

HEALTH & SAFETY MANUAL



كروان للأعمال الكهربائية والميكانيكية
CARAWAN ELECTRICAL & MECHANICAL WORKS

**THIS HEALTH & SAFETY PLAN IS TO BE
ADHERED TO, HOWEVER THE COMPANY
ACKNOWLEDGES HEALTH & SAFETY POLICIES
AND WILL WORK TO THESE POLICIES AS
APPROPRIATE.**

HEALTH & SAFETY MANUAL

SECTION 1 HEALTH & SAFETY POLICY

INTRODUCTION

The purpose of the HEALTH & SAFETY Manual and Site HEALTH & SAFETY Method Statement is to provide a comprehensive guide to the Health and Safety Procedures and obligations of Personnel within the various locations under the control of CARAWAN Electrical & Mechanical Works.

These procedures and statements do not replace any existing health and Safety legislation or existing Company rules or procedures but complements and highlights the correct safe activity by act of omission both in geographical and occupational area to maintain an acceptable standard of compliance.

The section is classified to cover as many areas and HEALTH & SAFETY subjects as possible. Each section gives summary of any related legislation and references to more detailed sources, if necessary.

The sections and working procedures referred to this manual must be strictly adhered to. Any request or consideration of non-compliance due to economic or impracticability can only be considered if sanction is given by the HEALTH & SAFETY officer (CARAWAN Electrical & Mechanical Works) who will decide and control procedures. However, at all times adequate precautions and resources will ensure the health and safety of all personnel.

It is responsibility of all persons who are involved with any activity on the Company premises and site to be aware of the related sections of this manual and comply with them at all times.

DEFINITIONS

The Company – Shall mean CARAWAN Electrical & Mechanical Works, which includes the fabrication of industrial system

HEALTH & SAFETY OFFICER – Normally an Engineer / Supervisor nominated by the Company to be responsible for the implementation and verification of the HEALTH & SAFETY of the Safety Method Statement relevant to this area or site activity.

NOMINATED PERSON – A competent person over 18 years of age who has sufficient technical knowledge to avoid danger.

AUTHORIZED PERSON – A nominated person adequately trained and / or experienced.

CLIENT – Any company for whom their appointed representative is involved with CARAWAN Electrical & Mechanical Works for undertake work.

HEALTH & SAFETY WORK

GENERAL

The company recognizes and accepts the inception and will conform in all respects to all or any National or Locals acts Government State Regulation, By Laws, Codes of Practice or HEALTH & SAFETY Regulations and will enforce Safe and Healthy working conditions.

The Company's aim is to prevent foreseeable accident and dangerous occurrences that might put at risk the Health, Safety and Welfare of all personnel including the general public and others not employed by us.

HEALTH & SAFETY MANUAL

SECTION 2 ADMINISTRATION / RESPONSIBILITIES

1. INDIVIDUAL'S RESPONSIBILITIES

HEALTH & SAFETY practice is part of the way that we do and organize our work. Everyone in the Company is responsible for taking reasonable care for health, safety and welfare at work of himself and others, and for co-operating with the Company in the following its HEALTH & SAFETY requirements.

The particular responsibilities described below illustrate how the functions of different departments come together to ensure the reliable achievement of high HEALTH & SAFETY standards.

2. GENERAL MANAGER

The General Manager is responsible for ensuring that the Company recognizes all the health, safety and welfare requirements involved in the work it undertakes, and that a satisfactory system exists and is observed for ensuring that all members of the Company know and do what is required. He ensures that the Board receives and discusses reports on HEALTH & SAFETY performance.

3. PROJECT MANAGERS

The Project Manager provides the link between the company and its work sites. The exact allocation of responsibility between these persons in any branch is at the discretion of the Regional Managers whose duty is to see that the Company's HEALTH & SAFETY commitments and statutory obligations are satisfactorily discharged.

The Project Manager (Nominated) is / are responsible for:

Becoming acquainted, before work start, with:

Any health, welfare factors particular to the client or site, (e.g.)

- a.) Special hazards on the site (such as hazardous chemical processed or irradiated areas.)
- b.) Relationship with client HEALTH & SAFETY organization and any special client or site HEALTH & SAFETY regulation.
- c.) Providing a workplace that is safe. With access, egress, and scaffolding, where necessary, confirming to statutory requirements with routine procedures for maintaining a safe working environment for the duration of the contract.
- d.) Amenity facilities for employees.
- e.) Details of the specification, and hence of any HEALTH & SAFETY points arising from it, (e.g.) in connection with materials calling for precaution or protection.
- f.) Details of equipment to be used and HEALTH & SAFETY points arising in connection with such.

Ensuring throughout the contract that:

- a.) All necessary amenity facilities are provided.
- b.) All necessary HEALTH & SAFETY warnings and instructions are issued.
- c.) All necessary HEALTH & SAFETY equipments are available.
- d.) Client requirements are met and proper relationship with customer HEALTH & SAFETY organization maintained.
- e.) Records are maintained to verify HEALTH & SAFETY actions.
- f.) For ensuring that the Company's work on site, or in any separate part of it, is at all times on the hands of foreman, or a man capable of acting as foreman, or competent person, who understands the HEALTH & SAFETY requirements and is capable of securing their observation.

4. HEALTH & SAFETY OFFICERS (NOMINATED)

HEALTHY & SAFETY officers are responsible to the Project Manager or Regional / Branch Managers

- a.) For discussing any points raised by client HEALTH & SAFETY advisors or visiting enforcing / Fire officer and for advising the Project Manager or HEALTH & SAFETY Manager of any important point or points not dealt with to the satisfaction of those concerned.
- b.) For maintaining all necessary HEALTH & SAFETY Manager records and reporting to the Project Manager or HEALTH & SAFETY Manager any HEALTH & SAFETY problems not capable of settlement within the Supervisor's authority, including matters of importance raised at HEALTH & SAFETY
- c.) Reporting to the Project Manager and / or HEALTHY & SAFETY Manager on HEALTH & SAFETY problems arising from the Client causing and cheating.
- d.) To ensure that all reports required by State or by the Company are properly completed and returned and to maintain the required records.
- e.) To ensure that any improvement or prohibition noticed is promptly and correctly dealt with and that the Company HEALTH & SAFETY Manager is immediately informed.
- f.) Reporting to the Branch Manager and / or Project Manager on the HEALTH & SAFETY competence of individuals where relevant and of individuals recommended for particular HEALTH & SAFETY training.

5. HEADQUARTERS AND REGIONAL OFFICERS

In each Branch there will be a nominated HEALTH & SAFETY Officer who had special training, with responsibility for ensuring on behalf of the Regional Manager that all necessary HEALTH & SAFETY information is available to, and understood by, the officer and workshop personnel, and for giving such assistance as may be required by the Regional Manager, Project Manager or Supervisors. His general responsibilities are:

- a.) To ensure that he has available complete and up-to-date information concerning the statutory HEALTH & SAFETY requirements and the company HEALTH & SAFETY policy applying to the work locations.
- b.) To communicate this information to all requiring it and to recommend instruction or training to secure satisfactory understanding of HEALTH & SAFETY matters.

6. HOLDERS OF MANUALS

General Manager

Regional Manager

Project Manager

HEALTH & SAFETY MANUAL

SECTION 3 INSPECTION / AUDITS OF WORKS PLACES.

1. SCOPE

This Procedure describes how CARAWAN Electrical & Mechanical Works HEALTH & SAFETY Officer inspect areas of work activity in order to provide constructive evidence for discussion during tool box talks or evidence to senior management of inadequacies so that corrective action can be taken.

2. WORKPLACE INSPECTIONS

HEALTH & SAFETY method statements relevant to the workplace and the unsafe acts and conditions checklist will be used as a Term of Reference for conducting workplace inspections, additional inspections may be necessary in the event of a dangerous occurrence or near miss.

3. HEALTH & SAFETY AUDITS

When HEALTH & SAFETY audits are conducted by the HEALTH & SAFETY Manager or visiting HEALTH & SAFETY Officer a HEALTH SAFETY report will be compiled to cover the venue, topics and any actions that may be required.

SITE HEALTH & SAFETY MANUAL

DATE:

VENUE:

TOPIC:

ACTION:

ACTIVITY:

RESPONSIBILITIES:

IMPLEMENTATION:

UNSAFE ACTS &

CONDITIONS AUDITS:

TOOL BOX TALKS:

FIRST AID:

TRAINING:

HEALTH & SAFETY

MANAGEMENT VISITS:

SITE HEALTH & SAFETY METHOD STATEMENT

SECTION 4 HEALTH & SAFETY MEETING

1. PROJECT HANDOVER MEETINGS

An important part of HEALTH & SAFETY management planning is during the project handover meeting, the personnel responsible for carrying out HEALTH & SAFETY procedures will be nominated. The nominated personnel will review the HEALTH & SAFETY Method Statement against potential hazards and with the assistance of the HEALTH & SAFETY Manager review the HEALTH & SAFETY method statement applicable to the project.

2. PRE-START MEETINGS

When pre-start meetings are called by the Client, the Site HEALTH & SAFETY Officer (and the HEALTH & SAFETY Manager when required) will present the HEALTH & SAFETY Method Statement and explain how this will be implemented and / or managed in regards to the controls.

3. HEALTH & SAFETY SEMINAR

When site supervisor has been nominated, supervisors will be given a seminar during the initial project period to show leadership in HEALTH & SAFETY in these key positions and reinforce their responsibilities for HEALTH & SAFETY and the operative they supervise.

4. TOOLBOX TALK MEETINGS

Toolbox talks compromise of a 10-15 minute session to be held on regular basis. Toolbox talks are mandatory and are conducted by the Front Line Supervisor to CARAWAN Electrical & Mechanical Works and sub-contract operatives. Topics for toolbox talks are provided by the HEALTH & SAFETY officer.

Complete records of toolbox talks, including the names of the operatives attending will be maintained by the Site HEALTH & SAFETY Officer and made available to Main Contractor. This system ensures that all operatives on site do get regular HEALTH & SAFETY instructions. That part of the value of the toolbox talks is to obtain feedback from the workforce about the potential HEALTH & SAFETY hazards faced during their activities. These comments should be recorded on the toolbox talk attendance sheet and the matter investigated and auctioned before the next meeting.

5. MAIN CONTRACTOR'S HEALTH & SAFETY MEETING

When HEALTH & SAFETY meeting are called by Main Contractor the HEALTH & SAFETY Officer and / or Project Manager must be available to attend. This also applied to CARAWAN Electrical & Mechanical Works sub-contract HEALTH & SAFETY representative, when applicable.

ADVICE TO SUPERVISORS

Study your HEALTH & SAFETY Policy that lays down the organization and arrangement for the Health & safety of persons in your case.

- 1.) As a supervisor you are link between Senior Management and operative and you have a direct responsibility for ensuring that the company's HEALTH & SAFETY policy is implemented by yourself and personnel under your control.
- 2.) When giving instructions of access to his workplace:
 - a.) There is safe means of access to this workplace.
 - b.) The workplace is safe.
 - c.) There is a safe system of work.
 - d.) Any plant and equipment required to do the work is safe and suitable.
 - e.) The operatives have received adequate information, testing and / or instructions to Carry out the work.
- 3.) As protective clothing or equipment is needed by the operative, unsure that it is available, issued and used correctly.
- 4.) In nearly all accidents unsafe conditions and / or unsafe acts play a prominent part.

UNSAFE CONDITIONS INCLUDE

- Equipment improperly guarded
- Defective Equipment
- Unsafe clothing, footwear, eye protection
- Improper ventilation
- Improper storage of Liquefied Petroleum Gases (LPG)
- Defective Electrical Installation

- Improper Shoring
- Environmental Conditions

UNSAFE ACTS INCLUDE

- Operating Plant and equipment without authority
 - Operating at unsafe speed
 - Making HEALTH & SAFETY devices inoperative
 - Using unsafe equipment or equipment unsafely
 - Loading or placing unsafely
 - Being in an unsafe position
 - Working on moving or dangerous equipment
 - Horseplay
 - Not using personal protection
 - You have a responsibility to ALL personnel, including your sub-contractors, to ensure that
 - they recognize and avoid any unsafe acts and conditions.
- 5.) Dangerous occurrence, whether reported to you or not, must be immediately investigated and remedial action taken where necessary.
- 6.) Every injury, no matter how slight it may appear, should be immediately reported to you. Ensure that prompt first aid treatment is given by the person nominated to administer the first aid and that an entry is made in the Accident Book.

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TOOLBOX TALKS AGENDA

NO. 1	--	SITE RULES
NO. 2	--	HEALTH & SAFETY POLICY
NO. 3	--	HOUSEKEEPING / PERSONNEL HEALTH
NO. 4	--	PROTECTIVE EQUIPMENT
NO. 5	--	FIRE PRECAUTIONS / EMERGENCY
NO. 6	--	WORKING SAFELY WITH ELECTRICITY
NO. 7	--	PORTABLE ELECTRICAL TOOLS
NO. 8	--	HAND TOOLS
NO. 9	--	WELDING HEALTH & SAFETY
NO. 10	--	LADDERS
NO. 11	--	TOWER SCAFFOLDS
NO. 12	--	TUBULAR SCAFFOLDINGS
NO. 13	--	HOLES & EDGES
NO. 14	--	SAFE STACKING
NO. 15	--	ALCOHOL
NO. 16	--	WORK ON ROOFS
NO. 17	--	COMPRESSED GAS CYLINDERS
NO. 18	--	MECHANICAL PLANT
NO. 19	--	SLINGERS
NO. 20	--	SLINGS AND CHAINS
NO. 21	--	SHACKLES, HOOKS AND EYE BOLTS

NOTE:

THOSE CHOSEN FOR THIS PROJECT SHOULD BE LISTED IN ORDER OF PRIORITY ON ATTENDANCE SHEET.

SITE HEALTH & SAFETY METHOD STATEMENT

HEALTH & SAFETY TRAINING

1. PROJECT MANAGER

A nominated person with experience and competence to ensure throughout the contract that all those working on it possess and show recognition of the necessary HEALTH & SAFETY knowledge.

2. PROJECT ENGINEER

A nominated person with experience and competence to recognize and access any hazardous material brought onto site and fulfills any requires monitoring in regards to restrictions or permits to work.

3. HEALTH & SAFETY OFFERS

A nominated person with experience and competence to communicate with Main Contractor's HEALTH & SAFETY advisors and ensuring on behalf of the HEALTH & SAFETY Manager that all necessary HEALTH & SAFETY information and statutory notices are available. He will also be competent to carry out site HEALTH & SAFETY.

4. OPERATIVE TRAINING

Operative training will be discussed at pre-start meeting with the Main Contractor's, to ensure that high risk operations and activities are adequately covered.

SITE HEALTH & SAFETY METHOD STATEMENT

HEALTH & SAFETY MANUAL ADDENDUM

All personnel on joining the project will be required to attend the HEALTH & SAFETY INDUCTION MEETING, where they will be informed of the various aspects of the HEALTH & SAFETY manual which are pertinent to this project.

All passes, personal protective clothing and equipment will be issued at this induction meeting, where they will be informed of the various aspects of the HEALTH & SAFETY manual which are pertinent to this project.

All passes, personal protective clothing and equipment will be issued at this induction meeting.

During the course of this meeting, the following topics will be discussed and the use of written and illustrated instructions will be presented. A site plan will also be available to assist in locating various relevant positions, muster points.

- HEALTH & SAFETY Manual
- Personal Protective Equipment
- First Aid Facilities and Location
- Fire Protection and Evacuation
- Accident Prevention / Reporting
- Scaffolding / Ladders
- Permit to Work
- Working in the Desert
- Hazards on Site

SITE HEALTH & SAFETY METHOD STATEMENT

HEALTH & SAFETY TRAINING

1. HEALTH & SAFETY MANUAL

Personal will be instructed in relevant parts of the company's HEALTH & SAFETY Manual and the Chain of Communication will be explained.

2. PERSONAL PROTECTIVE EQUIPMENT

Personal will be required to dress suitably at all times of work, which will include the wearing of protective clothing as necessary:

HEALTH & SAFETY HELMET	--	(Compulsory)
HEALTH & SAFETY FOOT	--	(Compulsory)
ADEQUATE PROTECTIVE CLOTHING	--	(Compulsory)
EYE PROTECTIVE CLOTHING	--	(Where Appropriate)
EAR DEFENDERS	--	(Where Appropriate)
FACE MASKS	--	(Where Appropriate)

3. FIRST AID FACILITIES AND LOCATION

With the aid of the site plan, personnel will be instructed in location of First Aid Center.

All injuries must be reported and treated at the First Aid Center.

All accident / injury reports should be accompanied by sketches or photographs as appropriate

Minor accidents shall be reported to the immediate supervisor in charge, who will turn the report to the HEALTH & SAFETY Officer.

Serious accident or dangerous accident will be investigated by ECC and witness may be called as required.

4. FIRE PROTECTION AND EVACUATION

A no smoking policy will be enforced whilst working on the work areas, and locations of areas where smoking are permitted to be indicated on the site plan.

Instructions in fire extinguisher and hose reels operation will be discussed.

Extreme care to be observed when any welding or burning tasks are being carried out, and a fire extinguisher dry powder type, to be available when these tasks are being carried out

Evacuation Muster points to be indicated on site plan. Personnel will be made aware of that hearing the siren, everyone to report to their muster point.

5. ACCIDENT PREVENTION / REPORTING

Personnel will be informed of ways to prevent accidents, and to be more aware of the environment that they are working in.

All accident no matters how trivial must be reported and all steps be taken to minimize repetition events.

6. TOOLS

Personnel will be instructed to ensure that all tool, whether hand, or machine operated are in good repair, guarded as necessary and appropriate for the task being undertaken.

7. SCAFFOLDING / LADDERS

Personnel will be instructed that for any work being undertaken at high level scaffolding or ladders must be used.

Scaffolding must never be adapted to suit personnel preference without prior permission of scaffolding supervisor.

Ladders must be of adequate length, unbroken, secured and at a safe angle.

For additional HEALTH & SAFETY, SAFETY Belts will be available.

8. PERMIT OF WORK

On any task where there is a specified risk, (e.g.) welding, burning working on MV or HV connections, confined spaces, etc. a permit to work must be raised by the Supervisor from his Engineer.

Permit to work must be displayed in a prominent location on work place.

9. HOUSEKEEPING

"A clean site is a safe site". This is a policy which will be strictly adhered and ALL personnel will be enforced to keep his place of work a tidy, clean area.

Should there be areas of concern regarding HOUSEKEEPING work may be stopped by the Engineers until all debris and refuse materials are removed.

10. WORKING IN DESERT

Personnel will be informed of the high temperature which may occur on site and to utilize the chilled water available at various location site.

Shaded, sheltered areas to be utilized for meal and rest periods.

11. HAZARD ON SITE

Personnel will be instructed to be aware of all excavation, and any existing services, which may be buried on site, or overhead (power lines) and electricity.

Hazardous materials paints, solvents, gasses (bottled) are stored on site and to be aware.

Plant and transport can be moving faster than they think beware.

To supplement the above subjects, literature both written and illustrated will be distributed throughout the meeting and posted at various locations on site including stores, workshops, and canteen.

ATTENDANCE SHEET TO BE COMPLETED FOR
ALL TOOL BOX TALKS

S.NO	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

I have given the above Talk No. _____ Title. _____
To all of the men under my control.

Signed. _____ Supervisor. _____

Print Name. _____ Date. _____

**WHEN COMPLETED RETURN THIS FORM TO CARAWAN ELECTRICAL &
MECHANICAL WORKS FOR HEALTH & SAFETY OFFICER**

NOTE: On this space *any points that arisen which you think should be brought to the attention of Senior Management and complete the attendance list above and extra sheet.