

AL ATAA COMPANY

FOR GENERAL CONTRACTING

IRAQ / BASRAH

HEALTH AND SAFETY

RULES AND CONDITIONS

**HEALTH AND SAFETY
RULES & CONDITIONS**

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HEALTH AND SAFETY RULES & CONDITIONS

Introduction

This booklet has been prepared a part of work program in order to enable all contracts to be carried out efficiently and safely for all concerned. It is the responsibility of the Company Management Representative in site to ensure that this document has been received and implemented by the Contractor.

It is expected that the standard of your plant, equipment and safe working management complies with the Health and Safety relevant legislation.

The information stated in this document is based on legislative, corporate and client requirements and will need to be supplemented by owned detailed risk assessments.

Both partners required to accept the "Health, Safety Rules and Conditions" laid down in this Document will be in site managed & expected for any work undertaken.

HEALTH AND SAFETY RULES & CONDITIONS

1.0 General Safety Requirements

1.1 Contract Management

Before any contract work has started, a responsible and competent manager representing the Contractor must discuss the safety requirements with the appointed Representative. The Contractor should provide the following:

- Company Safety Policy Document
- General Safety Procedures Document
- Outline Health & Safety Plan and Method Statements

It is expected that all persons employed on site will be registered with the certificate schemes applicable to their trade. All personnel employed in the project are to attend an induction brief prior to commencement on site. The initial induction brief will be delivered by the Company representative to the Main Contractor. Further inductions briefs must be cascaded down to each sub-contractor. On smaller work sites the briefing may be carried out directly by the Company representative. The Company is responsible for ensuring that his employees have been briefed.

The risk assessments and method statements must be agreed with the Company Representative prior to commencement of work.

The induction brief must cover the following topics as a minimum standard:

- Project description
- Health and Safety Legislation – Employers/Employees Duties
- Project Management structure and lines of responsibility
- Project and location-specific hazards and measures in place to control them
- Site specific-safety arrangement and rules
- Welfare Arrangements
- Permit to Work Procedure
- Emergency Procedures including fire and medical
- Relevant local safety requirements
- Use of appropriate fire extinguishers
- Accident/incident reporting
- Clients contacts: signing in and out
- Driving and parking of vehicles on site
- Fault reporting

The main Contractor shall be responsible for maintaining accurate records to verify that all current employees and the sub-contractor have attended an induction briefing. The Contractor may be required to produce the record for inspection by a Company Representative.

2.0 Contractor Safety Policy

This should set out the policy of the company, define the objectives if the policy and describe the organization's arrangements. This should include defining the duties and responsibilities of managers and supervisors, provision of safety training, co-ordination of safety with other contractors or any other individuals (such as Third Parties) present on this site, communication of safety policy to staff, inclusion of relevant safety conditions to sub-contractors, method of reviewing policy and procedures and arrangements for dealing with hazards and systems of inspection worksite.

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2.1 Safety Records

All procedures will be fully documented and available for inspection by a Company Representative

2.2 Security

Contractor are required to comply with all the security procedures as detailed by the Company Representative. Any security passes issued must be displayed/carried by personnel at all times whilst on site and kept secure when not in use. The failure of a Contractor to follow security procedures will be treated seriously and may result in removal from site. Lost passes must be reported immediately to the **Main Office**.

2.3 Explosives

The bringing of explosives or explosive substances on to site is strictly forbidden. This includes any explosive charged tools/equipment such as nail/bolt guns.

2.4 Inspection of the Worksite

The Contractor shall provide regular inspections of the worksite by competent, professional health and safety personnel with direct responsibilities to Senior Management and the Representative. In addition, the Contractor shall nominate a competent person who will inspect the workplace each working day and keep a register to record that this has been done. The register may be inspected by the Company Representative. The Company Representative or any other competent person may periodically inspect the site, site offices working and storage areas and make requests as a result of such inspections.

The Contractor shall provide regular inspections of the worksite by competent, professional Health and Safety personnel.

2.5 Alcohol & Drugs

Alcohol and Drugs shall not be brought onto or consumed by Contractors on Company controlled sites at any time. Persons under the influence of alcohol or / and drugs shall be refused entry onto the premises. Failure to comply with these requirements will result in immediate removal of the employee from the contract and may lead to the offender's employers being excluded from Company controlled sites.

2.6 Smoking

There is a Target to work with non-smoking policy in all sites controlled by our Company. Smoking will not take place in any buildings unless in registered designated areas.

2.7 Radios

No person shall operate or use a radio transmitter or receiver, which may affect the operation of any communication or navigation system on the site. Details of radios and mobile phones which the Contractor may wish to use in the site area must be submitted to the Turner FM Representative for approval.

2.8 Non English Speaking Personnel

The Company shall ensure that all non-English speaking employees fully understand the site safety requirements and their duties concerning Health and Safety whilst on site. This shall include any emergency procedures such as fire drills, first aid and injury reporting.

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2.9 Working Hours Policy

The Company shall ensure that no excessive hours are worked which could foreseeable result in injury or illness to the individual employee or any other persons, or damage to plant, equipments or buildings.

2.10 Communication

It is expected that the regular meetings will be held with interested parties. The Company Representative will be responsible for informing the custodian of any work activities by the contractor that may affect others. On some projects it may be necessary to have site meetings which will include custodian representative and safety personnel.

It would be useful if a company employee carried their employer's name and contact details.

3.0 Company Appointed Persons

The Company shall insure that the following duties are fulfilled by appointed persons only, and who have achieved an appropriate statutory level of competence through experience and training. Records should be maintained to documents the names of appointed persons and their training records.

The Company shall ensure that all duties are fulfilled by persons who have achieved an appropriate or statutory level of competence through experience and training.

The following is a list of functions which shall be carried out by competent staff. It is not exhaustive and the Company may extend the policy as appropriate:

- Risk Assessment Coordination
- Safety Supervision
- Occupational Hygiene Assessments
- Scaffold erection, scaffold dismantling and statutory inspection
- Lifting appliances inspection
- Excavation Inspections
- Temporary Works Coordination
- Crane Shovel Driving
- Banks man/slinging
- Hoist operation
- Installation & Commissioning
- Driving / Operation of major plant
- Fitting of abrasive wheels
- Gas detection equipment supervision
- Provision of first aid
- Demolition
- Woodwork equipment operation
- Fork lift trucks

4.0 Work on Company Controlled Sites

Company sites have a site specific Safety Plan. All Works Activities on Company controlled sites are required to comply with its' requirements. Access to the site specific Safety Plan will be made by the Company Representative.

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5.0 Protection of Personnel

5.1 Risk Assessment

The objective of a risk assessment is to highlight potential project related hazards and develop methods to reduce the risks.

The Contractor shall nominate a competent person responsible for coordinating risk assessments.

Before any work commences on site the Contractor shall nominate a competent person responsible for co-ordinating risk assessments if all operations where risk is foreseeable, and ensuring that appropriate control measures are established and incorporated into safe systems of work. This person will be an appropriate senior manager from the Contractor. The Contractor shall use these safe systems of works as the basis for health and safety method statements. All method statements shall be developed in a reasonable time to allow coordination of hazardous works by the Main Contractor. These assessments shall be in writing and shall include but not be restricted to the following activities:

- Major constructions elements
- General public and third party safety
- Location of site access/egress
- Construction vehicle, machinery equipment hazards within the site
- Vehicle/pedestrian segregation
- Temporary services distribution
- Siting of static plant and equipment
- Trench/Ground Works
- Electricity
- Service Clearance
- Construction Materials
- Storage, use and disposal of substance hazardous to health
- Noise
- Working at Heights
- Excavations and underground services
- Manual Handling
- Use of portable hand tools
- Emergency procedures including evacuation routes
- Fire
- Materials Storage
- Site hoarding
- Contaminated ground
- Working in confined spaces
- Client Contacts
- Radiation

All risk assessments shall be reviewed and revised as necessary to accommodate any changes in methods of working, plant, equipment, material and/or site development. Risk assessments must be approved by the Main Contractor.

5.2 Protection Against Noise

The Contractor shall comply fully with the requirements of the Noise at Work regulations. The Contractor must warn his employees of the hazards of unusual work areas i.e. such as aircraft areas. Contractors are responsible for the provision and use of suitable hearing protection by the employees.

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The Contractor must also assess the level of noise generated as a result of their activities. Control measures must be implemented where possible.

- All diesel (and petro) plant used for the purposes of the works shall be fitted with effective exhaust silencers and shall be maintained in efficient working order. The specification of the plant and equipment shall include consideration of noise such that all plant shall be of the noise reduced type fitted with properly lined and sealed acoustic covers which shall be kept closed whenever the machines are in use.
- Machinery used intermittently shall be shut down in the periods between works or throttled back to a minimum. All pneumatic tools shall be fitted with means to reduce noise to the minimum possible.

5.3 Hazardous Substances and Materials

The Contractor shall ensure that risk assessment have been undertaken by a competent person for all products and by-products as a result of works. Written procedures for the handling, application and storage, spillage and disposal of hazardous substances must be prepared. The Company Representative must be informed in writing of all the substances used on site and must approve the Expected Assessments.

The Expected & Evaluated Assessment shall not be carried out for every substance brought onto site. Copies of the assessment must be available before any project commences and should always be available on site. All personnel shall be informed of any potential health hazard associated with any substance they may use or handle. The Contractors shall ensure that correct use is made of all appropriate safety equipment provided.

5.4 Asbestos

Materials containing asbestos shall not be brought onto sites controlled by the company. All projects must be risk assessed for asbestos prior to commencement. Reference will need to be made to the Asbestos Register held by the Client. If sampling needs to be carried out this will be organized by the Client.

If asbestos or any suspicious material is discovered, the Company Representative must be notified immediately. No attempt must be made to remove the material, it shall be left undisturbed until further instructions are received from the main contractor. Any removal will comply with the current Asbestos Regulations and Client procedures.

Materials containing asbestos shall not be brought onto any controlled site. All projects must be risk assessed for asbestos prior to commencement.

5.5 Radiation

The Company Representative must be informed in writing if any person intends to bring radioactive substances, plant/equipment on site. This should include details of the radioactive material and purpose.

Any radioactive substance, plant/equipment that the Contractor brings on to site shall be stored in accordance with the Ionizing Radiation Regulations 1985 and the Approved Code of Practice: The protection of Persons Against Ionizing Radiation Arising from Any Work Activity.

5.6 Personal Protective Equipment (PPE)

In accordance with the Personal Protective Equipments Regulations, the Contractor shall ensure that risk assessments are carried out to identify those aspects of the work for which PPE is to be prescribed. The Contractor shall select appropriate PPE for the project. Suitable arrangements are to be made for storage, cleaning, maintenance and replacement. Specific site rules should not be adopted and enforced for general items of PPE such as safety helmets, safety footwear with steel toe-caps and high visibility clothing. Hard

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hats must be worn on construction sites. Appropriate signage must be used and effective enforcement carried out.

The Contractor shall select appropriate PPE for the project. Suitable arrangements are to be made for storage, cleaning and maintenance and replacement of PPE.

5.7 Safety Harnesses

The Contractor shall issue safety harnesses and give appropriate training to all employees who are working in areas where there is a risk of falling more than two meters and a safety barrier or crawling boards cannot be practically provided. Safety harnesses must be worn when working at heights.

5.8 Accidents

The Contractor shall provide sufficient first aides when working in isolated areas. Adequate accommodation for first aid facilities may be required. It may be possible to make alternative arrangements with the Company Representative (i.e. local agreement)

The Contractor shall report all accidents to the Enforcing Authority in accordance with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (and any future legislation update). All accidents, near misses and dangerous occurrences must be reported to the Main Contractor immediately. This includes environmental incidents such as spillage of liquids and releases to atmosphere of regulated substances. All serious or potentially serious accidents/incidents are to be thoroughly investigated are to be thoroughly investigated by the main Contractor and written reports should be produced indicating remedial actions. The Contractor shall give a copy of all reports to the Main Contractor representative. **Note:** early notification of an incident to the Company Representative is important as some Clients have emergency procedures which must be followed.

An accident/incident reporting procedure is required to be kept by all Contractors. Main contractor reserves the right to undertake their own investigation into any accident/incident involving Contractor.

5.9 Welfare Facilities

The Contractor shall erect and maintain as required by the contract, such adequate accommodation for eating, toilets, drying clothes and for first aid. He shall allow full use of such accommodation to all persons employed on site.

The Contractor shall construct any temporary site accommodation and offices in accordance with current legislation.

Kitchen and canteen waste must be stored and disposed in such a manner that it will not attract any birds or vermin.

5.10 Portable Water System

Unless by prior written agreement of the Main Contractor Representative, Contractor shall not interfere with or contaminate any portable water systems. Water obtained from site fire hydrants is unfit for human consumption.

5.11 Training

The Contractor shall ensure that all employees are adequately trained to carry out their particular duties or tasks, including driving plant and operating equipment. The employee must be fully trained and competent. Records must be kept of all training.

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The Company shall ensure that all employees are adequately trained to carry out their particular duties or tasks, including driving plant and operating equipment.

5.12 Re-Use of Metal Drums

Serious danger exists from cutting into empty metal drums. Metal drums must not be used without adequate purging and gas fuelling procedures being strictly followed.

6.0 Health & Safety Plan

In accordance with these regulations, the Health and Safety Principle Plan must be developed by the Contractor, prior to commencement of construction. If these regulations apply to the project then reference must be made

The Health and Safety Plan will include the following, but not exhaustive of:

- Nature of Project
- Statement of Health and Safety Principles
- Local information
- Management of Health and Safety
- Setting Standards
- Information for contractors
- Principle contractor's selection procedure
- Communication and cooperation
- Emergency Procedures
- Reporting of RIDDOR information
- Welfare Arrangements
- Information and training
- Consultation on site
- Health and Safety file
- Arrangements for monitoring
- Project reviews

Only competent Planning Supervisors may be used.

7.0 Protection Against fire

Detailed fire precautions are covered in the site specific Safety Plan prepared by Contractor this may also refer to Client Fire Procedures, which will have to be taken into account.

Fire risk assessments and emergency procedures shall be discussed with the Company Representative. Fire precautions shall be agreed prior to commencement of the works. Depending upon the scale of works, the Contractor shall co-ordinate and prepares the fire safety arrangements in the form of a safety plan. This plan must be agreed by the Turner FM Representative.

The Contractor shall ensure that all statutory fire precaution, requirements are complied with at all times.

All boilers, cauldrons and hot mixers used on the site shall be handled strictly in accordance with manufacturer's instructions. They shall be sited away from general traffic in a position agreed with the Supervisor in site. Proof of maintenance of the boilers to appropriate standards shall be made available to the Company Representative as requested

Liquid propane gas containers shall be at least 3 meters from all burner equipment. Where boiler, gas containers and certain other material are used on roof areas, they may need to be located on fire proof spreader plates.

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Adequate means of extinguishing fire shall be provided by the Contractor. Note : Hot Work Permit to Work may be required for certain activities.

8.0 Plant And Equipment

8.1 Contractors General Plant & Equipment

All equipment shall be suitable for the use for which it is intended. The contractor shall ensure that site plant and equipments is inspected and thoroughly examined at regular intervals by persons who are appropriately skilled and authorized to do so. Records of such inspections/ Examinations shall be maintained in a register which must be available for examination by the Min contractor Representative on request. When selecting equipment the contractor shall take into account the working conditions, potential site hazards and other operations.

Equipment that needs to be inspected must be visible tagged to show inspection dates.

Contractors will not use client equipment unless specified in the contract, and the only trained staff will be allowed to use such equipment.

8.2 Testing, Commissioning and Maintenance of temporary Plant and Services

As with all other respects of construction or installation work the contractor is require to conduct risk assessments and develop measures to eliminate or adequately control the risk. Work and installation safeguards are to be achieved in compliance with the applicable regulations

All plant and equipment shall conform to current international rules. Documentary evidence shall be supplied and copies passed to the Client Representative, if requested. Prior to any plant, equipment or service being placed into use, the Contractor shall ensure that it is not used for purposes other than those it has been designed for.

All moving plant shall have an audible warning that operates automatically when in reverse, and a flashing yellow hazard warning beacon. The contractor shall provide a banks man whenever plat or equipment is being moved in the vicinity of other personnel or where there is a possibility of personnel being in the area of when the operator does not have a clear view around his item of plant or equipment.

Equipment shall not be parked/stored in such a manner as to offer unauthorized access to other area. If any vehicle or plant taller than the minimum headroom restriction for the site planned to be used then reference must be made to Company Representative prior to its arrival on site. Note: some Client sites require lengthy periods of notice of such use.

All plant and equipment shall conform to current and international Rules.

8.3 Cartridge Applications

Only under exceptional circumstances will cartridge operated tools be allowed on site. Special permission will be required and reference must be made to the Client Representative prior to arrival in site. Note: some clients require lengthy periods of notice of such use.

When allowed, cartridge applications are only to be used by properly trained persons who possess a certificate stating which tools they are competent to use. All tools and cartridges shall be stored in a secure place when not in use and a register kept controlling their issue.

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8.4 Electrical Equipment

Electrical equipment installation provides onsite are to comply fully with the requirements of the current international regulations.

Supplies to portable, electrical powered tools and temporary site lighting, where practicable must be reduced 220 volts. The contractor shall ensure that only equipment designed for operation at the supply voltage is used on site. Where supplies greater than 110 volts have to be used the need must be fully justified and supported by a full method statement before permission is obtained from the Client.

The contractor shall ensure that all tools and distribution equipment including cables. Plugs etc are complete and examined for signs of damage or wear prior to use. The training cables across operational of public areas are not permitted. Worn or damage equipment shall not be used

Any non complaint equipment found on site will immediately be removed and all costs involved with this action will be the responsibility of the contractor. 110 v distribution equipment and cable covers, including lighting festoons, must be routed and adequately supported to avoid certain hazards on site or damage to other cables or equipments. Note: Work on MB an HV Electrical Equipment is subject to a strict Permit to work system. Reference must be made when this is planned.

8.5 Cranes, Hoist, Platforms etc.

The contractor shall ensure that all lifting equipment is of an approved type and used in the approved manner. A current copy of the examination Insurance Certificate shall be kept on site and made available to the client Representative on request.

Each item of lifting equipment shall be marked with its safe working load (SWL) which shall not be exceeded and also with its own unique identification marks. All lifting equipment shall be maintained in safe working condition, and when not in use stored as safely as possible.

The contractor shall ensure:

- That lifting equipment and plant is tested, inspected and examined at specific intervals by an insurance company inspector who is trained and authorized.
- Those records of the examinations are maintained in the relevant statutory register kept in a designated place.
- That copy is available for the Client Representative to view on request.

Any lifting equipment showing signs of wear and damage to safety critical parts shall be taken out of service immediately. Lifting tackle, ropes etc. shall be of approved type and shall not show signs or wear or damage.

Only authorized banks men shall give approved signals in accordance with Standards, to crane or plant operators. The contractor shall ensure that the crane or plant operator accepts signals only from the authorized banks man. Before crane can be erected, permission must be obtained through the Client Representative. Note: some Clients require lengthy periods of notice of such use.

9.0 Working Sites

Site specific rules and conditions will be adhered to, as indicted in the contractual agreement or / and the site safety plan.

9.1 Site Fencing/Hoarding and Barriers

The contractor shall provide and maintain the site fencing/hoarding or barriers around all work areas. It is preferable that hard barriers are used whenever possible. There shall be no overspill of construction work or materials outside designated work areas. When work sites interface with vehicle routes, or where construction vehicles will be maneuvering within the site, the hoarding is to be protected against vehicular displacement.

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Particular attention shall give to preventing unauthorized access on site.

In public areas the standard of site security, fencing and barriers must be adequate. Hoardings which function as a partition between a construction site and an occupied operational building are to be specific fire rating, including all fire stopping. Fully detailed plans of proposals must be submitted to the Client Representative and agreed upon prior to commencement of erection of any fencing, hoarding or barriers.

9.2 Access for Emergency Services

Areas must be set aside for the access of the firefighting equipment or other similar appliances including ambulances. These areas shall be maintained, kept clear of obstruction at all times and marked/signed accordingly.

9.3 Site Access, Vehicles and Pedestrians

The Contractor shall ensure that all vehicles comply with MOT standard. Vehicles may only be parked in designated areas or inside site compounds.

The Contractor shall ensure safe routes are maintained for the access and egress of pedestrians and vehicles to all areas of work and that all personnel are made aware of these routes. These routes shall be level and free from obstruction. Every effort shall be made to provide adequate separation between pedestrians and vehicles.

9.4 Excavation and Openings

No excavation work may begin until there has been consultation between the Contractor and Turner Client. All excavation and openings shall be fully maintained including adequate structural support, access and egress and provision of fences and handrails. Lights shall be used to mark the edge of excavations and openings at night. These lights shall not conflict with any Client operational lights.

Additional hazards which shall be considered when excavating in the vicinity of fuel pipe-lines or fuel storage tanks are the presence of kerosene or methane in the ground from spillage and leaking pipes and tanks.

All electric cables, drains, gas pressure and water mains should be identified as part of the risk assessment. **Note:** Client or may operate Permit to Dig systems at some sites and reference should be made to the Client Representative prior to commencement of works.

No excavation work may begin until there has been consultation between the contractor and Client Representative.

9.5 Confined Spaces

Through the project approval and risk assessment process, the Contractor and Main contractor Representative must consider any confined space work which may be necessary. When excavating in contaminated ground there is a danger of a build-up of toxic and /or flammable gases or fumes in the excavation. This could result in explosion or asphyxiation and steps to avoid such risk should be taken.

Contractor are responsible for the supply of all safety equipment including all portable gas detection devices, escape breathing apparatus, harnesses and other escape equipment which must be in good working order. Contractor must be familiar with the system of classification, the appropriate procedures that supply and follow an approved, written system of work in order that danger both to themselves and others is avoided. The Client operates a Permit to Work System for Confined Spaces and reference must be made to the Main Contractor. Company staff that enters a confined space must be formally trained and hold an up to date certificate of competence and should be medically fit to enter a confined space.

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9.6 Working at Heights

A safe working platform which secures edge protection, intermediate guard rails and safe means of access shall be installed wherever practicable. In instances where this cannot be achieved alternative arrangements must be made to prevent persons or materials falling to the ground. Crawling boards and similar safety equipment shall be used on fragile roof surfaces.

Adequate containment measures shall be included to ensure that tools or materials cannot fall. Barriers are too erected to keep people away from areas where overhead work is being carried out. The Contractor shall ensure that fixed scaffolds and mobile scaffold towers comply fully with all statutory requirements before and during use. Warning notices should be prominently displayed at levels below the work to warn people passing below of this overhead activity. Personal protective equipment must be worn as appropriate.

All ladders, scaffolding and temporary access equipment must be inspected by the contractor before being put into use to ensure they are in a safe condition. Ladders must extend 3'6" above the waiting landing or support, and must rise at an angle given by one foot out from the wall for every four feet of use. Ladders must comply with HSE Guidelines. All scaffolding must be erected by a competent scaffold. The scaffolding must be erected and inspected in accordance with the relevant regulations and codes of practice. All equipment must be visibly marked that it has been inspected.

The Contractor shall ensure that fixed scaffolds and mobile scaffold towers comply fully with all statutory requirements before and during use.

9.7 Housekeeping

The main objectives of good site of housekeeping are the elimination of risk and overall cost effectiveness, to that end the housekeeping on sites must be maintained to the highest standards possible at all times.

In particular the storage of materials and site waste must be managed efficiently in order that work may progress unimpeded. A responsible person shall be designated by the contractor to inspect the working site daily and take immediate appropriate action where unsatisfactory housekeeping conditions are apparent

9.8 Waste

Under the Environment Protection, the Contractor has a duty of care and shall therefore be responsible for any waste arising from activities under his management. Client or waste facilities must not be used unless by prior arrangement.

Waste storage, transfer and disposal must be carried out in strict compliance with all relevant legislation.

The Contractor shall be responsible for any damage or contamination caused by waste on site and shall bear the full cost of any remedial measures as required. Drainage systems shall not be used for the disposal of any waste effluent unless written approval has been obtained from Turner FM Representative.

Copies of Waste Transfer Notes and Consignment Notes for Controlled and Special Waste generated on site should be sent to the Client for inclusion in the project file.

9.9 Demolition

Before work commences the site must be surveyed by the Contractor, a risk assessment, method statement and a safe method of working reviewed with the Turner FM Representative. The site of the demolition activity is to be enclosed by a close-boarded hoarding at least 2.4 meters high, or other means agreed with the client Representative.

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Where the work is in or adjacent to operational areas, steps must be taken to minimize and contain effects of smoke, dust, noise and vibration which may arise from the work. The Contractor shall obtain prior approval from the Client Representative of the proposed method of complying with this obligation. Severe space restrictions apply to most work sites and the Contractors must arrange regular, possibly daily, removal of spoil, redundant materials and debris to avoid dangerous accumulations or obstructions. When specifying skips for the containment and removal of debris the Contractor shall consult with the Client Representative. Close skips will be used at all times.

9.10 Permit to Work System

It is policy of Al-Ataa Company to operate an effective Permit System to control all works.

A permit to work is used to ensure all hazards are identified and assessed, and that a safe system work is utilized. No work shall be undertaken without a valid Permit to Work being issued.

Permit to work system operate for:

- Confined Spaces
- Electrical Work
- POL
- Working at Height
- Boilers and Pressure Systems
- Excavations (at some sites)
- Hot Work (at some sites)

Before any work commences, the Contractor should liaise with the Client Representative to agree on assessments and permits required.

9.11 Site Welding

The Contractor shall ensure any welding operations are screened or carried out in such a way as to prevent flashes from this process. On completion of any welding work the area must be carefully inspected by the Contractor (for up to one hour) to ensure the risk of the secondary burning is eliminated. **Note:** some sites have Client Fire and Rescue Services who must be consulted through the Client Representative prior to commencement of works.

9.12 Working in the Vicinity of Client Fire Mains

When work is planned which may affect the Client Fire Mains system, references should be made to them. Under no circumstances is supply to be interrupted without prior written permission.

10.0 Protection & Maintenance of Overhead, In ground Services & Mains

10.1 Within Site Boundary

There is likely to be considerable network of underground/overhead services. Particular care is necessary to avoid damage to or risk from overhead electricity and telephone lines, gas, water, fuel mains, drains, and other services.

Local service clearance procedures must be followed for any proposed excavation works and this will include cable clearance. In some cases, a Permit to Dig may be necessary and reference should be made to the Client Representative prior to commencement of works.

In the event of any damage to mains or services, the Contractor shall immediately make the area safe and notify both the main Contractor.

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10.2 Outside Site Boundary

Before commencing any excavation outside the site boundaries, the Contractor shall contact all service companies to establish the location of buried services. Such works as necessary shall be carried out in accordance with the relevant service company's procedures. Documentary evidence verifying the service clearances shall be made available to the Client Representative upon request.

10.3 Working on, or in the Vicinity of Fuel Mains within the Site

The Contractor shall take note of all fuel mains and shall notify all employees working on or adjacent to fuel mains containing petroleum products, the absolute necessity of ensuring rigorous safety standards are maintained at all times. The Contractor shall ensure all said persons are aware of and observe the appropriate local rules.

When working on or near existing fuel mains, the Contractor shall only work in accordance with the method statement and under a Permit to Work issued by the Client as appropriate. The authorization of the Client must be obtained before any electrical equipment or internal combustion engine is used, or any operations likely to produce sparks are carried out. If permission is given the Contractor shall comply strictly with all safety regulations and any special restrictions imposed by the Client.

In the event of any damage to mains or services, the contractor shall immediately make the area safe and notify the Representative of the Client.

10.4 Working on or in the Vicinity of High Temperature Hot Water (HTHW) Systems.

Work on HTHW systems requires a Permit to Work. Extreme caution must be taken when maneuvering, excavating, slinging or lifting near HTHW pipe work. Reference must be made to the Client Representative prior to commencement of works.

11.0 Airfield Safety Requirements

11.1 Airfield Safety Procedures

Works shall be carried out strictly in accordance with all airfield safety procedures. The Client Representative will provide copies of relevant procedures and arrange any necessary special induction by the Client. The Client Representative will obtain a receipt from the Contractor for the procedures which must be carried at all times by the Contractor.

11.2 Protection and Safety during Flying Operations

Flying and ground movement of aircraft may take place on some control sites.

The contractor shall comply with the instructions of the Client Representative regarding movement of lorries, construction plant etc., in order to prevent interference with air or other traffic. All vehicles must give way to moving aircraft at all times, including aircraft under tow. Full compliance with all relevant Client operational safety instructions is an absolute requirement.

In addition to this, the Contractor's attention is drawn to the following hazards:

- Vehicles – care shall be taken as road marking are not always clear and routings may change.
- Noise
- Visibility – additional caution shall be exercised in reduced visibility conditions

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- Litter – aircraft engines can suffer serious damage ingesting foreign objects, problem known as FOD. The contractor shall take all necessary measures to keep sites tidy and prevent rubbish and debris from blowing away.
- Tabards – Contractors employees shall wear yellow tabards at all times when working in airfield areas.
- Site lighting – the Contractor shall ensure any site lighting provided for works during hours of darkness will be positioned and directed so as not to represent any hazard to airfield operations. These matters require consultation and subsequent permission from the Client Representative.

Air intake of jet engine can such in a human body and crush it to pieces.

- Jet engines intakes and blast – Contractor employees must be warned of the dangers of aircraft intake and blast. Air intake of a jet engine can suck in a human body and crush it to pieces. Ingestion of foreign objects i.e. nuts, bolts etc., will cause major damage resulting in the engine being taken out of service. Exhaust from an engine is equally hazardous to persons if they are in close proximity to it. The high temperature of it is liable to cause severe burning whilst jet blast is capable of blowing over light vehicles and people.

11.3 Airfield Associates

All airfields accidents involving serious injury to personnel or damage to aircraft, vehicles, plant, equipments and structures shall be reported to the Client Representative.

11.4 Emergency Procedures

The Contractor shall have emergency procedures in place and know how to contact emergency services prior to commencement of the project.

11.5 Useful Numbers

Site Fire Service _____
Site Police/Security _____
Site Medical Emergency _____

Company Representative _____
Address _____ _____ _____
Tel: _____
Fax: _____
Email: _____