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PREFACE :

- Safety Procedures and manual of OWNER together with supplemental procedure of CLIENT shall be the basis of Safety Plan of M/s. akio KUNO & partner INSULATION Co. Ltd. (KIC)
- This Safety Plan is prepared for implementing the above mentioned procedures and manual.

1. OBJECTIVES & TARGETS

- 1.1 **Health** : The objectives are:
 - 1.1.1 To provide adequate medical facilities.
 - 1.1.2 To provide a register logbook for First Aid Treatment; each treatment to be classified as "Industrial Medical Case".
 - 1.1.3 To develop and encourage a preventive medical care attitude.
 - 1.1.4 To provide First Aid equipment on site.
 - 1.1.5 To conduct periodic health inspections so as to ensure and maintain a good standard of health and hygiene.
- 1.2 **Safety** : The main objectives are:
 - 1.2.1 To prevent all accidents
 - 1.2.2 To ensure that there is an effective organization structure to manage safety.
 - 1.2.3 To address critical safety activities during the construction.
 - 1.2.4 To comply with project safety standards.
 - 1.2.5 To promote safety awareness and consciousness in employees and ensure implementation of safety procedures through proper safety awareness program.



- 1.2.6 To establish audits for monitoring the implementation of the HSE plan and procedures.
- 1.3 **Environment**: The main objectives are:
 - 1.3.1 To preserve the environment
 - 1.3.2 To implement a proper Waste Management Program.
 - 1.3.3 To direct the project staff attitude towards environment through Pollution Control and Environment related procedures.
 - 1.3.4 To reinstate work areas.
- 1.4 Targets: Zero Accidents

F <u>acility</u>	Lost Time Injury	Lost Time Accidents Frequency
0	0	0

2. SCOPE

2.1 This Project Health, Safety and Environment (HSE) Plan summarizes the safety responsibilities and procedures for the Project in accordance with the Executive President's Health, Safety and Environment Policy Statement and gives guidelines for its implementation. It covers all work and site areas including temporary facilities and applies to all KIC site employees and to KIC's subcontractors.

3. **DEFINITION**

- 3.1 Project : NAME OF PROJECT
- 3.2 Company : NAME OF OWNER
- 3.3 KIC : akio KUNO & partner INSULATION Co. Ltd.
- 3.4 Client : NAME OF CLIENT.

4. **RESPONSIBILITIES**



- 4.1 The KIC Site Manager is to :
 - 4.1.1 Ensure the overall safety and health management of his scope of work and areas concerned.
 - 4.1.2 Submit the safety organization chart and safety plan to HHI for approval.
 - 4.1.3 Assign safety representatives and supervisors.
- 4.2 The KIC Site Manager and Safety Representative are to attend Safety Committee Meetings and Weekly Safety meetings and shall inform their subordinates of the important matters deliberated in the meetings.
- 4.3 KIC shall conduct the Safety orientation course to all personnel.
- 4.4 KIC shall conduct its own safety training course as found necessary and as per KCC Safety Training Programs / Client Safety Training Programs.
- 4.5 KIC shall provide appropriate equipment / material to be used for the work.
- 4.6 KIC shall prepare appropriate work method statements for Hazardous / High risk works and submit them for COMPANY's review.
- 4.7 Compliance with this HSE Plan is mandatory for all employees on the Project.
- 4.8 Qualified safety personnel shall be assigned to the project, at a ratio of approximately one safety officer to 60 workers. (Refer to Organization Chart.)
- 4.9 KIC's subcontractors shall submit their own safety plan, and if appropriate method statements, to the Client for approval. Subcontractors, in addition to working to their own approved standards, shall meet the requirements of this HSE plan.

5. SAFETY COMMITTEE

5.1 A safety committee shall be established. It shall be chaired by the Client Site Manager and shall consist from Company's Safety Manager, Construction Manager, Client's Site Manager, Client's



Safety Manager, Subcontractor's Site Managers and Safety Representatives.

- 5.2 The committee shall meet at least once a month or as required.
- 5.3 It shall have the following objectives:
 - 5.3.1 Conduct a safety inspection of the site prior to the meeting.
 - 5.3.2 Confirm the minutes of the previous meeting and result of follow up.
 - 5.3.3 Discuss safety & health matters observed during the safety inspection and submitted by any subcontractors.
 - 5.3.4 Debate and confirm monthly safety targets and monthly safety activities.
 - 5.3.5 Promote safety-training programs and ensure that they are properly carried out.
 - 5.3.6 Report on any previous accidents and near misses and preventive measures.
 - 5.3.7 Convey information and instructions from the client and / or authorities concerned.
 - 5.3.8 Promote and maintain housekeeping and waste disposal.
 - 5.3.9 Make a plan for necessary common facilities.
 - 5.3.10 Recommend groups and individuals for awards in accordance with site incentive scheme.
 - 5.3.11 All major matters discussed shall be conveyed to the relevant individuals by those who have attended the meetings.

6. SAFETY REVIEW OF DOCUMENTS

- 6.1 KIC Site Manager / Safety Manager shall review all health and safety related documents including:
 - KIC and subcontractor method statements
 - Work permit procedure



- Requisitions and purchase orders for safety equipment
- Supplier data relating to toxic or dangerous substances
- Material Safety Data Sheets must be maintained and a complete set of MSDS copies shall also be kept at medical facilities and the medical staff must be fully familiar with the contents thereof.

7. SUBCONTRACTOS

7.1 KIC Site Manager / Safety Manager shall ensure that all subcontractors shall comply with the requirements of the HSE Plan.

8. SITE RULES

- 8.1 All work shall be performed in compliance with the latest edition of the United States Health & Safety Act, and British International Standards.
- 8.2 Safety glasses with side shields are required to be worn. Face shields will be worn when grinding along with safety glasses.
- 8.3 Full Body Harnesses with Double Lanyards are required to be worn and used for working on elevated surfaces where there is no rail protection or guarded edges, within 6 ft. of unprotected roof and platform edges, on elevated equipment, on a slope or roof without handrails and angle greater than 34 degrees to the horizontal and on a ladder when the worker's waist is above a protective handrail on an upper level adjacent to the edge.
- 8.4 While working in confined spaces, a confined space entry procedure will be followed.
- 8.5 For protection against and methods of averting danger caused by electric currents Lock-out and Tag-out rules will apply.
- 8.6 Safety shoes must be worn.
- 8.7 A speed limit of 25 KM/HR. will be applicable on the construction site.
- 8.8 No drugs, alcohol or alcoholic beverages are permitted on work site.
- 8.9 Fighting, romping and horseplay is prohibited.



- 8.10 Smoking is prohibited, except in specially designated smoking areas. Any person found smoking in restricted areas is liable to be permanently removed from the work site.
- 8.11 Beverages in glass bottles are discouraged, thermos, paper, metal or plastic containers are preferred.
- 8.12 Private torches, portable radios, tape recorders or other non spark free equipment may not be permitted on the work site. KIC Site Manager / Safety Manager shall advise.
- 8.13 Where applicable, work shall only be carried out in accordance with the applicable permit regulations.
- 8.14 Barriers and caution tapes will be installed where required.
- 8.15 All employees working at the work site must possess a site identification card.
- 8.16 Backup alarms shall be equipped on all heavy vehicles and construction equipment on site.
- 8.17 All the construction equipment, plant, power tools shall be inspected before use, and then inspected at least monthly and color coded.

9. KIC SAFETY MEETINGS

- 9.1 Copies of minutes of HSE Meetings shall be made available to the Company.
- 9.2 KIC Site Manager / Safety Manager shall attend any safety meetings called by the Company.
- 9.3 KIC Site Manager / Safety Manager shall attend the weekly KIC project meeting and shall report on safety performance and current areas of concern.
- 9.4 A management safety committee shall be established and shall include participation by Company construction representative. The committee shall audit the work site weekly, noting all items needing corrective action and shall meet weekly under the chairmanship of the construction manager or his nominee.
- 9.5 An employee safety committee shall be established with participation of a mixture of rotating personnel (Supervisors and craft) who among other things will conduct weekly site inspections, train the members in



work site safety awareness and further safety communications on work site.

- 9.6 KIC Site Manager / Safety Manager shall hold a monthly meeting with construction supervisors to:
 - Review the reports from the months HSE Meetings.
 - Review the status of corrective action closeout results from inspections.
 - Communicative developments in safety manners
 - Voice current areas of concern.

10. SAFETY MEETINGS

- 10.1 The safety meeting, which is chaired by KIC Safety Manager, consists of Company/Client/ KIC Site Manager, Company Safety Manager and Subcontractor's Site Safety Manager.
- 10.2 The meeting shall be held weekly or as required.
- 10.3 The major objectives are:
 - 10.3.1 Conduct a tour of Safety prior to the meeting
 - 10.3.2 Confirm minutes of previous meeting and the result of follow up action required in the meeting.
 - 10.3.3 Exchange views on the work status and coordinates the work schedule to eliminate conflicts.
 - 10.3.4 Report on the status of the safety performance
 - 10.3.5 Report on the status of safety training
 - 10.3.6 Report on recent accidents and near misses, and preventive measures
 - 10.3.7 In case the meetings can not be held for one reason or the other, an alternative meeting shall be held.

11. **INSPECTIONS**



11.1 Construction Supervisors, and the KIC Site Manager / Safety Manager shall conduct weekly / daily site inspections in each work area. The result of the inspections and the remedial actions to rectify unsafe conditions or practices found during the inspections will be reviewed by the KIC Site Manager who will ensure that remedial advice is actioned. KIC Site Manger shall be copied on all reports relating to these inspections and safety staff shall attend these meetings.

12. **PROTECTION ON THE SITE**

12.1 The location of existing services on the Site shall be ascertained prior to starting construction work and such services shall be protected from damage. Temporary diversions and supports shall be provided to existing services affected by the execution of the works, or, where appropriate, permanent diversions shall be constructed.

13. **PROTECTION OF THE WORKS**

13.1 KIC Site Manager / Safety Manager shall ensure that stability and structural integrity of the works are maintained during construction, provide temporary supports where necessary and ensure that no part of the Works is overloaded with materials, plant or contractor's equipment.

14. HOUSEKEEPING

- 14.1 Housekeeping is the responsibility of each supervisor who will ensure that the construction areas are kept in a neat, orderly and clean manner so as to maintain good, efficient and safe working conditions, to reduce hazards and risks during construction activities. Supervisors shall include housekeeping in their daily inspections.
- 14.2 All access ways and emergency exits shall be kept free of obstructions.
- 14.3 Adequate illumination shall be provided in all work areas.



15. COMMUNICATION AND MOBILITY

15.1 Sufficient Communication Equipment / Vehicles and transport facilities shall be provided to safety staff to allow immediate communication and deployment.

16. **ROAD TRANSPORT & TRAFFIC REGULATIONS**

16.1 All project personnel shall comply with all regulations concerning traffic on public roads and shall follow routes for the transport or plant and heavy loads as directed by the relevant public authorities.

17. SAFETY HANDBOOK & SITE PLAN

- 17.1 The main requirements of this HSE Plan and site rules shall be provided to all personnel in a booklet or plastic sheet, or orientations safety.
- 17.2 A site safety plan shall be prepared, indicating the site and camp's safety provisions and equipment and posted at principal site and camp locations. Details to be shown on the plan shall include:
 - Location of first-aid clinic
 - Location of fire fighting equipment
 - Location of safety showers, eye baths, gas masks if required.
 - Smoking areas
 - Emergency exits
 - Special or limited access areas and permits required
 - Emergency muster points
 - Access roads and speed limits
 - Limited vehicle access

18. **FIRE PREVENTION & FIRE FIGHTING**

18.1 Fire fighting equipment shall be provided in all vulnerable areas to protect personnel, works, temporary works, material storage, offices, records, etc. from damage by fire.



18.2 KIC Site Manager / Safety Manager is responsible for instructing workmen in fire precautions and the use of fire fighting equipment and for displaying notices giving details of action to be taken in the event of fire.

19. TOXIC MATERIALS & EXPLOSIVES

19.1 Before delivery of any toxic or dangerous materials to the site, Material Manager shall send KIC Site Manager / Safety Manager written details (Material Safety Data Sheets) about the product / materials, quantity, proposed storage facilities, etc. KIC Site Manager / Safety Manager shall obtain approval from Company and then advise on storage requirements and precautions to be observed during installation or use.

20. **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

20.1 KIC Site Manager / Safety Manager is responsible for requisitioning, stocking, maintaining an inventory and issuing PPE. KIC Site Manager / Safety Manager shall have access to manpower projections to enable advance requisitioning of adequate quantities of PPE. Suitable storage facilities are to be provided for storage of safety equipment. On commencement of employment each employee will be issued the following; (I) one safety helmet (Hard Hats must comply to ANSI Z89.1-1981 and ANSI 89.2-1971 American National Standard Institute). (ii) one pair of protective footwear (iii) goggles, shields, glasses, ear plugs or muffs (iv) for welders-welding hood, welding gloves, sleeves etc. For more details on what PPE will be required for the project see Chapter 3 of the Safety Manual.

21. HAZARD INDENTIFICATION, ANALYSIS AND CONTROL

21.1 The KIC Site Manager, assisted by Safety Manager, shall review all contract activities. The Safety Manager shall identity potential serious hazards, prepare a detailed hazard analysis and submit proposals to control identified hazards.

22. WORK PERMITS

22.1 "Work Permit System of CLIENT/OWNER shall be applied"



23. SITE SECURITY

- 23.1 The KIC Site Manager is responsible for taking all necessary measures to safeguard the Site, the Works, materials, storage areas, site offices, plant, equipment, temporary works, etc., against damage from trespass and theft and shall take precautions to prevent unauthorized entry.
- 23.2 KIC shall provide an adequate guard forces on the Work Sites and transportation routes to protect life and property. KIC shall appoint a Security Supervisor who shall administer guard force and be responsible for the security functions.

24. WARNING, PROHIBITION AND COMMAND SIGNS

- 24.1 All safety, first aid and accident prevention facilities and equipment shall be prominently marked. Out of bounds or classified areas on site shall have prominent warning signs displayed.
- 24.2 No sign shall be removed without the consent of the Safety Manager.

25. CONSTRUCTION PLANT

- 25.1 Plant, Machinery and Vehicles Department are responsible for ensuring those statutory safety requirements for cranes; hoists, etc. are met and maintained throughout the life of the project. KIC Site Manager shall be notified of all such equipment. "All the construction equipment and plant shall meet the requirements of OWNER/CLIENT, and shall be confirmed by OWNER/CLIENT of their conformity before bring them into the site."
- 25.2 Protective and warning devices e.g. overload switches; reversing horns shall be in working order at all times. Plant, Machinery and Vehicle Department are responsible for ensuring that such devices are operative on all equipment.

26. RADIATION

26.1 KIC Site Manager / Safety Manager is responsible for ensuring that construction personnel and QC personnel and subcontractors shall obey the Saudi Arabian law regarding the use of Radioactive materials, radioisotopes and other radiation emitting equipment.



27. ELECTRICAL WORK

- 27.1 Electrical work shall only be undertaken by qualified persons familiar with the electrical code requirements and qualified for the class of work being performed.
- 27.2 The KIC Site Manger / Safety Manager is responsible for ensuring that work permits are obtained before doing any live electrical work.

28. **GENERAL CONSTRUCTION SAFETY**

- 28.1 All connections for electricity, water supply and other temporary facilities shall be in accordance with local and contractual requirements. The KIC Site Manager / Safety Manager shall submit details of all proposed connections for prior Company approval.
- 28.2 Any work which puts at risk the health and safety of any person, or could cause damage to materials, facility or equipment will be stopped. Remedial measures will be carried out immediately.
- 28.3 All connections for electricity, water supply and other temporary facilities shall be in accordance with local and contractual requirements. The Site Manager shall submit details of all proposed connections for prior Engineering approval.
- 28.4 The requirements of Company document, Engineering Construction and Company Health & Safety Manual shall be complied with.
- 28.5 A full body harness shall be worn by all personnel working at heights above 6 ft. See also "Site Rules" of this plan.

29. JOURNEY MANAGEMENT

- 29.1 A procedure shall be developed to ensure effective journey management, to minimize the chance of personnel getting lost, to provide rapid rescue in the event of accidents in remote locations and to mobilize a planned search operation in the improbable event of vehicles actually getting lost.
- 29.2 The procedure shall be written and managed by the KIC Site Manager and communicated to all camps, offices and locations.



- 29.3 Personnel shall be selected and trained to make up search parities in case of an emergency.
- 29.4 The KIC Site Manager / Safety Manager will ensure that PMV has equipped each vehicle with standard emergency equipment that meets SIPC standards.

30. TRAINING

- 30.1 The KIC Site Manager and Safety Manager are responsible for providing Training courses as required. Site KIC personnel shall attend, and where necessary pass, the mandatory health, safety and environment courses provided. Courses attended shall be recorded in the employee's Training Record.
- 30.2 The training on site consists of programs as follows:
 - 30.2.1 Safety Induction Training for new employees.
 - 30.2.2 Safety training for managers and supervisors
 - 30.2.3 Safety training for workers assigned to specific harmful or hazardous work.
 - 30.2.4 Refresher safety training courses
 - 30.2.5 Fire and Evacuation drill and first aid training.
- 30.3 Courses shall be conducted by or under the direction of the Safety Manager. Safety topics will be chosen by the Safety Department.
- 30.4 All attendees shall sign a register of courses attended, a copy of which shall be sent to HO President.
- 30.5 The KIC Site Manager and Safety Manager are responsible for providing Training courses as required. No person shall be allowed to commence work on the work site before he has been given safety awareness training. All employees will be given a copy of the job-site rules and regulations. All employees will have the regulations explained to them. All senior staff i.e. these of foreman level and above will have an induction meeting with the safety officer and sign confirming their receipt and understanding of the job-site rules and regulations.



- 30.6 The safety rules applying to their trades or occupation will be explained to the employees on site prior to their commencing work.
- 30.7 The required safety equipment will be provided and the correct use explained to each employee before the work starts.
- 30.8 The appropriate foreman will be responsible for ensuring that his section has had the necessary instruction before work commences.
- 30.9 As soon as possible after arrival all employees will be given a copy of the camp and job-site fire, safety and hygiene rules.
- 30.10 The correct use of fire fighting equipment will be explained to all personnel soon after arrival.
- 30.11 The camp and job-site evacuation plan will be explained to all employees soon after arrival.
- 30.12 KIC always ensures that all personnel in their charge attend a Safety course before commencing work on site. Reference will be made to hazards specific to the job-site and the standards of safety required. Topics will normally include and be taken from the following:
 - 30.12.1 Job-site safety policy
 - 30.12.2 Employer / employee responsibilities under Client's labor law and Owner rules and regulations.
 - 30.12.3 Construction accidents
 - 30.12.4 Accident reporting
- 30.13 Specific safe working practices:
 - 30.13.1 Electrical safety
 - 30.13.2 Full body harness and life lines
 - 30.13.3 Scaffolding
 - 30.13.4 Housekeeping
 - 30.13.5 Trenching and excavations
 - 30.13.6 Material handling, rigging and crane safety



30.14 Permit to work system

- 30.15 Protective clothing and equipment:
 - 30.15.1 Respiratory protection
 - 30.15.2 Head protection
 - 30.15.3 Eye protection
 - 30.15.4 Hearing protection
- 30.16 First aid and medical facilities and emergency procedures
- 30.17 Fire protection and prevention
- 30.18 Toxic substances
- 30.19 Project special requirements
- 30.20 KIC also provides additional Safety Instructions at a later date for the performance of hazardous or unfamiliar tasks.
- 30.21 The Safety Manager shall establish a safety-training program and carry out safety training for all personnel concerned, including the subcontractor's personnel.

31. TASK ANALYSIS / JOB SAFETY ANALYSIS

- 31.1 The following activities require the preparation of a task Analysis or A Job Safety Analysis (JSA):
 - 31.1.1 Erecting and Dismantling Scaffolds
 - 31.1.2 Installation of heavy or tall or unbalanced equipment or structures
 - 31.1.3 Deep excavation for foundation and Trenching
 - 31.1.4 Work under water or over water
 - 31.1.5 Work in confined spaces
 - 31.1.6 Electrical work (after being energized)



31.1.7 Ionizing radiation

- 31.1.8 Work on oil filled / gas-in utilities, electricity energized equipment
- 31.1.9 Shutdown and maintenance work
- 31.1.10 Other work areas may be designated as hazardous and thus require JSAs.
- 31.1.11 Rigging and lifting of materials and equipment.

32. TOOLBOX MEETING (TBM)

- 32.1 Toolbox Meeting / Talks are to be conducted on regular basis, daily or weekly, or as per Contract Requirements.
- 32.2 TBM is to be held prior to start of work within close proximity of working area.
- 32.3 The main purpose of the TBM is to explain working plan, procedures, and safety precautions for the work of the day or the week.
- 32.4 A TBM shall include the following information:
 - 32.4.1 detailed work procedure
 - 32.4.2 safety precautions required
 - 32.4.3 potential hazards anticipated and precautionary measures
 - 32.4.4 confirmation of obtaining work permits
 - 32.4.5 use of proper PPE
 - 32.4.6 safety instruction for tools and equipment
 - 32.4.7 information on other work being done in the areas surrounding the area where the work is to be done
 - 32.4.8 visual checks of health of the individuals



- 32.4.9 proper allocation of workers
- 32.4.10 Instructions on relevant safety information.
- 32.5 Proper documentation of TBM is to be kept on file

33. ACCIDENT / INCIDENT REPORTING & INVESTIGATION

- 33.1 All accidents shall be reported to the KIC Site Manager and to the Corporate Safety Department at HO verbally within 3.0Hrs and a summarized report within 24 hours of occurrence.
- 33.2 The term incident means any undesired event that could have resulted in personal harm, property damage and / or other losses. It is imperative that these incidents are reported to the KIC Site Manger / Safety Manager.
- 33.3 An accident investigation team from the client shall be selected in order to conduct the investigation. It shall consist from the Client representatives and concerned KIC staff. The team shall take action to preserve any physical evidence, collect information and analyze the cause of the accident. They shall also issue preventive measures to prevent the recurrence.
- 33.4 The accident report shall be prepared and submitted to the Client's site manager who is to finalize it and submit it to the client.
 - 33.4.1 All accidents / near misses resulting in or having potential for injury, damage or loss shall be reported immediately to COMPANY orally and in writing within 24 hours.
 - 33.4.2 Written reports shall detail the nature of the accident, the time and date of the occurrence and the precise location, as well as other pertinent factors, which may have contributed, to the occurrence. All statutory notices sent to the enforcing authorities concerning the occurrence should be copied to COMPANY. Copies of reports of all incidents reported to the governmental safety authorities shall also be sent to COMPANY.
 - 33.4.3 Full details of any witnesses shall also be obtained and any breach of statute or permit to work arrangements shall be recorded.



- 33.4.4 Where personal injury has occurred, a medical report shall be obtained and included with the written report or submitted immediately afterwards. Property damage incidents shall be reported to COMPANY immediately.
- 33.4.5 A copy of Contractor's accident investigation report regarding all accident injuries, property damage incidents and near misses shall be sent to COMPANY. The report shall clearly identify the action proposed or taken to prevent a recurrence. COMPANY shall be kept fully informed of all prosecutions by governmental authorities resulting from any aspect of the work on the project.
- 33.4.6 Each calendar month, CONTRACTOR shall send a report of their accident statistics and work hours (and those of their subcontractors) to COMPANY, in accordance with US OSHA parameters. CONTRACTOR shall also report an analysis of all safety corrections made during the month and any outstanding corrective actions. CONTRACTOR and COMPANY shall compile monthly, quarterly and annual analysis of the statistics. Our goal is always zero accidents.
- 33.4.7 Meetings shall be held to determine the lessons learned and actions to be taken as a result of all accidents and near misses. The meeting shall consist of the Contractor's superintendent, construction manager, foreman, safety and security representative and individual involved in accident or near miss as well as COMPANY construction representative.
- 33.5 The benefits of effective reporting of accidents / incidents include:
 - Assurance that all accidents / incidents will be investigated.
 - Discovery of the immediate and basis causes.
 - Reduction of recurrences.
 - Identification of program needs.
 - Provision of information in case of litigation.
 - Overall program improvement.
 - Increase of production time and reduction of operating costs.

34. SAFETY VIOLATION

34.1 A safety violation is a case of disregard for safety procedures, which could have caused an accident.



- 34.2 KIC Site Manager / Safety Manager shall immediately correct and report any safety violations seen in the course of his duties in writing to Safety Manager. These reports will be kept on file and will give details of the violation, work area, date and time, who perpetrated it, etc.
- 34.3 Disciplinary action will be considered for repeated offenders.

35. SAFETY AUDITS

- 35.1 An Audit schedule shall be drawn up and all Audits shall be reported in writing, with copies to KIC Site Manager, Head of Department or Area Manager concerned and AVP Construction Support Mechanical and Quality Management in MOA.
- 35.2 KIC Site Manager or Safety Manager shall attend audits if appropriate.
- 35.3 Safety audits shall be undertaken by MOA Corporate Safety Department.

36. **REPORTING TO HO**

- 36.1 KIC Site Manager shall compile a weekly safety report and shall send it to KIC Managing Offices AL-JUBAIL, attention AVP Construction Support Mechanical and Quality Management on the Saturday or Monday of the following week.
- 36.2 KIC Site Manager shall report any Lost Time Accident to HO Corporate Safety Department within 24 hours of occurrence.

37. MEDICAL FACILITIES

- 37.1 Medical facilities shall be in accordance with clients Medical Conditions of Contract and shall include as a minimum:
 - First aid clinic to provide emergency treatment manned during normal working hours by a qualified nurse.(to be provided by CLIENT)
 - Ambulance to move sick or injured to the local hospital.(to be provided by CLIENT)
- 37.2 KIC Site Manager shall ensure that medical facilities comply with National Health Regulations.



- First aid facilities shall be clearly labeled and marked on the site plan. 37.3
- 37.4 KIC's medical facilities shall be open and available to project personnel in the event of sickness or emergency.

38. **CAMP SAFETY, HYGIENE & PROVISION OF DRINKING WATER**

- 38.1 KIC Site Manager is responsible for ensuring that camp, and other refreshment facilities are to a high standard, adequate sanitation is provided, drinking water meets World Health Organization (WHO) requirements and the facilities meet National Health and Safety Standards of cleanliness.
- 38.2 Drinking water shall be distributed in a sealed sanitary containers with an adequate supply of disposable paper cups will be provided wherever construction work is being carried out.

39. **ENVIRONMENT**

- 39.1 All environmental incidents (e.g. spills, releases) shall be reported to the Company. Spill pits to be available at potentially environmentally, hazardous conditions.
- 39.2 KIC Site Manager advised by Safety Manager shall review and comply with all regulations concerning noise, pollution and other nuisance.
- 39.3 Rubbish and debris shall be removed daily from the site as it accumulates and the Works shall be kept clean and tidy.

ILLEGAL DRUGS, ALCOHOL AND FREARMS POLICY 40.

40.1 Policy

KIC's policy regarding illegal drugs and controlled substances, alcoholic beverages, and firearms is:

The use, possession, distribution, purchase or sale any illegal drugs or other controlled substances by any person while on COMPANY/CLIENT KIC's premises or areas of



COMPANY/CLIENT/ KIC's operations, engaged in COMPANY/CLIENT/ KIC's business or operating COMPANY/CLIENT / KIC's equipment is prohibited.

- The use of any illegal drug or other controlled substances or alcohol, which cause or contributes to unacceptable job performance or unusual job behavior, is prohibited.
- The use, possession, transportation, or sale of alcoholic beverages by persons while on COMPANY/CLIENT/ KIC's premises or while operating COMPANY/CLIENT / KIC's equipment prohibited.
- •
- The use, possession, transportation, or sale of explosives, unauthorized flammable materials, firearms, or other weapons while on COMPANY/CLIENT/ KIC's premises, engaged in COMPANY/CLIENT/ KIC's business or while operating COMPANY/CLIENT / KIC's equipment is prohibited.

KIC Employees shall abide by this policy. Any person violating this policy shall be removed from COMPANY/CLIENT / KIC's premises and will be denied future access to COMPANY/CLIENT/ KIC's premises. In appropriate cases, local law enforcement agencies will be advised of violations. Drug and Alcohol Abuse Procedure "SMP-MOA-015" will be in force at all times.

41. SAFETY INCENTIVE SCHEME

- 41.1 Objectives of schemes area:
 - 41.1.1 Generate an attitude of safety and safe working
 - 41.1.2 To minimize safety violations
 - 41.1.3 Reward safe working
- 41.2 Benefits of scheme are:
 - 41.2.1 Each employee is encouraged to act safely
 - 41.2.2 Violations and violators are identified and corrective action can be taken



- 41.2.3 Training requirements can be identified
- 41.3 Scheme Outline
 - 41.3.1 The scheme operates for each calendar month of the project.
 - 41.3.2 Work groups of approximately the same size are identified by trade or discipline.
- 41.4 The Scheme:

The safety incentive scheme/plan shall be incorporated with CLIENT & OWNER plan.

41.5 Safety Department is responsible for the administration of the scheme.