



**Emirate of Abu Dhabi  
Municipalities & Agricultural Dept.**

**Health & Safety  
Codes of Practice  
for**

**Construction Projects**

**PART ONE**

**Pre & Post Tender  
Instructions & Requirements  
for  
Consultants & Contractors**





## **Foreword**

No matter what size a job may be – replacing windows on a Villa, building a city residential block, or constructing a hotel complex – all employers in the construction industry have a legal, personal and economic reason for reducing risks of injury to men, damage to plant or equipment and wastage of materials.

Injury and damage disrupts production, causes human suffering (often with family side effects) and frustrate those trying to complete work efficiently and economically.

The main purpose of both **Part One** and **Part Two** of ADM Health & Safety Construction Codes of Practice Manuals, is to firstly reinforce ADM's commitment to further improve their health and safety standards on all their contracts and activities, and secondly, to standardise their approach to health and safety throughout their sphere of operations.

The construction standards and codes of practices laid down in these manuals which have been developed from the best and most appropriate International health and safety standards, are not intended to replace any present, or future Ministerial Orders applicable to health and safety of persons at work, nor any specific health and safety requirements incorporated in the Contract Specification, all of which should be fully adhered to at all times.

Master copies of all forms, checklists and drawings referred to in the manuals will be issued as a separate folder with both **Part One** and **Part Two** H&S Manuals.

Both manuals will be regularly reviewed by ADM H&S Committee, and any amendments or additions made by that committee will be circulated to all concerned.

I look forward to the full co-operation of all concerned in adopting the standards and approved codes of practice laid down in these manuals, and to work together to achieve an improved safety record for this very important industry.

Signed:

**Chairman (Emirate of Abu Dhabi – Municipalities & Agricultural Department)**

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## **MAIN SAFETY RELATED DUTIES**

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## SECTION 1

# MAIN SAFETY RELATED DUTIES

### 1.1 ROLE OF THE DESIGNER

#### definition

Designers, who could be architects, consultants, contractors or suppliers can be defined as organisations who are in business to prepare drawings, design details, specifications and bills of quantities (including specification of articles or substances) in relation to any building, civil engineering or engineering construction work, whether they carry out such work themselves or employ or control others to do so.

When carrying out design work for ADM, every designer shall:

- consider, during the development of designs, the hazards and risks which may arise to those constructing and maintaining the structure.
- design to avoid risks to health and safety so far as is reasonably practicable
- ensure that the design he prepares for ADM, and which he is aware will be used for the purpose of construction work includes among the design considerations, adequate regard to the need :
  - to avoid foreseeable risks to the health and safety of any person at work carrying out construction or cleaning work in or on the structure at any time, or of any person who may be affected by the work of such a person at work,
  - to combat at source risks to the health, safety and environment of any person carrying out construction work in or on the structure at any time, and all persons who may be affected by the work of such a person at work, and
  - to give priority to measures which will protect all persons at work who may carry out construction or cleaning work at any time, and all persons who may be affected by the work of such persons at work over measures which only protect each person carrying out such work;

Additionally, the designer shall consider:

- selection of materials friendly to the environment
- the development of designs

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## 1.2 CONSULTANTS

### Pre-Tender H&S Plan

Irrespective whether they are the main designers, or managing a project on behalf of ADM designed by others, consultants shall, in conjunction (where applicable) with the original designers and with their appropriate engineering/safety staff on the agreed format, prepare a pre tender H&S plan which will enable prospective contractors to be made aware of the projects main health and safety requirements (**sample format in Pt 1 section 8**).

The pre tender H&S plan should contain enough information to allow prospective bidders to plan and price for health and safety on that particular contract. **A copy of the pre tender health & safety plan to accompany each tender.**

**Note: See exemptions to the provision of a pre tender H&S plan in Pt 1 section 8.**

### general H&S Responsibilities

- prepare and submit to ADM HSE unit with copies to relevant Directorate's Project Manager, their company H&S policy and procedural manual which outlines their company's proposal for effectively managing the health & safety aspects of their business here in the United Arab Emirates, and on all ADM construction projects.
- ensure that ADM's health & safety requirements for Contractors to,"as far as is reasonably practicable, comply with the health & safety standards and where applicable, guidelines laid down in Part One and Part Two Manuals", is specified in the up to date agreed format in all relevant contract documents.
- appoint a full/part time safety officer who has special responsibility and duties for health and safety for each, or a number of projects in accordance with **Pt 1 section 2**.
- report all accidents/injuries, dangerous occurrences in accordance with **Pt 1 section 3**.
- arrange both the pre-construction H&S meeting and site safety meetings in accordance with **Pt 1 section 5**.
- implement ADM's enforcement policy in accordance with **Part 1 section 7**.
- submit to ADM H&S unit, with a copy to relevant Directorate's Project Manager, at the beginning of each month using their own company format, a brief summary of the contractor's safety performance on each of their contracts during the previous month, and to, where applicable, include copies of any **H&S Site Instructions, Improvement/Prohibition Notices** issued to the contractor during that period.
- during the project, ensure, as far as is reasonably practicable, that the contractors fully complies with the appropriate health and safety procedures and standards laid down in **Part One** and **Part Two** of ADM H&S Manuals, and any other additional standards either included in the contract specification or agreed on site.
- set a high example of health & safety on all ADM construction projects.

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### 1.3 CONTRACTORS

#### the contractor shall

##### at the bidding stage

- submit with the tender documents, copy of their company H&S policy and procedural arrangements for effectively managing health and safety issues on all ADM construction projects.

The policy document should include, as a minimum:-

- \* a written statement of their general policy with respect to the health and safety of their employees signed by the managing director of the company
- \* details of their safety organisation and its function
- \* safety responsibilities of all concerned
- \* procedural arrangements for effectively implementing the policy including:
  - provision of safe systems of work
  - safety training
  - safety committees
  - meetings
  - accident reporting
  - emergency procedures
- ensure that moneys are allocated to effectively manage the main hazards/risks identified in the pre tender H&S plan and any other hazards/risks they themselves may have identified.
- Include a copy of their proposed **Construction H&S Plan** specific for that contract, based on the information received in the pre tender H&S plan they received with the tender, and any other main risks or hazards they themselves may have identified.

**Note: A Construction H&S plan will not be required by contractors who's contracts are exempted from requiring a pre tender H&S plan. (see Pt 1 section 8.)**

##### general H&S responsibilities

- contractors are responsible for ensuring that their sub contractor(s) comply with the H&S standards laid down in both **Part One** and **Part Two** of ADM's H&S manuals, and any other additional standards either included in the contract specification, or agreed on site.
- appoint a full/part time safety officer in accordance with **Pt 1 section 2** which gives details of qualifications and experience required, also, duties and procedure for gaining approval.

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- submit risk assessments/method statements for specific operations as directed by the ADM HSE unit and / or consultant's site engineer (**sample risk assessment format in Pt 1 section 9**),
- provide information on all accidents/dangerous occurrences and statistical information in accordance with **Pt 1 section 3**.
- conduct H&S training in accordance with **Part 1 section 4**.
- attend site safety meetings as directed by either the consultants site engineer or ADM safety unit in accordance with **Pt 1 section 5**.
- appoint a trained first aider in accordance with **Pt 1 section 6**.
- submit monthly H&S reports to consultant's site engineer.
- to, as far as is reasonably practicable, ensure that they fully comply with the minimum H&S procedures and standards laid down in **Part One** and **Part Two** of ADM's H&S codes of practice manuals.

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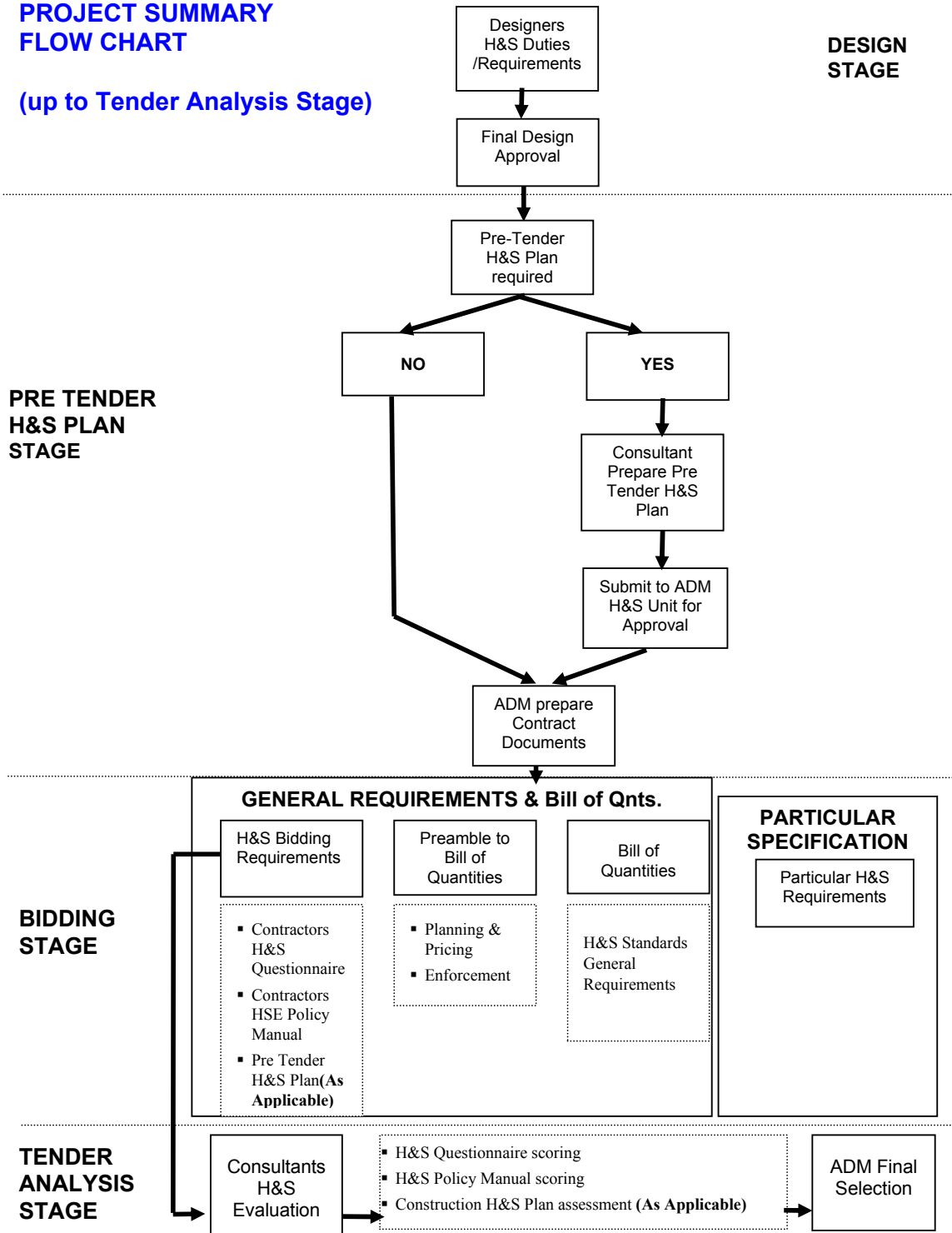
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**1.4**

**PROJECT SUMMARY**  
**FLOW CHART**

**(up to Tender Analysis Stage)**



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# **APPOINTMENT OF FULL & PART TIME SAFETY OFFICERS/ENGINEERS**

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## SECTION 2

# APPOINTMENT OF FULL & PART TIME SAFETY OFFICERS

### MAIN APPLICABLE U.A.E. LEGISLATION

Ministerial Order 32 - Article (26) Part c requires approval and certification of Safety Officer qualifications to be sought from the Ministry of Labour and Social Affairs.

### 2.1 CONSULTANT'S SAFETY OFFICERS/ENGINEERS

#### Full time/part time Safety Officers/Engineers

The nature and size of the contract will determine whether the appointed consultant will be required to appoint a full time safety officer/engineer, and this will be discussed and agreed at the pre-construction site meeting.

Where no full time safety officer/engineer is appointed, then the consultant shall nominate one of their site engineering staff to have special responsibilities for H&S on one, or a number of sites. Person nominated must be experienced in the H&S aspects of site work and be allowed sufficient time and resources to carry out his duties efficiently.

#### Minimum Qualifications

<i>Full time safety officers/engineers</i>	<i>Part time safety officers</i>
(i) engineering /science degree	(i) building/engineering diploma
(ii) 3 years full time safety related experience in the construction industry	(ii) 3 years experience in the construction industry some of which will have been safety related
(iii) valid safety training certificates indicating courses attended and subject matter	(iii) valid safety training certificates indicating courses attended and subject matter

#### Note:

Consideration will be give to applicants who may have no technical qualification but have a minimum of 5 years proven track record as a full time Safety Officer/Engineer in the Construction Industry, and is in possession of valid safety training certificates indicating courses attended and subject matter.

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**Main Duties** (applicable to both full and part time positions)

- liaise with ADM safety unit personnel
- maintain a close liaison with the contractor's safety officer
- carry out regular site safety inspections and submit reports
- issue safety instructions to the contractor when safety violations are identified
- investigate serious accidents and submit reports as applicable
- arrange/attend site safety meetings
- set a high example of health and safety at all times

**2.2 CONTRACTORS SAFETY OFFICERS/ENGINEERS**

Contractors safety officers/engineers may be full or part time and are directly responsible to the Company's Project and Construction Managers.

**Full /part time Safety Officers/engineers - Requirements to determine selection**

<b><i>Full time safety officer/engineer required</i></b>	<b><i>Part time safety officer/engineer required</i></b>
Minimum of one for each contract where the number of employees is between 50 - 150.	When number of employees on any one contract is less than 50
Number of full time safety officers/engineers required for any one contract employing in excess of 150 employees will be discussed and agreed at the pre construction meeting	
A full time safety officer/engineer may cover more than one contract, providing the number of employees on any one contract is fifty or less.	



### Minimum Qualifications

<i>Full time safety officer/engineer</i>		<i>Part time safety officer/engineer</i>	
(i)	engineering/ science degree or diploma	(i)	secondary/high school education
(ii)	full member of an internationally recognised safety organisation	(ii)	minimum 3 years part or full time H&S duties on similar projects
(iii)	minimum 3 years full time safety related experience in the construction Industry	(iii)	in possession of valid safety certificates indicating courses attended and subject matter
(iv)	in possession of valid safety certificates indicating courses attended and subject matter		

#### Note:

**Consideration will be give to applicants who may have no technical qualification but have a minimum of 5 years proven track record as a full time Safety Officer/Engineer in the Construction Industry, and is in possession of valid safety training certificates indicating courses attended and subject matter.**

#### Main Duties (applicable to both full and part time positions)

- check that all agreed safety standards and applicable regulations are observed
- check proper maintenance, calibration and operation of all safety equipment including personal protective equipment
- check site security, fire, first aid and welfare facilities, and ensure that procedures appropriate to the contract are developed and properly maintained
- organise and participate in site safety training programmes
- submit monthly safety and accident reports
- attend safety meetings
- carry our regular site safety inspections
- investigate all accidents and dangerous occurrences and submit appropriate reports
- set a high personal example of health and safety at all times.



### **2.3 JOB APPROVAL PROCEDURE FOR CONSULTANTS & CONTRACTORS FULL & PART TIME SAFETY OFFICERS**

1. In accordance with Ministerial Order 32 - Article (26) Part c, obtain approval and certification of their nominated full time Safety Officer qualifications from the Ministry of Labour and Social Affairs.
2. Submit to the ADM H&S unit the proposed candidate's C.V. which should include details and certificated proof of education, qualifications and training received, together with the Ministry of Labour and Social Affairs approval notification, or certification approval by any other recognised safety organisation/consultants. He may thereafter be called by ADM H&S Unit to attend an interview.
3. If candidate meets the required standards he will be approved subject to a three month probationary period after which, subject to a satisfactory assessment, he will be classed as permanent.

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# **ACCIDENT/INJURY & DANGEROUS OCCURRENCE REPORTING PROCEDURE & ACCIDENT INVESTIGATION**

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## SECTION 3

# ACCIDENT/INJURY & DANGEROUS OCCURRENCE REPORTING PROCEDURE

### INTRODUCTION

An accident is defined as an unplanned and unexpected occurrence, which upsets a planned sequence of work resulting in loss of production, injury to personnel and/or damage to plant and equipment.

Ideally, the causes of all accidents should be established regardless of whether injury or damage results. Where necessary, a full investigation should be carried out and a record of their classification should be maintained. This will enable appropriate preventative action to be taken should a pattern of causation emerge.

The main purpose of this procedure is to firstly ensure that all accidents, injuries and incidents are properly reported and investigated in order that the main cause(s) can be determined with a view to preventing a recurrence, and secondly, to enable the gathering of statistical information so that any particular trend can be identified and corrective action taken.

### MAIN APPLICABLE U.A.E. LEGISLATION

Ministerial Order No.(32) Year 1982 - Article (24)

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### 3.1 ACCIDENT DEFINITION

Accidents are divided into 3 categories and are defined as follows:-

#### Major Injury

*an injury arising out of, or in connection with work which results, in any of the following :-*

##### Amputation/Fracture

Fracture of the skull, spine, pelvis or any bone in the wrist, arm, leg or ankle

Amputation of a hand, arm, foot, finger, thumb or toe

##### Injuries requiring immediate Medical Treatment from

Loss of consciousness due to lack of oxygen

Absorption of any substance by inhalation, ingestion, or through the skin

Loss of consciousness from any electrical shock

##### Others

Any other injury which results in the person injured being admitted to hospital for more than 24hrs. and undergo treatment

Loss of sight of an eye or a penetrating injury, chemical or hot burn

Death of any person

##### Lost Time (Reportable) Injury

injury arising out of, or in connection with work, which involves a person being absent from work for more than 3 days. (excluding day of accident).

#### Minor Injury

Injury arising out of or in connection with work, which does not fit into any of the above categories.

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### **3.2 PERSONAL INJURY/ACCIDENT REPORTING PROCEDURE**

Consultants, Contractors and sub contractors are responsible for ensuring that all accidents occurring to their employees are reported as follows:-

**1. In the case of Death of any Person, immediately Inform Police (999)**

**2. In the case a Major Injury to, within 24 hrs inform (either by fax or phone) Department Safety unit and Ministry of Labour and Social Affairs.**

**3. In the case of both major and lost time accidents to within 7 days, forward full report of the accident to Department Safety Unit with a copy to Abu Dhabi Ministry of Labour & Social Affairs.**

**4. All minor accident to be included in the Consultants monthly record of accidents reports to Department Safety Unit**

**Note:** to, where applicable, include any witnesses statements, photographs, drawings etc.

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### **3.3 REPORTING OF DANGEROUS OCCURRENCES**

#### **Dangerous Occurrences definition**

- the collapse of, the overturning of, or the failure of any load bearing part of any lift, hoist, crane, excavator, derrick or mobile powered access platform, but not any winch, pulley block, gin wheel, transporter or runway,
- any pile driving frame having an overall height when operating of more than 7 metres.
- explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure.
- electrical short-circuits or overload attended by fire or explosion which resulted in stoppage of the plant involved for more than 24 hours.
- a collapse, or part collapse of any scaffold which is more than 5 metres high which results in a substantial part of the scaffolding falling or overturning
- an unintended collapse or partial collapse of any excavation, building or structure under construction, reconstruction, alteration or demolition, or of any falsework involving a fall of more than 5 tons of material.

#### **Dangerous Occurrences Reporting Procedure**

- contractors/sub contractors shall, as soon as practicable after the incident, submit report, on the company's reporting format, to consultant, giving full details of the incident, and to include, where applicable, witnesses statements, photographs, drawings etc. (see sample Dangerous Occurrence /Near Miss Report - ADM/H&S/FM/3/5).
- consultant shall, on receipt of incident report, forward copy to ADM safety unit and to include any appropriate comments on the incident.

### **3.4 FORWARDING OF MONTHLY ACCIDENTS/ INCIDENTS & DANGEROUS OCCURRENCES STATISTICAL INFORMATION**

- contractors/sub contractors shall, at the end of each calendar month, fully complete forms ADM/H&S/FM/3.1 and - ADM/H&S/FM/3.2 and submit to consultants site representative.
- consultants shall, on receipt of completed forms from the contractor/sub contractor, and having verified their accuracy, forward copy to ADM safety unit.

**Note:** *Master copies of the above forms are available in a separate folder which will be supplied with the Part One Manual.*

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### 3.5 ACCIDENT INVESTIGATION

#### Definition

An accident is an unplanned and unexpected occurrence, which upsets a planned sequence of work, resulting in loss of production, injury to personnel and/or damage to plant and equipment. Some accidents resulting in personal injury and all “dangerous occurrences” have to be reported to the Ministry of Labour (*see Pt 1 section 3.2*).

Ideally, the causes of all accidents should be established, regardless of whether injury or damage results. Where necessary, a full investigation should be carried out. A record of their classification, by cause, should be maintained, this will enable appropriate preventive action to be taken should a pattern of causation emerge.

#### Objectives

Some objectives for investigating accidents, etc. are:-

- to determine the cause(s) with a view to preventing a recurrence.
- to gather information for use in any criminal or civil proceedings.
- to confirm or refute a claim for compensation benefit.
- to prepare notifications to be made to the Ministry of Labour.

Too often, those investigating accidents are obsessed with the need to blame someone. This should never be the aim as it obscures the main objective, which is to find and deal with the fundamental cause of the occurrence. This is not to suggest that a joint investigation may not, on occasion, find there has been a blatant failure to comply with a properly given and understood instruction, which may require management to take disciplinary action. This, however, will be found to be the exception rather than the rule and, even in such circumstances, perhaps the personnel selection procedures should be reviewed.

#### The investigation

It is vital that all accidents are investigated as quickly as possible. The longer the delay, the less likely it is that the true facts will be ascertained.

Witnesses should always be put at ease before being questioned. Where the investigation is being jointly carried out, the person can be assured that the objective is to ascertain the cause in order to prevent others being injured, or placed at risk, and not to find a “scapegoat”. It might be better for witnesses to be informally interviewed at their normal workplace, rather than bring them into the formal atmosphere of the committee room or manager’s office.

Where the questioning of witnesses takes place in a formal atmosphere a very conscious effort must be made to put them at ease and encourage them to talk freely about the situation. Witnesses should not be requested to sign statements where the objective is solely

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“to prevent a recurrence”, although signed statements may well be needed where the investigation has objectives involving the possibility of civil or criminal court proceedings. It is important that the scene of the accident should not be disturbed, except to the extent necessary to effect rescue or to stabilize and render the area safe until a full investigation has been undertaken. The fullest photographic record of the incident should be made as early as possible, particularly where the situation has to be altered in order to make it safe.

Where the accident or dangerous occurrence is to be immediately reported to the Ministry of Labour, the Inspector concerned may require the circumstances to be left until the examination of the equipment, plant, temporary structure etc. has been made.

A thorough investigation into an accident should provide management with answers to the following seven questions:

- **WHAT** caused the accident?
- **WHO** was involved?
- **WHEN** did it occur?
- **WHERE** did it occur?
- **WHY** did it occur?
- **HOW** could it have been prevented?
- **HOW** can a recurrence be prevented?

If all seven questions cannot be answered, then it may be necessary to re-examine certain witnesses with a view to obtaining further information.

During an investigation, consideration should be given in establishing whether :-

- any specified system of work had been established, and if so, whether it was safe and adhered to
- the work was undertaken in accordance with good established practice
- adequate instructions and training were given to the operative responsible for doing the work which resulted in the accident and whether these were followed
- plant and equipment used was:-
  - ❖ suitable for the work being carried out
  - ❖ in good condition and fitted with any necessary guards
  - ❖ had, provided by the supplier, designer etc., adequate information to enable it to be used safely
  - ❖ being adequately supervised and correctly used in its operation

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- any tests were necessary, e.g. atmosphere tests and, if so, whether suitable equipment was to hand, in good working order and was it used properly?
- personal protective equipment was required. If so, was it used, was it readily to hand, suitable for use and was the person properly instructed and/or trained in its use?
- environmental conditions, such as general tidiness of work area, atmosphere, weather, etc. existing at the time of the accident, etc., may have contributed to it.

This list of factors, which should be considered when investigating accidents is not intended to be exhaustive. It is a guide to the sort of areas that must be considered if superficial considerations are not to cloud judgement of the real causes and result in a failure to institute effective remedial action.

### **subsequent action**

Underlying causes of an accident or dangerous occurrence may well show a need for:-

- formal procedures to be drawn up for certain work operations
- training programmes to be introduced or amended
- guidelines to be prepared for operations which perhaps do not justify the preparation of formal procedures or training
- more clearly defining responsibility and accountability
- the introduction of new methods, plant, machinery or equipment
- improving or extending preventative maintenance
- introducing additional check procedures for the special monitoring of certain operations
- independent checks to be made of design calculations
- banning certain work operations in particular weather conditions
- improved communications/co-ordination between the different disciplines.

The cause of an accident should never be classified as “carelessness” as the only remedy to a careless act is to be more careful in the future. If carelessness was involved then it is essential to be specific and define the careless act (e.g. used damaged ladder; did not use eye protection provided, etc.)

It does not necessarily follow that, if an investigation produces evidence of a need to improve, extend or introduce something new in any of the above areas of activity, someone is at fault. New experience, improved techniques, new technology, etc. may have been identified which might otherwise have been undiscovered or thought inapplicable.

**Health and Safety is not a “once and for all” exercise but an ongoing and developing activity.**

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# Municipalities & Agricultural Department

## H&S Construction Codes of Practice

### PART ONE

#### Definition of Terms used in Part One

<b>H&amp;S</b>	Health and Safety
<b>ADM</b>	Municipalities & Agricultural Dept. Abu Dhabi Municipality
<b>Project</b>	The scope of the construction works from initiation stage to close out
<b>Contract documents</b>	General, Particular & Bill of Qnt. project specification documents
<b>H&amp;S Committee</b>	Abu Dhabi Municipality Main Health & Safety Committee
<b>Pre Tender H&amp;S Plan</b>	Format used by the Consultant to identify the main H&S risks during the design stage of a contract
<b>Construction H&amp;S Plan</b>	Contractors H&S arrangements specific to the project
<b>Project Manager</b>	Manager responsible for the Project
<b>ADM HSE Unit</b>	Unit within the Abu Dhabi Municipality containing structured H&S Division safety personnel
<b>ADM Engineers/Inspectors</b>	Engineers/Inspectors who are responsible, on behalf of Abu Dhabi Municipality for Site activities
<b>Safety Officer</b>	An officer with designated Health & Safety responsibilities
<b>Construction Contracts</b>	Projects within ADM's sphere of operations appertaining to Parts One and Part Two of their Construction H&S Manuals
<b>Designer</b>	Office/Company appointed by the client/owner to design specific projects
<b>Consultant</b>	Office/Company appointed by the Owner/Client for all Design & Management aspects of Project
<b>Contractor</b>	Main Contractor appointed by the Owner/Client for the Construction of the Project
<b>Sub Contractor</b>	Company appointed by the Contractor, Owner or Client to carry out designated aspects of the Project
<b>Pt 1</b>	Part One of ADM H&S Construction Codes of Practice
<b>Pt 2</b>	Part Two of the ADM H&S Construction Codes of Practice

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## **APPENDIX "A"**

### **MONTHLY RECORD OF ACCIDENTS**

**ADM/H&S/FM/1.3/1**

### **MONTHLY RECORD OF ACCIDENTS/INJURIES & DANGEROUS OCCURRENCES**

**ADM/H&S/FM/1.3/2**

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# MONTHLY RECORD OF ACCIDENTS

Contractor:	Consultant :	
Project:	Project No:	For the month of:

ACCIDENT TYPE	CLASSIFICATION			BODY LOCATION										
	MAJOR	REPOR	MINOR	HEAD	FACE	EYES	CHEST	ARMS	HANDS	FINGER	BACK	LEGS	FEET	
FALLS ON THE LEVEL														
FALLS FROM OTHER LEVELS														
FALLING OBJECTS/MATERIALS														
STEPPING/STRIKING AGAINST														
HANDLING OBJECTS/MATERIALS														
PLANT -- VEHICLES														
CRANES														
HOISTS														
SCAFFOLD														
HAND TOOLS														
ELECTRICITY														
WELDING														
EXPLOSION														
GASSES/VAPOURS														
DUST														
OTHERS														
<b>TOTAL</b>														

Signature	Position	Date
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## MONTHLY RECORD OF ACCIDENTS/INJURIES & DANGEROUS OCCURANCES

Contractor:

Consultant:

Project:

Project No:

For the month of:

*The following information to be forwarded to ADM Safety Unit at the end of each calendar month*

<b>ACCIDENTS/INJURIES &amp; DANGEROUS OCCURRENCES</b>	<b>TOTAL</b>
TOTAL NUMBER OF *MAJOR* ACCIDENTS REPORTED	
TOTAL NUMBER OF *REPORTABLE* ACCIDENTS REPORTED	
TOTAL NUMBER OF *MINOR* ACCIDENTS REPORTED	
TOTAL NUMBER OF *DANGEROUS OCCURRENCES/NEAR MISSES* REPORTED	

AVERAGE NUMBER OF EMPLOYEES EMPLOYED THIS MONTH	
TOTAL NUMBER OF MAN HOURS WORKED THIS MONTH	
TOTAL NUMBER OF MAN HOURS WORKED TO DATE (CUMULATIVE)	

INCIDENT RATE	
FREQUENCY RATE	

Name	Signature
Position	Date

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## **APPENDIX "B"**

### **PERSONNEL ACCIDENT REPORT**

**ADM/H&S/FM/1.3/3**

### **ACCIDENT WITNESS INVESTIGATION**

**ADM/H&S/FM/1.3/4**

### **SITE ACCIDENT RECORD FOR MINOR ACCIDENTS**

**ADM/H&S/FM/1.3/5**

### **DANGEROUS OCCURRENCE/NEAR MISS REPORT**

**ADM/H&S/FM/1.3/6**



**PERSONNEL ACCIDENT REPORT FORM  
for Reportable and Major Injuries**

Form No. \_\_\_\_\_

<b>Name &amp;Address of Contractor:</b>			<b>Contract No.</b>
<b>Name &amp; Address of Injured Person:</b>	<b>Age:</b>	<b>Occupation:</b>	<b>Date &amp; Time of Accident:</b>
<b>Workplace Address where Accident Occurred:</b>		<b>Exact Location in the Workplace:</b>	<b>Nature &amp; Sight of Injury:</b> (state left or right as applicable).
<b>What Personal Protective Equipment was the injured person wearing at time of accident?</b> (Tick as applicable). Overalls <input type="checkbox"/> Safety Helmet <input type="checkbox"/> Eye Protection <input type="checkbox"/> Safety Footwear <input type="checkbox"/> Gloves <input type="checkbox"/> Others (please specify) _____	<b>What action was taken for the Injured Person at the time?</b> (Tick as applicable). Given first aid on Site <input type="checkbox"/> Sent to Hospital <input type="checkbox"/> Sent home <input type="checkbox"/> Resumed work <input type="checkbox"/> Transferred to other duties <input type="checkbox"/>	<b>Classification of Accident:</b> (Tick as applicable). Minor <input type="checkbox"/> Reportable <input type="checkbox"/> Major <input type="checkbox"/> Fatal <input type="checkbox"/>	
	<b>Was the Injured Person:</b> Working from Scaffold <input type="checkbox"/> From a ladder <input type="checkbox"/> If so, at what height from ground level ..... metres		
<b>Brief Description of Accident:</b> (Include details of materials or substances involved if applicable).			
<b>Were Machinery/Plant, Vehicles etc. Involved?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, state Nature, Name, &Type of Machine/ Part Inflicting Injury and if it was in Motion at the time.			
<b>Environmental Conditions:</b> <b>Climate:</b> Wet <input type="checkbox"/> Dry <input type="checkbox"/> Windy <input type="checkbox"/> Hot <input type="checkbox"/> Cold <input type="checkbox"/> <b>Lighting:</b> good <input type="checkbox"/> Poor <input type="checkbox"/> Natural <input type="checkbox"/> Artificial <input type="checkbox"/> <b>Floor Surface:</b> Even <input type="checkbox"/> Uneven <input type="checkbox"/> <b>Floor Contaminated by:</b> Water <input type="checkbox"/> Oil <input type="checkbox"/> Dust <input type="checkbox"/> Paint <input type="checkbox"/> Others(please specify) _____ <b>Access Limited</b> <input type="checkbox"/> <b>Egress limited</b> <input type="checkbox"/>			
<b>Witnesses:</b> 1. Name and Address	2. Name and Address	3. Name and Address	
<b>Action Proposed/Taken to Prevent a Recurrence:</b>   <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;">           Date form sent to Ministry of Labour: _____         </div>			
<b>Person Completing Report:</b>  Name: ..... Position: ..... Signature: ..... Date: .....			

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ADM/H&S/FM/1.3/3	01	February 2005	PERSONNEL ACCIDENT REPORT FORM	1 of 2

## ACCIDENT DEFINITION:

### Major Injury:

An injury arising out of, or in connection with work which results in any of the following:-

- Fracture of the skull, spine, pelvis or any bone in the wrist, arm, leg or ankle.
- Amputation of a hand, arm, foot, finger, thumb or toe.
- Loss of consciousness due to lack of oxygen.
- Absorption of any substance by inhalation, ingestion, or through the skin.
- Loss of consciousness from an Electric shock.
- Loss of sight of an eye or a penetrating injury, chemical or hot burn.
- Death of any person.
- Any other injury that results in the person injured being admitted to Hospital for more than 24hrs. and undergo treatment.

### Lost Time (Reportable) Injury:

Injury arising out of, or in connection with work which involves a person being absent from work for more than 3 days. (excluding day of accident/injury)

### Minor Injury:

Injury arising out of, or in connection with work which does not fit into any of the above categories.

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# Accident Witness Investigation

## 1.0 Witnesses

**A Name:**

**Occupation:**

**Employed By:**

**B Name:**

**Occupation:**

**Employed By:**

**C Name:**

**Occupation:**

**Employed By:**

## 2.0 Brief Details of How the Accident Occurred

**Account given from above eye witnesses statements:**

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## SITE ACCIDENT RECORD FOR MINOR ACCIDENTS

Contractors Name:				Contract No:			
Name of Injured Person	Age	Occupation	Nature of Injury	Cause of Injury	Action Proposed/ taken to prevent a Recurrence	Date/Time of Injury	Signature of Person Making the Entry
A.N.Other	26	Labourer	Dust in left eye	Grinding Concrete (not wearing eye protection).	Issued with, and instructed to wear eye protection at all times when grinding	00/00/00	

Document No.	Rev	Date	Title	Form
ADM/H&S/FM/1.3/5	01	February 2005	SITE ACCIDENT RECORD FOR MINOR ACCIDENTS	1 of 1



## DANGEROUS OCCURRENCE/NEAR MISS REPORT

NAME OF COMPANY	DATE AND TIME OF INCIDENT	NATURE OF INCIDENT
	PLACE OF INCIDENT	
WEATHER CONDITIONS AT TIME	TIME REPORT RECEIVED	PERSON REPORTED TO
	BY WHOM	
<b><i>If personal injury involved - complete Accident Report Form and attach.</i></b>		
FULL DETAILS AND DESCRIPTION OF THE INCIDENT (attach photographs, sketches, witnesses statements as appropriate)		
ACTION TAKEN AFTER THE INCIDENT		
IF WORK WAS DELAYED DUE TO INCIDENT - STATE DURATION OF DELAY		
NAMES OF ANY WITNESSES	PERSON COMPLETING REPORT FORM	PROJECT MANAGER
1.	Name:	Name:
2.	Position:	Signature:
	Signature:	

Document No.	Rev	Date	Title	Form
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## **DANGEROUS OCCURRENCES DEFINITION**

- the collapse of, the overturning of, or the failure of any load bearing part of any lift, hoist, crane, excavator, derrick or mobile powered access platform, but not any winch, pulley block, gin wheel, transporter or runway,
- any pile driving frame having an overall height when operating of more than 7 metres.
- explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure.
- electrical short-circuits or overload attended by fire or explosion which resulted in stoppage of the plant involved for more than 24 hours.
- a collapse, or part collapse of any scaffold which is more than 5 metres high which results in a substantial part of the scaffolding falling or overturning
- an unintended collapse or partial collapse of any excavation, building or structure under construction, reconstruction, alteration or demolition, or of any formwork involving a fall of more than 5 tons of material.

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**Municipalities & Agricultural Department**  
**H&S Construction Codes of Practice**  
**PART ONE**

<b>ADM Main H&amp;S Committee Contact Details</b>		<b>Telephone No.</b>	<b>Fax No.</b>
Chairman of ADM H&S Committee	Eng. Ibrahim Hussain Baquer	02-6771821	02-6724417
Building Directorate Health and Safety Unit	Eng. Raafat Radi Elias	02-6955173	02-6724417
Building Directorate Health and Safety Unit	Eng. Mohammed Saleh Al Naqeeb	02-6955787	02-6724417
Buildings Directorate Quality Assurance	Eng. Marie Mahmoud Al Ghadi	050-6153144	02-6724417
Roads Directorate	Eng. Issa Mubarak Al Mazrouie	02-6772227	02-6794518
Roads Directorate	Dr. Rasin Kadri Mufti	02-6764002	02-6956367
Sewerage Directorate	Eng. Nader Asaad Bin Taher	02-6711244	02-6790218
Town Planning	Eng. Fadel ali Al Briki	02-6978283	02-6786716
Agriculture Section	Eng. Helmy Abbas Abu Atia	02-6956716	02-6793699
Forestry Section	Eng. Abdul Hakeem Eida El Jaber	02-5839159	02-5839030
Agriculture Guidance Marketing and Livestock	Eng. Ahmed Mohd. Al mutwaly Salim	02-6955451	02-6788724
Public Health and Environment	El Wathiq Tibara Idris	02-6980349	02-6785961
Municipality Garage	Mohamed Saeed Muhair El Qubaisi	02-4446500	02-4444038
Municipality Garage	Hakeem Abdulla Nasser Shayaa	02-4446500	02-4444037
Stores Directorate	Abdul Latif Ali Ibrahim Al Mansoori	02-4446619	02-4444746
General Transport Directorate	Tariq Mohammed Abdul Rahman Al Shahie	02-4071614	02-4431800
Financial Affairs Directorate	Mohammed Osman Abasher	02-6955518	
Traffic Signals (Roads Directorate)	Eng. Majid Eid Ali Eidat Al Katheiry	02-6727324	02-6779173
Abu Dhabi Compost Factory	Abdel Fatah Mohammed Abu El Nass	02-5554450	02-5555605
Industrial Security Directorate	Elmor Mohammd El Neyadi	02-6956001	02-6790684
I.T. Section	Zayed Ahmed El Hamely	02-6955910	02-6775877
Statistics Section	Eisa Ali Al Hosani	02-6955055	02-6774919
Public Relations Section	Fahad Salmeen Al Madhi	02-6955036	02-6780064

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**Municipalities & Agricultural Department**  
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**PART ONE**

<b>Emergency Contact Details</b>	<b>Telephone No.</b>
<b>FIRE/CIVIL DEFENCE</b>	<b>997</b>
<b>AMBULANCE SERVICE</b>	<b>998</b>
<b>POLICE</b>	<b>999</b>
<b>ABU DHABI MUNICIPALITY</b>	<b>993</b>
<b>ELECTRICITY</b>	<b>4464677</b>
<b>WATER</b>	<b>991</b>
<b>ETISALAT</b>	<b>8005500</b>
<b>ADNOC</b>	<b>6023177</b>
<b>COAST GUARD</b>	<b>6731900</b>
<b>ADM EMERGENCY No.</b>	<b>993</b>

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# **SAFETY TRAINING**

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## **SECTION 4**

# **SAFETY TRAINING**

### **INTRODUCTION**

The construction industry is labour intensive and, as such, should regard its labour and trades staff as one of its major resources. It is therefore important that, in improving the quality of the industry, the skills and knowledge of its personnel are also improved.

As part of that improvement programme, the department firmly believe that providing the skills and knowledge to facilitate the avoidance of accidents and occupational ill health through properly organised and structured safety courses, is of paramount importance, and as such, require consultants, contractors and sub contractors to carry out, and record, the following minimum safety training requirements:

### **MAIN APPLICABLE U.A.E. LEGISLATION**

Ministerial Order No. (32) Year 1982 - Article (3)

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## 4.1 SAFETY TRAINING REQUIRED

### Senior Managers

Includes directors, principals and others who may be responsible for defining and influencing the management of health and safety at a senior level. In broad terms, those who have overall responsibility for matters of health and safety who will be required to establish and support the H&S policy and allocate resources for the policies objectives to be met.

*training syllabus should include, but not be limited to the following:-*

- management of health and safety.
- legal obligations.
- ADM's site safety procedures and standards
- health and safety resources.
- accidents and accident prevention

### Site Management

Includes senior consultant site engineers, consultant site engineers, contract managers, project managers, contractor's site engineers, safety officers and general foremen.

*training syllabus should include, but not limited to the following:-*

- company health and safety policy and procedural arrangements.
- individual health and safety responsibilities.
- legal obligations.
- ADM's site safety procedures and standards
- site safety management.
- health and safety planning.
- accidents and accident prevention.
- common health and safety issues e.g. manual handling, welfare facilities, personal protective equipment (PPE) etc.
- specific training requirements e.g. scaffolding, excavations, cranes, confined space etc.

### First Line Supervision

Includes supervisors, trades foremen, chargehands and gangers.

*training syllabus should include, but not be limited to the following :-*

- company health and safety policy and procedural arrangements.

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- individual safety responsibilities.
- ADM's site safety procedures and standards.
- health and safety management
- accidents and accident prevention.
- standards of health and safety provisions.

### **Site Operatives:-**

#### ***induction training***

On recruitment, all site operatives should receive a H&S induction course which will alert them to: -

- their company health and safety policy and procedural arrangements.
- their individual health and safety responsibilities.
- procedures for the reporting of accidents and dangerous occurrences.
- outline the management systems which are in place to identify and eliminate or minimise identified risks.
- advise them of the role they have to play to ensure that standards of health and safety provisions are maintained.
- name and responsibilities of the company's safety officer.
- availability, use and care of personal protective equipment.
- risks that are related to the task they perform.
- location of welfare facilities.
- first aid, trained first aider and location of first aid boxes.
- fire arrangements, evacuation procedure etc. in the labour camp.

#### ***on site training: (tool box talks)***

The techniques for training operatives will often be quite different from those used to train first line managers. Operatives training is normally site based, but that should not give rise to any compromise in the careful setting of training objectives and delivery of the training by competent instructors working in a suitable training environment. An additional means of providing instruction and training to operatives is in the form of "tool box talks".

These are brief instruction/training sessions lasting approximately 20 to 30 minutes duration dealing with specific subjects, and ideally delivered by the safety officer with a member of site management in attendance.

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***specialist training***

These will be courses designed to meet the needs of specific operatives involved in specialised trades and will include, but not limited to the following:-

- safe entry into confined spaces.
- crane operation
- slingers/banksmen
- scaffolding/falsework
- abrasive wheels
- woodworking machinery
- excavation support equipment
- first aid
- diving
- security
- evacuation/emergency plan

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# **SITE SAFETY MEETINGS**

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## SECTION 5

# SITE SAFETY MEETINGS

### INTRODUCTION

ADM firmly believes that properly organised, attended and minuted Site Safety Meetings are an essential tool in the effective management of Health and Safety on all their construction contracts, and have developed the following procedure in their efforts to achieve this, compliance with which is mandatory.

#### 5.1 PRE CONSTRUCTION SITE SPECIFIC H&S MEETING

***to be organised by:***

The consultant senior site engineer and/or contractors project manager for the contract, in conjunction with ADM safety unit and appropriate engineers and technical inspectors.

***to attend:***

In addition to those normally invited to contract meetings, the following are also required to attend:

- nominated member from ADM safety unit.
- consultants full/part time safety officer for the contract.
- contractors full/part time safety officers

***agenda items appertaining to health and safety:***

Health and Safety items will include, but not be limited to the following:

- provide a copy of the required notice of intention to commence work in accordance with labour department (Article 21)
- contractors health and safety policy, with details of their safety organisation and arrangements/procedures
- arrangements/procedures for dealing with sub contractors.
- copy of their Construction H&S plan indicating their methods/proposals for either eliminating or controlling the main hazards/risks identified in the pre tender H&S plan.

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- details of their appointed full time/part time safety officer's qualifications, experience etc. together with his prime duties and responsibilities.
- their arrangements and procedures for the provision of trained first aiders, first aid boxes and portable fire fighting equipment.
- their procedure for the reporting of accidents/injuries and dangerous occurrences.
- their arrangements for pre construction and ongoing training to ensure H&S information specific to the contract is given to 1. Supervisors, 2. Specialist Skilled Workers and 3. Labourers as laid down in **Pt 1 section 4** of the manual.
- ensure that the contractor has received a copy of **Part One** and **Part Two** of the ADM's H&S codes of practice manuals, and that they are made fully aware of their responsibilities as laid down in **Part One**, and minimum H&S safety standards they are required to work to in **Part Two**.
- bring to the notice of the contractor the departments enforcement policy and financial penalties as laid down in **Pt 1 section 7** of the manual.

## **5.2 SITE PROGRESS MEETINGS**

### ***to be organised by:***

Consultants senior site engineer and contractors project manager for the contract, in conjunction with ADM's appropriate engineers and technical inspectors.

### ***to attend:***

In addition to those normally invited to these meetings, the following are also required to attend, for the safety agenda only:

- representative from the ADM's safety unit.
- consultants full/part time safety officer.
- contractors full/part time safety officer for the contract.

### ***agenda items appertaining to health and safety:***

Health and Safety will be the first item on the meetings agenda and will include, but not be limited to the following:-

- matters arising and actions outstanding from the previous meeting.
- on the agreed format, to receive from the contractor details of any accidents/injuries or dangerous occurrences reported.
- review any H&S correspondence and/or H&S Site Instructions and/or enforcement notices issued.

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- details, together with records of any safety training carried out since the last meeting.
- any other matters relating to health and safety.

### **5.3 QUARTERLY SITE SPECIFIC H&S MEETINGS**

These quarterly safety meetings will apply **(with the exception of those contracts exempted under Pt 1 section 8 )** to all ADM's construction contracts, procedure for which will be as follows:-

***to be organised by:***

Contractors senior site engineer and consultants project manager for the contract.

***to attend:***

- representative from ADM's safety unit
- departments engineer/technical inspector for the contract
- consultants senior site representative.
- contractor's site project and construction managers
- contractors designated full/part time safety officer
- consultants designated full/part time safety officer.

***agenda items appertaining to health and safety:***

Will include but not be limited to the following:-

- appointment of chairman and secretary (initial meeting).
- matters arising and actions outstanding from previous meeting.
- review, discuss and take appropriate action regarding the following:-
  - \* contractor's general safety performance since last meeting.
  - \* accidents/incidents and dangerous occurrences reported since last meeting.
  - \* H&S instruction/enforcement notices issued since last meeting.
  - \* safety training carried out since last meeting.
- any other safety related issues.

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# SETTING UP SITE

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## SECTION 6

# SETTING UP SITE

### DEFINITION

The key issues that must be taken into account and planned before physically setting up a site.

### INTRODUCTION

Setting up site should be discussed at the pre construction meetings *see Pt 1 section 5* and should be based on the sequence of work together with the construction H&S plan.

Prior to work starting on site, the Pre Tender H&S Plan should be closely studied by the contractor for relevant matters that may have been included regarding setting up the site.

Contract documents, specifications and drawings should be examined to establish any constraints which might affect the site layout or methods of construction e.g.

- Location of the site in relation to physical features such as roads, flight paths, water areas, overhead/underground services, industrial or residential buildings.
- Environmental matters such as noise, dust or fumes.
- The nature of the site in relation to existing buildings and their past and present use, ground contamination, ground water levels, natural underground watercourses and physical boundaries.

### MAIN APPLICABLE U.A.E. LEGISLATION

Ministerial Order No. (32) Year 1982

Ministerial Decision No. (37/2) Year 1982

Part V Industrial Safety Preventative measures - Health and Social Care for Workers

Abu Dhabi Water & Electrical Authority (ADWEA) Inspection Regulations

General Directorate of Civil Defence Inspection Regulations

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## 6.1 SITE BOUNDARY- site security and protection of the public

### Applicable Legislation

Ministerial Order No. (32) Year 1982 - Article (2)

### Required Safety Standards

#### *fencing*

- at all sites where it is reasonably practical to do so, a fence should be erected enclosing all construction activities. In this case:
  - \* the fence should not be less than 2 metres high.
  - \* the fence should not be capable of being easily climbed. It should be either close boarded or covered with a mesh not exceeding 30 mm.
  - \* all support posts must be securely anchored.
  - \* fencing should be properly maintained.

#### *access openings*

- access openings should be fitted with gates which must be kept locked at all times when the site is unoccupied.
  - \* surveillance of the gates should be maintained when they are open.

#### *materials*

- materials should not be placed or stacked in the vicinity of the fence in such a way as to provide easily climbed access over the fence.

#### *signage*

- suitable warning notices should be fixed to the fence (**see Pt 2 section 10.0**)

#### *special precautions*

- at some sites it may prove impracticable to erect perimeter fencing. In such cases, precautions should be taken to minimise the risk to children or others who may enter the site. This should include:
  - \* filling, covering or guarding the edges of excavations and openings. (**see Pt 2 section 23.0**)
  - \* immobilisation of vehicles and plant.
  - \* stacking of materials in such a way as to prevent their easy displacement.
  - \* isolation of electrical and gas supplies.
  - \* removal of access to elevated areas.

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- establish liaison with any nearby schools and arrange for talks to be given to the children.

## **6.2 SITE ACCESS**

### **Applicable Legislation**

Ministerial Order No. (32) Year 1982 - Article (7) d

### **Required Safety Standards**

- ensure safe access and good visibility for plant and vehicles entering and leaving the site.
- one way systems or other means of controlling site transport should be arranged where possible to avoid the need for vehicles to reverse.
- if reversing is necessary e.g. on busy highways or near public footpaths, then banksmen should be used to guide the vehicle.
- where possible, pedestrians should be excluded from vehicle access ways.
- the condition of both vehicle and pedestrian routes must be maintained in good order.
- suitable warning signs must be posted.

#### **note**

- allow sufficient access for construction and dismantling of site compound.
- allow sufficient access for plant, equipment, materials and emergency services.

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## **6.3 STORAGE**

### **Required Safety Standards**

#### **general**

- location of stores and storage will be determined by the availability of space and the nature of the material.
- consideration must be given to suitable off loading areas
- consider a materials controller to co-ordinate the unloading, storage and distribution on site.

#### **plant**

(e.g. mobile cranes, excavators, loading shovels, lorries, dumpers, fork lifts, concrete trucks).

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- determine and make adequate provision for the type and capacity of plant that will be required to be stored on site.
- also consider fixed plant (e.g. batching plant, bar bending, woodworking and workshops) and pre fabrication areas (e.g lamination, concrete pipeworks).

#### **equipment**

(e.g. generators, formwork, (temporary support work), scaffolding, ladders).

- determine and make adequate provision for the type of equipment required that will need to be stored on site.

#### **materials**

(e.g. steelwork, bricks, blocks, sand ballast, cement, pre cast units, structural elements).

- determine and make adequate provision for the type of materials required that will need to be stored on site.
- particular precautions for storage of highly flammable liquids and liquefied petroleum gases are covered in **Pt 2 section 9.0**
- particular precautions for storage of substances hazardous to health are covered in **Pt 2 section 5.0**

#### **car parking**

- consideration should be given to car parking facilities which are to be on or near the site including bus stops for collecting labourers at the end of shifts.

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## **6.4 TEMPORARY SERVICES**

### **Required Safety Standards**

- the positioning and marking of temporary services should be carefully undertaken to avoid the possibility of accidental damage.

---

## **6.5 TEMPORARY BUILDINGS**

Defined as Clients, Consultants and Contractors staff offices and Workers accommodation.

### **Applicable Legislation**

Ministerial Order No.(32) Year 1982 - Article (5).

### **Required Safety Standards**

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### **Construction of temporary buildings**

- adequate roads or paths must be provided to all temporary accommodation.
- precautions must be taken to ensure that the stability of temporary accommodation is not adversely affected by construction work.
- temporary accommodation must be constructed in such a way as to provide protection against severe rain and high wind.
- must be adequately screened against insects and sealed against sand.
- must be provided with a finish that can be cleaned easily.
- must be maintained in a clean condition.
- sufficient natural lighting must be provided.
- windows as far as possible, be fixed on opposite sides to provide through ventilation.
- ceiling, self standing fans and/or air conditioning must be provided.
- the floor must be concrete if constructed on ground level.
- purpose built caravans, porta-cabins may be used for offices and compound facilities.

### **Fire considerations for construction of temporary buildings**

- clear access to the site and temporary buildings must be maintained at all times.
- maintain a fire service access which must be at least 3 metres wide and 4 metres high.
- layout must include a minimum of 6 metres fire break (space) between structures.
- if layout requires temporary buildings to be constructed with less than 6 metres fire break, then construction materials must meet certain BS criteria regarding fire tolerance.
- carefully planned means of escape must be incorporated into the design e.g.
  - \* the adequacy of means of escape depends on the travel distance and the occupancy level (this then determines the position and number of exits and the width of escape routes and openings).
  - \* if only one escape exit is available, then the maximum travel distance to the exit should not exceed 18 metres.
  - \* if alternative escape exits are available then the maximum travel distance to the exit should not exceed 45 metres (any corridor that is more than 45 metres long should be subdivided midway along its length by a fire door).
  - \* alternative exits are acceptable if drawing a straight line from the furthest accessible point to each exit gives an angle of at least 45 degrees.

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- \* where an inner room is located inside an outer room and the only access is through the outer room, then precautions should be taken not to jeopardise the means of escape from the inner room by:
  - ◆ not completely sealing off the inner room and allow visibility through to the outer room.
  - ◆ means of escape should not pass through any additional rooms before reaching an exit.
  - ◆ the fire risks in the outer room should not be greater than in the inner room (e.g. using the outer room as a store for combustible materials and the inner room as an office).
- all doors must be self closing and should be hung to open in the direction of escape.
- all doors used as a means of escape should always be kept unlocked when the premises is occupied.
- when corridors are part of the means of escape, they should not be used for the storage or location of equipment or articles etc. which may cause obstruction, or, in themselves, constitute a fire hazard. Such equipment (e.g. a photocopier) or articles (e.g. boxes) should be located in rooms separate from the corridor.
- it is preferable that all exits at height should give access to external escape stairways which should discharge at ground level, in open air and in a place of safety.
- where practicable, the lower storey of temporary buildings should be orientated so that there is a blank wall containing no window or door adjacent to the stairway.
- where floors are raised above ground level, the space beneath must be enclosed with wire mesh or similar, to prevent accumulation of rubbish, whilst still allowing underfloor ventilation.

### **Fire control and response precautions**

The main contractor must assess the degree of fire risk by examining all temporary buildings and then implement the following control and response requirements:

#### ***emergency services***

- provide a telephone service to all main site offices and temporary accommodation. If connection is not possible, then portable/mobile phones should be made available to all remote locations.
- establish a procedure for calling the fire services (initial liaison with the fire service is recommended to arrange a site inspection and familiarisation tour).

#### ***alarm***

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- establish a means of warning of fire. handbells, whistles or manually operated sounders may be used, as long as they are clearly audible above all background noises and can be readily identified as a fire alarm.

### *portable fire extinguishers*

- as a minimum, provide 1 No. 6kg Dry powder and 1 No. 6kg Carbon Dioxide portable fire extinguisher, suitably positioned near fire exit doors, and additional suitable portable fire extinguishers in areas where any hot work or other specific ignition hazard is present.  
(all fire extinguishers to be checked and certified annually by a third party organisation).
- position fire extinguishers so that the carrying handle is 1 metre above the floor, with a sign “**Fire Point**”.
- in the open, they should be situated in red painted boxes raised 500 mm above ground level, with a sign “**Fire point**” which can be clearly seen.
- normally the colour coding of extinguishers follows the coding recommended as follows:
  - \* **RED** - Water
  - \* **CREAM** - Foam
  - \* **BLACK** - Carbon Dioxide
  - \* **BLUE** - Dry Powder
- arrange for an adequate number of personnel to be trained in the use of portable fire fighting equipment. This should ensure that there are trained persons in every location where people are working.

### *evacuation procedure and fire drills*

- written emergency procedures (**see Fig 1.**) must be displayed in prominent locations and should include the fire emergency number, location of the premises and the “fire assembly point”. Fire Procedures should be translated into a language of the majority of the labour on site (e.g. Arabic, Hindi or Urdu)
  - \* nominated fire marshals trained in emergency fire response who will complete a final check of the structure/structures at evacuation.
  - \* conduct fire drills and training as appropriate (records must be kept).

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	<b>Fig 1. FIRE PROCEDURE FOR SITE OFFICE STAFF</b>
	CONTRACT No. EXACT LOCATION:

<b>1. ACTION ON HEARING FIRE ALARM OR BEING INFORMED OF A FIRE ON THE PREMISES</b>
<p><b>A.</b> IMMEDIATELY EVACUATE VIA THE NEAREST SAFE EXIT DOOR, CLOSING ALL DOORS AND WINDOWS IF POSSIBLE.</p> <p><b>B.</b> REPORT TO THE NEAREST <b>FIRE ASSEMBLY POINT</b> SITUATED..... AND DO NOT RETURN TO THE SITE OFFICES UNTIL AUTHORISED TO DO SO BY THE MANAGER OR IN HIS ABSENCE, ANOTHER SENIOR AUTHORISED PERSON.</p>

<b>2. ACTION ON SEEING A FIRE</b>
<p><b>A.</b> OPERATE THE NEAREST <b>BREAK GLASS FIRE POINT</b> (IF AVAILABLE), IF NOT, SHOUT <b>FIRE</b></p> <p><b>B.</b> IF THERE IS NO PERSONAL RISK INVOLVED, <b>DIAL 997</b> FOR THE FIRE SERVICE GIVING YOUR NAME, EXACT LOCATION, TELEPHONE NUMBER AND BRIEF DETAILS OF THE FIRE.</p> <p><b>C.</b> THEN <b>EVACUATE</b> AS IN SECTION 1.</p> <p><b>D.</b> IF THE FIRE IS SUCH THAT THERE WOULD BE PERSONAL RISK INVOLVED IN TELEPHONING FOR THE FIRE SERVICE, THEN EVACUATE IMMEDIATELY AND USE ANOTHER TELEPHONE IN A SAFE BUILDING NEARBY OR BY PORTABLE PHONE.</p> <p><i>NOTE:</i></p> <ul style="list-style-type: none"><li>• <i>ONLY TACKLE THE FIRE WITH PORTABLE FIRE EXTINGUISHERS IF YOU HAVE BEEN TRAINED IN THEIR USE, AND THERE IS NO PERSONAL RISK INVOLVED.</i></li><li>• <i>IT IS IN YOUR INTEREST TO ENSURE THAT YOU ARE FAMILIAR WITH ALL THE ESCAPE ROUTES APPLICABLE TO YOUR SECTION.</i></li><li>• <i>THAT YOU FULLY UNDERSTAND AND FOLLOW THE ABOVE PROCEDURES, AS YOUR SAFE EVACUATION FROM THE OFFICES IN THE EVENT OF A FIRE MAY DEPEND ON THIS</i></li></ul>

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### **signage**

- clear signs must be installed and maintained in prominent positions, indicating the location of fire escape routes and portable fire extinguishers.

### **storage**

- as far as possible, combustible materials, flammable liquids, gas cylinders, foam plastics, fibreboard or timber, must be stored in a safe place outside temporary buildings or structures under construction (**no combustible material should be stored under any temporary building**). Special safety precautions for the storage of highly flammable liquids and liquefied petroleum gases can be found in **Pt 2 section 9.0**

### **smoking**

- a “No Smoking” policy must be established in and around temporary buildings where particular fire hazards exist, e.g. woodworking enclosure, refuse areas, and storage areas containing combustible materials
  - \* smoking must at all times be avoided inside offices and living accommodation. Sufficient smoking areas must be located outside in designated places.
  - \* “No Smoking” signs must be displayed in appropriate areas.

### **housekeeping**

- good housekeeping is essential on all sites. Waste material if allowed to accumulate provides an excellent starting point for fire, therefore consideration should be given to the following:
  - \* all waste material should be collected by a designated team on a daily basis, segregated, and placed into appropriate receptacles for disposal at Municipal dumps.
  - \* all collected waste material awaiting disposal must be kept away from temporary buildings, stores or equipment.
  - \* separate metal bins, suitably labelled and with close fitting lids, must be provided for oily rags and other combustible waste.

### **electricity**

- temporary electrical installations, must be installed in accordance with BS 7671 (detailed safety standards and guidance on the correct installation of electrical systems and use of electrical equipment is given in **Pt 2 section 7.0**).

### **plant**

- wherever possible internal combustion engines of powered equipment should be positioned in the open air, away from working areas and other buildings.

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- they should always be sighted so that exhaust pipes and exhaust gases are kept clear of combustible materials.
- fuel tanks must not be filled whilst engines are running.
- air intakes to plant must be situated so that the air is cool, uncontaminated and free from flammable gases or vapours.
- where appropriate, sand trays should be provided to absorb drips of fuel or lubricant.
- plant and equipment must be protected against accidental impact.

**After careful consideration to fire design/layout, control and precautions, inspection and receipt of a Fire Certificate should be obtained from Civil Defence. Only then may temporary buildings be considered safe for use. Re-certification will then be required annually thereafter.**

## **6.6 WELFARE FACILITIES**

### **Applicable Legislation**

Ministerial Order No. (32) Year 1982 - Article (5) g  
Part V Industrial Safety Preventative measures -  
Health and Social Care for Workers - Article (94)

### **Required Safety Standards**

#### **general**

- a safe means of access and egress must be provided to all facilities covered in this section.
- the facilities themselves must, as far as is reasonably practicable, be maintained so that they are safe to use.

#### **drinking water**

- chilled drinking water must be provided at suitable points and marked “drinking water” using the applicable languages required.
- adopt a procedure for ensuring filtered water is available by maintaining water supply lines with filters, ensuring that filters are replaced and records are kept.
- adopt a procedure for ensuring water storage tanks are cleaned and maintained.

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### **washing facilities**

- every site where anyone is employed for more than four consecutive hours, must have washing facilities.
- rooms containing washing facilities should be sufficiently ventilated and lit.
- on sites where a contractor employs more than 20 persons or where the work will last more than 6 weeks, washing facilities must include:
  - \* troughs, basins or buckets
  - \* soap and towels
  - \* hot and cold water
- on sites where the contractor employs more than 100 persons and the work will last more than 12 months, washing facilities must include:
  - \* 4 washbasins plus 1 extra for every additional 35 persons
  - \* soap and towels
  - \* hot and cold water

### **sanitary conveniences**

- rooms containing sanitary conveniences must be adequately ventilated and lit and not open directly into work or living space.
- must be under cover, partitioned from each other and have doors with fastenings.
- urinals must be suitably screened.
- on sites where the contractor employs up to 25 persons sanitary facilities must include:
  - \* at least one suitable sanitary convenience (not a urinal)
  - \* sufficient urinals
- on sites where the contractor employs more than 100 persons sanitary facilities must include:
  - \* 4 suitable sanitary conveniences (not a urinal) plus 1 extra for every additional 35 persons.
  - \* Sufficient urinals.

### **facilities for shelter, clothing and taking meals**

- provide sufficient and conveniently accessible shelters for protection against bad weather and for keeping personal clothing.

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- provide accommodation for keeping protective clothing used at work, with arrangements, as far as reasonably practicable, for drying such clothing.
- provide accommodation for taking meals, with tables and seats or benches (see fire section regarding cooking facilities).
- accommodation must be kept clean and must not be used to store tools, materials etc.

### cooking

- cooking facilities must be suitably positioned outside temporary buildings and in their own enclosure. Cooking appliances must be properly installed and adequate ventilation provided (There will be no cooking in camp rooms).
- the use of gas rings should be actively discouraged, as electrical or gas cookers are preferable.
- provide a fire blanket at each cooking location.
- LPG cylinders supplying gas cookers must be secured outside the building, protected from direct sunlight and unauthorised interference. The gas supply should be taken in through rigid piping, with a flexible connection to the cooker and installed by a competent person. All piping should be exposed so that any leakage can be detected and a build-up of gas prevented.

## 6.7 FIRST AID

### Applicable Legislation

Ministerial Order No. (32) Year 1982 - Article (2), (24)

Ministerial Decision No. (37/2) Year 1982 - Article (3)

Part V Industrial Safety Preventative measures

Health and Social Care for Workers - Article (93), (96), (101)

### Required Safety Standards

#### general

- employers should provide adequate and appropriate first aid provisions based on:
  - \* the number of employees
  - \* the nature of the construction

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- \* the size of the construction project and how the scope of the works affects the distribution of employees
- \* the working hours
- \* the distance from outside medical services
- every employee must have reasonably rapid access to first aid.
- if employees are dispersed over a wide area, then provide adequate first aid cover for all areas of work.

### first aiders

- for every site where the number of employees exceeds 50, there should be at least one fully trained First Aider present provided by the Contractor. Where the number of employees at work is over 150, the Contractor should provide an additional First Aider.
- first Aiders should have completed an approved course of training such as those organised by the Red Crescent or any other Internationally approved Society, They should thereafter undertake a refresher course every year and will require re-certification after three years.
- where there are less than 50 employees there is no statutory duty to have a fully trained First Aider, but the employer must ensure that a person is trained to 'appointed persons' standard and should take charge if a serious injury or illness occurs. This person will also be responsible for looking after any First Aid Equipment.

### first aid equipment

- first aid boxes, clearly marked with a red crescent on a white background, or white cross on a green background should be placed at suitable locations.
- the contents of first aid boxes and first aid kits should be regularly checked and supplies replenished

Minimum requirements for the contents of first aid boxes is shown in Fig 2. overleaf

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**Fig 2. Minimum requirements for the contents of first aid boxes**

	<b>NUMBER OF EMPLOYEES</b>				
	<b>1-5</b>	<b>6-10</b>	<b>11-50</b>	<b>51-100</b>	<b>101-500</b>
GUIDANCE CARD (multi language)	1	1	1	1	1
WRAPPED STERILE ADHESIVE DRESSINGS	10	20	40	40	40
STERILE EYE PADS	1	2	4	6	8
TRIANGULAR BANDAGES	1	2	4	6	8
STERILE COVERING FOR SERIOUS WOUNDS	1	2	4	6	8
SAFETY PINS	6	6	12	12	12
MEDIUM SIZE STERILE UNMEDICATED DRESSINGS	1	2	4	6	10
LARGE STERILE UNMEDICATED DRESSINGS	1	2	4	6	10
EXTRA LARGE STERILE UNMEDICATED DRESSINGS	1	2	4	6	10
STERILE WATER OR SALINE IN 300 ML. DISPOSABLES	1	1	3	6	6



### first aid notices

- The name of the responsible first aider/aiders and emergency number must be prominently displayed where applicable on a first aid notice. The First Aid notice should be translated into a language of the majority of the labour on site.

A good example is shown in Fig.3 below:

Fig.3

الإسعافات  
الأولية

**Your first aiders are**

	Location / Tel
	Location / Tel
	Location / Tel

**The nearest first aid box is situated:-**

**Nearest Hospital:-**

	Location and Tel
--	------------------



- Travelling first aid kits should be provided where employees work in small groups or where work is in remote areas from a first aid box.

## **6.8 SHARED PREMISES**

### **Required Safety Standards**

- if duties are to be shared with company on site, the one who provides the facilities must:
  - \* keep a register on site showing the facilities to be shared and the names of the companies sharing them
  - \* give a copy of the register to the company\_sharing the facilities
- company's on the same, or adjacent sites, may then appoint joint persons and share equipment to take care of first aid and evacuation/fire arrangements procedures.

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# **ENFORCEMENT POLICY**

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## **Appendix “A”**

- **Sample prohibition and improvement notice format to be used by authorised ADM & Consultants personnel.  
FORM (ADM/H&S/FM/1.7/1)**





## SECTION 7

# ENFORCEMENT POLICY

### INTRODUCTION

ADM, in its commitment to continuously improve H&S standards on all construction sites under their sphere of operations, have introduced an enforcement policy which will financially penalise contractors who consistently violate the laid down procedures and standards outlined in both **Part One** and **Part Two** of the ADM's H&S construction codes of practice manuals.

The enforcement policy will consist of two notices, a **Prohibition** and an **Improvement** notice, *(details of these outlined in Pt 1 sub sections 7.1 and 7.2)* and both consultants and contractors should note that, failure to comply with the requirements and time scale indicated in any of these notices, will result in the matter being referred to the head of the relevant Directorate.

On being informed of the violations, and after confirming that these have still not been attended to, head of relevant Directorate will approve the amount and details of the fine, and will instruct the Consultant to deduct the amount from the monthly payment of the contractor concerned.

### MAIN APPLICABLE U.A.E. LEGISLATION

Ministerial Order No.(32) Year 1982 – Part 10 Article (166 – 180) Labour Inspection.

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## 7.1 PROHIBITION NOTICE

This can be issued by either one of ADM's site safety engineers, consultants site engineer and/or by the ADM engineer/inspector responsible for the contract, and will instruct the contractor to **immediately cease work** when, in their opinion, the violation noted could result in a serious or fatal injury to the worker(s) involved in that particular operation.

Examples of the types of violation for which a Prohibition Notice could be issued are:-

- working in areas defined as Confined Spaces without approved gas monitors and appropriate safety equipment
- scaffold platforms over 2 metres high which are not properly boarded out, no proper and safe access provided, and no guard rails fitted
- men working in areas without safety helmets where overhead work is in operation
- deep excavations where sides are not supported or battered back to a safe angle, and there is imminent danger of collapse
- using cranes and/or lifting gear which, because of their condition, or the manner in which they are being used, could cause serious or fatal injury during lifting operations.

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## 7.2 IMPROVEMENT NOTICE

This will be issued by either one of ADM's site safety engineers, consultants site engineer and/or by one of ADM's site engineer/inspector responsible for the contract when, in their opinion that, although there is no immediate danger to life, items noted in the notice are in contravention of procedures and/or standards laid down in ADM's Part One and Part Two H&S manuals.

The contractor will be **given up to 28 days to rectify the violations** indicated in the notice following which, if no action has been taken within this period, penalties as indicated in section 7.3, Penalties, of this chapter will be imposed.

Examples of the types of violations for which an Improvement Notice could be issued are:-

- non appointment of full or part time safety officer
- not providing appropriate PPE e.g. head, foot, ear, face protection etc.
- untidy site
- non provision and/or maintenance of existing welfare facilities
- cranes being used not being certificated and tested within the last 12 months
- non provision of fire fighting equipment
- lack of proper security fencing

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- non provision of appropriate safety signs
- deficiencies in safety training requirements

**See Appendix “A” (sample format ADM/H&S/FM/1.7 /1) Improvement & Prohibition Notice**

## 7.3 PENALTIES

### 7.3.1 Legal Section of the Abu Dhabi Municipality’s Specialist Court

All penalties referred to below will be as per the final decision taken by the Legal Section of the Abu Dhabi Municipality’s Specialist Court.

### 7.3.2 Prohibition Notice

Contravening a Prohibition Notice issued by one of ADM authorised personnel is considered to be a very serious offence, and as such, any Contractor who deliberately disregards a Prohibition Notice will be fined a sum of **Dhs 10,000 for each day** that they have contravened the notice.

Sum due will be firstly agreed with the Head of the relevant Directorate who will then instruct the Consultant to deduct the amount from the monthly payment of the contractor concerned.

### 7.3.3 Improvement Notice

Contractors who contravene an Improvement Notice issued by one of ADM’s authorised personnel will be fined a sum of **Dhs 1,000 per day for each infringement** not attended to at the end of the specified time period (up to 28 days notice).

Sum due will be firstly agreed with the Head of the relevant Directorate who will then instruct the Consultant to deduct the amount from the monthly payment of the contractor concerned.

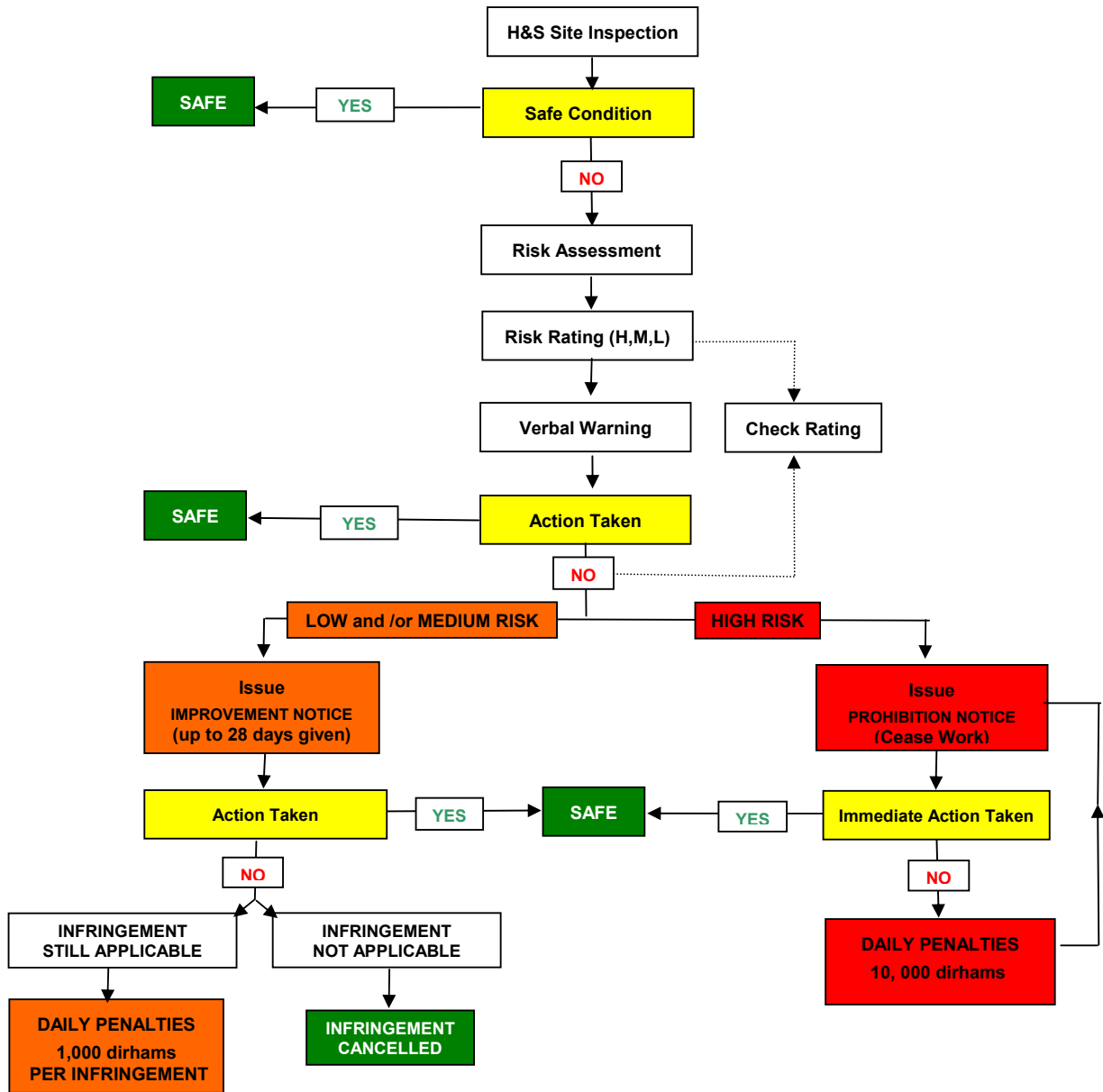
### 7.3.4 HSE Performance Appraisal

All Contractors should note that the ADM Central H&S Unit will keep a record of all Prohibition and Improvement Notices issued to Contractors, also, Consultants will include these in their Performance Appraisal of each Contractor, and depending on the severity and frequency of these contraventions, ADM may decide to remove the particular offending Contractor from their approved list of Contractors.

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**Health & Safety Enforcement Process chart**



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# **APPENDIX “A”**

## **ADM’S PROHIBITION/IMPROVEMENT NOTICE ADM/H&S/FM/1.7/1**

**CENTRAL H&S UNIT**

	IMPROVEMENT NOTICE	Notice No.
--	--------------------	------------

Contractor:		Consultant:	
Project:	Project No:	Date Notice Enforced:	For:      No. days
<p><b>To Contractor:</b> The following violations of <b>Department</b> H&amp;S rules and/or procedures have been noted, and although they do not present an immediate risk to life, you are instructed to attend to these within the stated period above (not exceeding 28 days) of receipt of this notice. If no action is taken within this period, this will result in a financial penalty being imposed in accordance with the Abu Dhabi Municipality enforcement procedure.</p>			
Notice Issued on behalf of ADM by:	Name:	Position:	Signature:
Notice Received by Contractor:	Name:	Position:	Signature:
Notice Received by Consultant:	Name:	Position:	Signature:
Penalty Enforced on behalf of ADM by:	Name:	Position:	Signature:
Violations attended to notice cancelled by:	Name:	Position:	Signature:

	PROHIBITION NOTICE	Notice No.
---	--------------------	------------

Contractor:		Consultant:	
Project:	Project No.	Date Notice Enforced:	
<p><b>To Contractor:</b> The following violation of the <b>Department's</b> H&amp;S rules have been noted and because they could result in a serious or fatal injury, you are hereby instructed to immediately cease work on the operation(s) noted below, until such time as all the violations identified have been carried out to ADM Central H&amp;S Unit satisfaction.</p>			
Notice Issued on behalf of ADM by:	Name:	Position:	Signature:
Notice Received by Contractor:	Name:	Position:	Signature:
Notice Received by Consultant:	Name:	Position:	Signature:
Penalty Enforced on behalf of ADM by:	Name:	Position:	Signature:
Violations attended to notice cancelled by:	Name:	Position:	Signature:

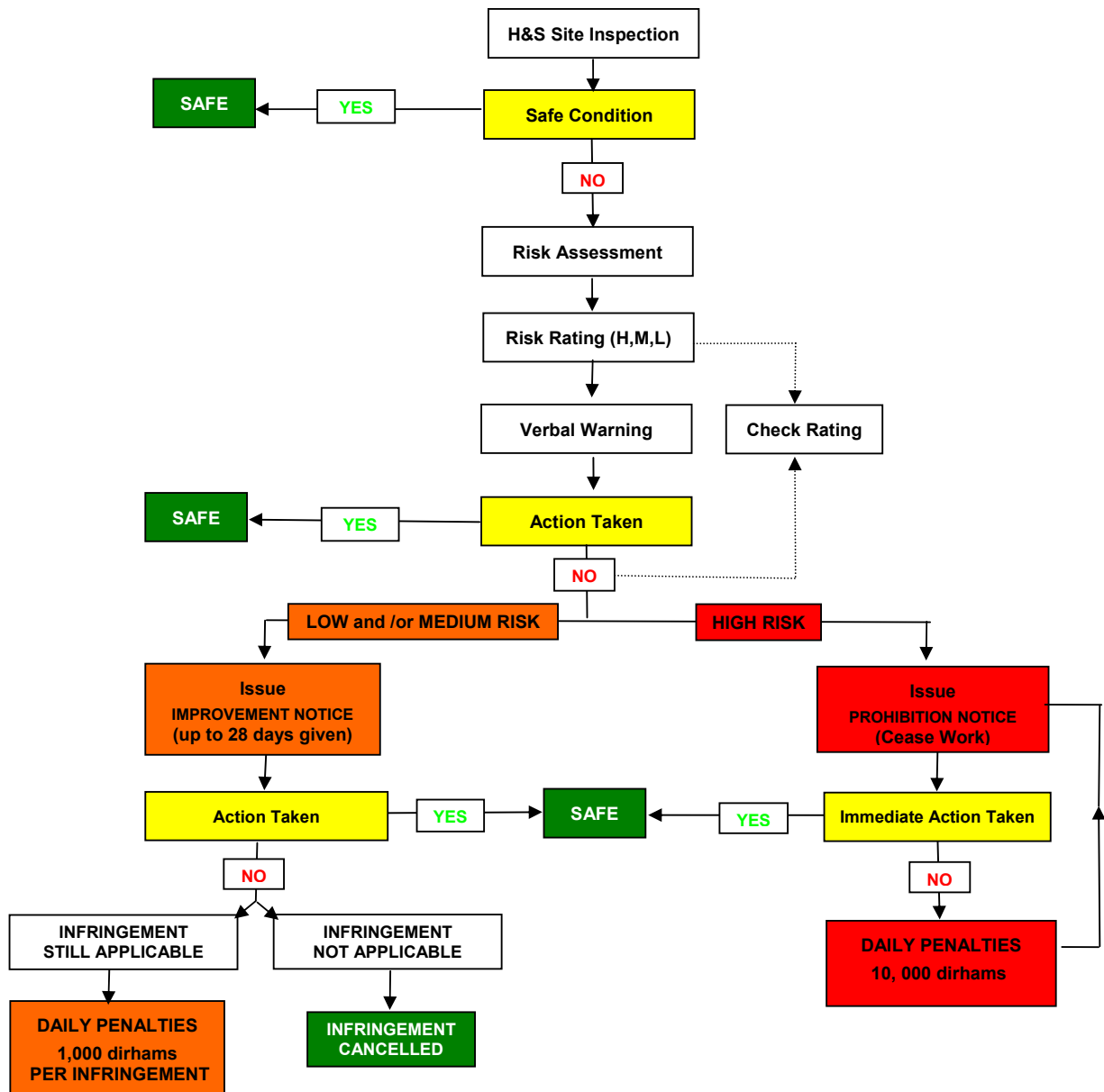
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**IMPROVEMENT & PROHIBITION NOTICE CHECKLIST**

**DETAILS OF VIOLATIONS**

<b>1</b>	<b>H&amp;S Policy</b>	<b>2</b>	<b>Construction H&amp;S Plan</b>	<b>3</b>	<b>Environment</b>	<b>4</b>	<b>Summer Working</b>
	Org. & Responsibilities		Safety Officer / F Aider		Noise		3 hours outdoor ban
	Procedures/Systems		Site rules implemented		Dust		Health Assessments
	Training		Training –All 3 types		Fumes		Work & Rest Shade
	Audits & Enforcement		Audits & Enforcement		Disposal of Wastes		Water
<b>5</b>	<b>Site Set up</b>	<b>6</b>	<b>Site Set up</b>	<b>7</b>	<b>Site Set up</b>	<b>8</b>	<b>PPE</b>
	Perimeter Fencing		Electrical Installations		Fire Control		Quality & Selection
	Access & Egress		Lighting		First Aid Notice		Training
	Storage		Housekeeping-slip trip		Signage		Care / Storage
	Welfare facilities		Fire Notice		Shared Premises		Wearing on site
<b>9</b>	<b>Elec Buried Services</b>	<b>10</b>	<b>Overhead Services</b>	<b>11</b>	<b>Traffic diversions</b>	<b>12</b>	<b>Demolition Works</b>
	No objection Cert.		Crossing at 90 degrees		Barriers around wks		Method Statement
	Cable detector		Work length n/e 10m		Signage & Position		Notifications
	Hand digging		Traffic diversions		Cone Taper & Position		Health Protection
	Support Method		Goalposts		Lighting at night		Public Protection
<b>13</b>	<b>Work from 2m</b>	<b>14</b>	<b>Scaffold Towers</b>	<b>15</b>	<b>Ladders</b>	<b>16</b>	<b>Lifting</b>
	Base pts / Spread bds		Firm level base		Tied (top or bottom)		Certified crane (SWLI)
	Braced / Tied		Wheels locked		Angled at 1:4		Driver training
	Full boarded (min 600mm)		Max ht 3½ x short base		Extend 1m above gnd		Slinger training
	Guard rails		Internal access		No Over Reaching		Slings/Chains (SWL)
<b>17</b>	<b>Excavations</b>	<b>18</b>	<b>Piling</b>	<b>19</b>	<b>Formwork</b>	<b>20</b>	<b>Erection of Structures</b>
	Slope / Support		Method Statement		Coordinator training		Personnel training
	Spoil		Underground services		Erection		Erection sequence
	Access/Egress		Cranes & lifting gear		Monitoring		Temporary stability
	Barriers		PPE		Dismantling		Placing concrete
<b>21</b>	<b>Guarding</b>	<b>22</b>	<b>Portable generators</b>	<b>23</b>	<b>Power tools</b>	<b>24</b>	<b>Welding</b>
	V belts		Operator training		Operator training / PPE		Operator training / PPE
	Chains		Plugs / Sockets (IP55)		Plugs / Sockets (IP55)		Fitted with regulators
	Shafts		MCB/RCCB socket box		Double Insulated		Colour / Identification
	Grinders / Cutters		Earthing		Maintenance/Storage		Use Trolley / Storage
<b>25</b>	<b>Woodworking</b>	<b>26</b>	<b>Hazardous Substances</b>	<b>27</b>	<b>Confined Spaces</b>	<b>28</b>	<b>Work near Water</b>
	Operator training / PPE		Safety Data Sheet		Identified & Classified		Housekeeping
	Guard		User training		Entry/Work Statement		Ladders
	Pushstick		Hazard labelling		Gas Monitoring		Platforms / Gangways
	Emergency Stop		PPE		Emergency / Rescue		Rescue
<b>29</b>	<b>Manual Handling</b>	<b>30</b>	<b>Permit to Work (PTW)</b>	<b>31</b>	<b>Specialist Activities</b>	<b>32</b>	<b>Duty of Care</b>
	Ergonomics		Excav./Road Closure		Dredging/Watercraft		3 <sup>rd</sup> Party Insurance
	Loads		Electrical Work		Work over& near water		Incident Statistics
	Lifting Aids		Hot & Cold Work		Work in the Desert		Authorities Approvals
	Training		Confined Spaces		Lasers / Diving		Managers/Supervisors

## Health & Safety Enforcement Process chart







# **PRE-TENDER HEALTH & SAFETY PLAN**

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<b>EXEMPTIONS</b>	<b>1</b>
<b>8.1 PROJECT DETAILS</b>	<b>1</b>
<b>8.2 EXISTING ENVIRONMENT</b>	<b>2</b>
<b>8.3 ENVIRONMENTAL IMPACT DURING CONSTRUCTION PHASE</b>	<b>2</b>
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## **Appendix “A”**

**PRE TENDER HEALTH & SAFETY PLAN  
(ADM/H&S/FM/1.8/1)**



## INTRODUCTION

The pre-tender health and safety plan is intended to be compiled by the consultant and will form part of the tender documents. It provides an outline of the construction health and safety plan which will be required for the construction project. It should contain enough information to allow potential bidders to plan and price for health and safety.

The following guidance gives an outline of the details which may be required within the plan. Not all the elements listed will be relevant to all construction projects, also, the space allocated in the form may need to be considerably increased for large and complex projects, and where certain specialist work, such as highway work are involved.

## PRE TENDER HEALTH & SAFETY

### (exemptions)

The following contracts/projects will be exempt from the requirement to provide a pre-tender health & safety plan:-

- employing less than 20 employees
- lasting less than 30 days
- repairs, extensions, additions or renovations to existing dwellings
- any other contract/project which because of its size, nature or peculiarities is agreed by both the department and the consultant, that it would be impracticable to provide a pre tender H&S plan.

**Note:** With the exception of the above and Pt 1 sub sections 1.1. – 1.2 and Pt 1 section 5.3, all other requirements in both Part One and Part Two of the manuals apply.

## 8.1 PROJECT DETAILS

This section of the plan should outline the main project details.

### Information Required:

**Client details:** self explanatory

**Site location:** self explanatory

**Description of works:** give a brief outline of, the structures to be demolished, built etc.

**Program of Works:** Outline time scales required. This may also give an idea to the contractor of the way tasks may need to be ordered to avoid conflict between trades etc.

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## 8.2 EXISTING ENVIRONMENT

This section should describe existing factors which may be relevant to health and safety. This will particularly include the results of surveys carried out on the site.

### Information required:

**Adjacent/previous land use:** provide relevant information about adjacent premises, eg existence of schools, manufacturing sites etc. Also any information about previous land use which may highlight potential for hazards such as contaminated land etc.

**Planning restrictions:** include details of relevant restrictions, eg on noise, air quality etc.

### Gas, Water, Sewage, Electricity and Telecommunications

**servng/crossing the site:** self explanatory.

**Access to the site:** this should detail the traffic systems already in place for pedestrians, vehicles etc. and routes to be kept clear for emergency access. Also any restrictions which may apply, eg. on parking, timing of deliveries etc.

**Existing structures:** include details of particular concerns, eg. presence of asbestos or unstable buildings which may require specific action to be taken.

**Existing ground conditions:** include information on conditions to the extent that they are known, including contaminated land, instability or subsidence etc.

## 8.3 ENVIRONMENTAL IMPACT DURING CONSTRUCTION PHASE

This section should identify any activities that may have an adverse impact on the environment and describe the measures to eliminate or minimise these as far as possible.

For all projects the Consultant/Contractor shall be committed to the following:-

- 1- The Consultant/Contractor shall obtain Environmental Permit from the environmental competent authority in Abu Dhabi Emirates "Environmental research & Wild Life Development Agency" (ERWDA) P.O. box 45553 Abu Dhabi.
- 2- If any studies or surveys requested by (ERWDA), then an independent environmental consultant who must be registered with (ERWDA) shall be appointed to carry out the required studies or surveys in accordance with (ERWDA) requirements.

### Information Required:

Examples of these activities may include, but are not necessarily limited to:

**The disposal of waste water to surface water drains, sewers or land**

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*The disposal of solid and liquid wastes arising from construction activities (i.e. oil, chemicals, concrete, timber and packaging)*

*Air emissions arising from construction (i.e noise, odour, dust, fumes, vapour & gas)*

*The de-watering and disposal of groundwater*

*The damage to existing wildlife habitats*

*The damage to existing cultural heritage sites*

*The contamination of groundwater or surface water*

**monitoring requirements:** give details of personnel qualifications, equipment and facilities to monitor discharges to the environment.

## 8.4 AVAILABLE DRAWINGS

All available drawings of structures to be demolished or of new structures should be submitted to the potential bidder as part of the health and safety plan.

## 8.5 DESIGN INFORMATION

### Information Required:

**Significant health and safety hazards:**

include details of any health and safety hazards identified during the design process and which could not be designed out. This need not include details of common place hazards of which it would be reasonable to assume a competent contractor would be aware (eg hazards associated with the erection of scaffolds under normal conditions). It would include details of unusual circumstances that would affect scaffold erection, such as load bearing capacity of structure at certain stages of erection.

where appropriate, an indication of proposed management measures should be included, eg use of particular lifting equipment etc.

**Sequence of assembly/work:**

give details of the sequence in which it is assumed that a structure will be assembled or works will take place. Any necessary precautions should be highlighted, for example, temporary support requirement during periods when the structure may be unstable.

**Safety method statements are required for the following:**

include reference to specific problems which need to be addressed in tender submission. Detail should be sought on how these risks to health and safety will be minimised and/or controlled by the contractor during work.

## 8.6 HAZARDOUS CONSTRUCTION MATERIALS

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Details should be included of hazardous materials to be used, along with management measures proposed. Designers will have identified the hazards but will have been unable to avoid or design them out. List of substances will not be comprehensive but should be specified as far as is necessary to ensure reliable performance by a competent contractor. In addition, it would be reasonable to assume that a competent contractor would know the precautionary information that suppliers provide.

## 8.7 SITE-WIDE ELEMENTS

This should give details of the particular arrangements made for the project. It will likely be cross referenced to site drawings etc.

### Information Required:

**Location of site access and exit points:** self explanatory.

**Temporary site accommodation:** provide details of where site huts, welfare facilities etc. may be set up.

**Unloading and storage areas:** designate the areas where materials and plant may be unloaded, stored, maintained etc.

**Traffic/pedestrians routes:** specific routes should be set out which segregates vehicles and pedestrians.

**Existing welfare** if available, contractors may be allowed to use existing welfare facilities. Details of these should be given.

## 8.8 OVERLAP WITH CLIENTS UNDERTAKING

If a development is to take place in premises occupied or partly occupied by the client, particular health and safety issues may arise which should be detailed and addressed. This might include, for example, separation of construction and other activities.

### Information required:

**The following operation will continue during construction:** provide details of operations which will continue as part of the clients undertaking. eg. office work on the floors underneath that which is being refurbished, factory processes etc.

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**Restriction on times:** the construction work may be limited to certain periods, eg. weekends only etc.

**Restriction on access:** for example, the goods entrance may be the only route for contractors etc.

**Other restrictions:** additional restrictions may be specified, for example noise levels, playing of radios etc.

## 8.9 SITE RULES

There may be specific site rules which the client or the designers may wish to lay down as the result of the above factors or for other reasons. This may be extensive in the case of existing premises where work is continuing.

### **Information required:**

**Client/Consultants rules:** these are sample headings for the areas where the rules may be specified for the project.

**Permit to work will apply for the following activities:**

**Emergency procedures;**

**Other restrictions:**

**The successful bidder will be required to provide additional rules on the following:** this is a sample list of the areas in which the potential contractor will be asked to specify rules.

## 8.10 PROJECT LIAISON PROVISIONS

As the design and construction phase develops, health and safety issues will arise. A procedure for handling these issues should be outlined.

### **Information required:**

**Contractor design works:** provision should be made for liaison with the design department regarding design work which is carried out either by the main contractor, or a contractor engaged by him. This information may include:

- designers risk assessment
- list of hazards
- hazardous substances, materials used etc.

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***Design alterations:***

unforeseen eventualities may occur during construction which requires substantial design changes which might affect resources. Again, a procedure for dealing with such situations should be outlined.

**8.11 PRE TENDER HEALTH & SAFETY PLAN FORMAT**

See Appendix "A" (sample format ADM/H&S/FM/1.8/1) for guidance to prepare the Pre Tender H&S Plan

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## APPENDIX "A"

# PRE-TENDER HEALTH & SAFETY PLAN

## ADM/H&S/FM/1.8/1

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# PRE TENDER HEALTH & SAFETY PLAN

Consultant Engineering Company

Project Title

Project Code

Date

## 8.1 Project Details:

Project:

Client Name:

Address:

Contact:

Tel:

Fax:

Site Location:

Description of Works:

Programme of Works:

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## PRE TENDER HEALTH & SAFETY PLAN

### 8.2 Existing Environment:

Adjacent/previous land use:

Planning restrictions:

Gas, water, sewage, electricity and telecommunications service/crossing the site:

Access ( and restrictions on access to the site):

Existing structures:

Existing ground conditions:

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## PRE TENDER HEALTH & SAFETY PLAN

### 8.3 Environmental Impact during the Construction Phase:

The disposal of waste water to surface water drains, sewers or land:

The disposal of solid and liquid wastes arising from construction activities (i.e. oil, chemicals, concrete, timber and packaging):

Air emissions arising from construction activities (i.e noise, odours, dust, vapour fumes & gas):

The de-watering and disposal of groundwater:

The damage to existing wildlife habitats:

The damage to existing cultural heritage sites:

The contamination of groundwater or surface water:

Monitoring requirements:

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## PRE TENDER HEALTH & SAFETY PLAN

### 8.4 Available Drawings:

The following drawings are included in with the tender documents:

*Sample - Do Not Remove*

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## PRE TENDER HEALTH & SAFETY PLAN

### 8.5 Design Information:

Significant Health and Safety Hazards:

Sequence of assembly works:

Safety Method Statements are required for the following:

Sample - Do Not Remove

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## PRE TENDER HEALTH & SAFETY PLAN

### 8.6 Hazardous Construction Materials:

The following materials and substances have, or may have, to be used in the works and are identified as potentially posing special health and/or safety hazards during the project. Appropriate measures will need to be specified for their control:-

*Sample - Do Not Remove*

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## PRE TENDER HEALTH & SAFETY PLAN

### 8.7 Site Wide Elements:

Location of site access and exit points:

Temporary site accommodation:

Unloading and storage areas:

Traffic/pedestrian routes:

Existing welfare facilities:

Sample - Do Not Remove

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## PRE TENDER HEALTH & SAFETY PLAN

### 8.8 Overlap With Clients Undertaking:

The following operations will continue during construction:

Restriction on times:

Restriction on access:

Other restrictions:

Sample - Do Not Remove

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## PRE TENDER HEALTH & SAFETY PLAN

### 8.9 Site Rules:

#### Client/Consultants rules:

Permit to work will be required for the following activities:-

#### Emergency procedures:

#### Other restrictions:

**The Main Contractor will be required to provide additional rules of the following**

Training:

Induction:

Equipment:

Personal Protective Equipment:

Permits to Work:

Accident Reporting:

Other:

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## PRE TENDER HEALTH & SAFETY PLAN

### 8.10 Project Liaison Provision:

Contractor design work:

Design alterations:

Sample - Do Not Remove

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# **RISK ASSESSMENT**

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## **Appendix “A”**

**Risk Assessment Sample Format  
(ADM/H&S/FM/1.9/1)**



## SECTION 9

# RISK ASSESSMENT

All related Risk Assessment studies submitted by Consultants/Contractors or Subcontractors should be submitted to (ERWDA) for license attaining as per Environmental Law # 24 for 1999.

### 9.1 OBJECT

- to identify the hazards - those which have the potential to cause harm.
- to identify the risks - the likelihood of the hazard actually causing harm and the severity of injury and ill health.
- to assess the likelihood of the hazard and risk coming together.
- to identify steps needed to ensure that the possibility of identified hazards and risks do not materialise to cause injury/ill health to persons, or damage to equipment.
- to identify the significant risks. **Do not** concentrate on trivial risks.
- to identify relevant safety regulations which may have to be complied with.
- to assess risks from identified hazards taking into account existing control measures.
- provide a systematic way at looking at hazards and risks i.e. by groups such as operations, processes, machinery etc.
- to ensure all aspects of the work activity are covered.

#### **take care to:-**

- look what actually happens. This could be different to what is supposed to happen. i.e. following laid down safety procedures.
- consider non routine operations, i.e. emergencies, maintenance work etc.
- consider all those who may be affected, i.e. visitors, contractors, children, public.
- identify groups of workers who may be at particular risk, i.e. young, inexperienced, lone workers, the disabled etc.

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## 9.2 PREVENTATIVE AND PROTECTIVE MEASURES (recommendations)

- if possible avoid risk altogether e.g. by not using articles/substances if safer alternatives are available.
- deal with risks direct e.g. if steps are slippery, treat or replace them rather than providing warning signs.
- adapt work to the individual, not the other way round.
- take advantage of technology which could improve safety e.g. mechanise instead of manual operations.
- give priority to those measures which protect the whole workplace.

## 9.3 CONTROLLING HAZARDS

### ELIMINATION:

#### *Can the hazard be removed completely?*

This is the most effective method e.g.

- use water based adhesive or paint instead of solvent based.
- use compressed air tools instead of electrical tools
- provide socket outlet at point of use eliminating the need for trailing cables.

### REDUCTION:

#### *can the risk be reduced at source? Is there a safer alternative? e.g.*

- solvent with a higher flash point.
- substance which is "harmful" to replace one which is "very toxic".
- machine with a lower noise level.

### ENCLOSURE:

#### *can the hazard be enclosed or contained? e.g.*

- guard on dangerous part of moving machinery.
- covers over holes or vehicle inspection pit.
- low voltage tools.
- flammable or toxic substances used within an enclosed process.
- isolate electrical equipment. (This option has its own preferred steps for machinery guarding, dealing with fumes etc.)

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**REMOVE PERSON:**

*can people be kept away from the hazard? e.g.*

- barrier around or hole or excavation.
- guard rail on scaffold platforms.
- sound proofed room in noisy area.
- fencing around area where x ray equipment used.
- uninsulated HV electrical conductors strung at high level - on poles etc.

**REDUCE CONTACT:**

*can the hazard be diluted or time of contact or quantity be reduced? e.g.*

- noisy machine only used for a short time each day.
- substance purchased in small one-use containers rather than bulk drums.
- rota system in areas where fumes are present.
- general ventilation.
- RCD fitted to electrical equipment etc

**PERSONAL PROTECTION:**

*can something be provided to the person to lessen the risk of injury or to try to make the person aware of the hazard? e.g.*

- head protection.
- eye/face protection.
- ear protection.
- protective gloves
- respirators.
- training in manual handling.
- safety signs etc

---

**9.4 GUIDANCE ON COMPLETION OF THE ATTACHED RISK ASSESSMENT FORMAT**

Completion of the risk assessment form requires careful consideration of the outlined headings by the assessor. In order to maintain a continuity of standards for assessments, the following guidance is provided:-

---

**"A" WORKPLACE/WORK ACTIVITY**

The location of the workplace and the type of work activity to be clearly indicated in this box.

---

**"B" PERSONS AT RISK**

This may involve more than one group of people i.e. employees, contractors, public etc. so all boxes would be indicated with a tick.

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**"C" HAZARD/RISK CHECKLIST GUIDE (NON-EXHAUSTIVE)**

***workplace/access/egress***

- are floors likely to become slippery due to spillages etc?
- can falls result from any working platforms/ladders etc?
- is the lighting level adequate for the expected task?
- are all fire routes clear and clearly signed?
- are there unguarded holes in floor area?
- is the speed of traffic adequately controlled?
- is there sufficient control of premises for visitors/contractors/trespassers?
- are all ladders, stepladders, trestles, cradles etc, free from defects?
- are all handrailings at work area safe/secure?
- is there any likelihood of falling objects?
- if work required on/near to deep water are there adequate precautions i.e. guarding, lifebuoys etc?
- are there sufficient 1st aid boxes and their locations known?

***breathing apparatus***

- are all potential users trained to use equipment?
- are all potential users medically fit?
- is equipment correctly maintained?
- are monthly inspections undertaken and correctly recorded?
- is all equipment suitable for intended tasks?
- are BA. sets of correct duration for required use?

***welfare facilities***

- are toilet facilities suitable and sufficient?
- is there adequate washing facilities?
- are there suitable drying facilities e.g. hot air, towels etc?
- is there a satisfactory area set aside for eating?
- are first aid kits available and fully stocked?
- are there sufficient numbers of trained first aiders and are they known to staff?

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***work process***

- are personnel trained for the tasks expected of them?
- are systems of work in place and in use?
- are normal and emergency operational procedures understood and carried out?
- are company procedures being adhered to?
- are there maintenance/operating manuals for process and is their location known by those that need access to them?
- have method statements been issued for operational changes?

---

***personnel***

- are there young/inexperienced workers involved?
- should the age of personnel be taken into account?
- are personnel involved in good health?
- are senses impaired in any way - hearing, smell, touch, sight taste?
- is anyone suffering (or has suffered) from any illness?
- do they suffer from any phobias eg. heights, darkness, water, etc?
- are certificates issued/available for any training undertaken?
- do people work alone?
- are lines of communication established?
- are workers supervised?
- are accidents reported/recorded?

---

***fire***

- are fire drills undertaken - what frequency?
- are alarms tested - what frequency?
- are assembly points identified?
- are fire escape direction notices posted?
- are all fire exits marked and unobstructed?
- is emergency lighting sufficient and operational?
- are fire action notices posted?
- are fire / smoke detectors installed / operational?
- are fire extinguishers located correctly, of correct type and in sufficient numbers?

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**notices/signs**

- are there adequate warning signs?
- are the signs in good order??
- are they sited where they can be viewed safely?
- do they comply with relevant British/Internationally approved

---

**environmental**

- are the lighting conditions suitable and sufficient?
- is there excessive noise?
- are there accumulations of dust?
- is there a likelihood of oxygen deficiency?
- is there a likelihood of toxic and poisonous gasses?
- is there a likelihood of a flammable atmosphere?
- is the work area a confined space?
- are there likely to be extremes of temperature?

---

**equipment**

- have personnel received training to use all equipment?
- is there any defective equipment?
- is inappropriate/incorrect equipment being used?
- is there unguarded or poorly guarded machinery?
- is all equipment requiring statutory inspection identified?
- are all emergency stops functional?
- are there emergency showers/eye washes where necessary?
- does all equipment fail to safety?
- is there test and examination certificates for relevant equipment?
- can overheating/fire occur?
- are cables in good condition and subject to good management?
- is planned preventative maintenance in operation and up to date?
- are warning notices for isolation, auto startup etc available and in use?
- are instructions of use available for all equipment

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***personal protective equipment (P.P.E.)***

- have all personnel received information, instruction and training on use?
- are procedures in place to obtain new issues/replacement?
- is P.P.E. being used correctly?
- are losses or defects being reported?
- is head, eye, foot, hand & arm protection available and being worn where appropriate?
- is protection provided against chemicals?
- is protection provided for electrical operations?
- is there protection for all weather conditions?
- are there provisions for hot work protection (welding, etc)?
- are life jackets and/or buoyancy aids provided where appropriate?
- is high visibility clothing available and used?

**Note:** It is important that the wearing of P.P.E. does not compound problems whilst handling, maintaining, working on/near plant/process, also, taking into account comfort/stress factors that may arise.

---

**"D" EXISTING CONTROL MEASURES IN OPERATION**

This may include existing systems of work, procedures, method statements, permits to work, legislative requirements, codes of practice, training etc.

---

**"E" RISK RATING**

This will be a judgement indicating the likely outcome of exposure to the hazards identified. In order to arrive at the appropriate risk rating factor, the following guidance should be used:-

***Unacceptably High - Stop Job***

This box should be ticked where you are of the opinion that there is an **Immediate** potential for loss of life, serious injury/ill health or catastrophic plant failure.

***High***

This box should be ticked where you are of the opinion that persons affected by the activities may be frequently exposed to major injury/ill health.

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**Medium**

This box should be ticked where you are of the opinion that persons affected by the activities may possibly be exposed to injury.

**Low**

This box should be ticked where you are of the opinion that there is unlikely to be any injuries or damage to plant as a result of this activity.

---

**"F" ANY ADDITIONAL PREVENTATIVE OR CONTROL MEASURES REQUIRED**

This could include the need for Local Exhaust Ventilation Systems, Atmospheric Monitoring, Medical Surveillance, Improved Guarding, Additional Training etc.

---

**"G" MONITORING AND REVIEW**

Specific workplace monitoring may be required where there is a risk to Health and Safety to ensure exposure to hazard is not exceeding safe limits. A review of working practices may be needed so that future improvements may be incorporated into work activity.

---

**"H" FURTHER COMMENTS**

This can include any thoughts you may have which would improve the Health and Safety performance of persons/processes included in the assessment, i.e. special training, individual copies of procedures to be issued, additional emergency procedures, method statements etc.

---

**"I" ASSESSMENT BY**

The persons or group undertaking the assessment will need to be identified in this section.

---

**"J" DESIGNATION**

The position of the person or group carrying out the assessment will require recording in this box.

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**"K" DATE ASSESSMENT CARRIED OUT**

---

**"L" REASSESSMENT DATE**

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## **9.5 RISK ASSESSMENT FORMAT**

See Appendix "A" (sample format ADM/H&S/FM/1.9/1) for guidance to prepare the Risk Assessment.

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## APPENDIX "A"

### RISK ASSESSMENT

ADM/H&S/FM/1.9/1

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## RISK ASSESSMENT

Project Title	Project Code	Assessment No
---------------	--------------	---------------

**(A) WORKPLACE/WORK ACTIVITY:**

**(B) PERSONS AT RISK:** (Tick Box)

EMPLOYEES  CONTRACTORS  PUBLIC  VISITORS  OTHERS

**(C) HAZARDS/RISKS IDENTIFIED:**

1.	8.
2.	9.
3.	10.
4.	11.
5.	12.
6.	13.
7.	14.

**(D) EXISTING CONTROL MEASURES:** (provide full details)

1.	8.
2.	9.
3.	10.
4.	11.
5.	12.
6.	13.
7.	14.



## RISK ASSESSMENT

**(E) RISK RATING:** (Tick Box)

UNACCEPTABLE       HIGH       MEDIUM       LOW

**(F) ADDITIONAL PREVENTATIVE & CONTROL MEASURES REQUIRED:**

1.

2.

3.

4.

5.

6.

**(G) IS MONITORING & REVIEW REQUIRED?** (if yes – specify, and give full details)

1.

2.

3.

4.

5.

6.

**(H) FURTHER COMMENTS**

**(I) ASSESSMENT CARRIED OUT BY:**

**(J) DESIGNATION:**

**Signature:**

**(K) DATE:**

**(L) RE ASSESSMENT DATE:**

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**MINISTERIAL ORDER No (32)**  
**FOR THE YEAR OF 1982**  
**REGARDING THE DETERMINATION**  
**OF**  
**THE WAYS AND MEANS**  
**TO PROTECT EMPLOYEES AGAINST**  
**OCCUPATIONAL HAZARDS**

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**MINISTERIAL ORDER NO [32] FOR THE YEAR 1982  
REGARDING DETERMINATION OF THE WAYS AND MEANS  
TO PROTECT EMPLOYEES AGAINST OCCUPATIONAL HAZARDS**

**Minister of Labour and Social Affairs**

After a review of Provisional constitution and law No. (11) for the year 1972 concerning functions of ministries and tasks of ministers, and its amendment laws, and of law No. (81) for the year 1980 regarding the organization of labour relations and after review of Health (authorities) opinion, and according to the Undersecretary's proposal.

Decided:

**Article 1**

**(GENERAL DUTIES OF EMPLOYER AND EMPLOYEE)**

Each employer shall provide suitable means to protect employees from the dangers of accidents and occupational diseases, that may occur during the working hours, as well as dangers of fire and all dangers occurring from use of machinery work and other utensils. He should also follow all other means of protection prescribed by Ministry of Labour and Social Affairs.

The employee shall use protective devices and clothing provided for this purpose, and shall carry out all instructions of the employer for safety from hazards and shall refrain from creating any hazards and from performing any act that may hinder the execution of these instructions.

**Article 2**

**(SAFETY SIGNS)**

Each employer shall display in a prominent and obvious place in the workplace clear and detailed instructions for prevention of fire and protection of employees from the dangers they may be subject to while performing their duties, ways of protection and how to prevent accidents. The instructions shall be in Arabic and in a language understood by employees.

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**Article 3**

**(TRAINING)**

Every employer or person on his behalf shall brief employees about labour hazards before giving them assignments, such as dangers of fire, machines, falling, occupational diseases and others if applicable.

**Article 4**

**(FIRST AID)**

Employers shall appoint a qualified first aider and have available in every first aid box the items must be as prescribed by the Ministry.

**Article 5**

**(ENVIRONMENTAL)**

Every employer shall take necessary measures to ensure safe conditions of work, and provide Safety and Health of employees working therein. Particularly note the following:-

**a) Space**

The space to be occupied by each person shall not be less than 400 cubic ft., on condition that any height exceeding fourteen feet shall not be counted.

**b) Ventilation**

Provision of adequate fresh air, ventilation and avoidance of bad or harmful exhaust fumes, changes in temperature or excessive humidity.

**c) Lighting**

Provision of sufficient and suitable light, naturally or artificially by use of light inlets and openings, sources of natural and artificial light shall be maintained in a homogeneous manner, direct lighting as well dazzling shall be avoided, and also differentiation in light distribution in adjoining places.

**d) Noise**

Prevention or reduction of noise and vibration harmful to health of employees according to internationally accepted standards.

**e) Canteens: Eating Places**

Provision of places for eating for employees where by nature of their work conditions, the eating of food is prohibited in the following cases:

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1. Work where poisonous or harmful materials which propagate dust, smoke, fumes, etc. are used.
2. Works where employees are subject to harmful radiation.
3. Works where employees are subject to pollution on parts of the body or the contamination of work clothes.

**f) Toilets & Washing**

Provision of sufficient and suitable wash basins for employees normally present in the place of work plus cleaning materials for the cleaning hereof, sufficient toilets and cloakrooms cleaned and maintained continuously, separated by sexes.

**Article 6**

**(ATMOSPHERIC MEASUREMENT)**

Every employer shall take suitable scientific measures to prevent, reduce or remove health dangers from places of work. He shall particularly note the following:

- a) Performance of industrial operations shall not be harmful to the health or safety of employees.
- b) Performance of harmful to health operations, shall be kept in separate enclosed areas to protect harmful material and avoid employees from being in direct contact with leakage of gas vapour, dust, soil fibres or fumes into the atmosphere or the and work place.
- c) Barring of dangerous radiation from employees.
- d) Elimination of harmful materials that are ejected during industrial operations so that they do not increase the limits set down by the Ministry of Labour and Social Affairs.
- e) Prompt elimination of harmful dust, vapours, gasses or fibres at or rear its source by means of extraction or suitable mechanical means or providing a suitable ventilation system.
- f) Provide employees with suitable protective clothing and equipment for personal safety in hazardous areas, if protection measures provided are insufficient. The training of employees in the safe use of this clothing and equipment and the provision of storing, maintaining, cleaning and disinfecting as and when required by the nature of conditions and work.

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**Article 7**

**(PLACE OF WORK)**

The following shall be noted in workplaces:

- a) The floors in the working rooms shall be level and suitable for the work done in it.
- b) There shall be space around the machines units allowing free passage for employees to conduct their normal duties without obstruction and to allow cleaning operations, repair of machines and transport of materials used in work.
- c) Passages should have no pits or uncovered manholes or protruding nails or pipes, upright valves or any construction that may cause.
- d) Passages shall be kept clear of anything that may obstruct employees in passing or be a danger by collision or falling.
- e) Stairways, walking tracks, and similar places shall be furnished with non-slippery material.
- f) Stairways shall be fitted with handrails and bars of sufficient width as to prevent personnel falling through them and, or metal sheets to prevent objects falling on to people below.
- g) The steps of stairways shall be strong and wide enough to allow safe passage and shall be fenced from both sides if one side is not adjoining a wall.
- h) Ladders shall be strongly constructed with steps of suitable dimensions, with the top and bottom secured as to prevent slipping. Wooden ladders shall not be painted.

**Article 8**

**(FIRE PROTECTION)**

The employer shall provide the necessary means to prevent fire and also suitable fire extinguishers for the materials kept in the establishment and materials used in the industry. He shall provide the following:-

1. To have sufficient ways in, ways out and stairways in the place of work to enable employees in the event of a fire in any part of the building to evacuate quickly and safely without congestion.
2. Suitable means and devices for extinguishing fire shall be provided and maintained in a good condition to perform their desired purposed. They shall be readily available and free from obstruction. A sufficient number of employees shall be trained in their use.

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3. A warning signal in the event of an outbreak of fire shall be provided and employees trained to respond to it.
4. Where there are numerous work rooms opening on each other, they shall be separated by fire doors to prevent fire spreading.
5. Fire warning, and fire prevention signs shall be displayed in fire risk areas, evacuation routes shall be signed in Arabic and other languages necessary for employees working therein.

#### **Article 9**

##### **(HIGH RISK AREAS)**

Employers shall take necessary precautions to protect employees from the dangers of falling objects, flying sparks, sharp objects, liquid caustic, hot, burning, explosive or any other harmful material, and to take necessary precautions to protect employees from the dangers of compressed gases and electricity, either through safety devices suitable for the purpose or through personal protection like goggles, gloves, belts, outfits, masks or other protective clothing that shall suit the nature of operations performed and the materials used in every operation.

#### **Article 10**

##### **(MACHINE GUARDING)**

Employers shall provide all moving parts of machinery with suitable guarding unless such parts are designed in a way that provide complete protection.

#### **Article 11**

##### **(TYPES OF GUARDS]**

Employers in erecting guards mentioned in preceding article shall take into account the following:

1. To provide complete protection against danger for which it was erected.
2. To make it impossible for employees or any part of his body to reach the danger area during operation.
3. Should not cause delay in production, or affect machinery performance.
4. Should not affect the adjustment, repair, inspection of machinery in the process of maintenance.

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5. Should be rust and fire proof.
6. Should not be the cause of accidents as a result of parts being tapered angular or rough.

**Article 12**

**(NEW MACHINERY)**

Employers in installing new machinery or equipment shall ensure they comply with the necessary safety requirements.

**Article 13**

**(LOCKING OFF)**

Employers shall not allow anyone to remove or install any guard or safety device unless the machinery is stopped and not operated again until guard or safety device refitted.

**Article 14**

**(SAFETY NOTICES)**

Employer shall fix safe operating instruction near machinery, or operations, in Arabic and any other appropriate languages as to be understood.

**Article 15**

**(EMPLOYEES RESPONSIBILITY)**

Employees shall follow orders and instructions related to work safety and shall use the protective devices provided and undertake to take care of them. Employees are not allowed to commit any act conducive to not carrying out the instructions mentioned, misuse or damage devices meant to protect health ;and safety of employees.

Employers may include penalties in their disciplinary regulations for any employee who fails to follow the prescribed orders and instructions, or use the protective safety measures provided.

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**Article 16**

**(BOILERS)**

In case of steam boilers employers shall note the following:

- a. Boilers should be equipped with safety valves, shut-off valves, water-level gauge and pressure gauge, and all these devices should be operation when in use.
- b. Boilers should be housed in especially well built room, well lighted and apart from other building by 3 metres.
- c. A competent person shall be assigned to control the boiler, and a room provided inside or outside of the boiler room for his benefit.
- d. The boiler should be stopped at least once every two months for maintenance and the job should be assigned to a competent person, and all safety measures are to be taken.
- e. The boiler should be tested once every year by a competent person licenced to do this by the Labour office concerned.
- f. The person testing the boiler shall prepare a report showing the condition of the boiler, methods of testing it and the owner of the plant shall send a copy of this report to the Labour office concerned.

Compression units shall be made of pressure materials that do not react on chemicals or rusting and be subject to a yearly test by a competent person licenced by the Labour office concerned to determine its worthiness. He is to prepare a report, of copy of which is to be sent to the Labour office concerned

**Article 17**

**(SAFE AREAS)**

Employees are forbidden to enter an area where machinery is operating unless dressed in clothing suitable to the nature of work and in compliance with the orders specified by the plant for safety of employees.

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**Article 18**

**(STORAGE OF CHEMICALS)**

Employers shall take precautions to protect employees against dangerous chemicals by storing chemicals in safe fenced areas. Chemical or harmful materials kept in containers shall have a secure lid in Arabic and other relative languages giving the contents, safe usage, means of protection and harmful effects.

**Article 19**

**(EXCAVATION AND DEMOLITION)**

1. The walls of trenches or holes have a suitable gradient to prevent collapse. Trenches or holes of 1.5 metres depth or more shall be shored to prevent collapse. Safe corridors or walkways provided for the removal of soil and warning signs displayed.
2. Soil removed from the excavations to be an adequate distance from the edges.
3. Demolition should begin with upper storeys, and necessary steps will be taken to support walls, if building in danger of collapse. An experienced supervisor is to be present through out the demolition operations.
4. Debris should not be thrown from upper storeys, but be removed either by machinery or enclosed tilted passage. Accumulated debris should be surrounded by railing or wall

**CONSTRUCTION**

1. Scaffolding should be wide enough to let employees walk along it safely with fences on both sides, if the height is more than 8m. Employees should be equipped with a safety harness to prevent them falling off.
2. Railing should surround roofs where work takes place, if the nature of the work makes ascending there a necessity. Openings should be surrounded with a wall or covered in such a way to prevent employees or equipment falling through them.
3. Overhead protection should be constructed of adequate width with a rail of suitable height in order to protect labourers and pedestrians against falling objects.

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**Article 20**

**(CRANES AND LIFTING EQUIPMENT)**

The following shall be noted regarding lifting and pulling machines and tools:

- a. Cranes and lifts for men and materials shall be of sound construction and manufacture, regularly maintained and checked by a qualified technician at least once every 12 months.
- b. The areas where lifts are fitted shall be fenced in such a way as to prevent access or egress whilst moving. Doors should not be able to be opened whilst in motion.
- c. The maximum capacity of machine or lift shall be displayed in a prominent position.
- d. An employee may not be asked to carry loads above his capacity, and in any case no load shall exceed 50kg. per man and 20kg per woman, and where possible mechanical lifting equipment shall be used.
- e. Chains ropes wire ropes and other lifting equipment shall be continuously and completely maintained and checked by a competent technician at least once every 6 months.

**Article 21**

**(CONTRACTORS, BUILDING & CONSTRUCTION)**

Any establishment assigning a contractor to perform building and construction operation shall notify the labour office concerned at least one week before starting with a statement showing the following:

- a. Name of establishment or original contractor.
- b. Name of sub-contractor.
- c. Type of operations.
- d. Place where labour is to be performed.
- e. Date of commencement of work and the period it takes to be executed.

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**Article 22**

**(CONTRACTORS/SAFETY EQUIPMENT)**

The responsibility of providing, any articles of industrial safety in the work of contracting concerning the business owners, original contractor and sub-contractor shall be as follows:

- a. Conditions of industrial safety at the place of work and its equipment shall be provided by the business owner who operates there.
- b. Personal safety equipment for employees shall be provided by the one who contract with them.

**Article 23**

**(INSPECTIONS/MEDICALS)**

The inspectors of labour concerned shall be able to take samples of any materials used in industrial or other operations subject to inspection if they are believed to be harmful or injurious to the health and safety of employees. The samples to be analysed to find out the extent of the effects.

The employer shall be informed of the result of the analysis so that appropriate measures can be taken. If necessary medical examinations may be authorised of employees, or medical or technical checks made of the working conditions and the effects on employees. - Medical checks can be made inside the place of employment during working hours, or outside after working hours and work in conjunction with article (175) of law No. 8 - 1980. (Police assistance if necessary).

**Article 24**

**(NOTIFICATION OF ACCIDENTS)**

The employer shall notify the labour office concerned of accidents occurring in any establishment during the daily working hours or as a result of the work and:

- a. Death of employee.
- b. Fire or explosion.
- c. Disability of employee for three days or more.

The employer should also notify of such accidents according to the model shown in this table [4] attached to this decree and the notification should be as follows:

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1. In cases of death, fire or explosion, the notification should be immediately the accident occurs and through the fastest means of communication.
2. In case of disability of employees for three days or more. Notification shall be within twenty four hours from the accident.

In all cases every employer shall furnish the labour office concerned with statistics of employment injuries and occupational diseases in two copies every three months according to a model to be prepared for this purpose on condition that the date of its dispatch should not exceed fifteen days after the expiry of the three month period.

The employer shall retain a third copy in the establishment so that the inspector of labour concerned may go through it on his visit to the establishment.

#### **Article 25**

#### **(QUALIFICATION OF INSPECTORS)**

The Labour Inspector assigned to perform duties described in this decree shall be qualified in the following manner:

1. In case of discharging duties relating to industrial safety, he must be an engineer or technician with experience in this field.
2. In case of discharging duties relating to occupational health he must be a doctor or technician who has specialised in occupational health.

#### **Article 26**

#### **(SAFETY OFFICER/SAFETY ENGINEER)**

- a. Every industrial establishment employing more than a hundred and fifty employees shall appoint a full time industrial safety office to be devoted to the purpose and execution of the law.
- b. For an industrial establishment employing more than one thousand employees the industrial safety officer shall be an engineer or technician qualified in the field of industrial safety and for establishments employing less than one thousand employees, he shall be more a technical secondary school with experience in the field of industrial safety.

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**ARTICLE 61 (Page 42)**

Where a worker, either through his own fault or in violation of the employer's instructions, is guilty of the loss, damage or destruction of tools, machines or products or materials owned by the employer or in the latter's custody, the employer may deduct from the workers remuneration such amounts as may be necessary to repair them or replace them or to replace them as fully as possible provided that the amount so deducted shall not exceed five days remuneration in each month.

The employer may request the competent court through the concerned Labour department for permission to deduct more than this amount if the worker has capital assets or any other source of income.

**ARTICLE 120 (d) - Page 70**

An employer may dismiss a worker without notice if the worker disobeys instructions respecting industrial safety or the safety of the workplace, on condition that such instructions are in writing and have been posted up at a conspicuous place and in the case of an illiterate worker, that he has been acquainted with them orally.

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