal to proceed with safety precautionary and conditions.
5. Re-Evaluate - Once the corrective actions and preparations are in place reevaluation to be made, a joint site inspection with the work permit issuer, receiver, engineers and supervisor will inspect the location, condition, and required PPE and procedure to be follows are clearly written and available. Issuance of work permit will be made upon the approval of both parties.
6. Resume - The affected area(s) will be reopened for work by personnel with restart authority. All affected employees and contractors will be notified of what corrective actions were implemented and that work will recommence. No work will resume until all issues and concerns have been addressed. In the event an employee still believes it is unsafe, they will be assigned to another job with absolutely no retribution. All Stop Work interventions and associated detail shall be documented and reported to the Safety Supervisor.

Incident Investigation and Reporting if stop of work activity includes incident whether minor or major incident proper investigation to be conduct and reporting should follows.

Site Supervisors will provide the root cause analysis to the stop work action and identify any potential opportunities for improvement. The Safety Manager will publish the incident details regarding the stop work action to all Section Managers and employees outlining the issue, corrective action and lessons learned. Although most issues can

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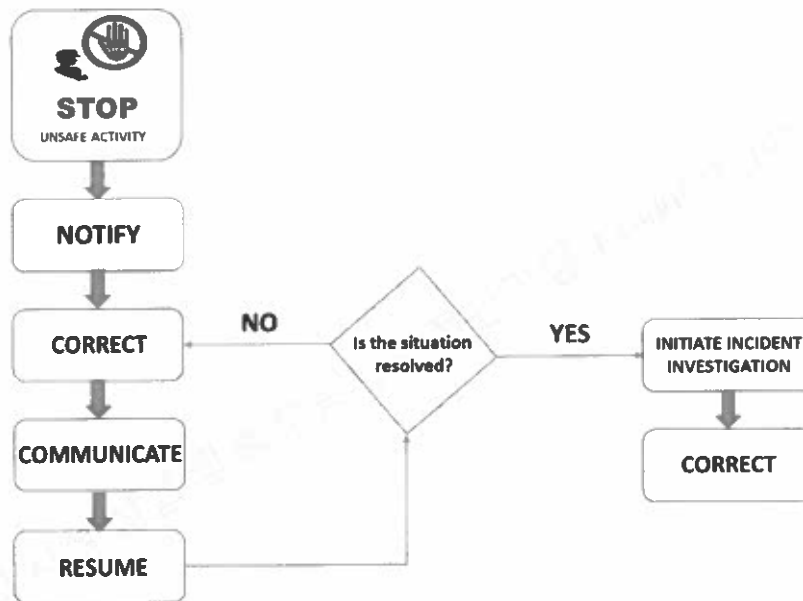
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be adequately resolved in a timely fashion at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes.

Stop Work interventions that required additional investigation or follow-up will be handled utilizing existing protocols and procedures for incident investigation and follow up. If anyone in the process believes that the restart authorization or release is not justified, or that modifications imposed as a precondition to the operation's restart are inadequate, appeal the resume decision to the Safety Manager.

11.2.4. Stop Work Flow Chart

STOP WORK AUTHORITY PROCEDURE IMPLEMENTATION FLOW CHART



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Stop work signage, as defined further below, shall be mounted in clearly visible locations at worksites. Contractors shall ensure that signage language is translated into the additional language(s) of their workforce.

11.2.5. Training

Training regarding this SWA Program shall be conducted as part of all new employee and contractor orientations.

At a minimum, employees will be trained in:

1. The importance of Stop Work Authority.
2. The benefits of Stop Work Authority.
3. The contents of this program and are expected to adhere to the provisions contained within.

11.3. SHORT SERVICE EMPLOYEE (SSE) PROGRAM

Contractor shall establish a short service employee (SSE) program. This program shall include identification of new or inexperienced personnel so others may take extra care in their presence and provide additional assistance.

“Short Service Employee” (SSE), means any new and inexperience personnel with less than six (6) months experience in the industry or less than six (6) months in the same trade/craft or workers returning to work in their trade/craft after a break in service in the industry for a period of more than one (1) year.”

The CONTRACTOR shall ensure that all of its workers are adequately knowledgeable, trained and competent to render their assigned work.

The CONTRACTOR shall identify “Short Service Employees” (inexperienced workers), for which is necessary to provide an adequate level of guidance, training, support, and general control that, in general, will help prevent accidents in the workplace, such as

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injury to the workers, or causing them to injure other persons, or to damage the environment and property.

Contractor to review workers qualification and experience to determine workers capability and fitness to the assigned job position.

In case an employee has been identified and classified as SSE, he shall be assigned a mentor for a predetermined period (1 month duration), and shall be under the constant supervision of a competent supervisor and shall not be allowed to work alone.

13.3.1. Mentorship

CONTRACTOR shall provide SSE by a mentor directed to assist SSE on the activities supervision, as well as his professional development.

A mentor may be assigned to only one SSE if team is less than five (5) or two (2) SSE if team is more than five (5) from the same team. In this case, for monitoring the work of SSE mentor should always be on the site, next to the SSE.

SSE shall be monitored and required to complete the predetermined period (1 month duration), of continued safe working and must display complete compliance with the project site safety rules and regulations with no record of any safety violations within the prescribed period.

Supervisors shall observe their SSE's work performance until they are satisfied that the employee can perform his job in a safe and effective manner.

The SSE shall be provided with additional training as necessary when requested by the supervisor.

	Period of SSE (Mentorship)		Remarks
	6 months	3 months	

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1	New worker with less than 6 months in industry / trade / craft	Returning worker in industry / trade / craft after 1 year	Supervisor to recommend removal from SSE
---	--	---	--

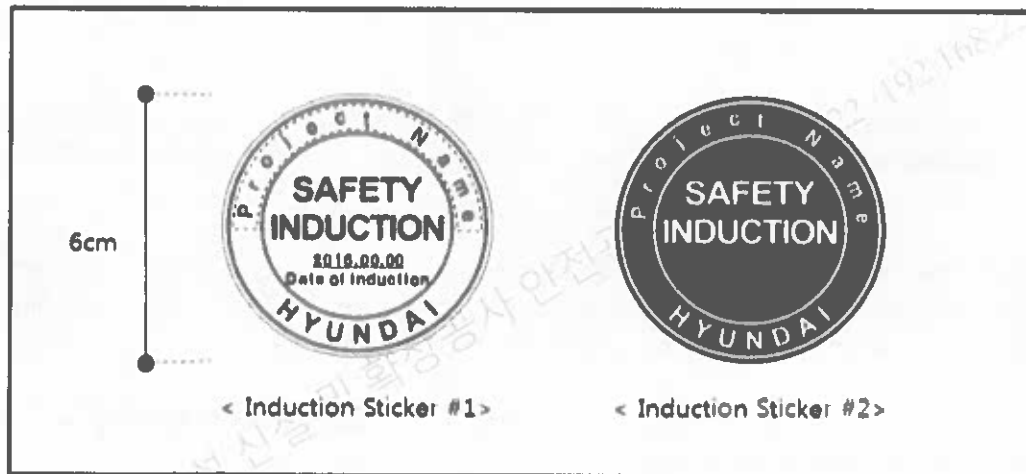
13.3.2. Work zones of risk

Under no circumstances, the SSE cannot be allowed to perform work in process areas of high risk.

13.3.3. Visual Identification of SSE

All SSE's shall continuously wear a visual identifier while at the job site (e.g., orange hard hat). The SSE visual identifier to be used shall be approved beforehand by the COMPANY.

The CONTRACTOR may consider the use of other form of visual identifier provided the used shall be first approved by the COMPANY.



13.3.4. Composition of team structure

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Before work commences, CONTRACTOR and its Subcontractors shall inform the COMPANY of the maximum ratio of SSE's to experienced workers that will be present at the job site at any given time. The COMPANY reserves the right to require an alternate maximum ratio of SSE's.

- If the work can be done by one person, it will not be SSE (new or an inexperienced) worker.
- In team or group of workers less than five, workers cannot be more than one inexperienced worker (SSE).
- Teams which is of 20% or more consisting of inexperienced workers (SSE) may be allowed to perform task or work only on activities that will not expose the SSE to serious injury or life-threatening activities (e.g. housekeeping, material handling, etc.) this shall be signed with approval of both the Construction manager or supervisor who fills in the form under Section 11.3.3 – Notification team structure) - Form of notice on work permission for SSE with the concurrence of the COMPANY's authorized representative. The COMPANY reserves the right to reject the composition or require an alternate maximum ratio of SSE's.

13.3.5. Notification of team structure

Information about the formation of the proposed team/group should be shown in **"Notification of Team Structure"** notice of permission to work for CONTRACTOR's SSE.

Prior to the mobilization for work performance, Supervising Engineer or in-charge supervisor has to complete and submit this form to the Project Coordinator, its contact person or site manager on all works, where SSE will be involved.

If SSE on site is without prior approval or relevant permission, COMPANY has the right to refuse the services of SSE,

- The COMPANY, on behalf of its authorized representative approves and saves a copy of the original form in the project documentation.

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11.4. FAILURE TO COMPLY POLICY

Contractor shall implement "Failure to comply policy". The policy shall describe the action of the contractor to comply from its contractual commitment.

Under this policy the contractor will;

Upon receiving notification from the COMPANY of failure to comply with the requirements of the contract and any actions needed to prevent the injury or death of personnel, damage to equipment, loss of process or damage to the environment during performance of work, the CONTRACTOR shall immediately take all necessary actions including, but not limited to, action requested by the COMPANY.

If CONTRACTOR fails to take prompt corrective action, the COMPANY may direct the contractor to suspend all or part of the work until satisfactory corrective action has been taken.

Costs incurred of such work suspension as a result of CONTRACTOR's failure to comply shall be solely the CONTRACTOR's responsibility.

Whereas, if CONTRACTOR fails to take prompt corrective action for reasons beyond the CONTRACTOR's control, the costs incurred of such work suspension shall not be on the CONTRACTOR's responsibility. This shall be further reconsidered, discussed and agreed by both the COMPANY and the CONTRACTOR.

Disputes involving safety shall be elevated to the contractor's higher management for resolution before work can proceed.

11.5. MEDICAL PROGRAM

Contractor shall provide for medical care of its employees according to requirements established by the Saudi Arabian Government Ministry of Health (MOH) and Saudi

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Arabian labor law, GI 150.002, the SA Minimum Medical Standards Requirements (MMSR) Manual and in accordance with this section (CSAR 9.0)

11.5.1. Health Insurance

CONTRACTOR and all its subcontractors shall to provide all their employees with health insurance coverage for emergency and inpatient care.

11.5.2. First Aid and Medical Facility Services

The category of a work site medical facility (clinic) shall be in accordance the Initial Category/Level Evaluation Form (Section 2) in the MMSR manual, which is based on the following criteria:

- Number of personnel at the work site.
- Remoteness of the work site and access to definitive medical care (e.g., hospital).
- Potential risk factors at the work location.
- Specialized services required (medical procedures, diagnostics or otherwise)- CSAR Section 9.3 C and MMSR Manual Category / Level of Medical Facilities

First Aid Facilities

CONTRACTOR shall provide and maintain an adequate size of first-aid facilities complete with standard equipment and supplies. Such facilities shall be readily accessible to all employees.

First Aid and Medical Personnel

Nurse

A full time male nurse is assigned to the project. The CONTRACTOR Male Nurse on duty (for non-emergency cases) shall not treat any injured worker without the medical

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slip from his Supervisor or Foreman. The Male Nurse on site is only for First-Aid. The emergency cases will be transferred to the hospital for Doctor's treatment

Physician

Contractor shall ensure that for all matters pertaining to clinic operation, all registered nurses (RN) are under the direct supervision of senior RN or Physician.

Emergency Transportation

A job site ambulance is available as immediate means of transportation to the nearest hospital.

One four-wheel drive vehicle equipped with a well-stocked first aid kit for each crew shall be available for personnel performing pipeline or powerline work, or who are working in remote areas. These vehicles shall be marked to indicate they carry a first aid kit. A minimum of one person in every remote area crew shall have a valid first aid/BLS certificate-See CSAR Section 9.2 E ,Section 9.5 and MMSR Manual

Contractor shall provide Automated External Defibrillators (AEDs) as required by GI 150.002 and the MMSR manual. At each site with an AED contractor shall provide an adequate number of personnel who are trained in AED operation CONTRACTOR will also notify and request the assistance of the following in case of emergency.

COMPANY

Name : to be announced later
 Position : HSE Advisor
 Tel. No. : "to be announced later"
 Mobile No. : "to be announced later"

CONTRACTOR

Name : "to be announced later"

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Position : HSE Manager
Mobile No. : "to be announced later"
Fax No. : "to be announced later"

SUB-CONTRACTORS

Name : "to be announced later"
Position : HSE Manager/ Engineer / Supervisor
Mob # : "to be announced later"

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11.5.3. Medevac Plan

This document details how a medical emergency shall be managed during the PKG (4) AMIRAL – Utilities, Flares and Interconnecting system Project.

A MEDEVAC is a sum of the medical evacuation activities made in order to prevent death or to diminish the serious damage that might occur to a person due either to illness or injury, especially those where a risk of life is emphasized.

The plan foresees:

- Assessment of the patient, and first aid treatment at the location of the accident;
- Transport the patient to the Site Clinic (Medical Office) or the nearest hospital (Primary Evacuation – PE) to stabilize his condition;
- Further evacuation, if the case requires it, to the hospital where definitive care will be provided (Secondary Evacuation – SE)

The plan has been issued to give the necessary instructions to all involved, about how to act should a MEDEVAC become necessary.

Contractor shall ensure that needed Medevac procedures are incorporated into their emergency response procedures as a part of their CSSP. Procedures to initiate a Medevac are in GI 1321.015.

11.5.4. Responsibilities

CONTRACTOR shall;

- Ensure adequate resources are available at all times to properly implement this Plan.
- Ensure distribution of this Plan to construction personnel, and that they are familiar with its contents;

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- Ensure proper emergency equipment is available and properly maintained on site.
- Ensure the site clinic is fully equipped and properly staffed and maintained.
- Ensure periodical emergency drills are performed and recorded.
- Ensure that a proper communication system is available;
- Ensure the medical emergency plan is reviewed at least quarterly, or as often as necessary to reflect evolving site conditions.
- Ensure that COMPANY and Saudi Arabian Government (SAG) requirements are complied with.

11.5.5. Medical Personnel, Structure and Equipment

Qualification of Medical Personnel, Structure and Equipment

Medical staff shall possess AMIRAL recognized qualifications, and be deemed competent to perform the work required of them. Contractor shall comply fully with requirements of Minimum medical standard requirements (MMSR). Medical personnel, supplies and equipment shall be provided by SA approved medical service provider and medical facility shall follow the outline of MMSR and shall be inspected by concerned organization for approval as per CSAR 9.0

They shall be fully conversant with and experienced in primary care, trauma and emergency management, and prevention and treatment of infectious and vector borne disease.

Furthermore, they will to be skilled in:

- Site Clinic management and record keeping;
- First aid training and health education;
- Monitoring of general hygiene, food and environmental issues;
- Health surveillance;

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- Communication with local medical community, and with Client's representatives.

Medical personnel, familiar with above-mentioned skills, will be chosen from emotionally stable and physically fit candidates, following review of their past experience and related certification.

COMPANY shall review and finally approve all medical staff in advance.

First Aid Providers and their adequate numbers, qualification and deployment, shall be established using the following criteria:

- The number of workers employed for the Project;
- The area over which the operations will be carried out;
- The local health care capabilities;
- The time/distance involve for medical evacuation;
- The health risks associated with the particular occupational and environmental hazards at the specific location.

This is all in order to guarantee the optimal health care to the personnel involved in Project activities.

Medical Arrangements

During normal working hours a Doctor or professional Nurse will be present and reachable twenty-four hours a day.

The Site Clinic shall conform to all relevant local legislation and/or Project specific requirements.

Dependent upon construction activities, hazards, manpower and distance from the site clinic, a certain numbers of First Aid Kits shall be distributed / located.

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Adequacy and availability of medical equipment, and Medicine expiry dates shall be reported in a dedicated log which will be periodically updated by the site medical personnel.

For hospital treatment, diagnostic procedures and more complex laboratory exams, special agreement will be established locally with the available Medical centers.

11.5.6. Medical Drill

Site Medical Drills shall be performed on a quarterly basis. Joint drills with COMPANY shall be conducted at least annually. These drills will serve to instruct and refresh personnel on the procedures, and also to identify any shortcomings that can then be rectified, ensuring continual improvement.

The site Medical Staff, in conjunction with the site HSE Staff, shall be responsible for reviewing the Plan and initiating any necessary changes or improvements.

The Project Manager shall be responsible for ensuring all necessary changes or improvements are implemented.

Evaluation of a medical drill shall include the following as a minimum:

Sequence of events with times

- Accident time;
- If and when the work was stopped;
- How many times the accident was reported;
- Attendance time of the medical staff at the injury location;
- Initial evaluation of the situation;
- Was stabilization of the patient required;
- How long the ambulance took to reach hospital.

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Possible failures in the system (Practical Critique)

- Communication (radio, telephone, etc.);
- Failure in event notification (to Nurse);
- Failure in injury description (from Nurse);
- Transportation (driver / ambulance);
- Evaluation and stabilization;
- Final destination;
- Local medical facilities;

Non-compliances (Management Critiques)

- Information flow;
- Site Accident Procedures;
- Acting the Primary Evacuation;
- Acting the Secondary Evacuation;
- Medical Personnel awareness and training;
- Medical Structures and Equipment;
- Local medical facilities;
- Lines of communications;
- COMPANY and Government requirements;
- Plan updating and review.

11.5.7. Medical Care

General

The general facility (or facilities) shall be kept in a sanitary condition at all times.

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First Aid (FA) supplies shall be kept readily available in a cabinet designated for those supplies only.

Dedicated emergency vehicle(s), properly and adequately equipped and with dedicated drivers, shall be available at site whenever work is in progress.

Notices indicating the following data shall be visibly posted in the main areas:

- The name of the person who is in charge of the first aid Clinic (Medical Office);
- Any injured person who requires hospital treatment is to be sent.
- All ambulance drivers shall have a familiarization/practice drive to all Hospitals;
- The telephone number of First Aid Attendant employed by CONTRACTOR or its SUB-CONTRACTORS;
- The Emergency Telephone numbers to be called for assistance;
- The Emergency Telephone numbers (directory) including management home telephone numbers shall be posted at Site Office, Site Clinic (Medical Office) doorways and on board of the key personnel vehicles.

Medical Care activities are made in order to prevent death or to diminish the serious damage that might occur to a person due either to illness or injury, especially those where a risk of life is emphasized.

The procedure foresees:

- Assessment of the patient, and first aid treatment at the location of the accident;
- Accompanied by the Site Nurse (SN), transport the patient to the Site Clinic (Medical Office) or the nearest hospital (Primary Evacuation – PE) to stabilize his condition;
- Further evacuation, if the case requires it, to the hospital where definitive care will be provided (Secondary Evacuation – SE);

11.5.8. Site Accident Procedure (Top 10)

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In the event of a serious accident or medical emergency:

- Shutdown equipment / machinery;
- Notify Foreman / Supervisor;
- Notify site medical staff (Medical Office);
- Give first aid if possible until the arrival of medical staff;
- Do not move the injured person unless he or she is in immediate danger (fire, moving vehicles etc.);
- Do not disturb the accident scene;
- Transport of Site Clinic – Medical Office (PE) or Hospital (SE) as required;
- Begin accident investigation;
- Hold HSE meeting (e.g. lessons learnt);
- Return to work if safe to do so.

If the needs of the casualty is beyond the capability of the site medical staff (Medical Office), or necessitates some diagnostic procedures or hospitalization, the ambulance will proceed to immediately transfer the casualty to the hospital or other appropriate clinic.

11.5.9. Primary Evacuation (PE)

In the case of an extreme emergency, where the patient is in a life threatening condition, (i.e. cardiac arrest, severe shock etc.) the patient will be transported immediately to the nearest medical facility.

Site Doctor will evaluate the medical needs of each situation. Should there be any question he is to call COMPANY Emergency Medical "HOLD" for any assistance he may require.

11.5.10. Secondary Evacuation (SE)

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Should the Primary Evacuation hospital be unable to cope, for example in the case of multiple casualties, a Secondary Evacuation hospital will be used.

11.5.11. Local medical facilities

The primary evacuation hospital (PE) and Secondary Evacuation (SE) will be determined, and all necessary formalities will be concluded before the start of the project.

Relevant contact information and telephone numbers will be collated and communicated to all personnel by way of meetings, memos, notice boards, tool box talks etc.

11.5.12. Lines of communications

The Project Manager (PM) / Construction Manager (CM) / HSE Manager (HSEM) and his office are in charge for the logistic support of the emergency case management.

They help the Site Nurse (SN) in passing the information to medical transportation company, providing the assistance regarding personal documents and certificates, other medical, if required.

Through their communication line they will inform the Administrative Manager (AM) about the accident and ensure that the patient's family is informed.

Note: Medical personnel must remain with the injured person until responsibility for care is formally transferred to the hospital.

COMPANY must be informed as soon as possible/practicable.

What to communicate?

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In order to enable the quickness and the most adequate response to the medical emergency the caller should, while alerting the persons in charge, give the following information as calmly as possible.

- Exact location of the accident;
- Nature of the accident;
- Number of persons involved;
- Short description of their condition;
- If there may be need for special medical equipment;
- Other relevant information.

It is essential that when the initial message is given, caller should try to be calm and collected.

Repeat the message clearly and accurately, giving as much relevant information as possible.

Both caller and receiver have a very important part to play in initiating the medical response to an emergency, and anything other than calmness will only result in delay to the injured person receiving proper medical attention.

Below is a sample Emergency Reporting Instruction sheet.

The exact contact numbers must be inserted into the form prior to it being distributed.

Sample:

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EMERGENCY NUMBER “to be announced later”

Emergency Reporting Instructions

TELEPHONE: “HOLD” (FROM INTERNAL PHONE ONLY, if busy see below)

I have an emergency to report:

I am calling from _____

My name is _____ My badge number is _____

There are _____ (no.) of people hurt and requiring medical assistance.

**DO NOT HANG UP, LET THE OPERATOR TERMINATE THE CALL
ENSURE THAT YOU HAVE A RESPONSE THEN IF NECESSARY
REPEATS THE ABOVE INFORMATION AND ANSWER QUESTIONS.**

If the number is busy or unavailable, try the following in the order listed:

1. Telephone **On Hold** (Main Control Room);
2. Telephone **On Hold** (Plant Division Manager)

After the message has been given successfully, the reporting individual should stand by the telephone if safe to do so. Persons knowledgeable of the emergency should help direct emergency crews and vehicles to the scene of the emergency if HSE to do so.

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EMERGENCY CONTACT NUMBER

SAUDI ARABIAN GOVERNMENT (SAG)	
Police	999
Fire Dept.	998
Ambulance	997

PKG (4) AMIRAL PROJECTS DEPARTMENT	
AMIRAL Emergency	050-295-0800
AMIRAL Emergency (via mobile)	050-295-0800
PKG (4) AMIRAL PMT	
PKG (4) AMIRAL HSE Team	053-707-9080

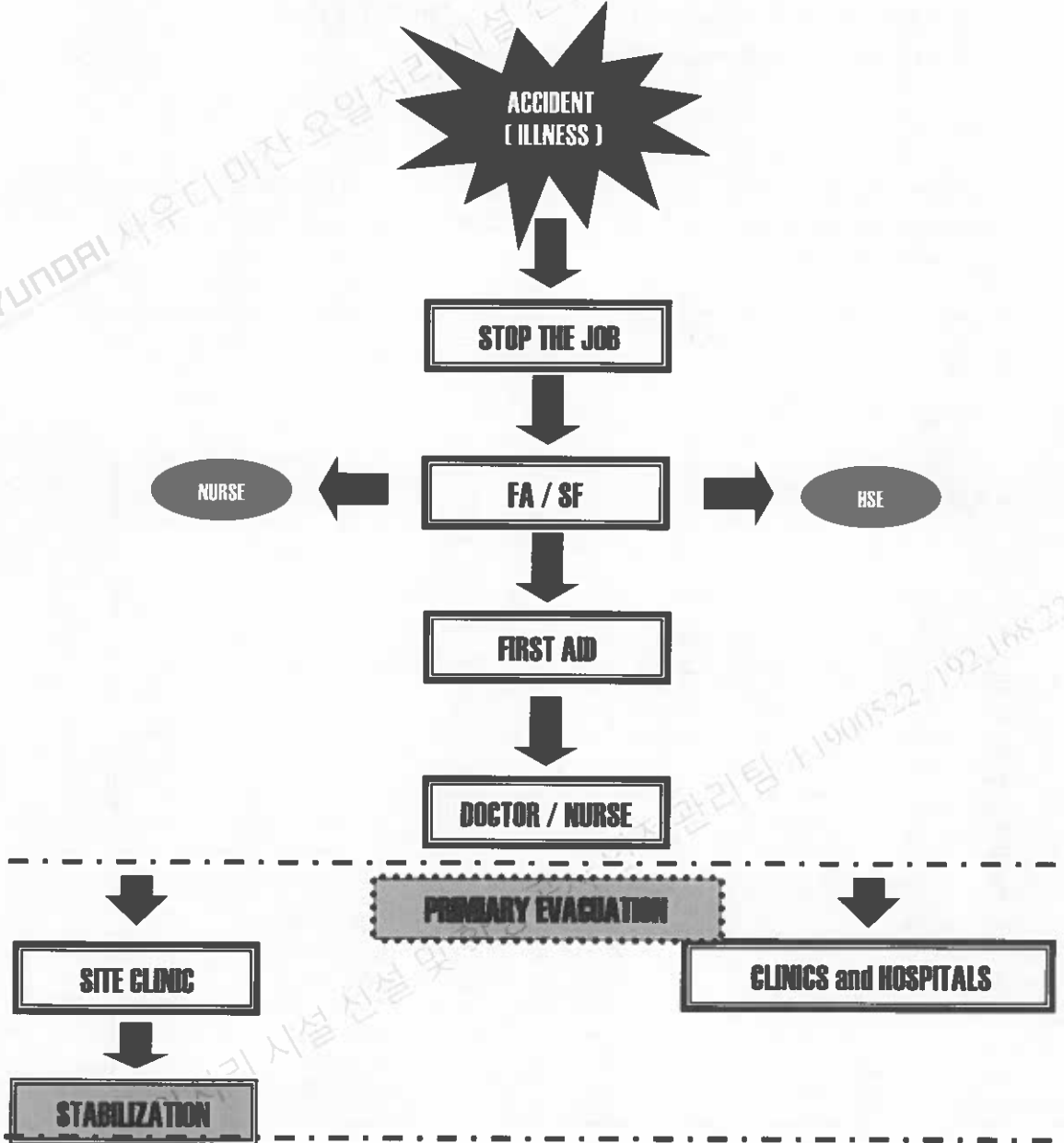
CONTRACTOR SITE SAFETY PROGRAM	
CONTRACTOR HSE OFFICE	TBA
CONTRACTOR CLINIC	TBA

* The detailed Emergency Contact Number for PKG (4) AMIRAL Project will be concreted at site later on.

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EMERGENCY MEDICAL FLOWCHART



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MAP OF THE AREA AND HOSPITAL LOCATIONS (To be determined and verified at a later stage)

Medical Checklists

The below mentioned checklist (medicines, consumables, equipment and first aid kit) shall be increased time by time by the appointed Doctor/Nurse, in accordance with the number of workers employed and the relevant medical needs.

MEDICINE CHECKLIST	
ADHESIVE PLATER	IMMODIUM CAPSULE
SWAB	MOXAL LIQUID
ALGESAL CREAM	MOXAL TABLET PKT
AMOXIL CAP 500 MG.	MUCOLYTIC SYRUP
AMOXYDAR FORTE	NUFEN 400 TABLET
AMPIDAR CAP 500 MG.	PANADOL EXTRA
ASPIRIN TABLET	PANADOL TABLET
BAND AID STRIP	PARAFON CAPSULE
BETADINE SOLUTION	PRIMPERAN TABLET
BRUFEN TAB 400 MG	PYRALVEX SOLUTION
BUSCOPAN TABLET	WAXOL EAR DROPS
BUTTERFLY SCALP VEIN SET	REPARIL GEL
FLU TAB	VOLTREX TABLET
CORN CAB	PEDIALYTE LIQUID
COTTON BUDS	SILOMAT SYRUP
DAKTACORT CREAM	STERILIZATION POUCH
VOLTREX TABLET	STREPSILS LOZENGES
DISPOSABLE FACE MASK	TRIANGULAR BANDAGE
DISPOSABLE GLOVES MEDIUM	VITAMIN C
DISTILLED WATER x 50	WOODEN TOUNGE DEPRESSOR
DIZINIL TABLET	THERMOMETER (ORAL)
DULCOLAX TAB	CALCIUM SANDOZ W/VIT. C
ELASTIC BANDAGE 4"	COTTON ROLLS
EYE PADS	GAUZE PAD STERILE
NUFEN TABLET 400 MG.	GLOVES SURGICAL STERILE
FLAMMAZINE CREAM	GLOVES EXAMINATION LATEX

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FUCIDIN OINTMENT	DUPHALAC SYRUP
GAUZE PAD 2x2	IMMODIUM CAPSULE
HYDROGEN PEROXIDE	REFRESH EYE DROPS
I.V. INFUSION SET	KAFOSSED SYRUP

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11.6. EMERGENCY RESPONSE PROCEDURES

Please refer to the Emergency Response Plan (SA-AMI-000-HDAI-000000) for more details.

11.7. HEAT STRESS MANAGEMENT PROGRAM

The CONTRACTOR will establish the minimum safety requirements and guidance to prevent and protect its personnel from injury and suffering from the effects of heat-related illnesses at the worksite.

Contractor management is responsible for managing their employees' work so as to avoid and prevent heat-related illnesses. Contractor shall ensure the requirements in Chapter I-13, Heat Stress, of the CSM are fully implemented at the work site.

11.7.1. Heat Stress Management

Prior to performing work during hot weather, the contractor shall conduct a thorough heat stress evaluation to identify tasks and conditions that present a potential heat stress hazard. This evaluation shall include observations, discussions with workers and supervisors, review of any previously reported heat-related illnesses and shall be based on the U.S. Occupational Safety and Health Administration (OSHA) Technical Manual TED 01-00015, Section III: Chapter 4, Heat Stress and/or the National Institute for Occupational Safety and Health (NIOSH) Occupational Exposure to Hot Environments.

The contractor shall develop and implement a written heat stress management program based on the results of the heat stress evaluation, as well as SA's heat stress requirements. The contractor shall provide proper resources to support implementation of the plan, including but not limited to procurement and provision of materials and supplies. The contractor's heat stress management program shall be submitted to the SAPO for review and concurrence prior to the start of work during hot weather (i.e., prior to April 1).

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Contractor shall provide training to site management and supervision on the heat stress management program, including recognition of, prevention of and response to heat-related illness, with emphasis on their responsibilities for ensuring safe working conditions (particularly suitable work/rest rotations for workers).

Contractor shall provide training and guidance to their employees in the recognition of, prevention of and response to heat-related illness.

Heat stress is usually the result of work being performed at elevated temperatures. Contributory factors may also include a decrease of natural body ventilation by protective clothing e.g. chemical & impervious suits.

If the body's physiological processes fail to maintain a normal body temperature because of excessive heat, a number of physical reactions can occur ranging from mild (such as fatigue, irritability, anxiety, and decreased concentration, dexterity, or movement) to fatal. Because heat stress is one of the most common and potentially serious illnesses that construction workers encounter, in areas where high temperatures are normally encountered, regular monitoring and other preventative measures are vital.

The purpose of this procedure is to reduce the exposure to heat related injury/illness from working in high heat environments.

Common Hazards

Your body operates in a narrow temperature range. When the environment is too cold or too hot the body will cease to function properly if steps to control the exposure are not taken. Extremes in body temperature elevation can be life threatening. There are many factors that affect body temperature. Some of these that can cause elevated body temperature are listed below:

1. Lack of proper fluid replacement.
2. Electrolyte imbalance
3. Extreme air temperature.

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4. Lack of air movement – oven effect.
5. Reflected heat or sunrays.
6. Being in the direct sun (can raise temperature by as much as 15 degrees).
7. Convection of heat though walls or steel.
8. Prolonged or strenuous activities.
9. High humidity.
10. Medications, diet, excess salt intake.
11. Physical fitness (lack of, weight, acclimatization).
12. Excessive or layered clothing.

11.7.2. New Employees

The first step in managing heat stress is to determine if the new employee is used to working in heat. A person who is not used to working in high heat conditions cannot be expected to perform, as an acclimatized employee would be able to perform. The new employee must be introduced to the new environment carefully. The tasks assigned must take into account the persons, abilities, strength, and acclimatization. Prolonged strenuous activity or exposure to extreme heat must be limited by rotating employees until all are accustomed to the new extreme heat must be limited by rotating employees until all are accustomed to the new environment. Deliberate acclimatization shall be used to expose new employees to work in a hot environment for progressively longer periods. New employees in jobs where heat levels may produce heat stress shall be exposed to 20% of normal exposure on day one, with a 20% increase in exposure each additional day.

The supervisor is the essential person to provide an acceptable acclimatization period with appropriate tasks to ensure the Safety of the new employee. Several factors will give a supervisor clues as to whether a new employee will acclimatize quickly or not.

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Physical Fitness – A fit person will generally have a higher heat tolerance and acclimatize sooner.

Previous Experience – Someone who has worked in a high heat environment either will be acclimatized or will have a better knowledge of how to acclimatize himself.

Fluid Intake/Breaks – A person who works steady with regular breaks will acclimatize quicker than someone who takes sporadic and more frequent breaks.

Attitude – A new employee who is eager and not worried about working in the heat will acclimatize more quickly than someone who is anxious when working in hot environments will. Care must be taken with the eager employee because he may push himself too much and too quickly.

11.7.3. Current Employees

This group is generally more susceptible to heat stress than some of the new employees. These employees are already acclimatized and feel that they are able to “handle the heat” or they are introduced to the heat for the first time of the season, and feel that they are fine, in fact, they are not. Mostly they feel that they can do more than they are really able to do, or they are trying to complete a task before taking their break. Sometimes the experienced employee is trying to show to the new employee “how to do it” and is caught doing more than he should. Awareness and education is the tool to keep the current employee out of trouble.

11.7.4. Identification of Heat Stress Symptoms

Many heat stress management programs focus on the identification of heat illnesses. While the ability to identify the particular heat stress problem is important, it is far more important to never reach the need to identify which particular heat related problem is being experienced. There are many publications, which we all should have, available to identify the various levels of heat stress symptoms. This procedure will focus on the prevention of heat related illnesses. The following information targets identification of Initial symptoms of heat stress before problems occur.

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Types of Heat Stress

Heat Stroke

Heat stroke is an acute and dangerous reaction to heat stress caused by a failure of the heat regulating mechanisms of the body, e.g. a breakdown of the employee's temperature control system that causes sweating.

Body temperature rises so high that brain damage and death will result if the person is not cooled quickly.

Symptoms

Red, hot, dry skin, although the person may have been sweating earlier, nausea, dizziness, confusion extremely high blood pressure, rapid respiratory and pulse rate, unconsciousness or coma.

Actions

Casualty must be cooled down and Medical Aid sought immediately with the person transported to the site medical facilities.

Heat Exhaustion

Heat exhaustion is a state of very definite weakness or exhaustion caused by the loss of fluids from the body.

The condition is much less dangerous than heat stroke, but must be treated early on to prevent eventual deterioration to heat stroke.

Symptoms

Pale, clammy, moist skin, profuse perspiration, and extreme weakness.
Body temperature is normal, pulse is weak and rapid, breathing is shallow.

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The person may have a headache, may vomit, may be dizzy.

Heat Cramps

Heat cramps are caused by perspiration that is not balanced by adequate fluid intake. Heat cramps are often the first sign of condition that can lead to heat stroke.

Symptoms

Acute painful spasms of voluntary muscles; e.g., abdomen and extremities.

Heat Rash

Heat rash is caused by continuous to heat and humid air and aggravated by chafing cloths. The condition decreases ability to tolerate heat.

Symptoms

Mild red rash, especially in areas of the body in contact with protective gear.

An alert supervisor will know his employees faces. Heat stress shows early in the face as being tired, very profuse sweating, off-color, and sometimes confusion.

Employees that are found with any of these symptoms should be taken to a cool location before a problem occurs.

11.7.5. Protective Measures against Heat Stress

The best measures to take to prevent heat stress are to address it before it ever becomes a problem. Anticipate high heat days through weather forecasts and prepare for them with proactive measures.

The following shall be implemented to aid in the prevention of heat related problems:

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- Begin drinking fluids early in the day – waiting until the hottest portion of the day to replenish body fluids is too late. Avoid caffeine and alcohol the night before and during the day.
- Schedule the most strenuous work during the coolest times of the day
- (e.g., early morning and evening/night).
- Monitor employees for symptoms of heat-related illness.
- Dress for the conditions. Lightweight, loose clothing is best. Avoid layering clothing underneath coveralls.
- A well balanced diet will help. Heavy, fatty foods do not support the body well in high heat conditions. Fruits, vegetables, proteins, and starches work best.
- Provide continuous supply of drinking water in water stations (e.g., coolers with chilled or ice water) for workers and remind them to drink plenty of water even if not thirsty.
- Electrolyte solutions help to maintain energy levels. Do not drink more electrolyte solution than water. Avoid taking salt tablets unless directed to do so by your physician.
- Use sunscreen and cover your face and neck from the sun.
- Provide sun shade and local ventilation when working in direct sunlight is required.
- Provide shaded areas for mini-breaks, with water stations, as much as possible when there is no existing shaded structures to recovery from minor heat-related illness. Where possible, these areas are to be air conditioned.
- Strongly encourage short (1-2 minutes) water breaks every 20-30 minutes during high heat conditions.
- Provide specially marked water barrels containing ice and water for soaking neck towels, arms, sleeves, bandannas, etc.
- Provide specific areas for employees to go to on a scheduled basis and cool off when working in full sun areas. These would be considered mandatory breaks (In addition to the short water breaks). This should be done every 1 to 1 ½ hours. Fans and sitting areas should be provided so those employees can sit with their

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coveralls unzipped and cool down. This break should 10-20 minutes in length.

- Monitor work areas for ambient temperatures. Use the heat index chart to determine the apparent temperature. Areas with apparent temperatures over 95 degrees should be monitored for personnel problems. Begin providing extra measures for the workers.
- Most importantly, do not let schedule or productivity influence awareness or caution in high heat weather. Pressure from foremen or self-induced pressure is the most dangerous hazard.
- Conduct regular (e.g., weekly) safety meetings/talks during hot weather to discuss "heat stress hazards and precautions", with added emphasis on the risk during Ramadan if it occurs in summertime.
- Ensure training for heat stress for new workers and retraining for workers returning from vacation to acclimatize at a progressive, controlled rate to the change in environmental conditions.
- Monitor the effectiveness of any engineering/administrative controls and personal protective equipment (PPE) being used.
- Be aware and alert to be able to recognize early signs and symptoms of heat-related illness and take appropriate action to prevent serious heat illness.
- Be ready to attend to any heat-related illness.
- Be knowledgeable of emergency reporting and response procedures, including the location of the nearest medical facility

This program has to be supported from the Project Manager down through every level.

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11.7.6. Heat Index Table

Heat Index	Relative Humidity								
	10%	20%	30%	40%	50%	60%	70%	80%	90%
>50									
50	48								
49	47								
48	45								
47	44	51							
46	43	49							
45	42	47							
44	41	46							
43	40	44	49						
42	39	42	47						
41	38	41	45	51					
40	37	39	43	48					
39	36	38	41	46					
38	35	37	39	43	49				
37	34	35	38	41	46	51			
36	33	34	36	39	43	48			
35	32	33	35	37	41	45	50		
34	31	32	33	35	38	42	47		
33	31	31	32	34	36	40	44	48	
32	30	30	31	32	34	37	40	44	49
31	29	29	30	31	33	35	38	41	45
30	28	28	29	30	31	33	35	38	41
29	27	27	28	29	30	31	33	35	37
28	27	27	27	28	28	29	31	32	34
27	26	26	26	27	27	28	29	30	31
26	25	25	26	26	27	27	27	28	28

Note: This table is adapted from "Heat Stress: Improving Safety in the Arabian Gulf Oil and Gas Industry" from *Professional Safety: Journal of the American Society of Safety Engineers*, August 2008, pages 31-36.

11.7.7. Fixed Weather Station

- The heat index shall be monitored through the use of real time monitoring weather station equipment.
- The heat index readings from the weather station shall be disseminated to all safety officers on site by means of radio or mobile phone (SMS text messaging)
- All heat index readings will be recorded using the Heat Index Monitoring Form and shall be kept at the Contractor Safety Office

11.7.8. Flagging System

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The level of risk is communicated to all workforce by means of colored flag. The flagging system shall be as per the heat index in Section 11.7.6.

If the heat index changes, heat stress flag color shall also be changed

FLAG	COLOR	WORK : REST	WATER
	RED	20 : 10	1 cup every 10 minutes
	ORANGE	30 : 10	1 cup every 15 minutes
	YELLOW	50 : 10	1 cup every 20 minutes
	GREEN	NORMAL	1 cup every 20 minutes

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11.7.9. Work / Rest Period

Heat Index				
Danger Category	Heat Index	Heat Stress Illness/Symptoms	Work:Rest (min.) Periods	Min. Water Needed *
IV. Extreme Danger **	≥ 52	Heat stroke imminent.	20:10	1 cup every 10 minutes
III. Danger	39-51	Heat cramps, heat exhaustion or heat stroke <i>likely</i> with prolonged exposure and physical activity.	30:10	1 cup every 15 minutes
II. Extreme Caution	30-38	Heat cramps, heat exhaustion or heat stroke <i>possible</i> with prolonged exposure and physical activity.	50:10	1 cup every 20 minutes
I. Caution	25-29	Fatigue possible with prolonged exposure and/or physical activity.	Normal / Scheduled	1 cup every 20 minutes
* 1 cup = 250 ml		** See Section 13.4.2(F) for precautions		

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11.8. CONTRACTOR'S CAMP SANITATION AND HSE

CONTRACTOR's camp shall comprise of communal living facilities for the basic health needs of each individual housed therein. CONTRACTOR ensures workers health requirements necessary to the maintenance of hygienic, safe camps and communal living facilities.

Contractor shall prepare comprehensive plans for all contractor camps and project support facilities that incorporate the requirements from the above planning and are in accordance with Section 11.0. These plans shall address, at a minimum, the following as applicable to the contract: CSAR Section 10.3 A

Plot plans and building layouts, which for contractor camp facilities shall show the camp site layout including medical, dining, recreation and toilet/shower facilities.

- Interior building layout/space utilization, which shall show site offices, conference rooms, prayer rooms, open office space for clerks, partitioned office spaces, kitchens, storage areas, etc. For contractor camps, interior building layouts shall show dormitory room planned occupancy and furniture layout.
- Building architectural/structural design features, including materials of construction.
- Building fire protection and alarm systems.
- Blast resistance features (if located within a blast hazard zone as per AMIES-B-014).
- Building air-conditioning, heating and ventilation distribution systems, including temperature control and equipment sizing calculations.
- Electrical power distribution systems.
- Electrical outlets per room (number and location shall be sufficient to safely accommodate personal electronics needs, such as TVs, mobile phone chargers, radios, etc.).
- Building and area lighting.

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- Communications systems, data cabling and equipment.
- First aid, ambulance and medical services/clinics.
- Fire prevention and fire fighting provisions.
- Raw water treatment and drinking water supply.
- Sewage/waste water collection, treatment and disposal.
- Sanitation plan, including refuse handling requirements and waste management facilities.

Contractor shall submit three copies of all contractor camp and project support facility plans to the SAPO for review within fifteen (15) working days of contract execution. Construction shall not start on the contractor camp or project support facility until the plans have been reviewed and approved per GI 298.010

11.8.1. Inspection Requirements

CONTRACTOR's Camp In-charge shall inspect all communal living facilities on a bi-weekly basis to ensure compliance with the COMPANY Sanitary Code. All inspections shall be recorded and such records shall be made available to COMPANY/CONTRACTOR HSE Team upon request.

11.8.2. General Considerations

CONTRACTOR's Camp In-charge shall be made responsible for maintenance of entire camp facilities in a clean condition. Persons shall be appointed to ensure that proper cleaning is being done. A master cleaning schedule-identifying areas to be cleaned, persons responsible and materials and equipment to be used shall be developed and implemented. A checklist and system for monitoring the efficiency of the cleaning schedule shall be developed and used.

CONTRACTOR's camp has been located in a well-drained area.

CONTRACTOR ensures that all areas shall be kept free of health and safety hazards.

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Live animals, including those intended for slaughter, shall be excluded from the premises.

CONTRACTOR shall provide Driveways, parking areas and access walkways to portables and link ways between portables and common facilities shall be suitably paved and drained to provide an all-weather surface.

CONTRACTOR's camp facilities shall meet the following general construction requirements:

- Ventilation and lighting.
- The floors of Ablution blocks constructed in cement concrete sloped to properly trapped floor drains and the junctions between the floors and walls covered and sealed.

Utility service lines and pipes shall not be exposed on floors.

Floor mats and duckboards shall not be provided in wet areas, e.g. kitchens, laundry rooms, shower rooms, toilet rooms, utility rooms and hand washing facilities.

Walls and Ceilings

Walls and ceilings are constructed of durable materials and shall have light Colored, smooth, easily cleanable surfaces.

Doors and Windows

All openings to the outside are provided with solid doors/glazed windows that shall be kept tightly closed when not in use (excludes passageways between rooms within an enclosed building).

Internal windows sills are sloped downward and away from the window to prevent accumulation of filth, eliminate resting sites for insects and rodents and to discourage personnel from using sills as shelving.

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Doors, windows and appurtenances thereto, are designed and constructed to avoid accumulation of dirt and shall be finished such that they are smooth, nonabsorbent and easily cleanable. Doors, windows, as well as appurtenances thereto, shall be kept clean and maintained in good repair.

Ventilation and Air Conditioning

Adequate ventilation and air conditioning are provided for the entire camp facilities.

Illumination

The illumination whether from natural or artificial sources are provided in all cases, light shall be evenly distributed and of sufficient intensity to avoid discoloration, shadows and strong glare.

CONTRACTOR shall ensure the following communal living facilities in camp:

11.8.3. Potable Water

Water is obtained, conveyed, treated, stored and distributed in a closed system. Design, construction, maintenance and operational standards, as well as quality criteria, shall comply with standards equivalent to those outlined in Section SAEHC-S-17 of COMPANY Environmental Health Code and standards referenced in COMPANY Engineering Standards.

Adequate potable water treated for the needs are provided.

CONTRACTOR will comply with all requirements as per SAEHC and other COMPANY/CONTRACTOR Regulations for camp & office facilities i.e. Fire Prevention, Traffic, etc.

All water not provided directly by pipe to the communal living facility from the source shall be transported in a bulk water transport system that is used for no other purpose. At the time water is obtained from the approved source, enough chlorine shall be added to the water in the bulk water transport system to create a 0.5 to 1.5 milligrams

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per liter (0.5 to 1.5 parts per million) free chlorine residual. Hauled water shall be delivered directly to the closed water system at the communal living facility. The bulk water transport system shall comply with requirements outlined in Section SAEHC-S-17 of COMPANY Environmental Health Code.

Water storage tanks shall be enclosed from the filling inlet to the discharge outlet. Tanks shall be designed with openings that permit visual inspection of the tank and provide access for cleaning and disinfection. All openings shall be covered. Covers shall overlap openings, be sloped so they are self-draining and shall be provided with gaskets and devices for securing them in place. All openings in the top of the tank shall be flanged upward to form a curb that prevents surface water from entering openings. Vents and overflows shall terminate in a downward direction and shall be screened to prevent entry by birds and other animals. All water storage tanks shall be provided with a sample tap.

Hot and cold potable water shall be provided to all hand washbasins, showers, ware washing facilities and laundry facilities.

Water treatment equipment, devices, filters, or any other water treatment or conditioning apparatus, shall be made of safe materials, shall be designed to be disassembled for periodic replacement of active elements/media, cleaning and service, shall be operated, inspected and serviced according to the manufacturer's instructions and specifications, and shall not be operated beyond their rated capacity. All such equipment shall be maintained in a clean and sanitary condition and, if necessary, shall be sanitized by application of a chlorine solution or by other approved means.

11.8.4. Drinking Water Fountains

Drinking fountains shall be approved angle-jet type and shall be provided with an adequate supply of water under pressure.

Spillage, overflow, drainage or wastewater from drinking fountains and faucets shall be discharged to the sewerage system through approved drains to prevent impoundment of water, creation of mud holes or other nuisance conditions.

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Open containers from which water must be dipped or poured such as barrels, pails or tanks, whether or not they are fitted with a cover, are prohibited.

Where single service paper cups are provided, cups shall be dispensed from a sanitary device designed for this purpose and a waste receptacle shall be provided for disposal of used cups.

The common drinking cup is prohibited.

11.8.5. Sewage

Sewage shall be collected, treated and disposed of in accordance with standards equivalent to those specified in Section SAEHC-S-02 of COMPANY Environmental Health Code and those outlined in the COMPANY Engineering Standards. Where a public sewer system is available, all plumbing fixtures and building sewers shall be connected to it. In no case shall sewage or liquid waste of any well, cave, open ditch or reservoir until it has been properly treated and the disposal method has been approved by the COMPANY/CONTRACTOR Preventive Medicine Services. Pit latrines, outhouses and other non-water-carried sewage disposal methods are prohibited.

Floor drains and sewer pipe shall be large enough to carry off all wastewater and sanitary sewage. Sufficient clean-out places shall be provided in sewer drain pipes.

Grease traps, shall be located so they are easily accessible for cleaning.

All sewer pipes or drains through which rodents may pass shall be closed with a properly secured, perforated metal or iron cover. Perforations shall not admit a cylinder 13 millimeters (0.5 inches) in diameter.

Defective sewer pipes, traps, drains and vents shall be repaired or replaced promptly and professionally. Crude repairs with wood, tape or metal strips are unsatisfactory.

11.8.6. Dormitories

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General

All outside premises, floors, hallways, carpets on floors, walls, ceilings and appurtenances are maintained in a sanitary condition at all times. Each room is completely cleaned after each change of occupancy. Common areas are cleaned at least once daily.

No cooking is undertaken in any room of a habitable structure unless such room was specifically designed for this purpose.

Noise levels in habitable rooms conform to the standards outlined in SAES-A-105, COMPANY Engineering Standards.

Hallways, entrances to fire escapes and stairways are kept free of obstructions.

Floor space in sleeping rooms are allocated at a rate of not less than 4.6 square meters (50 square feet) per occupant, preferably 6.5 square meters (70 square feet) per occupant.

Toilet Rooms, Shower Rooms, Hand-washing (General)

Toilets, urinals, showers, hand washbasins and utility sinks are designed to be easily cleanable. They shall be cleaned at least once daily, shall be kept free of objectionable odors and shall be maintained in good repair.

Toilet and shower are conveniently located at a distance of not more than 61 meters (200 feet) from the farthest habitable room and are accessible at all times.

Shower rooms, toilet rooms, laundry rooms, hand-washing facilities and other such service areas are separated from food preparation and sleeping rooms by a self-closing, tight-fitting door. The storage of food, equipment, utensils or personal articles in such areas is prohibited.

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Toilets, hand washbasins and showers shall be separately installed to be individually accessible and to permit simultaneous use.

Hand washbasins and other sinks, faucets and hydrants not specifically designed and approved or such use, are not used for cleaning or preparing food or for washing dishes or utensils.

Legible signs made of durable materials directing all users to wash their hands after using the toilet/urinal are conspicuously posted in every toilet room (in Arabic; English and other appropriate languages).

Toilet Rooms and Toilets

Toilets rooms are completely enclosed to ensure that an individual's need for privacy does not interfere with his commitment to personal hygiene.

The entrance to a toilet room is provided with a door.

Urinals are provided according to requirements outlined in SAEHC-S-07 p. 180 ~ 181.

Toilet bowls are set entirely free and open from all enclosing structures and are installed that the space around the fixture can be easily cleaned. This does not prohibit the use of wall-hung toilets.

Every western-type toilet is having a hinged, open-front seat made of substantial material having a smooth, nonabsorbent, easily cleanable finish. A holder supplied with toilet tissue is provided in each toilet compartment.

Every eastern-type toilet is made of substantial material having a smooth, nonabsorbent, easily cleanable finish. Each toilet is provided with a water tap for washing. Water taps provided for eastern-type toilets are fitted with appropriate backflow prevention devices designed to protect the water distribution system from contamination.

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Hand-washing Facilities

Hand washing facilities are conveniently located adjacent to toilet facilities.

Tempered running water is provided to each hand washbasin. Water is tempered by means of a mixing valve or combination faucet.

A refuse container lined with a disposable plastic bag is provided next to hand washing facility. The refuse container need not be covered.

Shower Rooms

Shower rooms are completely enclosed. Each shower fixture occupy a separate compartment. The compartment is composed of a cubical with bench and a clothes hook and separated shower stall. The visual privacy of the bather is maintained. Privacy curtains shall be of easily cleanable material and kept clean.

Showers are designed and constructed to be self-draining and to preclude the flow of water into the dressing area space.

Shower floors are skid-resistant.

Showers are supplied with water through thermostatic, tempering or mixing valves at a temperature of at least 37°C (98.6°F), but not more than 50°C (122°F) at a rate of at least 11.4 liters (3 gallons) per minute.

Laundry Rooms

Laundry Rooms are provided for CONTRACTOR personnel to launder personal items of clothing and bedding. All laundering is undertaken in a separate room designated for this purpose.

All laundry equipment installed, operated and maintained according to the manufacturer's instruction. Sorting tables, storage racks and other surfaces that

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contact linen are made of substantial material having a smooth, nonabsorbent, easily cleanable finish. All equipment and facilities are kept clean and in good repair.

11.8.7. Garbage and Refuse

Garbage and refuse storage facilities

Garbage and other refuse are stored in a way that makes it inaccessible to insects, rodents and other vermin. Outside storage of garbage or refuse in open piles or in any container other than an approved garbage or refuse container are avoided, e.g. storage in paper bags or cardboard boxes. Inside storage of waste in open piles on the floor of the garbage/refuse storage room are avoided. Heavy duty plastic bags are stacked on the floor of a properly designed and constructed refuse storage room, contained therein is satisfactorily sealed in the bag, i.e. the bag does not represent an "open pile".

The floor of an outside garbage/refuse storage area constructed of a smooth, easily cleanable, nonabsorbent material, such as sealed concrete or machine laid asphalt; and is large enough to accommodate the garbage/refuse containers that accumulate between disposal periods.

Facilities are provided for cleaning garbage/refuse container, lugger boxes and compactor systems after they are emptied.

Garbage and Refuse Containers

Approved garbage and refuse containers shall include standard 115 liters (30 gallons) steel garbage cans, modified 210 liters (55 gallons) steel drums, purpose-built lugger boxes and compactor systems. All such containers are made of durable, nonabsorbent, easily cleanable materials that are impervious to attack by insects, rodents and other vermin. They are designed and constructed so that they do not leak. Drain plugs, where required, are in place at all times except during cleaning.

Refuse equipment and containers are provided with tight-fitting lids, door covers.

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The lids, doors or covers of outside refuse equipment and containers are kept in the closed position when not in immediate use.

Refuse containers that are being actively used in the facility need not be covered. Refuse containers are covered when not being actively used. Filled refuse containers are covered and removed from the facility to the refuse storage facility.

The cover and the outside surface of the 210 liters (55 gallons), 115 liters (30 gallons) and smaller containers are labeled with the word "GARBAGE" or "REFUSE". Once used as a garbage or refuse container, the lid and container is not used for any other purpose, especially food preparation or storage.

The 210 liters (55 gallons), 115 liters (30 gallons) and smaller containers are lined with heavy-duty plastic bags to minimize cleaning requirements and facilitate removal of refuse.

Refuse containers are provided where refuse is generated. There are a sufficient number of approved containers to hold all the garbage and refuse produced and to accommodate the total amount accumulated in the refuse holding facility between disposal periods.

Fortnightly, each container is thoroughly washed with hot water and detergent on the inside and outside in a way that does not contaminate water, food or the environment.

Refuse equipment and containers are not, by their location or installation, create a nuisance or prevent cleaning of adjacent space.

Garbage and Refuse Disposal

Refuse is disposed of often enough to prevent the development of odors and the attraction of insects and rodents on daily basis.

Waste is removed to the disposal facility in a purpose-built refuse transport vehicle.

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All refuse shall be disposed of in a municipal or approved sanitary landfill. Open dumps and burn-pits are prohibited.

11.8.8. Insect and Rodent Control

The camp facility shall be designed, constructed, equipped, maintained and operated to prevent the entry and harborage of insects, rodents, animals, birds and other vermin, as well as environmental contaminants, such as smoke and dust. Effective measures, such as excluding, inspecting and exterminating, are used to minimize the entry, presence and propagation of vermin, both inside and outside of the camp facility.

All buildings, structures and associated facilities are insect-and rodent-proofed, free of vermin before occupancy and are maintained in an insect and rodent free condition.

All sewer or drain openings are closed with a properly secured, perforated metal cover.

There are no openings in exterior walls, foundations, basements, and roofs that admit insects, rodents or other vermin. Openings for pipes, conduits and other utility services in foundations or exterior walls, floors or roofs are closed solidly by metal holes around pipes, conduits and ducts, it shall extend at least 7.6 centimeters (3 inches) beyond all sides of the opening.

No one shall place, leave, dump or permit to accumulate any garbage or trash in any building, or on any premises or open lot, in a manner that will afford food and harborage for insects and rodents.

No one shall accumulate, or permit the accumulation of, any lumber, pipes, boxes, barrels, bricks, stones or construction material on any premise or open lot unless such material is stored on racks 30 centimeters (1 foot) above the ground.

The pest control program shall encompass all areas outside and inside the communal living facility. Areas along fences, around buildings, under stored materials, in and around refuse facilities, as well as floors, walls and ceilings in buildings, are inspected frequently to detect the presence of insects, rodents and other vermin. Preventive control measures are preferable to eradication campaigns.

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Insects, rodents and other vermin are controlled by elimination of breeding and harborage sources, proper sanitary practices, vermin proofing of buildings and structures proper storage of materials, extermination, and by other approved control methods.

Pesticides are dispensed and handled by authorized, properly trained personnel. Restricted use pesticides are applied by a qualified pest control operator.

Pesticides will be applied in the camp on a monthly basis.

Pesticides shall not be applied in areas where food handling, ware washing or other such operations are in progress or in a way that contaminates food equipment, utensils or other food contact surfaces.

11.8.9. Kitchens and Food Facilities

All meals are prepared in kitchen which meets the design, construction and materials of structures and equipment, as well as the general operating methods and procedures used to store, handle and protect food, equipment and utensils, as specified in Section SAEHC-S-04 of COMPANY Environmental Health Code.

The oven area is protected with fire suppression system.

Where self-catering kitchens are provided and used, the design, construction and installation of equipment shall comply with standards equivalent to those specified in SAEHC-S-04 of COMPANY Environmental Health Code

11.8.10. Inspection Requirements

CONTRACTOR's camp in-charge shall inspect all communal living facilities on a weekly basis to ensure compliance with the Sanitary Code. All inspections shall be recorded and such records shall be made available to COMPANY/CONTRACTOR's upon request.

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11.8.11. Fire Prevention

Fire prevention will be given the highest priority by CONTRACTOR on the project. CONTRACTOR will conform to CONTRACTOR Procedure and COMPANY GI 1781.001 for the proper use, inspection and maintenance of firefighting / protection equipment and comply with the Section of I chapter 11.0 "Fire Prevention" of COMPANY/CONTRACTOR Construction Safety Manual.

All firefighting system will be designed and provide in conformity with SAES-B-017 and AMIES-B-019.

Contractor shall provide firefighting equipment (e.g., fire extinguishers, hydrants, hoses, sprinklers, alarms) as specified in AMIES-M-100, or if applicable, SAES-B-019. See Section 11.6 for fire water system requirements, as applicable.

Fire extinguishers, hydrants, hoses and other firefighting equipment shall be regularly inspected (i.e., per GI 1781.001) and maintained. Contractor shall provide fire equipment inspection and maintenance records to the SAPO upon request.

11.8.12. Fire Prevention Guidelines

The following general instruction shall be followed and adhered to:

- Materials and equipment shall be maintained in an orderly manner that reduces or prevents the possibility of fire spread.
- Materials shall not be stored in manner that obstructs fire points, sprinkler heads, alarms, emergency exits, electrical panels and walkways.
- Materials will not be stored close to, or in a manner that conceals, floor openings or hoist ways.
- Consideration shall be given to the fire loading imposed in an area of the placement of materials.
- Doors provided for emergency escape will open outwards in the direction of travel.

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- Equipment will not be fuelled while the engine is running.
- Workshops are maintained in a neat and tidy manner and that waste oil, rags and other flammable materials are removed at the end of each shift or as necessary.
- That maintenance personnel are instructed on the use of fire extinguishers, raising alarm and fire hazards in the work place.
- Battery recharging will be conducted in well ventilated areas, with no smoking signs and fire extinguishers in place.
- Use of open coil hot plates is prohibited. Cooking is only allowed in approved kitchen facilities. No cooking is permitted on the job.
- Areas around pedestal grinder and other hot work type activities, that no fire combustibles are stored and placed.
- Welding and burning shall be screened and controlled to prevent fire risk and exposure to personnel.
- That flammable liquids such as gasoline, diesel etc. are not used for cleaning purposes.
- Provision of adequate storage areas that are located in places where exits, passageways and stairways are not adversely affected.
- Incompatible materials will not be stored in proximity to each other.
- Designated site personnel shall be trained in the use of the various types of firefighting equipment on-site. See Chapter I-7, Fire Prevention, of the CSM for further details.

Smoking

All of people are strongly prohibited to bring a lighter. Smoking restriction as dictated by CONTRACTOR will be strictly observed. That a "NO SMOKING" policy applies in the bedroom areas. Smoking is prohibited whilst refueling activities are taking place.

Smoking shall be permitted only in designated areas

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11.8.13. Camps Emergency Procedure

Introduction

Any emergency occurring at a Camp may cause serious injuries, loss of life, and extensive damage to property. These situations may demand adequate rescue and relief measures to handle such events quickly and effectively. The objective of this procedure is to reduce the severity of loss and handle the situation in the best possible ways.

It is therefore necessary to ensure that all Camp residents know what they have to do in the event of an emergency. Through this procedure the responsibilities and duties of the key personnel and of every individual shall be made clear. Practical training and a program of regular drills and exercises will carry out testing of the system. The Procedure shall describe the duties and responsibilities of the key personnel and individuals.

The contractor shall develop an emergency disaster plan for the camp/accommodation with contingencies for handling a major emergency and assigning sufficient resources to provide all necessary support to residents, including relocation/re-housing of residents to an off-site location should it be necessary, based on credible scenarios; and submit the plan to the concerned proponent organization for review; for PMCCs, to PMT and where there is a contractual requirement for a healthcare facility in the camp, also submit the plan to JHAH

The contractor shall also ensure that contractor Camp Supervisor, camp/accommodation key personnel and other participants/maintenance Support staff receive training in emergency disaster planning and hold at least two (2) emergency disaster drills per year minimum.

The contractor Camp Supervisor shall ensure that fire drills/emergency evacuation drills are held at the camp/accommodation, four (4) times per year minimum.

Planning

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The basic and essential feature of any emergency procedure is to analyze and plan for the potential risks. This includes:

- Establish and maintain effective communications.
- Assessment of the risk by analyzing the size and nature of the hazards foreseen and the probability of their occurrence. The events can be;
 - Fire hazard causing serious burns to the personnel or resulting in collapse of structures.
 - Gas leakage causing toxic and fire hazards.
 - Electrical or electrical shocks.
 - Medical emergency
- Liaison with local emergency services and authorities.
- Procedures
 - Raising the alarm
 - Communication both within and outside
- Appointment of key personnel each key person shall have a listed replacement specifying their duties and responsibility;
 - HSE Manager.
 - Fire fighting team
 - Sub-contractors HSE supervisor and officers (HSE Team)
 - First-Aiders
 - Training and Rehearsal
 - Review and updating

Raising the alarm and communication:

Communication is a critical factor in handling an emergency. To control the situation by the earliest possible action, any employee must be able to act and raise an emergency alarm.

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The camp/accommodation must be provided with at least two (2) operable telephones for use in emergencies, with access 24/7 to all residents, and emergency contact numbers posted adjacent for fire, ambulance/medical assistance and police/security

The Hand operated sirens provided at different locations shall be used to raise the alarm.

At least two Hand operated sirens will be installed in the camp area, the first, should be located in proximate of the area of the messes, the second in the site facilities area.

The assembly points shall be cleared indicated in the accommodation areas with fire instructions and plot plants.

- On hearing an alarm all personnel shall vacate the room or work place. Before leaving, each person shall ensure that the area is as safe as possible by switching off welding machines, gas cylinders, running machines, gas burners or any electrical light or appliances in the rooms.

All personnel shall assemble at the assembly point according to the plot plan of his accommodation. The designed members of the HSE team shall provide guidance and assistance for mustering at the correct assembly point.

While responding to a fire alarm, kitchen staff shall ensure that all burners and other fire hazards have been turned off. Similarly other personnel in residence shall ensure that they leave everything in their in safe condition.

- The HSE team members shall take directions from the HSE Manager.

Fire fighting

The operation and maintenance of fire detection and alarm systems, fixed and portable fire protection equipment, shall comply with Attachments A & B and NFPA 72 (National Fire Alarm and Signaling Code), NFPA 25 (Standard for the Inspection, Testing, and Maintenance of WaterBased Fire Protection Systems), NFPA 17A (Standard for Wet

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Chemical Extinguishing Systems),and NFPA 10 (Standard for Portable Fire Extinguishers) respectively

Fire Safety shall be in accordance with standards equivalent to those specified in Inspection, Testing and Maintenance of Fire Protection Equipment (G.I. 1781.00), Saudi Aramco Loss Prevention Department Safety Management Guide 07-005-20XX (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Building), version posted by LPD during the time of design for new construction, additions or renovations and the Saudi Aramco Construction Safety Manual (Vol 1: CSAR)

Duties and Responsibilities

Camp Manager

The camp Manager and/or his substitute shall support this procedure in the following manner:

- Provide adequate resources in terms of personnel, time and finance for implementation of the requirements for providing an emergency response service on site.
- Active participation in the scheduling and enactment of drills and exercises.
- Shall monitor the arrangements through the HSE Manager to satisfy themselves that the services are satisfactory and adequate for the needs of the project.
- The contractor Camp Supervisor shall ensure that fire drills/emergency evacuation drills are held at the camp/accommodation, four (4) times per year minimum

HSE Manager

HSEM and/or his substitute is responsible for ensuring at site that provisions are in place for emergency response, including:

- Muster points.

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- Arrangements, through site management for the resources for conducting head counts.
- Identification and Mobilization of the Fire Fighting Team.
- Training of Fire Fighting Team.
- Setting up drilling and exercises.

In the event of any emergency, a member of the HSE team shall take the following actions:

- Shall attend the site of the incident, assess the situation and issue direction to the concerned parties and to the Fire Fighting Team.
- Ensure that messages have been communicated to CONTRACTOR/ COMPANY representative, and if necessary, to the outside local authorities.
- Evaluate the scale of the incident and decide whether additional resources are required to adequately deal with it.
- Liaise with site supervision for the mobilization of any plant and equipment necessary for dealing with the emergency.
- Make safe the area by sitting barriers or other means of preventing unauthorized access.
- Coordinate the complete operation and returning of the services to their normal operation on completion of required action for emergency.
- Prepare a full report.

Fire Fighting Team

Fire Fighting Team will be established and trained to deal with most eventualities.

HSEM shall appoint a Fire Team Leader (and its substitute) who will give direction to personnel under his control. Personnel appointed will have had some training and where possible previous experience in emergency response actions.

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Equipment Type: N/A

All the members of the fire team shall report to the Fire Team Leader and shall work according to his direction. For the fire extinction operations training shall be given at regular intervals.

An Electrician or Instrument Specialist who also included as a member of the fire squad with responsibility for the isolation of electrical power if necessary.

The maintenance of firefighting appliances shall be the responsible of a designated member of the HSE Team who shall make arrangement to recharge the used fire extinguisher or other equipment.

First-Aid Team

The First-Aid team shall assist the Nurse on duty in rendering medical aid to injured parties.

Fire Classification

See fire classification identified in 16.4.2 Fire Classification

Fire Extinguisher

The HSE Manager (HSEM) shall ensure that work-site and office, Camp area and the facilities construction area are provided with adequate fire extinguishers, maintained and readily available.

The HSE Manager (HSEM) shall be consulted for advice on selection of equipment.

These are the classes of fire extinguisher use normally and found on work sites.

- Water
- Carbon dioxide (CO2)
- Chemical dry powder

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Fire fighting

Fire wardens shall check at beginning of each shift that the work groups in their area of responsibility are fully aware of location and use of fire-fighting equipment.

Should there be any question regarding the use of the equipment that the project is required to have on hand, the HSE Manager (HSEM) should be contacted.

He can assist in training employee in the use of equipment.

The HSE Manager (HSEM) will ensure that all the necessary firefighting equipment is located in the correct position and shall be checked once every month to keep it in a good condition.

The HSE Manager (HSEM) will keep a record of all firefighting equipment and also a register of the monthly inspection of the equipment.

The portable firefighting equipment will be checked at least once a month.

If a fire extinguisher has been discharged, the extinguisher will be removed from site or camp and it is responsibility of the Supervisor of the section / area in which the extinguisher was placed to notify the HSE Department thru the HSE Manager (HSEM) or his designate.

The HSE Supervisor (CONTRACTOR and Sub-con) will ensure that the extinguisher is replaced and that the discharged unit is refilled.

CO2 extinguishers will only be used indoors and not exposed to direct sunlight.

Reporting a fire

Every fire will be reported by the Supervisor to:

- The Project Director (PD)
- The Project Manager (PM)

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- The Construction Manager (CM)
- The HSE Manager (HSEM)

The available of local fire authorities shall be established and defined at mobilization stage.

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SECTION 12

BEHAVIORAL OBSERVATIONS, JOB SITE HSE INSPECTIONS, REPORTING AND INVESTIGATION

12 PROCEDURES FOR BEHAVIORAL OBSERVATIONS, SAFETY MEETINGS, JOB SITE HSE INSPECTIONS, REPORTING AND INVESTIGATION

12.1. SAFETY MEETINGS

General

The CONTRACTOR will establish safety meetings to ensure that effective HSE communication and coordination procedures are established to monitor implementation of the site HSE plan and programs in line with all the HSE contractual requirement of the COMPANY as detailed in Schedule D and SA Construction Safety Manual (CSM).

In addition to making safety an agenda item at regular internal contractor company management meetings (e.g., project progress meetings), contractor site management (e.g., project manager, construction managers, site superintendents) shall conduct a separate meeting, at least monthly, to discuss safety, health and environmental issues. Minutes of these meetings shall be documented. Action items and needed corrective actions shall be documented and tracked until closed. Copies of these documents shall be provided to the SAPO upon request. Attendees shall include senior site supervision, the safety manager/supervisor(s), safety officers, key field personnel and, if requested, representatives from the SAPO and other applicable SA organizations.

12.1.1. Responsibilities

Site Manger

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- Ensure that scheduled commitments are made to hold HSE meetings and that these meetings take place.
- Arrange in conjunction with the HSE Manager suitable resources to enable all HSE meetings to function in a professional manner.
- Attends HSE Committee Meeting
- Ensure that Line Management and Supervisors participate, contribute actively and exercise leadership in their respective individual and collective Site HSE Meetings.
- Ensure that HSE matters are a regular agenda item at Site Management Meetings.
- Where possible, participate in Site HSE Meetings.

HSE Manger

- Ensure that scheduled HSE meetings are being held and attended by the relevant parties.
- Ensure the effectiveness of all HSE meetings, provide recommendations for improvement as necessary.
- Provide support to the Supervisors and Foremen's HSE Meetings format and content as necessary.
- Chair the weekly HSE meeting.
- Maintain a monthly log of meetings scheduled, meetings held, topics and attendance and submit report to the Site Manager.
- Provide suitable resources to enable all HSE meetings to function in a professional manner.
- Provide copies to concerned parties of the minutes of the CONTRACTOR'S Weekly Site HSE Meeting.
- Attends HSE meetings of the SA COMPANY.

Line Management and Supervisors (Discipline Managers and Supervisors)

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- Ensure to conduct the regular HSE meetings under their control.
- Ensure that all members of the workforce under their control attend, participate and contribute actively at their respective HSE meetings.
- Conduct unscheduled HSE meetings as necessary at their own discretion or as requested by the HSE Manager.
- As requested by the Site Manager or the HSE Manager attends the periodic HSE Committee Meeting and the Weekly HSE Meeting

Subcontractors Project Managers

Subcontractor's Project Managers or representatives with their designated HSE Personnel will attend and participate in the following HSE Meetings;

- Contractor – Subcontractor Pre bid HSE Meeting
- Monthly HSE Committee Meeting
- Weekly HSE Meeting
- Any extraordinary HSE Meetings to discuss any urgent HSE business as requested by the CONTRACTOR'S Site Manager or the HSE Manager or his representative.

Subcontractors shall conduct their own internal HSE Meetings as follows:

- Weekly HSE Meeting with their Senior Representatives, Safety Personnel and Site Supervisors

12.1.2. Definitions

HSE Committee

A group of persons appointed from CONTRACTOR and their Subcontractors and approved by SA COMPANY, delegated to perform a function, such as review of accident/incident investigation and managing relevant HSE issues.

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The HSE Committee shall be composed of the following but not limited to;

- CONTRACTOR Site Manager
- CONTRACTOR HSE Manager
- Discipline Managers
- Employee Representative(s)
- Subcontractor Site Manager
- Subcontractor HSE Manager
- Other specialist person as necessary (e.g. Doctor, HSE Consultant, Technical Specialist, etc.)

Weekly CONTRACTOR'S HSE Meeting

These meetings shall be held on a weekly basis and shall be attended by CONTRACTORS and Subcontractors Site Management Team, Subcontractor's HSE Manager or HSE Supervisors and shall review weekly HSE performances. This will be presided by the CONTRACTOR'S HSE Manager and will discuss issues regarding the update for corrective actions (CA) for HSE inspections during the previous week and the other current observations and issues. Review of incidences and near misses that occurred, note any HSE deficiencies and establish necessary corrective measures.

Special announcement of HSE activities, campaigns and site work activity to be done in the future shall be discussed in terms of hazards, risk assessment, plan mitigation controls, protective devices and training needs such as critical work activities (e.g. critical crane lifting, radiography, etc.)

Attendance and minutes of this meeting shall be documented, filed, maintained and copies distributed to all concerned parties.

Tool Box Meeting (TBM)

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The Tool Box Meeting shall be held weekly, preferably on Saturdays to discuss, but not be limited to, work hazards and related job procedures. TBM is mandatory and all are required to attend. (Attendee: Contractor's and subcontractor's site personnel)

Topics may consist of but not limited to;

- General work activities,
- Details of work and the safe way of performing the work
- Potential hazards involved and control measures provided
- Over-all PPE check
- others

Site Coordination Meeting (Interface)

These meeting shall be conducted as necessary between all involve craft/trade work team to coordinate the work between two or more work team working in a particular work area or location.

This shall be arrange and conducted by the Site Area Manager of the work area to coordinate all work/activity interface.

This shall specifically discuss the details of the plan work activity of each craft/trade work, machines or equipment to be use, materials involve, and additional specialized PPE needed, the hazards and control. Including all the necessary preparations, inspections and safety instructions needed so that all the work team that is exposed to the hazards and risk of the other work team shall be aware and informed and to be able to arrange, provide additional protection & control to work safely during simultaneous working.

Pre-job safety meeting (Craft/Trade Meetings)

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These meeting shall be conducted daily exclusively between work team and shall be conducted by the Foreman or supervisor in-charge of the work/activity. It is also required to conduct a pre-job safety meeting when shifting to a different work on the same day.

This shall specifically discuss the details of the plan work activity of the craft/trade work, the specific work procedures, machines or equipment to be use, materials involve, any additional and specialized PPE needed, the hazards and control including all the necessary work permit preparations, accomplish checklist inspections, conduct of gas testing and safety instructions needed before the work starts.

12.2. JOB SITE HSE INSPECTIONS

The contractor shall implement behavioral observation and site inspection programs to detect and correct unsafe acts and conditions. Observations and inspections shall be frequently (e.g., weekly) conducted by contractor site management (e.g., project manager, construction manager, site superintendent), safety staff, supervisors and employees, who shall be properly trained.

Unsafe acts and conditions shall be immediately reported to the relevant supervisor for correction as soon as practical. Life threatening hazards shall be corrected immediately. Corrective actions for unsafe conditions shall be identified and tracked until completion, with follow-up to verify proper implementation.

Contractor shall perform trending and analysis of behavioral observations and site safety inspections to identify negative trends and mitigate safety problems.

12.2.1. Requirement

CONTRACTOR shall ensure that inspection of the work-site shall be conducted and list of violations, hazards, unsafe conditions or actions, and improper housekeeping noted and corrected. Thus upgrade the COMPANY's job HSE evaluation. The COMPANY shall conduct weekly inspections with the CONTRACTOR/COMPANY Representative or HSE Supervisor when required. HSE reports and corrective actions

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shall be a topic at the weekly job site meeting. The inspection check sheet will be submitted to CONTRACTOR/ COMPANY as per the weekly job site progress meetings and all inspection reports shall be kept on file and made available to COMPANY/CONTRACTOR upon request.

12.2.2. Objective

Perform inspection of the work site at regular intervals and correct any hazard and unsafe condition to maintain a safe working environment, and to develop a high standard of HSE practices.

12.2.3. Applications

In recognition of the general precept of the Loss Prevention Requirements, CONTRACTOR will work constantly towards maintaining a safe and healthy environment. To ensure that these requirements are met, CONTRACTOR will conduct inspections of all facilities, equipment, job sites and camp sites including the following:

- House Keeping
- Fire Fighting Facilities
- Scaffolding work/cross over ramps/inspection tags
- Barriers/Warning signs & lights.
- Hold Tags, Lock out device.
- Smoking area.
- Toilet facilities and Sanitation.
- Precautionary Measures for the use of power tools, machinery & equipment
- Trench Excavation and other excavation activities.

Including Shoring/Trench box (Sloping/Benching, cross over ramps, spoil clearance, Ingress/Egress, Excavation plan, Work permit/Gas testing, Thrust boring, Pile driving , etc.) Included Cutting and Brazing (Acetylene), ON/OFF Wrenches, Condition of

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gauges, Hoses Off/Bed, Flash back arrestors, Cylinders secured, Transportation Carts, Welding Machines/ GFCIs, Electrode Holder/Ground clamp, Machine grounded, cable condition, Operator/Helper PPE, Spark Igniter, Ventilation, Fire Extinguisher, Welder Certified, etc.)

- Gas and Electric Welding Works
- Compressed Gas
- Air Compressor
- Heavy Equipment
- Concrete Formwork
- Health and Welfare of Workers
- Transportation of Workers
- Site HSE Administration
- Crane and Lifting Devices
- Rigging equipment and Hardware
- Temporary Electric Power
- Material Transportation
- First Aid Facilities
- Program of Heavy and Critical Lifts
- Handling and Disposal of Waste
- Work Site Hygiene
- Eye Wash Station

12.2.4. Site HSE Inspection and Audit

SITE Health, Safety, Environment (HSE) Inspection

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The HSE Manager shall conduct HSE inspections on a weekly basis and a summary report shall be included in the monthly meeting.

HSE Manager shall submit to COMPANY/CONTRACTOR representative a monthly report providing the following information:

- A list of all HSE inspections and related activities performed during the previous workday;
- A list of HSE violations observed including the name of COMPANY ID numbers of all CONTRACTOR employees involved with each violations.
- Descriptions of corrective actions taken to prevent a recurrence of all HSE violations observed.

A site HSE logbook will be kept in each HSE Site Office and will be monitored to ensure all entries are abided or addressed. Summaries of logbook entries will be provided to COMPANY/CONTRACTOR representative on a monthly basis.

The HSE Manager shall respond to all entries in the CONTRACTOR's HSE logbook on a daily basis and record what action has been taken and when.

Other location of HSE inspections are being conducted and recorded on a regular basis:

Location	Responsible Person
1. Monthly Fire Extinguisher Inspection	HSE Supervisor
2. Daily Fire Prevention Inspections	HSE Supervisor
3. Weekly Site Inspections	HSE Manager, Area Manager
4. Monthly Site Inspection	COMPANY/CONTRACTOR Representative, HSE Manager, Construction Manager
5. Equipment Inspections	Equipment Foreman
6. Rigging Equipment	Transport Foreman, Warehouseman, HSE Supervisor

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System / Subsystem: NN

Equipment Type: N/A

7. Daily HSE of Personnel on Site Area Manager, Supervisors and Foreman, HSE(S) Staff
8. Electric Equipment and Tools Electrical Supervisor, Electrical Foreman

12.2.5. Monthly Equipment Inspections

General

CONTRACTOR shall ensure that only competent persons conduct inspections of all equipment, in particular electrical and lifting equipment.

Mechanical and heavy equipment shall be inspected on a regular basis by a competent heavy equipment inspector or mechanic as per the manufacturer's recommendations. In addition, equipment covered under GI 7.030 shall have a valid inspection sticker issued by SA or an SA-approved third-party inspection agency-*CSM II-2 Mechanical & Heavy Equipment*

The formal monthly inspection does not relieve the equipment user of his duty and responsibility of visually checking the equipment each day and to report defects to a supervisor for immediate corrective action. Bad working equipment has not to be used and has to be marked.

All inspections require the completion of the appropriate CONTRACTOR's inspection register. The register must identify the equipment by serial number, conditions noted during the inspection, corrective action, and date of inspection and signature of the competent person. An essential part of the electrical inspection is a continuity test of the grounding conductor, where applicable.

Each equipment has its own competent person who shall be responsible in inspecting the specific equipment such as;

Crane – SA Certified Operator (to check the equipment on daily basis prior to its use)
Boom Truck – SA Certified Operator

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Equipment Type: N/A

Manlifts – SA Certified Operator

Forklift – SA Certified Operators

All Other Heavy Equipment – SA Certified Operators

12.2.6. Quarterly Color Code:

COLOUR	MONTHS
 Green	January, May, September
	February, June, October
 Blue	March, July, November
 Yellow	April, August, December

12.2.7. Equipment to be inspected

- Lifting tackle (slings, chain hoists, come-a-longs, etc.)
- Gas cutting apparatus (regulators, gauges, torches, flash-back arrestors, etc.)
- All portable electrical tools, extension cords and other such equipment (fixed panels, pumps, machinery, Ground Fault Circuit Interrupters (GFCIs) on welding machines, etc.)
- Emergency equipment (fire extinguishers, hose cabinets/reels, water barrels, rescue equipment, breathing apparatus, etc.)
- All portable pneumatic tools and equipment (air compressors and receivers, hoses, abrasive blasting and paint apparatus, air winches, etc.)
- All cartridge-operated tools (nail gun, hilti-gun, etc.)
- Other equipment as deemed necessary by Project Management.

12.2.8. Job Site Inspections

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Daily Inspection by Foreman

Foreman will conduct daily work inspections in his respective areas as part of their daily activities, and will initiate prompt corrective actions as to noted deficiencies, unsafe conditions or practices.

Pre-Job Inspection

All CONTRACTOR workers will inspect their tools, equipment and personal protection prior to commencement of work (included after particular events potentially causing any risk change). Items to be inspected include, but shall not be limited to, the following:

1. Hand tools
2. Electrical power tools
3. Body harnesses
4. Ladders and scaffoldings
5. Slings and rigging equipment etc.
6. Cranes and Motor vehicles
7. Excavations
8. Local Fire Extinguisher is full

Area Supervisors and Foremen shall ensure that the work area, including access to and egress from such, are is maintained in a safe and healthy conditions at all times.

Post Job Inspection (End-Of-Shift-Checks)

Area supervisors and foremen shall ensure that work areas are left in a safe and healthy condition after certain jobs are completed (especially hot work), and at the end of every shift.

Site Visit

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Every 2 weeks, HSE Manager (HSEM) will conduct a site visit with all HSE Officers and Managers. The aim is to highlight the critical situations to be immediately resolved and discussed during the Foreman HSE meetings.

HSE Walkthrough

Weekly the CONTRACTOR Project Manager, with HSEM, Managers and Foremen will conduct a site evaluation to identify the situation to be improved. Due to the site dimensions, the group could be divided to better cover the entire site. At the end of the walk-through, in turns one of the participant, will record the results. Within the next day the record will be delivered to HSEM, he will action, store and analysis the results.

Contractor shall adopt the HSE Competition Program among its subcontractors. The basis for this program as stipulated on the SA Construction Safety Manual.

12.2.9. Inspections Reports and Follow-Up

An inspection report shall be prepared and issued highlighting the inspection findings and the relevant remedial actions. Major sections of the report shall be (a) the identification of the facility or equipment inspected, (b) the description of the substandard condition or practices found and (c) remedial action to prevent reoccurrences and relevant losses.

The follow-up system shall easily reveal what work has been completed and what work is still in progress or in pending. A brief memo with the date and action taken below the description of the finding shall be a minimum record.

All reports / forms shall be developed at site and shall be project specific.

12.2.10. Site HSE Audit

Senior HSE(S) staff (Home Office) shall conduct external site audits on a half yearly basis scheduled intervals and in conjunction with the Project Manager.

HSE(S) site staff shall conduct internal audits at quarterly intervals.

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Standard checklists shall be used to perform Audits.

Audits shall be used as a tool for continual improvement. External audits shall focus on the organization as a whole, including both management systems and physical site conditions. Internal audits shall focus mainly on site physical conditions. Audit results shall include good points, corrective action requests and recommendations, and shall be reported to Senior Management in a timely fashion.

Auditing activities shall be carried out in accordance with CONTRACTOR "Monitoring and Audit" methodologies.

AMIRAL Approved Project Safety Index practice shall be used in auditing the contractors.

CONTRACTOR shall have safety audits performed by an independent third party six (6) months after starting WORK, and at least every nine (9) months thereafter, to verify proper implementation of the CSSP at the WORK Site and make recommendations to improve CONTRACTOR's safety programs and execution, per AMIRAL Safety Management Guide for Independent Third Party Contractor Site Safety Program (CSSP) Reviews.

A list of approved independent third parties may be requested from the Company Representative. CONTRACTOR may use any other independent third party to conduct such safety audits only after securing the advance written approval from the Company Representative.

CONTRACTOR shall promptly provide copies of all audit reports to the Company Representative.

12.2.11. HSE Reports and Records

The Site Construction Manager, HSE Manager will be responsible in reporting immediately all accidents to COMPANY/ CONTRACTOR. Immediate reports will be made to the Proponent in cases of all as per COMPANY General Instructions 6.001

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Equipment Type: N/A

Notifications Requirements for Incident, 6.007 Reporting contractor on Job injuries / Illness and 7.026 Crane and Heavy Equipment Accident Reporting.

HSE Logbook shall be made available at site. All HSE incidences and corrective measures taken shall be reported to COMPANY / CONTRACTOR HSE Representative from time to time.

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Attachment 1. CONTRACTOR MONTHLY HSE REPORT

PROJECT TITLE: _____ LOCATION: _____
 CONTRACTOR: _____
 BUDGET ITEM No.: _____ CONTRACT No.: _____ JOB No: _____

1. Work Injuries:
2. Fires:
3. Incidents Or Property Damage:
4. Motor Vehicle Accidents:
5. Incidents Or Property Damage to COMPANY/CONTRACTOR Equipment:
6. Crane, Heavy Equipment & Manlift Accidents:
7. HSE Meeting:
(A) Topics Discussed:
1.
2.
3.
(B) Attendance:
(C) Instructor(s):

Prepared By: _____
CONTRACTOR HSE Supervisor: _____
CONTRACTOR Representative: _____
Date: _____

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Attachment 2 Weekly Inspection Checklist.

CONTRACTOR HSE

WEEKLY INSPECTION CHECKLIST

NAME OF CONTRACTOR: CONTRACTOR	INSPECTION DATE:	TOTAL NUMBER OF EMPLOYEES ON SITE:	
CONTRACTOR'S HSE REP	CONTRACTORS COMPANY PHONE NUMBER:	JOB TITLE	NUMBER
CONTRACTOR /COMPANY SITE:	PHONE NUMBER:	COMPANY/CONTRACTOR DEPT:	

HSE ASSESSMENT		HSE ASSESSMENT	
1. FIRE PREVENTION Adequate Fire Extinguishers Proper Type Extinguishers Fire Extinguisher Training Tags/Inspected Fire Extinguishers Adequate Water Barrels/Buckets Fire Hose Tested Fire Hydrants/Hose/Nozzle/Wrench Emergency Telephone Numbers Posted Fire Watches (If required) Open Flame Operations Storage of Flammable/Combustibles Test Smoke Detectors Other Comments 3. SCAFFOLD/MOBILE TOWERS Base and Sole Plates Condition of Frame Members Plumb and Level Proper Couplers Ties/Outriggers Planking Toe Boards/Guard Rails Proper Castors Condition/Locks Scaffold Access Proper Loading Other Comments	2. HOUSEKEEPING Site Access Roads Security Fences/Gates Site Access Signs Trash Containers/Lids Daily Clean-up/Removal of Trash Materials Stacking Aisle Ways Old Timber Detailed Overall Condition Lights Other Comments 4. GRITBLASTING Operator's Hood (Air Supplied) Air Filters (Cool Air to Hood) Air Intake Location Dead Man Controls Hoses Properly Grounded Operator's Protective Clothing Helper's Protective Clothing Remote Area/Warning Signs Condition of Air Purity Other Comments: 6. POWER TOOLS/MACH. & EQUIPT. Properly Guarded Tool Rest		

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Equipment Type: N/A

5. CATRIDGE OEPERATED TOOLS	Overall Condition
Proper Cartridge Strength	Correct Grinder Disc. Speeds
Penetration to Safe Zone	Cable/Hose Connections
Low Velocity Tool	Operator's Protected Equipment
Control/Storage Records	Damaged Hand Tools
Proper Maintenance of Tool	Shut Off Switch
Certified Protective	Other Comments
Operator Protective Equipment	
Other Comments:	

CONTRACTOR HSE

WEEKLY INSPECTION CHECKLIST

NAME OF CONTRACTOR: CONTRACTOR	INSPECTION DATE:	TOTAL NUMBER OF EMPLOYEES ON SITE:	
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HSE ASSESSMENT

HSE ASSESSMENT

7. EXCAVATIONS & SHORING	8. HEAVY EQUIPMENT
Shoring/Trench Box/Sloping	Roll Over Protection
Blower	Back-up Alarms
Spoil Clearance	Overall Conditions
Barriers/Warning Signs/Lights	Licensed Operators
Access/Egress (Ladders)	COMPANY Certification
Cross Overs	Other Comments:
Void Space Procedures	
Air Tests	10. CONCRETE FORMWORK
Rescue Equipment	Timber/Adequate Strength
Other Comments	Supports Plumb & Level
	Protective Clothing & Equipment
9 GAS/ELETRIC WELDING:	Firm footings for Supports
Proper Acetylene Pressure	Side Slope Bracing
Acetylene On/Off Wrench	Shoring Layout on Site
Gauges/Hoses Condition	Truck Spotter
Operator's Protective Equipment	Work Platforms
Cable Cord-No Splice 10' of Holder	Other Comments:
Elec.Holder/Ground Clamp Condition	
Ventilation	12. HEALTH & WELFARE
Other Comments	Medical Facilities/Supplies
	Designated Smoking Areas
11. COMPRESSED GAS	Washing Facilities

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Equipment Type: N/A

Cylinder Secured		Drinking Water & Cups	
Proper Storage (Shade/Separation)		Toilet Facilities/Sanitation	
Protective Caps in Place		Ventilation	
Condition of Cylinders/Connections		Eating Facilities	
Proper Handling		Other Comments:	
Proper Colour Coding			
Other Comments	14.	TRANSPORTATION	
		Buses / Pick-up / Brakes / Signals / Etc.	
13.	AIR COMPRESSORS	Use of Seat Belts	
	Pressure Relief Valves Operational	Licensed Operators	
	Air Pressure Gauges	Overall Operating Condition	
	Hose and Connections	Tires/Lights/Brakes/Signals/Etc.	
	Coupling Safety Wired	Fire-X	
	General Condition	Other Comments:	
	Guards		
	Drain		
	Other Comments:		

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CONTRACTOR HSE

WEEKLY INSPECTION CHECKLIST

NAME OF CONTRACTOR: CONTRACTOR	INSPECTION DATE:	TOTAL NUMBER OF EMPLOYEES ON SITE:	
CONTRACTOR'S HSE REP	CONTRACTOR COMPANY PHONE NUMBER:	JOB TITLE	NUMBER
COMPANY/CONTRACTOR SITE:	PHONE NUMBER:	COMPANY/CONTRACTOR DEPT:	

HSE ASSESSMENT		HSE ASSESSMENT	
15. SITE HSE ADMINISTRATION		16. TEMPORARY ELECTRICS	
Personnel Protective Equipment Worn		Correct Voltage	
Accident Reports		Ground Fault Interrupters Used	
HSE Coordinator		Circuit 3-Wire Ground	
Fire/HSE Inspection Log		Receptacles/Plugs	
Site HSE Prog./Eng. Specs on Site		Services Panel Fused	
Construction Safety Manual on Site		Overall Condition	
First Aid Station/Kit		Warning Signs	
Emergency Tel. Number Posted		Hazardous Locations	
Work Permit Requirements		Other Comments:	
Other Comments			
17. CRANES & LIFTING DEVICES			
Current Inspection Sticker		18. CHEMICAL STORAGE	
Saudi Arab Licensed Operator		Isolated Storage	
COMPANY Certification		Chemical Data Sheet on Site	
Load Radius Indicator		Warning Signs	
Safety Latches (Hook)		Scott Air Pak	
Condition of Wire Ropes		Area Locked	
Safe Load Charts (Arabic/English)		Labels	
Lattice/Boom Damage		Other Comments:	
Two Blocked			
Man Lift Operation		19. SPECIAL ITEMS & COMMENTS	
Proper Use of Outrigger			
Tag Line Used			
Signalman Used			
Upper Limit Switch			
Other Comments:			

Weekly Inspection Checklist shall be introduced and be adopted on a weekly basis, and all HSE deviations noted as indicated on the checklist shall be monitored and followed-up to ensure that those previous deviations has been fully complied.

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12.3. INJURY & DAMAGE REPORTING SYSTEM

All Reports are required by COMPANY/CONTRACTOR as per Schedule "D" of Contract.

CONTRACTOR shall ensure that an immediate report is made to the COMPANY/CONTRACTOR Representative. A preliminary report shall be submitted within 24 hours followed by a detailed return report submitted within 3 days to the COMPANY/CONTRACTOR Representative. Fatal injuries also shall be included in the accident report.

Refer to GI 6.001, Notification Requirements for Incidents (Including Fires), GI 6.004, Near Miss Reporting Process, GI 6.007, Reporting of Contractor On-Job Injuries/Occupational Illnesses, GI 6.029, Reporting and Recording of Motor Vehicle Accidents GI 7.026, Crane and Heavy Equipment Incident Reporting Procedures and GI 6.003, Incident Investigation.

12.3.1. Objective

To establish a procedure for reporting a work connected injury and/or property damage for the purpose of evaluating the cause as well as the preventive measures to avoid recurrence of similar incidents in the future. Investigation shall be conducted in a manner, which will provide facts rather than faults.

12.3.2. Coverage

All accidents that produce personal injury and damage to equipment/material shall be investigated, including "near-misses" so that appropriate action can be taken.

CONTRACTOR will utilize forms/instructions (attached) for injury and damage reporting.

- Preliminary (Field Accident Report)
- Personal Injury Accident Report

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- Initial Motor Vehicle, Plant and Damage Report
- Vehicular Accident Report
- Monthly Injury Summary
- Monthly Damage Summary
- Injury Report for Saudi Arabian Government
- HSE Report
- Instructions in case of emergency
- Night Watchman Fire Instruction.

CONTRACTOR will keep a record of all injuries and damages showing all;

- Work Injuries
- Fires
- Incidents of property damage.
- Motor Vehicles Collision
- Incidents involving damage to CONTRACTOR / COMPANY's equipment or property, crane and heavy equipment accident.

This record shall be available for inspection at all reasonable times.

12.3.3. Responsibilities

Craftsmen / Workers

Immediately report the accidents / incidents to his immediate supervisor or foreman.

Foremen / Supervisor

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Carry out an immediate investigation of every accident/incident, which occurs within his area of responsibility. He shall complete an incident report within twenty-four hours and submit it to Construction Project Engineer with a copy to the COMPANY Site Representative and one for himself.

HSE Engineer/Supervisor

Within two working days after receipt of the Foreman accident report, the HSE Engineer/Supervisor shall verify the findings of the Foreman and carry out an independent investigation of every serious or potentially serious occurrence.

Construction Project Engineer

Review all accident reports to ensure that the corrective action has been taken.

12.3.4. General Procedure

1. Whenever an employee has an accident, he shall immediately report the case to his Supervisor and secure medical slip (for non-serious cases only) before proceeding to the clinic for treatment.
2. In case of a major accident, the injured shall be brought directly by qualified rescue personnel to the clinic or hospital for emergency treatment. Extra precautions shall be exercised not to further aggravate the injury of the victim.
3. Seriously injured worker is not to be moved by anyone but by qualified rescue personnel only.
4. All workers who met an accident shall be scheduled for HSE re-orientation by the HSE Department before reporting back to work.
5. Employees who fails to report injuries suffered while on an official work duty as soon as possible shall be disciplined according to CONTRACTOR disciplinary action policy.

12.3.5. Detailed Accident Reporting Procedure

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Equipment Type: N/A

Attachment 1: Fall Protection Risk Assessment Form

PART 1: Assessment Details

Site & Location of Assessment:				Date:	
Person Performing Assessment:					
List Work at Height Tasks:					
Persons Who May Be Affected:					
Workers Consulted:					
Facilities Service Review and Approval:					
Part 2: Hazard Identification					
Identify Hazards	YES	NO	N/A	Comments	
Does the task expose workers to a fall of 4 feet or 6 feet for construction related activities?					
Is the surface fragile, slippery or potentially unstable?					
Is task being conducted on a sloping surface which is difficult to maintain balance?					
Is the task being conducted within 15 feet (5m) of an unprotected edge?					
Is the task being conducted close to a hole, pit or trench in which a person could fall?					
Are there any other factors which increase the risk, or hazard, e.g. power lines, weather conditions, impalement hazards, work above open waters, etc.?					
Are there any existing risk control measures and are they adequate?					

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Equipment Type: N/A

Part 2: Risk Assessment

Task	Likelihood	Consequence	Risk	Comment		
Risk Matrix Analysis		Consequence				
		Negligible	Slight	Moderate	High	Very High
Likelihood	Very Likely					
	Highly Likely					
	Likely					
	Unlikely					
	Very Unlikely					
CONSEQUENCE AND LIKELIHOOD CRITERIA						
Likelihood		Consequence				
Very Likely Expected to occur Likely to occur several times per year Likely to occur frequently		Very High Significant injury of employees, contractors, or the public Significant public interest, media involvement or regulatory intervention Significant impact on business reputation				
Highly Likely Highly probable it will occur Likely to occur several times		High Injury or Hospitalization of employees, contractors, or the public. Moderate public interest, media involvement or regulatory intervention Moderate impact on business reputation				
Likely Possibility of occurring Likely to occur frequently		Moderate Medical treatment of employees, contractors, or the public. Some public interest, media involvement or regulatory intervention Some impact on business reputation				
Unlikely Not expected to occur Possible,		Slight First-aid treatment of an employee, contractor, or a member of the Public				
Very Unlikely Not foreseeable Highly unlikely in the period of contract		Negligible Less than above				

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Equipment Type: N/A

PART 3: Risk Control Plan

Hierarchy of Risk Control	Practical?		Detail of Risk Control(s)
	Yes	No	
Level 1 Elimination Eliminate the risk of a fall completely, e.g. relocate the work to a safe working height, to the ground or existing solid construction with guardrail/walls, etc.			
Level 2 Passive Fall Protection If it is not reasonably practical to eliminate the risk of a fall, reduce the risk by the use of passive fall protection equipment e.g. guard-railing, scissor lifts, elevated work platforms, scaffolds, etc. Work from any mobile elevated work structure, shall require the additional use of a Personal Fall Arrest System.			
Level 4* Personal Fall Arrest System If it is not reasonably practical to use the above options, the use of Personal Fall Arrest Systems to arrest a fall after it occurs shall be used. Body belts are not permitted for use as part of a Personal Fall Arrest System.			
Level 5* Administrative Controls If none of the above measures are reasonably practical, or the risk of a fall still remains, the risk shall be reduced by the use of documented administrative controls that specify the procedures to be used to mitigate the risk, such as Warning Line System, Fall Protection Plan, Work at Heights Permit, Job Safety Analysis, etc.			
NOTE: The selection and use of either a Personal Fall Arrest System, or Administrative Controls must be approved by the Supervisor			

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Equipment Type: N/A

Rescue Procedure

Rescue Procedure	Type of rescue	Details
Self-Rescue		
Assisted Rescue		
Self-Descent Rescue		
High Angle Rescue		
Additional Comments:		

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Attachment 2: Inspection and Maintenance Checklist

- Warning: Always read and follow the manufacturer's instructions and warnings contained on the product and packaging before using any fall protection equipment.

Note: Only components that are fully compatible with one another shall be used.

- Inspection: All fall protection equipment shall be inspected prior to each use.

Note: All items that are found to be defective shall be removed from service.

- Maintenance and Care: Basic care of all safety equipment will prolong the durable life of the unit and will contribute toward the performance of its vital safety function. Proper storage and maintenance after use are as important as cleaning the equipment of dirt, corrosives, or contaminants. Storage areas should be clean, dry and free of exposure to fumes or corrosive elements.
- Training: All workers shall be trained by a designated Trainer in the proper use of fall protection equipment.
- Regulations: Understand all SA Construction Safety Manual pertaining to fall protection before selecting and using the equipment.
- After a Fall: After a fall occurs, all components of the fall arrest system shall be tagged & removed from service.

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Equipment Type: N/A

Attachment:

Full Body Harness and Lanyard Inspection Checklist

HYUNDAI ENGINEERING & CONSTRUCTION		MARJAN INCREMENT PROGRAM - PKG 12																			
Full Body Harness and Lanyard Inspection																					
COMPANY																					
No.	Serial No.	D-Ring Incl. Back Plat.		Shoulder Strap (Body)		Chest Strap with Adjuster		Leg Strap with Adjuster		Serial No.	Shock Absorber		Lanyard (Double)		Snap Hook (Self Locking)		SUSPENSION TRAUMA STRAP		Issued To	REMARKS	
		GOOD	BAD	GOOD	BAD	GOOD	BAD	GOOD	BAD		GOOD	BAD	GOOD	BAD	GOOD	BAD	GOOD	BAD			
1																					
2																					
3																					
4																					
5																					
6																					
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16																					
17																					
18																					
19																					
20																					

SAMPLE

INSPECTED BY: _____ I.D. No. _____ Signature: _____

COMPETENT PERSON

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16.22. REFUELLING

The accidental release of fuel during handling or dispensing may adversely affect the environment. The following protection procedures are intended to prevent a loss or escape of product and, in the event of a spill, to minimize the impact of the spill on the environment.

16.22.1. Hazards

The main hazards associated with fuelling of equipment are:

- Fire or explosion and resultant injury or damage to plant
- Health risks
- Fire or explosion in fuel tanker
- Slips, trips, fall
- Spill to land
- Fuelling equipment overturned / tipped over

16.22.2. Procedure For Storing Fuel On Construction Sites

- Where the circumstances require, fuel may be stored in an approved mobile refueling tank.
- Mobile fuelling tanks must be stored in an area where it cannot be hit by vehicles or other equipment.
- The fuel storage area also must be located away from drainage channels.
- All tanks and mobile refueling tanks are to be properly labeled in accordance with the Transportation of Dangerous Goods Regulation.
- Fire extinguishers shall be located near the fuel storage areas and be of a suitable type and size to permit the evacuation of workers during a fire.

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- Any worker who may be required to use a fire extinguisher shall be trained in its use.
- Smoking will not be permitted in the area of the fuel storage facility and "No Smoking" No signs will be posted. Smoking will not be permitted during any fuelling operation. Smoking" signs are to be maintained in good condition.
- Waste oils, lubricants, greasy and oily rags, or other materials subject to spontaneous combustion will be retained in a labeled container used for that purpose exclusively and will be properly disposed of at frequent intervals.
- Appropriate emergency spill equipment will be available in the fuel storage area.
- No "Hot Work" shall be undertaken within 3 meters of a storage zone

16.22.3. Common Measures To Be Taken In All Refueling Operation

- Fuel tankers shall be regularly inspected
- Fuelling shall not take place within 20m of any hot work activity
- Engines shall be switched off before fuelling
- No smoking shall be permitted during fuelling activities
- DCP fire extinguishers shall be available at the fuelling point
- PPE (site standard plus gloves) shall be worn
- Fueling is a critical activity in terms of safety and environment such as, the fuelling procedure shall be communicated to those concerned to via tool box talks
- Supervisors shall monitor fuelling activities that take place within their area of responsibility.
- Bonding/grounding must be done before any refueling take place.
- Maintain regular inspections of fuel systems and their components. Check for leakage, deterioration, or damage in accordance with Contractor Environmental Management Plan and/or Company Environmental Regulation

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16.22.4. Above Ground Storage Tanks

- All storage tanks for combustible and flammable liquids must be built and maintained in accordance with the regulations and/or standards.
- Where a storage tank is removed or abandoned, it is permitted to be reused for the storage of flammable liquids and combustible liquids only after having been refurbished and found to conform to acceptable standards.
- Multiple tanks must have a minimum 1m separation between them.
- Tank shall not be placed within 20m of any hot work activity.
- Access to the top of the tank meets legal safety requirements.
- The volumes of fuel are recorded through a meter system.
- Suitable type fire extinguishers must be available within work area as per quantity.
- Establish proper bonding, grounding and isolation components for protection against static charges during loading of tank vehicles when transferring flammable liquids or combustible liquids.
- Volume of the bund area shall be 110% of the volume of the largest tank or 25% of the total volume of all tanks within the bund, whichever volume is greater.
- Ensure fuel storage tank is physically protected against collisions.
- Tanks should be filled to an acceptable safe filling level corresponding to approximately 90% of capacity.
- Use automatic shut-off nozzles.
- Storage tanks must not be overfilled, and precautions must be taken to prevent overflow or spillage by providing continuous supervision of the filling operations by personnel qualified to supervise such operations.
- To help minimize spills while filling the tank, drip trays should be located around the tank.
- A spill response kit capable of containing and absorbing fuel spills must be made available and maintained.

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- Signs, indicating that the ignition must be turned off, smoking is not permitted while the vehicle is being refueled, and any other fuelling procedure, must be visible to every driver approaching the dispenser.

16.22.5. Fueling From Storage Tank To Equipment

- Identify and know how to operate emergency fuel cut off switch.
- Know location and operation of fire extinguishers.
- Switch off engines.
- Check storage tank hose for residual fuel. If there is residual fuel, handle it carefully to avoid spillage.
- Place drip trays beneath all terminal and in-line connections.
- Remove twists and small loops in the fuel delivery hose. These can cause the hose to fail or catch on bumpers as vehicles move around.
- Insert delivery hose nozzle firmly into the fill pipe of the equipment.
- Start fuel transfer pump to commence fuelling.
- The operation of moving equipment in the immediate area of a fuelling operation shall be suspended.
- Throughout fuel transfer, monitor the pump, connections and delivery pipe for any fuel leaks. If a leak is apparent, discontinue pumping, clean up the leak and recommence pumping.
- Avoid spills by not over-filling the tank.
- Upon completion of fueling, switch off the fuel transfer pump.
- Wipe-up residue and remove drip trays.
- If any spillage has occurred notify the responsible supervisor and take remedial action
- Hang the hose in place on the pump.

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16.22.6. Fueling From Mobile Diesel Tanker

- The location selected for fuelling shall be safe in terms of position.
- Fuelling activities shall not take place on site main traffic access routes.
- The fuel tanker and receiving equipment shall not be parked on any environmentally sensitive surface.
- The fuel tanker must be grounded while fueling.
- Use automatic shut-off nozzles
- Before fueling a bonding wire must be connected between the frame of the fueling truck or trailer and to the frame of the equivalent truck being fueled to prevent static build-up.
- Receiving equipment shall be parked at suitable position, as far as possible away from adjacent activity in such a way to facilitate approach of fuel tanker.
- Fuel tanker should approach receiving equipment in a safe way, preferably such that when leaving after refueling there is no need to reverse. All reversing should be made with help of one of the helpers acting as signalman.
- Switch off engines.
- Take fire extinguisher, place it in a ready position.
- Check tankers delivery hose for residual fuel from last fuelling operation. If there is residual fuel, handle the delivery hose accordingly.
- Insert delivery hose nozzle firmly into the fill pipe of the equipment.
- Start fuel transfer pump to commence fuelling.
- Throughout fuel transfer, monitor the pump, connection and delivery pipe for any fuel leaks. If a leak is apparent, discontinue pumping, clean up the leak and recommence pumping.
- Valves of the fuel truck and tanks to be locked while not in use.
- Avoid spills by not over-filling the tank.
- Upon completion of fuelling switch off the fuel transfer pump.

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- Disconnect the fuel delivery hose, taking care to avoid spillage of any fuel remaining in the line.
- Stow the fuel delivery hose correctly on the fuel tanker.
- Wipe-up residue and remove drips trays.
- If any spillage has occurred notify the responsible supervisor and take remedial action.

STATIC ENERGY

During the refueling process or transferring fuel there is a possibility that static buildup could take place and could discharge causing an ignition source causing a fire.

Bonding and grounding are the two basic techniques to prevent the dangers of electric static discharge. This technique should be strictly followed in areas where flammable and combustible liquids are stored, dispensed, or used.

Bonding: Bonding is the process of joining two or more objects or containers with electrically conductive wires to neutralize the potential charge between them. Use standard type wire and connectors suitable for the purpose.

Grounding: Grounding is the process of connecting one or more objects or containers to the ground and is a specific form of bonding. Grounding may be achieved by attaching a wire conductor between the containers and a water pipe or long copper clad steel rod buried its full length in the ground.

Other safeguards to minimize the static electricity hazards include:

- Turn off your vehicle engine while refueling. Put your vehicle in park and/or set the emergency brake.
- Do not smoke, light matches or lighters while refueling at the pump or when using gasoline anywhere else.
- Do not over-fill or top off your vehicle tank, which can cause gasoline spillage.

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- Only use approved (fit for purpose) steel fuel containers.
- Remove small containers from vehicles before dispensing fuel.
- Ground and/or bond all containers before opening and dispensing fuel.
- Physically touch the outside of containers, grounds, and bond wires to bleed excess charges off your body.
- Touch the outside of metal and plastic containers with the fill nozzle before opening and dispensing fuel.
- Use labeled safety containers with anti-flashback system installed.
- Do not use old or rusty containers or worn bonding and grounding clamps or worn and frayed wires.
- Turn off all engines and equipment except those used in the fuel transferring process.
- When handling fuels avoid synthetic fabrics. Wear cotton clothing and coveralls to minimize static build up.
- Avoid the use of Velcro on or around fuel dispensing and handling equipment.
- Do not use chamois to filter flammable fuels.
- Do not use radio transmission equipment around refueling system.

SPILLS

Preventative measures are the best means of avoiding an accidental release of petroleum products. However, in the event of an accidental release, the following will occur:

- The Constructor will have appropriate response equipment available for all phase of the project area.
- Cleanup action will follow the spill contingency plan.
- All spills or suspected spills of petroleum products, on land or into the water, regardless of size, will be reported immediately to the Supervisor.

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- All spills should be reported to supervision and HSE.
- The Supervisor will report the spill immediately to the CONTRACTOR Environmental Coordinator.
- All hazardous waste will be disposed of as per EPD requirements

EMERGENCY

- Emergency contact number must be provided to all fuel tankers.
- In the event of an emergency, the attendant or fuel truck driver will contact immediately the emergency hot line number 000-0000-000 (To be filled)

TRAINING

- Training shall be provided to all fuel attendant and fuel truck drivers, also include spill containment and clean-up.
- All HSE training will be recorded using HSE trainings attendance sheet.

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SIGNAGE FOR DIESEL TRUCK (Sample)



SIGNAGE FOR DIESEL STORAGE TANK (Sample)



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