



مؤسسة التفاضل العربي للتجارة العامة والمقاولات  
TAF AOUL ARABIAN TRADING & CONTRACTING EST.

# HEALTH SAFETY AND ENVIRONMENT PLAN

|          |          |              |             |             |
|----------|----------|--------------|-------------|-------------|
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## **INTRODUCTION**

TAF AOUL ARABAIN TRADING AND CONTRACTING CO. (henceforth called TATC in this document) was founded in 2000, with the aim of establishing a comprehensive infrastructure with which to provide customized transportation and logistic solutions to a wide spectrum of clients. The company has grown rapidly since then, and now has a diverse fleet of heavy construction equipment, skilled labor and a consistently reliable material supply chain to meet all kinds of industrial needs.

TATC believes in the principles of Kaizen (continuous improvement) in our operations and policies. This provides our company with an edge that a lot of the more rigid competition is unable to offer. In combination with our commitment to safety on the job and timely delivery of quality solutions, this evolutionary adaptability makes us an ideal contractor for the 21<sup>st</sup> Century.

## **SCOPE**

This plan covers the requirements of the accident prevention rules and safety / environment program to be applied to all aspects of operations for TAF AOUL ARABAIN TRADING AND CONTRACTING CO. , including but not limited to site execution. The same requirements apply to all sub-contractors working with TATC.

The primary purpose of this plan is to provide a guideline for preventing any accidents which may injure employees or damage property of TATC, its clients or its subcontractors at the construction site.

The company's workforce shall abide by all safety rules and other regulations imposed at the site by the laws of the country of operation and the provisions of applicable laws, rules and regulations, including rules and procedures as applicable from the client.

## **GLOSSARY**

The following terms' meanings and application in operation is paramount to the successful implementation of this HSE Plan.

### **Accident**

An unplanned or undesired event that can result in harm to people, property or the environment.

### **Exposure**

The measurement of time during which the subject is at risk from a hazard.

### **FAT**

Factory Acceptance Testing

### **Fatality**

Death due to a work related incident or illness regardless of the time between injury or illness and death.

## **Harm**

Includes death, injury, physical or mental ill health, damage to property, loss of production, or any combination of these.

## **Hazard**

A source or a situation with a potential to cause harm, including human injury or ill health, damage to property, damage to the environment, or a combination of these.

## **Housekeeping**

Maintaining the working environment in a tidy manner.

## **HSE**

Health, Safety and Environment.

## **Incident**

An event that results in death or injury to person where the injury requires medical attention (including first aid) or to persons, property or process. It also includes any act not in compliance with statutory requirements, safe work procedures or in-house guidelines.

### **Lost Time Injury (LTI)**

Work related injury or illness that renders the injured person unable to perform any of their duties or return to work on a scheduled work shift, on any day immediately following the day of the accident.

### **Medical Treatment Case (MTC)**

Work related injury or illness requiring more than first aid treatment by a physician, dentist, surgeon or registered medical personnel.

### **Near Miss**

A Near Miss is an event which does not result in personal injury , asset loss or damage to the environment, but may have been otherwise.

### **Personal Protective Equipment (PPE)**

All equipment and clothing intended to be utilised, which affords protection against one or more risks to health and safety. This includes protection against adverse weather conditions.

### **Restricted Work Case**

Work related injury or illness that renders the injured person unable to perform all normally assigned work functions during a scheduled work shift or being assigned to another job on a temporary or permanent basis on the day following the injury.

### **Risk**

A measure of the likelihood that the harm from a particular hazard will occur, taking into account the possible severity of the harm.

### **Risk Assessment**

The process of analysing the level of risk considering those in danger, and evaluating whether hazards are adequately controlled, taking into account any measures already in place.

### **Risk Management**

The process of identifying hazards, assessing risk, taking action to eliminate or reduce risk, and monitoring and reviewing results.

## **Training**

The process of imparting specific skills and understanding to undertake defined tasks.

## **Unsafe act or condition**

Any act or condition that deviates from a generally recognised safe way or specified method of doing a job and increases the potential for an accident.

## **SWL**

Safe Working Load.

## **Work Programme**

The work being undertaken by a site on behalf of the Company.

## **Worksite**

The premises where any building operations or works of engineering construction related to the work program are being carried out.

## **HSE POLICY**

It is policy of TATC to carryout all its work in away that provides healthy and safe working practices and avoids risks of injury to anyone as a result of the activity for which the company is responsible. The overall responsibility for Health, Safety & Environment rests at the highest level, however, all individual employees have important responsibility towards HSE and must participate in carrying out policy. Appropriate training, supervision and information are provided to encourage and enable to carryout their duties safely.

Regular Inspection and monitoring of the activities is undertaken and accidents or incidents are investigated promptly so that appropriate action is taken to prevent from re-occurrence. Unsafe work practices by an individual can often lead to accidents even in safe working environment.

## **SPECIFIC POLICIES**

### ***RIGGING***

All rigging equipment shall be free from defects, in good operating condition certified by Third Party and maintained in a safe condition and shall bear the serial number of the manufacturer and the Safe Working Load capacity (SWL) marked on it.

All rigging equipment will also be accompanied by the manufacturer's certificate indicating the serial number and capacity.

A designated, competent employee of TATC prior to initial use on the job site shall inspect rigging equipment and monthly thereafter to ensure that it is safe. Records shall be kept on job site of each of these inspections by TATC and shall be made available to Client upon request. Any defective rigging equipment or materials that are observed shall be destroyed or immediately removed from the site.

TATC will ensure all spreader bars, slings, chairs etc. have an engineered design and a test certificate for the Safe Working Load capacity (SWL) clearly marked on it. TATC will keep relevant documentation on record and make it available upon request to Client.

## ***SITE TRANSPORTATION***

- Drivers of motor vehicles shall be instructed to exercise judgment as well as observe posted speed limits.
- Vehicles shall only be operated by employees having a valid driver's license and insurance recognized by the Government permitting them to drive in Kuwait.
- Pedestrians have right of way over motorized traffic.
- Use vehicle horn for Health, Safety & Environment at blind corners and when passing. Established signals or turn signals are to be used.
- Ignition key is to be left in cars at all times when within the jobsite. TATC's employees' cars may be locked within the designated TATC's perimeter parking area.
- Full caution is to be exercised in the movement of heavy equipment on client's roadways.
- Flagmen or grounds-men shall be provided by TATC ahead of and behind heavy moving loads to ensure safe movement of this equipment, HSE of other plant traffic, protection of plant power lines, pipe lines, supports and other operating equipment along the roadways. Rubber tired equipment of adequate load capacity is to be used for off site movement of crawler type equipment. All cranes are to be moved on plant roads with booms detached or fully retracted.

## **CRANES**

- All cranes and derricks shall be certified as being in safe operating condition by a third party Inspection Company prior to commencing job. Cranes will also undergo a third party inspection annually. All certifications shall be maintained by TATC and made available to client upon request.
- Crane operators must be in possession of a valid Kuwait Government's Heavy equipment license. The operator should be trained, experienced, qualified and certified by the third party for the operation of that specific make and model of crane.
- TATC will provide operator experience documentation.
- TATC shall form Rigging Group and assign a Rigging Supervisor, Crane Inspector and a Crane and Rigging Trainer to that organization. They shall have adequate training, experience and certification to perform their duties.
- The swing radius of cranes shall be barricaded.
- Standard hand signals shall be posted at an operator's station.
- Only a competent rigger shall direct rigging methods when rigging a load for lift and only one competent signalman shall give signals to direct the lift.
- TATC shall observe manufacturer's specifications.
- Equipment shall not be operated where any of the equipment or load will come within

5.0 meters of electrical distribution or transmission lines.

- Equipment shall not be lubricated while in use.
- Rated load capabilities, recommended operating speeds, special hazard warning, specific hand signal diagram and special instructions shall be visible to the operator while he is at the control station.
- TATC's employees shall not be allowed to work under the load or pass through under the suspended load of cranes. This is considered a life threatening (imminent danger) situation and therefore a serious HSE violation. Tag lines shall be used on all loads.
- Special caution should be used in concrete bucket operations.
- A competent Crane Inspector prior to each use and at monthly intervals shall inspect cranes and derricks.
- Softeners will be used around sharp edges to prevent damage to slings. Softeners will also be used to prevent damage to material and equipment lifted.
- Mobile cranes shall have a load indicator device and limiting devices to control: boom extension and retraction on hydraulic boom cranes; anti-two blocking; operating radius in accordance with lifted load; pressures in hydraulic or pneumatic circuits Load limiting devices, and acceleration and deceleration limiters, shall be installed in enclosures that can be locked or sealed to inhibit unauthorized tampering.
- A wind velocity-indicating device shall be mounted at or near the top of the crane.

Velocity readout shall be provided at the operator's in the cab, and a visible or audible alarm shall be triggered in the cab when the wind velocity exceeds 20 miles per hours.

Crane operation shall stop when the wind velocity is at or exceeds 20 miles per hour.

- Crane booms 30-meter in length or greater, should be either lowered to the ground over night or the load block should be anchored to a suitable secure object and a slight load placed on the crane block to prevent the crane boom moving when there is no crane operator on site and the crane therefore unattended.

Equipment such as Trailers, Cranes, Bulldozers, front-end loaders and scrapers etc., shall include:

1. Over head protection canopy
2. Automatically switched back-up alarm with intermittently sounding tone.
3. A horn, which is audible above engine noise.
4. Convex type rear view mirror.
5. Parking brakes.
6. Safety locks on gear changes.
7. Hearing protection for drivers on noisy equipment
8. Operator and assistant to wear hardhat and safety boots

## ***HOUSEKEEPING***

During the course of construction, all debris and scrap material shall be kept away from the work area. Work areas shall be cleaned at the end of each shift.

Containers shall be provided by TATC for the collection and separation of waste, trash, oily and used rags and other refuse. Metal (Dumpster type) containers must be used and emptied promptly.

Garbage and other waste shall be disposed of at frequent and regular intervals in a manner approved by client.

## **WELDING AND CUTTING**

- Welding or cutting torches and hoses shall not be connected to cylinders when stored in any enclosure or building.
- When work is shut down and hoses disconnected all valves at the gas and oxygen cylinders must be closed.
- Gas and oxygen cylinders shall be handled with care, properly supported in an upright position away from any source of heat or flames and securely tied-off. All cylinders not in use shall have the protective valve cap in place, shall be vertically secured, and be stored outside the work area.
- Oxygen cylinders in storage shall be separated from gas cylinders by a fire retardant partition or a minimum distance of 6 meters.
- When hoisting equipment, a basket lifts gas and oxygen cylinders, cradle or similar handling device shall be closed.
- When oxygen or gas cylinders are transported, protective valve caps shall be in place and valves shall be used.
- Special care (use of welding blankets) shall be taken during overhead cutting and welding operations to safeguard the work and prevent falling sparks from starting a fire or causing damage. Fire extinguishers will be ready and available, or the plant approved fire hoses must be attached to firewater hydrants ready for use.

- Gas and oxygen cylinders shall be used when secured on a cylinder carrier. Loose cylinders shall never be used.
- Oxygen cylinders and equipment shall be kept free from oil or grease. Gas and oxygen cylinders shall not be taken into confined spaces.
- Welding cables and oxygen gas hoses shall be inspected regularly. The hoses shall be fitted by means of tight hose clamps.
- The ground cable shall be attached as close as possible to the work piece by means of a clamp. The ground cable shall not be attached to an existing installation or apparatus.
- Welder and his helpers must use adequate eye and face protection while welding. Welding shields (curtains) must be used to protect the eyes of nearby workers from flash burn exposure.
- Oxygen and gas cylinders must be transferred to a designated location away from operating units and tank farms after working hours.
- When not in use, diesel welding machines, generators, and transformers must be turned off. When in use they must be protected by suitable covers for general protection. Refueling shall be done with machines turned off.
- When employees are working with welding and cutting equipment, adequate ventilation has to be furnished.

## **CONCLUSION**

Our Health, Safety & Environment program is planned to protect our employees, our clients, subcontractors and the general public and prevent accidents.

The co-operation of the above mentioned is most important in this regard. Report any unsafe acts/conditions that cause accidents/incidents to the management.