

HEALTH AND SAFETY POLICY



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1. INTRODUCTION

M/s Ocean Star Construction L.L.C. is committed to the effective Management of health and safety risk. To provide and maintained safe and healthy working condition and system of work for all our employees, Clients, Consultants, Sub-Contractor, Suppliers and other people who may be affected by our activities.

Health and safety is an integral part of the business and it must be manage in an efficient manner to allow smooth running of the rest of the business.

2. SCOPE AND PURPOSE

The purpose of this manual is to provide all employees working on any of contracts and/or projects shall follow a procedure and methodology for safe working.

This Health and Safety Policy describes the health and safety issues that are relevant to the work activities undertaken by those working for the Company and describes the actions the organization will take to address those issues in order that the risks arising are adequately controlled.

This Health and Safety Policy is intended to provide means to allow the Company to demonstrate its compliance with all relevant health and safety legislation, and therefore it focuses on the actual process of assessing risks and establishing workplace precautions and risk control systems

3.1 KEY PERSON IN CHARGE FOR HEALTH & SAFETY

Name : Mr. Sabu Tharakan
Position : Managing Partner
Contact no. : 050-7557498

Name : Reji Kochu Parampil Varughese
Position : Projects Manager / Health & Safety Officer
Contact no. : 050-5749151

Name : Nasir Iqbal Hussan Muhammad
Position : Construction Manager
Contact no. : 055-4446580



3.2 RESPONSIBILITIES

Director's & Manager's Responsibilities:

1. Shall have knowledge for Dubai Municipality Occupational Health and Safety Regulations to establish and maintained in the project.
2. Provide and implement safe systems of work.
3. Set and monitor Dubai Occupational Health and safety objectives.
4. Ensure that all levels of staff receive adequate and appropriate training to prevent injuries and accidents in the site.
5. Encourage the distribution of safety information to the staff.
6. Discipline members of the staff who do not carry out their responsibilities.
7. Ensure that proper accident report reporting procedures are carried out and that action is taken to prevent recurrences.

Site Engineer's & General Forman Responsibility;

1. Know the safety rules and work practices for the work that supervise. Ensure that employees in your charge understand and follow the apply safety rules.
2. Check the Health & Safety Regulation, Construction Regulation and other legal requirements are observe on site, that all registers, record and reports are in order.
3. Organize sites so that work is carried out to the required standard with minimum risk to to men, equipment and materials. Ensure all work is risk assessed and carried out under Method Statement.
4. Locate all existing and provide adequate signage warning of their whereabouts.
5. Train employees on the proper safety procedures to follow, including the use of additional safeguards such as machine guards and personal protective equipment.
6. Investigate and analyze every accident and near misses that occur to any employees or on worksites. Control the causes of minor incident to help avoid potential accident.
7. Ensure to have safety toolbox and first aid box available in the work site.

Employee Responsibility;

1. Know and obey all safety rules, government regulations, signs, marking and instructions. Be particularly familiar with the rules and regulations that apply directly to you in the area in which you work.
2. Read, understand and follow guidelines set forth in the safe and healthy policy.
3. Proper and appropriate construction clothes and safety shoes are required for all those working in the construction site.
4. Safety gadget like safety hardhats, eye protection goggles and gloves shall be worn at all times in the construction site.

4. FIRE PREVENTION & FIRE PROTECTION

We must ensure that adequate fire precautions are taken while carrying out the activities, especially where these activities involve hot work, eg. welding, burning, grinding etc.

General Fire Safety

1. Fire extinguishing equipment available at all time in the site.
2. The Health and Safety Manager is to review adequacy of firefighting equipment as work progresses.
3. Ensure warning of fire must be established.
4. Clear access for emergency vehicle must be maintained at all times.
5. Examine all cords prior to use, cords which are frayed, worn or contain expose wires should not be used, and should be tagged and removed from service immediately.
6. All electric equipment and metal should be on approved type.
7. Cords should be kept clear of walkways and other locations where they may be subject to damage or present a tripping hazard.
8. Only qualified workers should be allowed to perform to any type of electrical work.
9. Smoking prohibition: No smoking permitted in company premises.

5. HOUSE KEEPING

1. Materials should be kept in neat stockpiles for easy access. Construction site should be kept clear of loose materials, tools, cords and waste.
2. Tools, equipment and raw materials at the work place should be kept to a minimum commensurate with efficient working practice. Finished work, tools and equipment should be removed as soon as possible to their defined storage area such as that workplace is maintained clear.
3. Removed waste from site on a frequent basis and dispose it on suitable manner.
4. All spillages of liquids especially of oily and greasy liquid shall be immediately cleared by absorption in inert sand or other suitable materials, toxic, corrosive or other hazardous liquids shall be cleared up in accordance with manufacturer instructions or safety data sheet. All Materials used to mop up spills are immediately removed to a safe place stored in closed containers for safe disposal.
5. Adequate time will be assigned to ensure that good housekeeping is maintained. This may be carried out by the workers in particular office, workshop or site or at the discretion of the management, by a team of specialized cleaners.

6. PERSONAL PROTECTIVE EQUIPMENTS (PPE)

1. The regular Personal Protective Equipment (PPE) are Safety Helmet (Hard Hat), Safety Glass, Safety Goggles and Safety Shoes which should be worn all the times in a construction site.
2. Using a Jack hammer or working in the vicinity of a jack in operation an compressor in operation or in any area with a noise level above 90 db (decibels) – wear an Ear Plut or Ear Muff.
3. Whilst concrete chipping, metal grinding etc. Face shield shall be used.
4. Welding, soldering, torch brazing gas & air carbon arch cutting – All these items require welding helmets with filter lens of varying shade numbers, welding hoods, welding gloves and welding goggles.

7. TOOLS & EQUIPMENT

1. Every tool and equipment is designed for a certain job and should be used for that purpose.
2. All tools & equipment issued to site must ensure maintained adequately and inspected prior to use.
3. Before using for power tool, examine it for damaged parts, loose fittings, frayed or cut electrical cords. Tag and remove defective tools from service.
4. Do not used tools with improper or damage guards, or with guards removed.
5. All the power tools & equipment should be periodically inspected for any damage of the insulation of the leads, ground fault etc.

8. SCAFFOLDS & WORKING AT HEIGHTS

1. Erect scaffold for any work above 6 feet (1.8 meters).
2. Provide the scaffold with access & egress ladders, guardrails, working plant. Form with good quality wooden planks, base plates for post (vertical member) and sills (sole plates) for resting the base plates over loose sand and unstable ground with poor bearing capacity.
3. If mobile scaffold is used, lock its wheel casters while people are working over it.
4. Scaffold should not be used during inclement weather conditions like heavy wind, sand storm or rain.
5. All workers should wear full body harness and the lanyard should be anchored to a fixed point above heal or to a horizontal or vertical line period.

9. LADDERS

1. A ladder should be provided at all points of access where there is a change in elevation of 19 inch or more and no ramp, runway, sloped embankment or personal hoist is provided.
2. Ladder is used to access an upper floor or platform should extend three feet above the upper landing surface.
3. Inspect ladder before use, if the ladder is broken or missing rungs, cleats or steps, broken or split rails, or corroded parts should be tagged out and removed from the jobsite immediately.
4. When in position, a ladder should be securely tied at the top to prevent slipping or secured at the base by a fellow employee.
5. Always face a ladder when ascending or descending and maintain at least three points of contact with the ladder at all times.
6. Ladders should be used only for the purpose for which they were designed. Ladder rungs should not be used to support the ends of planks or other similar work platform.

10. RIGGING & LIFTING

1. Inspect all the lifting gears like D-shackle, eye bolts, sling (sire rope, nylon, chain etc.), lifting beams etc for its SWL (Safe Working Load) and mechanical damage. Reject bad lifting gears.
2. Sling should be shortened with knots, bolls, or other makeshift devices.
3. Sling should be loaded beyond their rated capacity, according to manufacturer's instruction.
4. Use pads for the Out Riggers. Verify the stability of the ground where the Out Riggers are resting. Never rest the Out Riggers on the unstable places.

11. WELDING & CUTTING

1. Each welder is responsible for containing sparks and lags and/or removing combustibles to prevent fire.
2. All employees engaged in welding and burning operations should use a face shield, goggles, or appropriate welding helmet and welding gloves.
3. No arc or flame welding operation is permitted in areas where the application of flammable paints is taking place or where combustible dust or flammable liquids are present.
4. When practical, objects to be welded, cut or heated should be moved to a designated safe location, or if the object to be welded, cut or heated cannot be readily moved, all moveable fire hazards in the vicinity should be taken to a safe place, or otherwise protected.

12. STEEL STRUCTURE ERECTION AND FABRICATION

1. Steel structural steel consists of the assembly of steel components into a frame on site. The site Engineer/Site Supervisor must inform the erectors for correct erection sequence prior to each stage of work commencing.
2. The crane being used for in steel erection activities must be visually inspected prior to each shift by a competent person.
3. Site inspection will be held by project Engineer and Erector before the start of steel erection.
4. The steel fabrication workers should always wear protective clothing like long sleeve shirt, long pants, gloves, goggles, ear plugs/ear muffs and hard hat to avoid possibility of sustaining injuries.
5. Steel erection activities and procedures including the following:
 - a. Stability considerations requiring temporary bracing and guying
 - b. Erection bringing terminus point
 - c. Notification regarding repair, replacement and modifications of anchor rods (anchor bolt)
 - d. Columns & beams (including joints and purlins)
 - e. Connections
 - f. Decking and
 - g. Ornamental and miscellaneous iron.

13. TRENCHING AND EXCAVATION

1. All necessary permit must take to Government Authorities before starting the excavation and should comply with the requirements.
2. All the excavation or trenches over 1.20 meter deep must be shored, benched or battered back to an angle at least 45 degree, according to the procedure and requirement set forth in this policy.
3. Excavated material must be stored at least 2.0 meter away from the sides of the excavations.
4. Excavation must be isolated from public access by a substantial physical barrier. Barricades, lighting and posting shall be installed as appropriate prior to the start of excavation operations. All temporary excavations of this type shall be backfilled as soon as possible.
5. A competent person will inspect each excavation/trench daily prior to start work, after every rainstorm or other hazard increasing occurrence, and as needed throughout the shift.

14. EMERGENCY RESPONSE PROCEDURE

In the event of an emergency, or on hearing any “Stop Work Alarm”, or “Disaster Alarm”, every site Engineers/Forman Supervisor shall ensure that the following are complied with:

1. Stop Work. Work permits are cancelled. No smoking anywhere. Note wind direction and surrounding conditions.
2. Shutdown all machinery and vehicles. Don't block roads/hydrants.
3. Proceed out to the affected area's travel Crosswind and Upwind from affected area's (never downwind). Always travel crosswind when downwind from the affected area. Follow instruction from Operations Personnel. Work crew shall stay together. Stay calm. Do not run except in life threatening situations. Alert others as you leave the area.
4. Proceed to Designated Assemble Area, where the supervisor shall take a roll call and ensure that every man is accounted for. These areas include Security gates, Shelter's, Contractor offices/lay downs area's and/or other established areas. Make plans to relocate if conditions change.
5. Do not return to work until all clear is given from operations and from your site Engineers/Forman Supervisor. Engineers/Forman Supervisor to revalidate work permit before recommencing work.

15. WORKING IN CONFINED SPACES

Hazards can be encountered where work is carried out in excavation, tanks. Pipes or other confined spaces.

The following processes are especially dangerous when carried out in confined spaces:

- Paint spraying
- Extensive preheating
- Welding
- Use of cleaning fluids
- Grit blasting
- P U F spraying

The dangers involve includes

- Asphyxiation
- Explosion
- Fire
- Oxygen enrichment or deficiency
- Dust and fumes
- Noise

We shall not enter or commence work in any excavation, tanks, pipes or chambers, or other enclosed space until a valid permit to work has been issued. No new activity shall be introduced into a confined space without the permission and signed approval of the permit to work issuing authority.

16. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

1. All substances, which are to be used by employees will be assessed to ascertain any risk to health which may be present.
2. If there is a risk then an alternative substance will be sought. If there is no alternative available then appropriate control measures will be introduced.
3. Personal Protective Equipment is a last resort and will only be issued after all control measures have been investigated.
4. Employees will be informed, instructed and trained in any risk to health and the precautions to be take,

17. NO SMOKING POLICY

Smoking is prohibited throughout our premises with no exemptions. Appropriate "No Smoking" signs will be clearly displayed within our work premises.

18. PERMIT TO WORK

A permit to work system is a safety procedure designed to protect personnel and plant. It consists of an organized and predefined HSE procedure. It forms a clear record of all foreseeable hazards which have been considered in advance.

- Only one authority issues permit to allow personnel to work.
- Only authorized supervisors shall request and receive permits.
- All personnel are aware of safety measures required to be taken.
- The area affected by the work shall be clearly defined.
- The period of time duration of the work may take place shall be clearly defined.
- The correct protective clothing and equipments provided shall be used.
- Appropriate management are aware of the work progress.

Arrangements

Permit to work will be required for the following activities:

- Excavation below 1.2m in depth (may be reduced to 0.6m in areas of known underground services).
- Entry into **heavy equipment** or any confined spaces.
- Spray of painting and grit blasting.
- Use of Electrical tools
- Erection or removal of equipments.

19. ACCIDENT REPORTING & INVESTIGATION

Accident Reporting

M/s Ocean Star Construction L.L.C. will provide first aid supplies at each work location and all personnel are to know the procedure to follow in case of emergency.

1. Report all injuries immediately, no matter how minor to the site Engineers or Forman Supervisor.
2. Work related fatalities must be reported to concern Government Authorities.

Accident Investigation

Site Engineers at Site Forman will make a document report of every accident, even those without injury within 24hours of the occurrence. Reports are to be completed as soon as possible to avoid changes in physical conditions and witness reports. Any accident that causes a fatality must be reported to concern Government Authorities.

- All accidents/incidents must be investigated regardless to the extend of injury or damage.
- Site Engineers and Site Forman must identify the unsafe act or unsafe condition.
- Site Engineers and Site Forman should obtain witness accounts as soon as possible.
- Site Engineers and Site Forman should provide recommendations for corrective actions and management will ensure implementation.

20. GENERAL RULES FOR SUB-CONTRACTOR

1. Any Sub Contractor who by law requires a license to carry out his trade should provide a copy of that license with tender.
2. Sub Contractor will be required to supply a written Method of Statement in advance of undertaking work. Any deviation once work has commenced must be agreed with M/s Ocean Star Construction LLC.
3. A list of materials and products the Sub Contractor will use on site is to be provided together with an assessment of their dangers and the precautions to be taken to protect their employees and employees of other companies working in the vicinity.
4. Any lifting equipment brought onto site must be adequate for purpose, in date for inspection and stamped with safe working load.
5. All Sub Contractor employees will be required to arrive on site with the required personal protective equipment. No Sub Contractor employee shall be granted access to the jobsite without the required PPE.
6. Any Sub Contractor employee observed violating jobsite safety rules or other safety and health policies are subject to removal from the jobsite.
7. Sub Contractor hold appropriate employee and Workmen's Compensation insurance cover, proof of which will be required before work is offered.

21. SAFETY MEETINGS

Safety meetings will be held every end of the month with the Project Manager, Project Engineers, Site Supervisor and Forman. Safety meeting and toolbox talks are important to building a strong safety culture and reinforcing the Company commitment to protect workers and persons involve in the project.

These meetings will be the perfect time to introduce or improve safety policies and procedures that are implementing and provide training if necessary to comply for the new rules and regulations by the Dubai Municipality Occupational Health and Safety Regulations.