



Health & Safety Program



POLICY

AL- RUBAT AL-KABEER COMPANY recognizes and accepts its responsibilities as an employer for providing a safe and secures work place for all of its employees.

AL- RUBAT AL-KABEER COMPANY will take all reasonably practical steps to meet the responsibilities, paying particular attention to the provision and maintenance of:

Plant equipment and systems of work are providing safe working environment.

Safely arrangements are for the use, handling, storage and transportation of substances.

Sufficient information, instruction, and training to enable all employees to avoid hazards and contribute positively to their own safety of work.

A safe place of work and safe access to it.

A healthy working environment

A secure site for site offices, stores, equipment utilities and all are property belonging to the Client and / or the Contractor.

OBJECTIVE OF SITE SECURITY PROGRAM

To minimize and eliminate the risk of injury and hazards to all personnel

To enhance employees awareness about hazards and train them in accident prevention techniques.

To provide adequate supervision so as to ensure safe and secure working place.

To insure the provision of such protective clothes and safety equipment in order to insure the health and safety of employees.

To establish and maintain a system of accident reports and records.

To fence off workshops, office, and storage areas and provide adequate security lights.

To secure drawings, programs, employees, property utilities, information and construction works against any ill-intended acts and minimize the changes of breach of security.

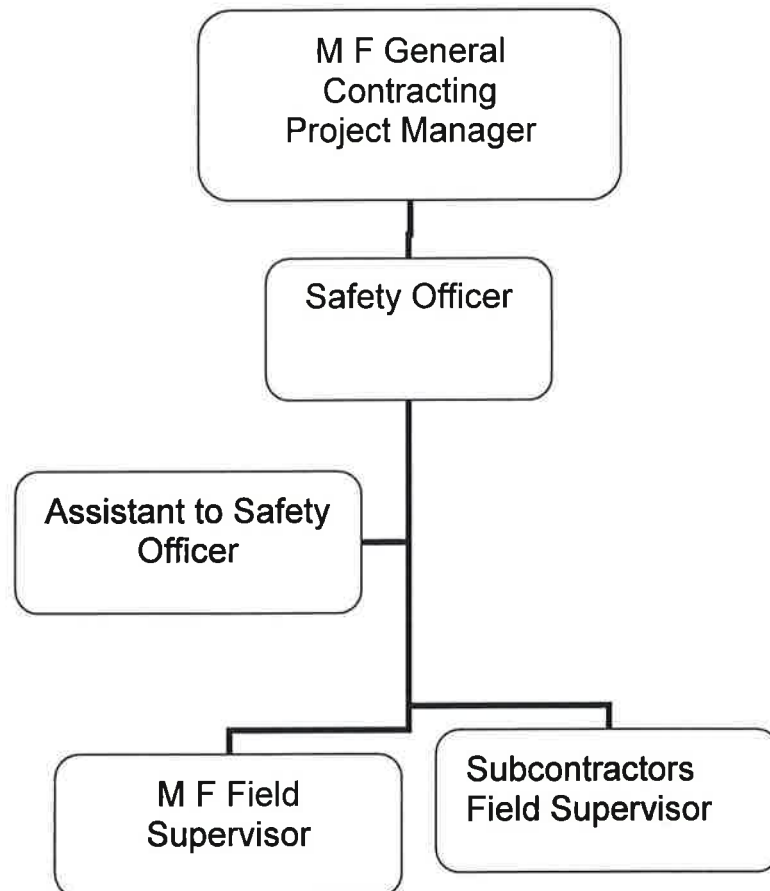
SITE SAFETY ORGANIZATION

The Project Manager shall be responsible for the overall safety and security policy administration of **AL- RUBAT AL-KABEER COMPANY** General Contracting.

The Safety Officer is responsible to **AL- RUBAT AL-KABEER COMPANY'S** Project Manager for the implementation of the security program.

The Subcontractor Project Managers (e.g. mechanical and electrical, landscaping, etc.) will each be responsible through **AL- RUBAT AL-KABEER COMPANY'S** Project Manager for the implementation of the Safety Program within the areas of their respective work.

The chart below shows organizational position of the Safety Officer:



SPECIFIC RESPONSIBILITIES

The Safety Officer

Duties and Responsibilities

Will survey and inspect all construction activities, workshops, premises, plant, equipment and storage areas to ensure compliance with the requirements of Client's safety and loss prevention rules and regulations.

Will advise, recommend and implement safe working practices and identify, remove and reduce hazards.

Will recommend and / or advise the provisions and use of protective clothing and equipments.

Will investigate report and keep records of accidents and dangerous incidents.

Will arrange and conduct periodical safety meetings for company employees.

Will maintain liaison with Subcontractors to ensure that their site safety programs, documentation and safe systems of work are provided and implemented in accordance with this program

Will organize the security rules and regulations to be recognized by the site personnel.

Will liaise with the local authorities such as the fire department and police *Authority*, etc.

Is authorized to issue an improvement notice if any site personnel acted in a way that would violate the safety regulations.

Is authorized to issue an improvement notice if any plant, machinery equipment or substance is in contravention of site safety rules and regulations and where no immediate risk or danger is likely to occur.

Is authorized to issue a prohibition notice of the activity, persons, plant machinery, equipment or substance involving or will involve if continued, a risk of personal injuries to anyone. This notice will mean an immediate cessation (STOP) of the activity, plant, material, equipment, or substance until the contravention is rectified and the risk is removed.

Will administer the Security Guards and liaise with the security staff and fire fighting personnel of the Client.

Supervisors / Foremen

Will be responsible to the Project Manger for ensuring the safety and well being of all employees under their control.

Will ensure that all accidents or dangerous occurrences are reported and investigations reports are filled properly.

Will be responsible for the safety of plants, tools and equipment issued to employees and that all such plant, tools, and equipment are maintained in a safe working conditions.

Will be responsible for ensuring that the employees under their control utilize the safety equipment or clothing provided to conform to the safety rules and regulations.

Employees

Must observe all authorized safety and security rules and regulations.

Must utilize all safety equipment or clothing provided by the company.

Must report immediately all accidents and dangerous occurrences.

Must report defective tools and equipments.

Must not tamper or interfere in anyway with guards on machinery, plant or equipments.

Must strictly obey the instructions given on warning signs and notices as well as the over all security of the site, i.e. no unauthorized photography, no enforcement to restricted areas, etc.

Sub contractors

Shall prepare and provide AL- RUBAT AL-KABEER COMPANY with their safety program complying to the requirements with AL- RUBAT AL-KABEER COMPANY General Contracting Safety Program and abide by the safety rules and regulations

TRAINING AND INSTRUCTION

Initial induction training will be carried out by Safety Officer

Subjects to be induced in initial training:

Site area is head protection area.

Site speed restrictions

Parking

Eye protection requirements

Accident Reporting System

Property and Equipment safety

Safety of fellow employees

Noise Control and Dust Controls

Unsafe conditions and practices

Fire Fighting Equipment

Security rules

Security areas.

Safety Meetings

The Safety Officer will conduct weekly brief meetings (Tool Box Meetings) for the various construction crews at specified times and

discuss safe working practices and safety hazards particular to their trades

Foreman Safety meetings will also be held on a regular basis.

ACCIDENT REPORT AND RECORDS

All accidents, which considered incidental to the site operations, will be investigated and reported.

Accidents of the following consequences will be reported to the Client's Representative:

Fatal injuries

Injuries requiring medical attention

Damage over USD 5,000 to Contractor's plant, machinery and equipment.

Damage of any amount to Client's equipment and properties.

Damage of any amount to Client's equipment and property

Fires

Security incidents and breaches Traffic accidents.

Accidents Investigation Procedures:

Sequence of procedures in accident investigation (after giving first aid, and after insuring the injured victim has been cared for)

Isolate the accident area

If possible, establish from the victim details of the accident

Obtain eye witness statement of fact

Examine area of the accident – check thoroughly existing conditions to establish cause of the accident.

Ascertain from the victim or witnesses the actions of the injured person immediately prior to the accident.

Carefully note the time of the accident and verify whether any second person was involved.

Was protective equipment or clothing required? Was it available? Was it being used? Was the victim using it properly?

Who first raised alarm?

How long was it before help arrived?

Provide medical reports from Doctor / hospital as soon as injury is diagnosed

Daily record must be kept for all first aid that was not reported.

Emergency telephone numbers and instructions for calling doctors, fire department and police shall be posted at the construction site.

SANITATION

Drinking Water

Drinking water shall satisfy all health requirements enforced by local authorities

New or sterilized water container or systems shall not be used for the distribution of water until sterilization tests have been carried out.

All outlets for drinking water and outlets for non-drinking water will be a sign posted with notices reading "DRINKING WATER" with green background and white lettering, and "NON-DRINKING WATER" with red background and white lettering.

Toilets and Washing Facilities

Toilet facilities shall be provided at the construction site in the ratio of not less than one toilet seat and one urinal per 50 workers.

Toilets and washing facilities will be of sound construction with suitable holding tanks,

Routine services shall be provided for cleaning of toilets and disposal of sewage.

Solid Waste and Trash Collection

Trash bins and trash cans shall be placed at suitable locations at the construction site and in the offices, workshop and storage areas for collection of solid waste and trash.

All food waste shall be put in plastic bags and shall not be mixed with construction waste.

FIRST AID PLAN

The First Aid Plan includes three phases:

Phase I: First Aid will be provided to the Site.

Phase II: First Aid post will be provided in the vicinity of the site office with one nurse operating full time. This post will be able to give first aid treatment to employees with ordinary injuries or disease

Phase III: In addition to the First Aid post for ordinary injuries or diseases an ambulance will be available at the site on order to provide quick transport to Hospital for injuries or accident cases that need special treatment and attention not available on the site. The First Aid post will be adequately equipped to provide medical services during working hours. Minor injuries, cut and lacerations will be treated at the Site First Aid post. Serious cases will be transported by ambulance to nearby designated hospitals.

Daily records of all accidents, treatments and medications will be maintained. First Aid boxes will be supplied and maintained at the construction site.

PROTECTIVE CLOTHING AND EQUIPMENT

General

Personal protective clothing and equipments shall be issued as required and must be maintained in a serviceable condition.

Safety footwear, much as safety shoes, rubber boots, etc. must be worn by all employees who are engaged in work activity

Goggles face masks, shields or helmets meeting the safety requirements must be worn for welding and cutting operations.

Hand protection gloves shall be provided to employees handling rough, sharp-edged or abrasive materials.

Signalmen, spotters, inspectors and employees involved in vehicular traffic shall wear apparel with high visibility coloring.

Persons working on hammering, sledging on metal, stone or concrete will be provided with impact goggles with safety lenses and side screens.

Workers soldering, pouring lead joints, casting hot steel, hot tar oils, liquids and other operations, which subject the eyes and head to the risk of hot liquids, or hazardous fumes shall be provided with appropriate goggles and face masks.

All employees engaged in sandblasting or spraying harmful substances should wear protection gear including helmet, nose mask, gloves and protection clothing.

All employees and visitors to the Site will be provided with hard hats.

Overhead Safety: Where public traffic is to pass or workers to work below construction activities being carried out above them, an adequate scaffolding bridge shall be constructed.

SIGNALS AND SIGNALMEN

A standard signal system shall be used during all relevant operations. Signals in use will be posted at the operators' position.

Signalmen shall be located so that they clearly see the load and are clearly visible to equipment operators at all times.

Only one person shall be designated to give signals to the equipment operator.

Training and testing for signalmen shall be provided and only those to have passed the tests shall perform the work.

Signalmen

Only fully qualified and reliable persons shall be used as signalmen.

Signalmen will be provided:

When the point of operation is not in full view of the equipment operator

When vehicle needs to reverse more than 30 meters

Where the terrain is hazardous or treacherous.

Where two or more vehicles are reversing in a confined space

Flagmen shall be provided where construction operations or vehicular traffic adjacent to a highway or access road may create a traffic hazard.

Equipment operators shall only accept signals from the designated signal persons.

MATERIALS HANDLING, STORAGE AND DISPOSAL

Material shall be stacked so that it is stable and secured against sliding or collapse.

Materials shall be stacked so that it is stable and secured against sliding or collapse. In no case shall materials be stacked higher than 6 meters.

Access and exits shall be kept clear at all times.

Chemicals, solvents, and all other flammable and combustible liquids shall be stored in designated "NO SMOKING" areas.

This area shall be segregated from combustible construction and other materials by at least 6 meters.

Materials required for construction works shall not be stored on scaffolds or runways in excess of the quantities normally needed to execute the work.

Timber shall be stacked in a stable manner and secured against sliding. All reusable lumber will have nails and screws extracted prior to stacking

Panels or blocks for floors, wall and partitions shall be stacked in tiers on level surfaces.

Masonry blocks shall be stacked no higher than 3 meters unless stacking is tapered back.

All trash and debris resulting from the construction work shall be removed from the site daily.

FIRE PREVENTION

Fire Extinguishers:

Extinguishers shall be located in readily visible, accessible location. Regular maintenance shall be carried out to ensure that they are fully charged and in an operable condition. Site offices shall be equipped with fire extinguisher located at each entrance and clearly marked. Temporary lighting generators will be provided with suitable fire extinguishers placed immediately to generator positions. Buildings and storage areas will have suitable fire extinguishers in order to deal with fires of the materials being stored there. All personnel will be instructed on how to use fire extinguishers.

Communication with Local Fire Department:

A telephone services to the Fire Department shall be available on the construction site and accessible to the watchmen.

Fire Department Access:

Fire lines to provide access to all areas shall be established and kept free from obstruction at all times.

Access for the use of heavy fire fighting equipment shall be provided to the construction site and maintained until all construction works is completed.

Site Clean up:

Waste material and rubbish shall not be stored nor allowed to accumulate within the building or in the immediate vicinity but shall be removed as rapidly as practicable. Rubbish shall not be burned on the premises.

Smoking:

Smoking shall only be allowed in designated, posted locations.

Smoking, naked flames or lights shall be prohibited in all areas where flammable combustible or similar hazardous materials are stored. "NO SMOKING" signs will be posted in those areas.

Flammable Materials:

Flammable liquids or other hazardous or combustible substance shall be stored in detached structures or out in the open and at least 11 meters away from buildings or structures. Flammable liquids or hazardous or comestible shall not be stored in areas used for safe passage of people.

Temporary Equipment:

Combustion engine powered air compressors, hoists, pumps, etc. shall be so located that the exhausts are piped to outside the building under construction.

Liquefied petroleum gas equipment and containers shall not be used in unventilated spaces where accumulation of air gas may occur due to leaks. All equipment using liquefied petroleum gas will be shut down during refueling operations.

Refueling of hot heating units is prohibited.

Temporary heating units shall be kept away from combustibles and from operations using flammable liquids.

Open Fires:

Fires and open flames devices shall not be left unattended.

All sources of ignition will be prohibited within 6 meters of operations that constitute a fire hazard.

Sprinkler: Protection

Where applicable the main building sprinkler system shall be utilized as soon it becomes operational.

Water Supply:

Adequate water supply for manual fire suppression shall be provided by installation of necessary

underground water mains and hydrants for permanent use prior to arrival of combustible materials at the construction site

Fire Protection Supervision:

A capable person having the necessary authority shall be placed in charge of fire protection Buildings shall not be occupied until the sprinkler systems are in full commission and have been checked by the person in charge of fire protection.

WELDING CUTTING AND OTHER HOT WORKS

Combustibles shall be moved a minimum 11 m from the hot work operations, or if not moveable, metal guards or flame-proofed curtains or covers shall be used

No operations using flammable liquids (including floor tiling, painting, etc. be carried out in tile vicinity of the hot work

All welding equipment shall be inspected on a daily basis. Defective equipment will be removed from service, replaced or repaired before being placed back in services.

Workers and other employees shall be protected from welding rays, flashes, sparks and molten metal

Cylinders shall be stored in well ventilated locations with cylinders containing the same gas stored in a segregated group

Cylinders in use shall be kept beyond the reach of sparks and flames

Gas supply shall be shut off whenever work is suspended

Cylinders shall only be stored in an upright position

Hoses or gauges shall not be used if there is any sign or evidence of defects or damage

Non-current carrying metal parts? Electrical welding machines shall be grounded

"NO SMOKING" signs shall be posted at gas cylinders storage areas

During the welding, cutting or other hot work, the supervisor will ensure that the work area including floors above and below are patrolled

For a minimum 30min. following completion of the hot operation the work area and adjacent space shall be under surveillance

A responsible person equipped with a portable fire extinguisher (for min. V.L. rating 4A: 60B:C shall be provided to monitor the operations, watching for stray sparks in the working area as well as on floors above and below

ELECTRICAL WIRING AND EQUIPMENT

Only qualified electricians shall carry out installations or repairs of electrical equipment

All electrical wiring and equipment shall conform to the national standards.

Live parts of wiring or equipment shall be guarded to protect all persons or objects from harm

High voltage equipment and transformers shall be protected from unauthorized access

clearly visible warning signs will be posted at the location

Electric cables passing through work areas shall be covered or elevated to prevent any damage.

Patched, worn, or frayed and oil soaked electrical cables will not be used.

All overhead high voltage cables and lines shall be clearly identified and visibly marked

"DANGER-HIGH VOLTAGE"

All offices stairways, passageways and construction work areas will be provided with adequate lighting while work is in progress.

LIFTING CHAINS, WIRE ROPES, BELTS AND HOOKS & GRABS

Grabs, clamps, hooks and lifting accessories shall be marked to indicate safe workload.

All hooks used to support life loads shall be fitted with safety latch. The use of open hooks is prohibited.

Hooks, shackles, rings, slings and lifting belts shall be regularly inspected for any damages. Defective lifting devices shall be immediately removed from service.

Lifting belts, ropes and chains, which show signs of excessive wear, shall be discarded in order to prevent inadvertent use.

Protective materials shall be inserted between slings and sharp edges of the material to be lifted. All chains, ropes and belts shall be clearly identified as to use, grade and safe working load capacities.

TRANSPORTATION OF PERSONNEL

The number of people in passenger type vehicles shall not exceed the number which can be seated

Trucks used regularly for transporting personnel will be equipped with securely anchored seating guardrails and steps for mounting and dismounting

All tools and equipment shall be secured against any movement when transported with personnel

No person being transported will be permitted to have his arms or legs outside of the truck body. All persons must be seated during transport, standing in upright position is strictly prohibited. Transportation of persons on the top of truck's load or back of pick-ups is prohibited.

MOTOR VEHICLE AND PARKING

All persons driving a motor vehicle shall be a holder of a valid driving license compatible with the type of vehicle being driven

No vehicle shall be put in operating service unless it has been thoroughly inspected and found to be in safe operating condition and has a valid and current registration booklet

All vehicles will be maintained on a scheduled maintenance program

Speed limit signs shall be posted along all site roads and obeyed by all drivers

A portion of the site will be designated for parking of vehicles

any oil or gasoline on the parking surface shall be cleaned up in an appropriate manner on a regular basis.

All trucks are to be fitted with a reversing alarm that has to sound automatically when the truck is reversing.

MACHINERY AND POWER TOOLS

Tools and machinery shall be inspected periodically to make sure that they are in safe working condition

Only designated competent personnel shall operate power tools and machinery

Any machinery found to be unsafe shall be withdrawn from service and not returned until unsafe deficiencies have been rectified

Machinery and equipment used on the highway shall comply with local traffic rules and regulations and to have reverse audible alarm

Machinery shall not be allowed to run without operator in attendance and to have the operating charts, where applicable.

PAINTING

Drums, cans or other containers containing paints, varnishes, lacquers or thinners shall be kept tightly closed when not in use

Paint materials shall be stored in a well ventilated storage rooms free from excessive heat, smoke, sparks or direct rays of the sun

Ventilation shall be adequate to prevent accumulation of flammable vapors to hazardous levels in rooms where painting is carried out.

SCAFFOLDS AND LADDERS

Scaffolds:

Steel or approved fire retardant treated lumber and planking shall be used for scaffolding where required at both the exterior or interior of the building

All metal parts and components of steel scaffoldings must be kept clean, free from corrosion and in good condition

Scaffolding materials and accessories shall be inspected by a competent person before they are put into use

All scaffold vertical standards shall be supported on base plates providing a full bearing surface for load distribution

Scaffold structures shall be rigidly anchored to buildings to ensure vertical stability

Slippery surface of scaffolding planks must be immediately removed or the plank replaced

Partly dismantled scaffolds or those otherwise unsafe must have clearly visible warning signs indicating that they must not be used

Here scaffolding platforms are higher than 2 m, guard rails of 110 cm of height shall be provided

All ropes of suspended scaffolds shall preferably be wire ropes. Any ropes, chains, as metal tubes shall be securely fastened to safe anchorage points.

Suspended scaffold shall be secured to prevent horizontal lateral movements

On pavement level scaffoldings an extremely visible yellow plastic push on cup shall be fitted onto projecting tubes to guard against injury.

Ladders:

All ladders in use shall be of sound, solid construction with no missing or defective rungs

Rungs shall be firmly mortised and must not be supported by nails, screws or other similar fixing

Wooden ladders shall not be painted as the paint layer would hide any cracks or defects

Every ladder raising to more than 8 meters high shall be provided with an intermediate landing

Aluminum ladders shall have square anti slip-grooved rungs and anti slip rubber end caps.

All ladders to be firmly secured to the structure at its top to prevent slippage or falling down.

HANDLING OF POISONOUS AND HARMFUL SUBSTANCES

All handling and use of poisonous acids, caustic, etc. shall always be supervised by a qualified person

Poisonous and harmful materials shall be stored in storage areas that shall comply with the recommendation of manufactures

Empty poisonous or caustic containers shall not be used for any other material or substances

Necessary protective clothing and equipment will be provided for handling and use of harmful and poisonous materials

All heating devices or melting kettles shall be on level, firm foundations and protected against traffic, accidental tipping or similar hazards

Hot substances shall not be carried up or down ladders

Adequate ventilation shall be provided during use of poisonous and noxious substances

Stripped formwork with nails shall not be allowed to stay in the work area and will promptly be removed or nails extracted.

EXCAVATIONS

As necessary, shoring system shall be installed to protect workmen, banks, adjacent paving structures and utilities, or banks shall be sloped to the angle of repose

Excavated material shall be shored and retained at least 1 m from the edge of excavation to prevent excessive loading

Boulders, rocks or other materials shall be pulled back to ensure that they cannot slide or roll back into the excavation

Walkways or bridges provided with handrails shall be constructed where people are required to cross over excavations

Warning tapes and lights shall be used around excavation at all times.

Prior to starting excavation, underground facilities shall be located and adequate measures taken in order to prevent damages or displacement.

Excavation or hoisting equipment shall not be allowed to raise, lower or sling loads over personnel working in the excavation.

HOUSEKEEPING

Waste materials or other refuse shall not be allowed to accumulate excessively and shall be removed from the site on regular basis

Debris resulting from the construction works that are considered as not reusable shall be compiled in a designated area and regularly removed from the site to an approved disposal areas.

WATCHING AND LIGHTING

The site shall be provided with adequate fencing, lights, guards and watching for the protection of the construction works and the safety and convenience of the public and others.

Appendices Index

- A1 - Accident / Incident Report**
- A2 - Accident / Incident Report**
- A3 - Improvement Notice – Safety Violation**
- A4 - Prohibition – Safety Violation**
- A5 - Weekly Accident Report**

A-1

PROJECT NAME: PROJECT No.:		CONTRACT No: CONTRACTOR:	
ACCIDENT / INCIDENT REPORT			
PERSON INJURED: NAME:		COMP. NUMBER:	
OCCUPATION:		AGE:	
NATIONALITY:		SECTION:	
INJURY			
TIME AND PLACE OF ACCIDENT / INCIDENT:		DATE:	
		TIME:	
		AREA:	
DAMAGED MATERIAL / EQUIPMENT AND NAME OF OWNER:			
EXPLAIN FULLY HOW ACCIDENT / INCIDENT OCCURRED:			
CAUSE OF ACCIDENT / INCIDENT:			
ACTION TAKEN TO PREVENT SIMILAR ACCIDENT / INCIDENT			
DATE :	NAME :	SIGNATURE :	

A2

PROJECT NAME:	CONTRACT No:
PROJECT No.:	
ACCIDENT / INCIDENT REPORT	
REPORT No.: _____ PERIOD FROM: _____ TO: _____	
AL BAYRAK GROUP CASES: 1. Work Accidents – Major Injury _____ Cases	
Cases	Minor Injury _____
Cases	2. Normal Surgical Cases _____
Cases	3. Total Current Employees _____
	% Percentage _____
MEDICAL CASES: 1. Respiratory System _____	
Cases	
Cases	2. Gastro-Intestinal System _____
Cases	3. Psychological System _____
Cases	4. Dermatological System _____
Cases	5. Musculoskeletal _____
Cases	6. Eyes _____
Cases	7. Ears _____
Cases	8. Others _____
	Cases
Cases	TOTAL _____
REMARKS:	1. Cases Granted Sick Leave: _____
Cases	
Cases	2. Total Days Of Sick Leave: _____
Cases	
Cases	3. Family: a) Ladies _____
Cases	b) Children _____
Cases	4. Cases Submitted: _____
Cases	
Cases	5. Other Remarks: _____
DATE:	NAME: _____ SIGNATURE : _____

A3

PROJECT NAME:		CONTRACT No:
PROJECT No.:		CONTRACTOR:
IMPROVEMENT NOTICE SAFETY VIOLATION		
Serial No.:	Subject:	Issued To:
Date Issued :		Name :
Signature :		

A4

PROJECT NAME:		CONTRACT No:
PROJECT No.:		CONTRACTOR:
IMPROVEMENT NOTICE SAFETY VIOLATION		
Serial No.:	Subject:	Issued To:
Date Issued :	Name :	
Signature :		



A5

PROJECT NAME:		CONTRACT No:
PROJECT No.:		CONTRACTOR: Contracting
IMPROVEMENT NOTICE		
Serial No.:	Subject:	Issued To:
Date Issued :	Name :	
Signature :		