



موانئ أبوظبي
ABU DHABI PORTS



CONTRACTOR HSE BOOKLET

(Class C&D)



HSE Everyone's Responsibility



SAFETY

is as simple as ABC



LWAYS



E



AREFUL



موانئ أبوظبي
ABU DHABI PORTS

CONTRACTOR HSE BOOKLET

(Class C&D)

Edition 1 / 2017



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IMPORTANT NOTICE

FOR ALL EMERGENCIES

Call CONTROL ROOM **(800 112)**
Western Region Ports **(02 877 1493)**
Programme Management **(050 5567 243)**
KIZAD (**02-510 9777**)

Please provide comprehensive and complete information when calling AD Ports Control Room for assistance in case of EMERGENCY:

- State clearly the nature of the incident and / or fire.
- State clearly the location of incident and / or fire.
- State clearly the number of casualties & their conditions.
- State clearly your name and contact details.

Victims / injured persons shall not be moved unless danger of further injuries is expected to occur i.e. lying under a roof which is about to collapse.

REMEMBER: NEVER ENDANGER YOURSELF OR OTHERS WHEN RESCUING AN INJURED PERSON

In case of an incident:

- Completed Incident Report to be sent to AD Ports within 18 Hours via Email **incident.ports@adports.ae/hse@kizad.ae** , as relevant
- AD Ports HSE reserve the right to initiate an investigation in case of an incident.
- Contractor activities may be suspended / terminated if there are significant risks.

Security and HSE of respective AD Ports Units, will monitor the performance of users on the basis of Port Rules (Compliance and Enforcement Guidelines for Port Users), Kizad Rules, AD HSSF and any applicable regulation that may apply, and are authorized to issue a warning/ violation ticket.

THE CONTRACTOR SHALL ENSURE THAT THEIR ENTIRE WORKFORCE IS AWARE OF THE REQUIREMENTS OUTLINED WITHIN AD PORTS' CONTRACTOR HSE BOOKLET



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INTEGRATED HEALTH SAFETY ENVIRONMENT (IHSE) & BUSINESS CONTINUITY (BC) POLICY

ABU DHABI PORTS will adhere to the IHSE & BC Policy by integrating health, safety, environment and business disruption aspects into its business and management processes.

ABU DHABI PORTS is committed to complying with all pertinent regulations from applicable Abu Dhabi Sector Regulatory Authorities, as well as applicable national and international rules and regulations.

ABU DHABI PORTS will strive to conduct and manage its business and activities in a manner designed to responsibly minimise HSE risks to a level which is 'As Low As Reasonably Practical' (ALARP).

ABU DHABI PORTS will strive to encourage optimal use of resources consumed thereby minimising emissions and waste.

ABU DHABI PORTS is committed to reduce risks in its operations to safeguard its personnel and protect the environment in the communities within and around its premises.

ABU DHABI PORTS is committed to implementing, maintaining and validating a comprehensive BC programme, to ensure the continuity of critical operations under all circumstances.

ABU DHABI PORTS will transparently communicate its HSE results and welcome input from regulatory agencies, communities and other interested parties.

Within the scope of the Policy defined above and to support **ABU DHABI PORTS'** role in the Abu Dhabi 2030 Vision and OSH Policy, **ABU DHABI PORTS** shall:

- Demonstrate **ABU DHABI PORTS'** commitment to sustainable development.
- Identify and mitigate business disruption risk.
- Align with the corporate values of not compromising on safe and secure operations.
- Establish **ABU DHABI PORTS'** programmes to maintain employees' health and wellbeing.
- Provide alignment between **ABU DHABI PORTS'** activities and HSE resources.
- Monitor and manage health, safety and environmental risks and ensure that measures adopted are cost-effective.
- Obtain stakeholders and interested parties input.
- Conduct effective audits to monitor performance against established objectives and compliance requirements.
- Conduct periodic inductions for **ABU DHABI PORTS'** personnel and those working for, with, and on behalf of **ABU DHABI PORTS**.
- Develop a systematic approach to ensure compliance with Abu Dhabi EHS systems, as well as national and international laws and standards that **ABU DHABI PORTS** subscribes to; and international best practices, in order to continually improve HSE & BC performance.
- Conduct periodic management reviews, to evaluate IHSE & BC MS effectiveness and HSE & BC performance; setting HSE & BC targets and objectives to ensure that the IHSE & BC Policy remains relevant and appropriate.



Mohamed Juma Al Shamisi

Chief Executive Officer

Date: 14 March 2016



2. INTRODUCTION

- 2.1. This booklet is issued to Contractors carrying out work within AD Port premises. It gives a brief on Health Safety & Environment (HSE) requirements which the Contractor is required to adhere to when executing work.
- 2.2. Contractor's Management and Supervisory Staff are required to ensure that AD Ports HSE requirements and procedures are brought to the notice of all their employees and subcontractors and that these requirements and procedures are strictly followed.
- 2.3. If there is any doubt or misunderstanding about the content of this booklet, the Contractor's Management should consult AD Ports HSE Representative for clarification or email

HSE.ports@adports.ae

- 2.4. "AD Ports" refers to Abu Dhabi ports and all of its various business units and entities, including, but not limited to Kizad, Programme Management, Safeen, Maqta Gateway, Khalifa Port, Zayed Port, etc.

3. PURPOSE

This booklet establishes Abu Dhabi Ports contractor management principles and processes for the effective management of HSE aspects in relation to contractor work / service, activities within AD Ports.

The booklet describes the contractor management process elements and details their requirements to ensure that risks to health and safety of contractors, employees, resident stakeholders, the community and the environment are minimized.

This Contractor HSE Booklet will form the basis for a systematic approach to the management of contracted tasks across AD Ports.

Contractor HSE Booklet is intended to:

- 3.1. Provide AD Ports and Resident Stakeholders with clear direction on management of contractor work / services activities.
- 3.2. Provide the basis for common understanding of contractor management requirements.
- 3.3. Provide Contractors and Subcontractors with guidelines on HSE protocols and procedures to be followed during the



execution of their contractual duties and while they are present within AD Ports controlled areas

- 3.4. Enforce compliance to AD Ports Integrated HSE Management System (IHSEMS).
- 3.5. Enforce compliance to applicable regulatory requirements , including OHSAD HS System Framework.
- 3.6. Define the AD Ports contractor management process elements.

4. SCOPE

This booklet applies to all AD Ports contractor activities, both current and in future. Resident Stakeholders shall take into account the routine and non-routine project activities of all personnel (including subcontractors and visitors) working within AD Ports and having access to the port workplace, site and the associated facilities whether provided by AD Ports or Resident Stakeholders.

5. DEFINITIONS AND ABBREVIATIONS

TERMS	DEFINITION
Abu Dhabi Ports	All companies and business units operating under the authority of Abu Dhabi Ports, including, but not limited to, Zayed Port Region, Khalifa Port, SAFEEN, Programme Management and KIZAD.
AD Ports' Day One Induction	A formal process of providing information on HSE and Security requirements prior to commencement of work and a prerequisite to get an AD Ports port gate pass. AD Ports Day One Induction targets all of those who visit and work on AD Ports premises, including employees, contractors and truck drivers.
ALARP	To reduce a risk to a level 'As Low As Reasonably Practicable' (ALARP) involves balancing reduction of risk against the time, trouble, difficulty and the cost of achieving it.
Asset	Items that have a distinct value to AD Ports, e.g. gantry cranes, vessels, machinery, buildings, vehicles and other.
Contract	A formal business agreement detailing the terms and conditions for the supply of products or the provision of services.
Contractor	A person or a company which has entered into a legal contract to supply services or material to AD Ports. The term is also frequently applied to suppliers who are available to provide services but are not currently in a contractual relationship with AD Ports.
End User	For the purpose of this procedure, End User is AD Ports Employer Representative assigned to lead the execution and monitor the performance of a project and to act as the point of contact. Note: AD Ports' HSE is nominated a Tenants' End User.
Interface Document	Is a document that is used to resolve conflicts between IHSEMS of AD Ports and that of the Contractor. It defines which HSE MS will take precedence in specific operational circumstances.



Resident Stakeholder	Those organizations who reside within the boundaries of the Port Area and / or Port water limit, e.g. Port Operator, Private Facility Operators, long-term contractors.
Subcontractor	A person or company performing some of the work within a contract, and under contract to either the End User or Contractor.

ABBREVIATIONS

AD Ports	Abu Dhabi Ports
ALARP	As Low As Reasonably Practicable
CPD	Corporate Procurement Department (ADPorts)
EHSMS	Environment, Health and Safety Management System
HIRA	Hazard Identification and Risk Assessment
HSE	Health, Safety and Environment
IHSEMS	Integrated Health, Safety and Environment Management System
KPIs	Key Performance Indicators
LMRA	Last Minute Risk Analysis
OFI	Opportunities for Improvement
PTW	Permit To Work
PM	Programme Management
SRA	Sector Regulatory Authority
WSR	Waste Service Request
WR	Western Region
WMS	Work Method Statement
ZP	Zayed Port



6. CONTRACTUAL OBLIGATIONS

- 6.1. To comply with UAE legal requirements, AD EHSMS RF Element, Mandatory Code of Practices, and other requirements.
- 6.2. To work in accordance with relevant AD Ports IHSE MS Procedures.
- 6.3. To ensure a healthy and safe working environment.
- 6.4. To ensure effective safety training and information.
- 6.5. To report immediate danger or incident to AD Ports Control Rooms.
- 6.6. To ensure that no one is exposed to the risk of injury.
- 6.7. To provide AD Ports and Resident Stakeholders with information upon request relevant to the work activities risk assessments.
- 6.8. To develop HSE plans or site-specific procedures relevant to nature of the identified hazards and work activities at the site.
- 6.9. To ensure that all contractors and subcontractor employees who will be directly involved in the contract works have received induction prior to the commencement of any work.
- 6.10. To carry out risk assessments and develop health and safety plan(s) prior to work commencing and ensuring that appropriate risk control measures are implemented on commencement of the contract works.
- 6.11. To manage HSE risks which arise from changes to contractual scope of work.
- 6.12. To seek End User approval of sub-contractors before engagement.
- 6.13. To conduct HSE induction and training of workforces.
- 6.14. To carryout HSE briefing /toolbox and regular HSE meetings.
- 6.15. To ensure that all equipment, plant, machinery and apparatus brought into or used in AD Ports are safe and without risk to health and safety or the environment and is maintained as per standards.
- 6.16. All necessary calibration, test and examination certificates must be available for verification at all times.
- 6.17. To handle dangerous materials in a safe manner and to operate means of transport safely.



- 6.18. To maintain relevant HSE records and to ensure its availability for audit / inspection by AD Ports HSE.
- 6.19. To close-out all internal and external non-conformances, should they be raised as a result of audits / inspections.

7. CONTRACTOR NON-COMPLIANCE

- 7.1. If during the execution of a contract, a contractor or sub-contractor is in breach of any condition of contract or any HSE requirements, the process set out in the contract for managing such breaches should be followed exactly (**all work with regards to that activity shall be suspended until the matter is resolved**).
- 7.2. Where a major breach of safety is identified then the Project Manager supervising the contractor or an AD Ports HSE Representative may suspend / stop the work until the breach is rectified.
- 7.3. Work cannot recommence until the Supervising Project Manager or AD Ports' HSE is satisfied that adequate risk controls are in place.
- 7.4. Poor HSE performance, including one-off instances or continuous breaches of HSE requirements, can lead to the termination of a contract and/or removed from AD Ports registered preferred supplier status.

8. POST CONTRACT AWARD

AD Ports' Corporate Procurement Department (CPD) tendering process includes a HSE capability assessment to undertake the contract scope of work in compliance with HSE requirements, and to effectively manage associated risks. This is in addition to standard evaluation criteria (Commercial & Technical) in order to award a contract.

Contractors who will undertake work for AD Ports Programme Management, either outside the boundaries of AD Ports gates and/ or other AD Ports work area, shall be provided with Programme Management site Good Practices document in addition to this HSE Booklet. Contractors are obliged to ensure their compliance with requirements set out in both documents.



Contractors who wish to engage subcontractor(s) to perform part of the work must have AD Ports preapproval.

Contractors shall adopt a similar HSE capability assessment for screening of their subcontractor(s) and then acquire the End User approval.

The End User may carry out an audit to verify the degree of implementation of the contractor's HSE MS.

8.1. Contractor HSE Capability Evaluation

The End User, in coordination with HSE and CPD, is obliged to review the HSE capability, HSEMS, HSE Plan and Risk Assessment submitted by the contractors

This exercise is in order to assess how effective the contractor has been in providing assurance that all significant hazards have been identified and that suitable controls and mitigation measures are planned to reduce the risk ALARP.

The contractor shall be given the approval of Contractor/Tenant HSE Management System Form (ADM-FRM-013-3), as part of the bidder documents, as a guide to prepare and submit Contractor HSEMS and /or HSE Plan.

A joint meeting of related parties' maybe conducted to evaluate the suitability of the contractors' HSEMS, HSE plan and suitability of controls and mitigation measures.

- 8.2.** HSE capability assessment documentation must be supplied when a variation order to scope of work for any project contract is applied.

9. PRE-MOBILIZATION

End User has the right to carry out pre-mobilization inspection and / or audit of the contractor who has been awarded the contract, to confirm that the relevant contractual HSE aspects (risk assessment and HSE plan) are complied with and that any remedial actions required to be carried out before mobilization are identified and agreed.

9.1. Kick-off Meeting

The End User should call for a kick off meeting to familiarize the contractor(s) with the location, facility, personnel, and other relevant information necessary for the contract work execution.



9.2. Contractor Induction

The End User is obliged to ensure that all contractors who will undertake works at AD Ports must be scheduled to attend AD Ports' Day One Induction. Additional induction subjects can be introduced based on the nature of the work being undertaken and the underlying risk associated with the work.

9.3. Contractor HSE Booklet

Prior to commencement of works the contractor should receive a copy of "AD Ports Contractor HSE Booklet" from CPD or End User, and/or downloaded it from www.adports.ae. It is the responsibility of the contractor to instruct their workforces and subcontractors to adhere to the information provided in this document.

10. EXECUTION - END USER OBLIGATIONS

End User has the right to call for progress meetings to review HSE plan and / or the suitability of mitigation control measures implemented by contractor.

10.1. Inspection and Audit

The End User has the right to conduct site inspection and / or audit of contractor HSE performance during mobilization and execution of contract to verify whether the HSE plan objectives and / or the suitability of mitigation control measures are being achieved.

The End User is obliged to review significant HSE findings against the contractual terms and conditions, including the HSE plan and appropriate actions taken which may include rectification, withholding permission to proceed or ultimately terminating the contract.

The frequency of inspection or audit depends on the size of the contract and the levels of risks identified.

11. EXECUTION - CONTRACTOR OBLIGATIONS

The contractor is obliged to execute the contract in accordance with the approved Method of Statement and / or HSE plan.

Any additional HSE requirements or change in the method statement, identified during the approval stage of the contractor, should be



properly addressed, and the HSE plan updated accordingly.

11.1. Roles and Responsibilities

Contractor and End User are jointly accountable for HSE, although responsibility may be delegated to representatives who may have a permanent presence on site to monitor and verify that HSE obligations are being met.

Where responsibility for supervision rests with the contractor, End User's role is to monitor compliance with the HSE plan and the contractual terms defined within the contract.

11.2. Contractor Responsibilities

The contractor holds and should be able to demonstrate the below responsibilities:

- Contractor's management commitment to HSE aspects.
- Compliance with HSE related clauses in the contract and HSE plan.
- Performance results against agreed HSE KPIs.
- The existence of contractor's internal HSE control system.
- Close monitoring of workforce and subcontractors competencies.
- Periodic toolbox talks, training and regular HSE meetings.
- Participation in emergency exercises, drills and tests.
- Proper management of HSE risks which arise from changes to the contractual scope of work.
- Compliance with incident and non-conformance reporting, investigation and follow-up.
- The resolution of interface issues.
- Availability of contract documentation and records to the End User, if required.

12. AD PORTS ENTRY PERMIT & GATE PASS ARRANGEMENTS

- 12.1. Before commencement of any works at AD Ports premises, Contractor shall ensure that all relevant to the contract employees have been issued with AD Ports' Entry Permit / Gate Pass.
- 12.2. Passes shall always be carried and shall be shown to any AD Ports' Security / HSE Employee on request.
- 12.3. All AD Ports' Entry Permit / Gate Passes shall be returned on request, when the work is completed or on the date they expire,



whichever is earlier.

- 12.4. AD Ports' Management shall reserve the right to withdraw AD Ports' Entry Permit / Gate Passes for willful or repeated breaches of AD Ports' HSE regulations / procedures.

13. ACCESS

- 13.1. Contractors shall not block gangways and access ways unless a clear, safe diversion has been provided.
- 13.2. Contractor's work areas shall not be closed off without written approval from AD Ports - Assets Management / Technical Services Department / GSD, Programme Management or KIZAD HSE , as relevant.
- 13.3. Only authorized routes must be used to and from work sites.
- 13.4. Only suitable, sound and properly maintained equipment shall be used.
- 13.5. Where applicable, timings designated by AD Ports' End User, for conducting work shall be adhered to.

14. TRANSPORT

- 14.1. Contractors shall not bring vehicles onto AD Ports unless they are roadworthy and conform to the legal requirements.
- 14.2. Contractors shall ensure that only licensed, authorized and competent personnel are allowed to drive vehicles / mobile equipment.
- 14.3. Loads shall be within the safe weight limit for the vehicle and should not project beyond the vehicle body in such a manner as to present a hazard to other vehicles, pedestrians or adjacent structures.
- 14.4. Special permission, via the AD Ports Permit to work system, must be availed of for permission to move oversize and overweight loads to and from the sites
- 14.5. Vehicles shall not block access or emergency points.
- 14.6. All loads being transported by vehicle must be properly and adequately secured.
- 14.7. Contractor's vehicles shall only be permitted to enter the operational area to deliver or transport materials to, from and within its worksite.



- 14.8. Vehicles shall not exceed the laid down speed limit within AD Ports.
- 14.9. Vehicles mounted with crane shall be inspected by AD Ports HSE. Copies of valid third party test certificate and registration document shall be available for verification.

15. AUTHORIZATION

- 15.1. The following persons shall be required to carry training certificate from authorized companies in person at all the times during their work:
 - Operators of Mobile Elevated Work platform.
 - Operators of Mobile Cranes & Forklift
 - Persons authorized to use cartridge operated fixing tools.
 - Banks man for Mobile Cranes Rigging , Lashing; Slinger and Heavy Vehicles.
 - Operators of all types of Rigs and high pressure Equipment.
- 15.2. Authorized persons must be properly trained and competent in safe use of the equipment and must have a certificate detailing their appointment in writing.

16. RISK ASSESSMENT

- 16.1. Risk equals chance time's effect ($\text{Risk} = \text{Chance} \times \text{Effect}$). It's impossible to avoid every incident, therefore calculate risks well and make them controllable if not preventable. Therefore emphasize on avoiding:
 - Unsafe actions.
 - Unsafe Conditions.
 - Near Misses
- 16.2. An LMRA is a Last Minute Risk Analysis required by the workforces who carry out the activities right before they start their task practice.
- 16.3. If you observed unsafe condition, immediately warn everyone involved, try to neutralize the unsafe condition and make it safe again or immediately report it to AD Ports HSE or End User.

17. PERMIT TO WORK



- 17.1. A Permit to Work (PTW) system is a formal recorded process used to control work which is identified as potentially hazardous. It is also a means of communication between AD Ports HSE, Area Management and Permit Applicant and those who carry out the hazardous work.
- 17.2. The responsibilities of Contractor are:
- Ensure that they understand AD Ports PTW System as well as PTW of the respective Stakeholder(s).
 - Responsible for requiring sub-contractors to comply with AD Ports PTW System, all provisions of UAE Federal and Abu Dhabi Laws and Regulations relating to Health Safety & Environment.
 - Must clearly specify the nature, location and estimated duration of the work.
 - Ensure personnel who are working under the issued PTW are competent, well trained, qualified and licensed (if applicable) to carry out the work in a safe manner.
 - Ensure all personnel understand the work for which permit is issued, the risks associated with the work, and the relevant controls.
 - Must ensure that work is performed in a safe manner and in accordance with relevant legislations, standards and codes of practice.
 - Monitor the work of their personnel and the issued permit throughout the course of work in AD Ports.
 - Report any unsafe act or condition and near miss during the operation of a Permit, to the attention of the Permit Office and report incidents to AD Ports Control Room.
 - Ensure that at the completion of the work, the work area is left in a safe condition.
 - Suitable display of issued permits.
 - Return the Permit to the Permit Office for sign off & closure.





17.3. Activities requiring PTW

Activities requiring a PTW in AD Ports include, but not limited to:

- Non-routine Land and Marine operations / activities.
- Cold works and hot works within AD Ports.
- Activities assessed and evaluated as moderate to high risk activities.

LAND ACTIVITIES REQUIRING PTW

ACTIVITIES REQUIRING PTW	PTW FORM
Cold Work	PSS-FRM-L-400-001
Confined Space Entry	PSS-FRM-L-400-002
Electrical - Energy Isolation	PSS-FRM-L-400-003
Excavation	PSS-FRM-L-400-004
Hot Work	PSS-FRM-L-400-005
Work with Oversize-Load	PSS-FRM-L-400-006
Working at Heights	PSS-FRM-L-400-007



CALLING VESSEL ACTIVITIES REQUIRING PTW

ACTIVITIES	AD PORTS BERTH OR ANCHORAGE	ALONGSIDE PRIVATE JETTY	APPLICABLE PTW FORM
Diving	Application Form	Application Form	PSS-FRM-M-400-006
Working Overwater (Over-side)	Application Form	Notification only (VHF or Email)	PSS-FRM-M-400-007
Vessel Underwater Cleaning	Application Form	Application Form	PSS-FRM-M-400-008
Marine Hot Work	Application Form	Notification only (VHF or Email)	PSS-FRM-M-400-003
Bunkering, Lube Oil, Sludge & Bilge Transfer	Application Form	Notification only (VHF or Email)	PSS-FRM-M-400-005
Immobilization of Engine or Propellers trial alongside	Application Form	Notification only (VHF or Email)	PSS-FRM-M-400-009
Chipping, Painting & Sand Blasting	Application Form	Notification only (VHF or Email)	PSS-FRM-M-400-010



ACTIVITIES REQUIRING PTW FOR PORT MARINE SERVICE VESSELS

ACTIVITIES REQUIRING PTW	PERMIT TO WORK OFFICE APPROVAL	MARINE SERVICE INTERNAL APPROVAL	PTW FORM
Marine Cold Work	NA	Application Form	PSS-FRM-M-400-001
Confined Space Entry	NA	Application Form	PSS-FRM-M-400-002
Marine Hot Work	Application Form	NA	PSS-FRM-M-400-003
Marine Working at Height	NA	Application Form	PSS-FRM-M-400-004
Bunkering, Lube Oil, Sludge & Bilge Transfer	Notification only (VHF or Email)	Application Form	PSS-FRM-M-400-005
Diving	Application Form	NA	PSS-FRM-M-400-006
Working Overwater (Over-side)	Application Form	NA	PSS-FRM-M-400-007
Vessel Underwater Cleaning	Application Form	NA	PSS-FRM-M-400-008
Immobilization of Engine or Propellers trial alongside	Notification only (VHF or Email)	NA	PSS-FRM-M-400-010



17.4. Activities not requiring PTW

Depending on the nature of operations / activities and competency and job profiles of personnel, a Permit Issuer in coordination with Permit to Work Office may exempt certain activities from PTW requirements that include, but not limited to:

- Routine operation such as, startup and shutdowns of Tugs.
- Routine maintenance work such as, checking and replacing oil / lubricant in forklift or truck.
- Work carried out in designated maintenance workshops.

17.5. Method Statements

Where required by AD Ports, contractors shall submit a Contractor Work Method Statement(WMS) to the AD Ports Permit Office at least 2 days before work is due to commence.

Contractor Work Method Statement shall detail:

- The job to be undertaken.
- The name of the person in overall charge of the job.
- The name(s) of the Supervisor(s) for each activity.
- The individual activities in sequence required to complete the job.
- The individual trades / disciplines involved in each activity.
- Plant, equipment, tools to be used in each activity.
- Any substances / chemicals to be used and where and during which activity they will be used.
- Hazards associated with each individual activity.
- Preventive measures to be taken to eliminate the identified hazards with each activity.
- A detailed description (Action Plan) of how the work will be done including control measures and procedures to complete each activity and the overall job safely.

End User, HSE Representative and Permit Office shall approve all Work Method Statements.

Compliance with standards detailed on the Work Method Statement shall be the responsibility of Contractor.

Any change in work method needs to be notified to the End User / HSE ASAP, and may warrant resubmission of a complete WMS, at the discretion of End User / HSE



A variation order for any contract, will warrant resubmission of a complete WMS, at the discretion of End User / HSE.

18. CONTRACTORS TOOLS & EQUIPMENT

- 18.1. All contractor's tools and equipment must be adequately sound and suitable for the purpose.
- 18.2. Guards and electrical trip switches must work effectively and must not be removed or by-passed.
- 18.3. All tools shall be maintained in a safe working condition.
- 18.4. Contractor shall provide suitable storage for storing tools and equipment at the work site.
- 18.5. Contractor shall nominate or employ the services of a competent qualified electrician to inspect and tag ("Safe for Use") electrical power hand tools on quarterly basis.
- 18.6. Contractor shall keep, on site, a register of all electrical power hand tools in use. The register shall have the following details:
 - Individual identity number of the tool.
 - Name, Signature and Organization of the qualified Electrician carrying out the inspection.
 - Date of inspection.
 - Remarks on condition of tool and whether repaired or withdrawn from use.
 - Colour code.
 - Nominated electrician's Signature.
- 18.7. No electrical powered hand tools shall be used other than those with a valid "Safe for Use" tag
- 18.8. Unless double insulated, all equipment and appliances that are plugged or direct-wired shall be connected to an Earth Leakage Circuit Breaker (ELCB).
- 18.9. All electrical equipment must preferably have a Kill Switch also known as a Deadman switch. The switch's purpose is to shut the machine down if the operator becomes incapacitated, such as through death, loss of consciousness, or being bodily removed from control
- 18.10. Damaged leads, piggyback plugs and / or double adaptors must not be used.



19. EQUIPMENT & ENERGY SOURCES

- 19.1. Contractor's employee are not allowed to use or operate any AD Ports's, equipment or energy source such as gas, compressed air, oxygen, electricity or fire hydrant outlet unless permission has been given in writing by the End User.
- 19.2. It is the duty of the Contractor to ensure that AD Ports equipment is used properly, and defects are reported to the End User as soon as possible.
- 19.3. If authorization is given to connect tools or equipment to AD Ports energy sources, the responsibility rests with the Contractor to check that the operating pressure or voltage is correct for the purpose.
- 19.4. No temporary electrical supply shall be installed or modified without the agreement and approval of AD Ports Assets Management / Technical Service & Permit to Work Office.
- 19.5. All equipment must be treated as "LIVE" unless isolated / locked off and tagged.

20. HAZARDOUS SUBSTANCES

- 20.1. Hazardous substances include any flammable liquid or any substance likely to give rise to toxic, corrosive, irritant or having harmful risk.
 - Explosive
 - Flammable, highly flammable.
 - Oxidizing.
 - Toxic and very toxic.
 - Harmful, erodent, sensitive.
 - Corrosive.
 - Carcinogenic.
 - Environmental hazard.
- 20.2. Hazardous Substances shall:
 - Be kept to a minimum.
 - Be securely locked or fenced off.
 - Have appropriate warning notices displayed at the storage facility.



- Have “No Smoking” notices displayed at the storage facility.
 - Have fire-fighting extinguishers/equipements which are appropriate to the Hazardous Substance.
- 20.5. It is the Contractor’s responsibility to ensure that users of substances are properly informed, instructed and trained in the hazards and control measures, including necessary PPE are in place and used.
- 20.6. Hazardous substances must not be discharged onto the ground or into water drains.

21. LIFTING EQUIPMENT

- 21.1. All lifting activities shall be supported and documented via adequate “Lifting Plan”.
- 21.2. All lifting equipment used by the Contractor must be tested and examined by Third Party and have a valid certificate. Equipment must be properly marked with an identification number and safe working load.
- 21.3. Copies of all test and examination certificates must be available on site for verification by AD Ports’ Representative / HSE.



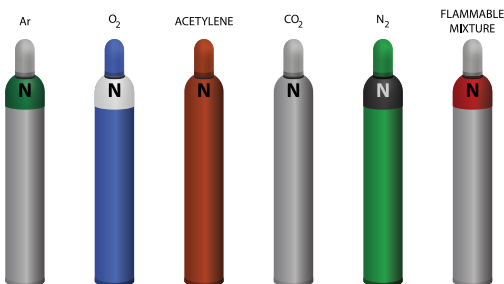
Example: The crane operator is responsible for the crane. He must be able to show that the crane and the equipment are periodically approved.

- 21.4. Crane certificate is compulsory, and the test certificate must always be available for verification.
- 21.5. Defective lifting equipment shall be withdrawn immediately from service.
- 21.6. No item of lifting gear shall be used to support a load greater than the safe working load of the lifting gear.
- 21.7. Never go over the maximum work load.
- 21.8. Maintaining a copy of training record representing the experience of the crane operator is compulsory.
- 21.9. All lifting equipment (i.e. cranes & forklifts) shall be inspected daily by the Operator and keep file of filled inspection form for verification if required.



22. USE OF GAS & OXYGEN EQUIPMENT

- 22.1. Where Contractor's bring their own equipment onto the Project, such equipment must comply with AD Port's approved standards.
- 22.2. Gas cylinders must not be left lying unattended. Arrangements shall be made to store cylinders in a suitably footed open mesh fenced compound.
- 22.3. Before constructing any temporary gas compound or using an existing gas storage area, Contractors must obtain permission from AD Ports HSE / PTW office.
- 22.4. Cylinders shall not be left in direct sunlight.
- 22.5. Oxygen and fuel gas cylinders shall be kept separate.
- 22.6. Cylinders must never be stored or used in a horizontal position but must be secured in an upright position.
- 22.7. All gas cylinders must be handled with care and they must not be misused or abused. They must be properly shut off when not in use.
- 22.8. Industrial gas cylinders can be identified by their colour coding. When transferring or transporting, make sure gas cylinders are securely fastened.



GAS CYLINDER COLOR IDENTIFICATIONS

- 22.9. Great care must be taken to ensure that gas equipment, including hoses, are not allowed to cause obstruction of roadways, walkways, manholes, ladders or other means of access where they can cause tripping hazards or be damaged.



- 22.10. Hoses not in use should be coiled up and put in a safe place.
- 22.11. Hoses should, whenever possible, be supported off the ground.
- 22.12. Where any operation involves the use of gas and oxygen equipment in enclosed or semi-enclosed spaces, Contractor's supervision must carry out frequent checks to ensure these procedures are complied with.
- 22.13. No modification to tanks or drums, which contain flammable liquid, shall be undertaken.

23. EXCAVATIONS

- 23.1. No excavation work shall be commenced by the Contractor unless a valid Permit to Work is issued by AD Ports - Permit to Work Office.
- 23.2. All excavation to a depth greater than 1 meter shall have proper ladder access point provided.

24. WORK IN CONFINED SPACES

- 24.1. Hazards can be encountered where work is carried out in excavations, tanks, vessels, pipes, or other confined spaces.
- 24.2. The following processes are especially dangerous when carried out in confined spaces:
 - Paint Spraying.
 - Extensive pre-heating (naked flame).
 - Welding.
 - Arc air gouging.
 - Use of cleaning fluids (solvents).
- 24.3. The dangers involved include:
 - Asphyxiation.
 - Explosion.
 - Fire.
 - Oxygen enrichment or deficiency.
 - Dust & Fumes.
 - Noise.
- 24.4. Contractors shall not enter or commence work in any excavation, tank vessel, pipe or chamber or other enclosed space unless a valid PTW has been issued. Where contractor



operations may give rise to a dangerous atmosphere during the work activity.

- 24.5. No new activity shall be introduced into a confined space without the permission and signed approval of Permit Office.

25. WORKING OVERWATER

- 25.1. The Contractor shall provide Life Jackets to any employee working over (or near) water where there is a likelihood of falling in and drowning.
- 25.2. The Contractor shall also supply a sufficient number of life buoys to be permanently located at point(s) of danger. The life buoys shall be attached to a throwing line.
- 25.3. Where rescue, of a person falling into the water, may be difficult or work is conducted in an exposed area at open water, AD Ports may require the Contractor to provide a standby boat crewed by a competent boatman. The contractor shall provide such rescue craft as agreed upon with the AD Ports' HSE prior to the commencement of work.
- 25.4. Where workforce are working at a height of 2 meters or above and are exposed to the risk of falling, the requirements for Safety Harness will apply.

26. WELDING

- 26.1. Before any welding commences, a Hot Work Permit must be obtained from the AD Ports' Permit Office.
- 26.2. Appropriate PPE must be worn. For example:
- Aprons.
 - Leather sleeves.
 - Gauntlet gloves.
 - Eye protection.
- 26.3. It is a requirement that employees using electric welders wear insulated footwear when working in damp areas where the danger of electric shock exists.
- 26.4. All electrical welding cables must be inspected in accordance with





Electrical Procedures by a competent person and maintained in good condition.

- 265. Screens shall be erected where there is a danger to co-workers or passers-by from sparks or welding flash.
- 26.6. Conditions from Section 23 apply when using welding cylinders

27. WORKING AT HEIGHTS

Contractor shall ensure that a working at height procedure is implementing that addresses all works to be carried at height. This procedure shall consider, working off scaffolds, ladder use and man baskets.

Before working at height, follow these simple steps:

- avoid work at height where it is reasonably practicable to do so
- where work at height cannot be easily avoided, prevent falls using -either an existing place of work that is already safe or the right type of equipment
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

Contractors should:

- do as much work as possible from the ground
- ensure workers can get safely to and from where they work at height
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- not overload or overreach when working at height
- take precautions when working on or near fragile surfaces
- provide protection from falling objects
- consider emergency evacuation and rescue procedures

28. MAN-RIDING BASKETS

- 28.1. When the carriage of personnel by crane is required, the man riding basket must be suitably tested & approved by third party and have a current test certificate and clearly marked 'Man Riding Only' and the safe working load (SWL).



- 28.2. All workforces using man riding baskets must be secured inside the basket by a safety harness. The safety harness must be secured to the master link of the supporting sling or to the hook of the crane.



29. WORKING ON ROOFS

- 29.1. The following minimum requirements should be reflected in the Work Method Statement, and must be met to access and work on roofs.
- The roof must be structurally sound before a person walks on or places a load on a roof.
 - The roof should not be too steep or slippery to access.
 - Roof areas must be kept tidy and clean.
 - Rubbish must be regularly removed.
 - All items that are used during work must be secured properly. Materials should not be left on the roof after task is completed
 - The Site Officer / Supervisor must be aware of personnel present or working on the roof and the expected period for return.
 - Do not store or stack materials where they interfere with access to work.
 - Do not access or work on a roof unless trained appropriately.
 - Do not access roofs in adverse weather conditions such as wind, rain or thunderstorms.
 - Do not store or stack materials within 2 meters of the edge of the roof.



30. SCAFFOLDING

- Contractor must maintain records on training and competency of those erecting, dismantling, altering, inspecting and supervising



scaffolding operations;

- The scaffold should be erected by a competent person, to ensure it will have adequate strength, rigidity and stability while it is erected, used and dismantled

31. NOISE EXPOSURE

- 31.1. When Contractors bring plant or machinery into AD Ports, they must ensure that noise levels produced are as low as reasonably possible.
- 31.2. Personnel using such equipment must have appropriate PPE

32. HEAT EXPOSURE

- 32.1. Contractors are responsible for ensuring that their employees have adequate resources for protecting themselves against heat related disorders.
- 32.2. Contractors and their employees are responsible to follow heat related illnesses prevention recommendations as advised by AD Ports.
- 32.3. The contractor shall provide facilities in extreme hot conditions or under direct sun exposure to reduce the negative effect of heat not limited to:
- Cold drinking water.
 - Hydration fluids.
 - Shaded area for resting.
 - Shower and Toilet.
- 32.4. All heat related illness must be reported immediately to AD Ports, using the Land or Marine incident reporting form as appropriate.

33. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 33.1. PPE are needed if hazards can't be removed as source or shielded from and when collective safety measures are not sufficient.
- 33.2. The Contractor's is obliged to provide PPE at no charge for his employees in addition to providing proper information and instructions on the use and maintenance.



- 33.3. Contractors shall supply their employees with all appropriate personal protective clothing and equipment (PPE). For example:
- Hard hats.
 - Safety boots.
 - Gloves.
 - Safety glasses.
 - High Visibility Vests
 - Clothing.
- 33.4. All contractor personnel must be made aware that PPE is a compulsory requirement within AD Ports' Premises
- 33.5. Contractor must ensure that the PPE is worn at all time while within the AD Ports premises.
- 33.6. Contractor shall ensure that personal protective equipment is properly maintained in good order and replaced when defective.

34. MEDICAL / EMERGENCY ARRANGEMENTS

- 34.1. Contractor is accountable to have employees regularly undergo medical examinations to avoid risk to health.
- 34.2. Contractor is responsible for the medical fitness of their employee and shall provide an a medical fitness certificate upon End user Request.
- 34.2. In addition to advise them to carry their medical insurance card all the time while they are in AD Ports
- 34.3. AD Ports HSE is authorized to exclude any contractor to work within AD Ports premises, if found suffering from any disability which is considered a threat to the individual / team health and / or safety.
- 34.4. Contractor's Management shall ensure the availability of adequate first aid response capability and certified First Aid provider to manage and respond to minor injuries and illnesses of their workforce. First aid requirement shall be agreed with the End User based on the scope of work, location, size of workforce and identified risks.
- 34.5. If Contractors are transferred by Ambulance to Government or Private Hospitals due to any medical conditions or industrial injuries the Contractor's Management remains responsible for



the payment of any medical cost incurred there.

- 34.6. All Contractors under AD Ports' direct supervision, who may sustain industrial injury, or is suspected to be suffering from occupational illness shall report the details through Land / Marine Incident Report.
- 34.7. Contractor's Management shall not permit any contractors into AD Ports' if found / suspected to be under the influence of alcohol, drugs or other intoxicants.
- 34.8. Contractor's Management is responsible to report to AD Ports HSE, any Contractor's found / suspected to be under the influence of alcohol or drug.

35. WELFARE FACILITIES, STORAGE AND OFFICE ACCOMMODATION

- 35.1. Contractor shall only be permitted to set up any form of office accommodation or necessary facility or storage areas after consultation with the AD Ports' Permit Office.
- 35.2. Toilet and washing facilities shall be provided before the commencement of work and shall be maintained by the Contractor, to a standard acceptable to AD Ports.
- 35.3. Food shall only be consumed in designated shaded areas. Areas must be agreed upon with AD Ports' Representative prior to being set up . Food shall not be consumed within the work areas.
- 35.4. All food wastes shall be removed immediately, in a hygienic manner, and shall not be allowed to accumulate.

36. HOUSEKEEPING

- 36.1. Contractor's must keep their work areas tidy and not allow rubbish, scrap or surplus materials to accumulate.
- 36.2. Where applicable, it shall be the responsibility of the Contractor to ensure that a dedicated housekeeping crew be allocated to keep work areas clean and tidy.

37. WASTE DISPOSAL

- 37.1 General refuse such as empty containers, trash, packaging paper, cardboard, construction debris (clean fill, drywall,



brick, concrete, wood, etc.) shall be disposed of in dedicated dumpsters and roll-off boxes.

37.2 The following wastes shall NOT be placed in the general refuse dumpster:

- a. Fluorescent HID mercury vapor lamps or other lighting or ballasts associated with lighting of this kind.
- b. Soil or debris (absorbents, rags, spill pads, etc.) associated with leaks, spills or excavation of any known or unknown chemical compound.
- c. Any hazardous chemical or waste.
- d. Batteries, excluding alkaline.
- e. Aerosol cans with any contents remaining (completely empty aerosol cans are approved for general refuse).

37.3 Scrap metal shall be disposed of in dedicated scrap metal containers. Scrap metal must be free of adhering hazardous material waste residue. If the scrap metal container must have a lid/ cover, it must remain covered/closed except for when scrap is being added to the container.

37.4 The following materials are NOT acceptable scrap metal items:

- a. Batteries of any kind.
- b. Unclean machinery or any item that contains oil and/or grease.
- c. Pressurized cylinders (propane, aerosol cans, etc.), closed tanks, closed drums, closed buckets and / or closed cans.
- d. Filters of any kind (transmission, oil, air, etc.) that are not drained.
- e. Materials that contain asbestos, lead paint and/or radiation.
- f. Empty aerosol cans.

37.5 All containers used to collect / store waste need to be labeled with contents, and closed when not in use (e.g., General Trash, Spill Cleanup, etc.).

37.6 Wastes generated at the site must be managed and disposed of in accordance with applicable Federal, and local regulations as well as AD Ports policies and procedures.



- 37.7 Waste must only be disposed of by AD Ports approved / hired waste management contractor unless exception is obtained.

38. SPILL PREVENTION AND RELEASE REPORTING

- 38.1 Contractor shall report all spills or releases greater than one liters.
- 38.2 No chemicals of any kind shall be permitted to enter any waterway (ditch, sewer, stream, trench, etc.) or spill onto the ground.
- 38.3 Store fuels, oil, and chemicals per applicable sections of this manual and away from sewers, surface water bodies and drains.
- 38.4 All containers used to store fuels, oil, chemicals or wastes must meet the AD EHSMS & AD Ports procedures requirements and must be in good condition, labeled, non-leaking and closed when not in use.
- 38.5 Conduct and document regular inspections of all storage containers and secondary containment structures. Documented inspections for containers 55 gallons and over must be conducted weekly.
- 38.5 All fuel storage tanks and containers shall have adequate secondary containment.
- For containers 55 gallons or greater, Contractor must provide secondary containment that meets all applicable Federal, State and Local environmental regulations.
 - When required, secondary containment must have enough capacity to hold the contents of the largest container. If containers are stored outside, the secondary containment must have enough capacity to hold the 110% contents of the capacity of the largest container. Alternatively providing a storm resistant shelter or cover to keep out rainwater can substitute rainfall capacity requirement in some cases.
 - Acceptable secondary containment structures include plugging drains, curbing or containment pallets.
- 38.6 Contractor shall contact AD ports representative for disposal of wastes generated from the cleanup of a spill or unauthorized release. The waste generated from these spill / cleanup will be managed in accordance with AD ports waste management procedure.



- 38.6 Trucks, cars, forklifts, trailers or other general-purpose vehicles onsite must not be leaking. Any leaks from vehicles awaiting maintenance must be prevented from reaching the ground or a drain.
- 38.6 All storage of oil, fuel or chemicals must comply with all applicable legal and AD Ports requirements.
- 38.6 Ensure controls are in place to prevent run-off from storage areas to sewers.

39. STORM WATER MANAGEMENT

Contractor performing work such as construction that could impact storm water run-off are required to implement storm water quality controls and associated and site pollution prevention plans.

Install effective controls to prevent run-off from piles of exposed soil, waste or building materials.

Do not construct straw bale barriers and silt fence in flowing streams or in swales where there is the possibility of a washout.

Secondary containment shall be maintained in good condition and not allowed to accumulate rainwater. Rainwater must be removed within 24 hours of any measurable rainfall. After it has been determined to be free of contaminants, rainwater can be disposed of to the storm water system. If the storm water is determined to be contaminated it shall be disposed as per the applicable legal & AD Ports requirement.

Construction site entrances will be sited and constructed in a manner that prevents tracking of dirt or other material resulting from vehicle traffic. If tracking of dirt or other material occurs, it shall be cleaned up and disposed of properly in compliance with applicable legal & AD Ports requirements

Do not wash dirt or other material from roadways with water (use a street sweeper).

40. HAZARDOUS WORK MATERIAL

Contractors must inform AD Ports' HSE of any material being brought into the work site, which may be environmentally hazardous.

In this respect, the contractor shall list:

- The nature and quantity of any environmental damaging materials to be used on site.



- The method of safe handling for this material, so that any emissions to atmosphere or discharges to land or water are avoided.
- Any potential risk to the environment, or hazards to health, resulting from the work being undertaken and preventive actions being taken to minimize the risks.
- The method of removal of any unused environmentally hazardous material from site on completion of the work.
- The method of disposal of any environmentally hazardous waste arising during the course of the Contractor's work on site.

41. GENERAL ENVIRONMENTAL PRACTICES:

- Comply with all AD Ports environmental regulations & guidelines.
- Allocate a designated area for keeping the wastes generated from day to day activities. All waste containers to be clearly marked for their identification.
- Obtain permits from AD Ports HSE for the disposal of any hazardous waste arising as a result of work being undertaken by the contractor.
- Keep their working area clean and tidy and avoid any spillage on the area. In case of minor spillage, the area must be cleaned immediately by a suitable spill cleaning material.
- Drip trays to be provided for all static plants that have the potential for any oil leaks.
- On completion of the work being carried out, all materials remaining at the site must be removed and the area to be kept clean.

42. FIRE PROTECTION


































Contractors must ensure that adequate fire precautions are taken whilst carrying out their activities, especially where these activities involve hot work, e.g. burning, welding, grinding, or the use of other naked flame.

Adequate fire precautions are:

- 42.1. Provision of the correct type of fire extinguisher.



TYPES OF FIRE EXTINGUISHERS

Extinguishers Type	 Class A Wood / Furnishings etc.	 Class B Flammable Liquids / Solids	 Class C Flammable Gas Fires	 Class D Metal Fires	 Electrical Fires
 Water Color code: 		 Do Not Use			 Do Not Use
		 Do Not Use			 Do Not Use
 Foam Color code: 	 Note: Multi-Purpose foams may be used	 Note: Specialist Foams required for Industrial Alcohol			 Do Not Use
 Carbon Dioxide Color code: 		 Secondary			 Primary
 Powder Color code: 				 Note: Specialist Dry Powders may be required	
		 Primary		 Secondary	

36.2. Contractor's employees must be adequately trained in extinguisher use in fire control.

- 42.2. Contractor's employees are aware of the correct procedures to be followed in the event of a fire alarm / evacuation situation.
- 42.3. Contractor's employees should know the location and the correct use of:
- Fire extinguishing equipment.
 - Alarms call points.



- Emergency Contact Number; and AD Ports Control Room.
- Escape routes and fire exit.
- Assembly Meeting Points.

42.4. Contractor's offices / cabins shall have at least two fire extinguishers located at the access / exit door.

HOW TO USE FIRE EXTINGUISHER

Remember the **PASS** word (**P**ull - **A**im - **S**queeze - **S**weep)

P

Pull

Pull pin. Break seal and test extinguisher.



A

Aim

Aim at the base fire. Ensure you have a means of escape.



S

Squeeze

Squeeze the operating handle to operate extinguisher and discharge the agent.



S

Sweep

Sweep from side to side. Completely extinguish the fire.



Note: If you discover a fire of limited size and you have received fire extinguisher training you may attack the fire if it is safe to do so. If the fire is not extinguished with one fire extinguisher or if there is any doubt, continue to evacuate closing the doors as you go.



- 42.5. Any generator brought onto site shall have one carbon dioxide (CO₂) extinguisher mounted on it.

43 ACTIONS IN CASE OF FIRE

- a. Stop work immediately, turn off electrical equipment and close valves on gas and oxygen cylinders.
- b. Raise alarm by smashing the fire alarm or calling the emergency number.
- c. Warn people in the threatened area immediately
- d. When possible evacuate at cross a wind blowing across one's direction of travel
- e. Follow the escape route indicated and never use lifts because they can get stuck if power fails.
- f. If there is a lot of smoke then take care to stay close to the ground; This is where the most oxygen and least smoke is to be found.
- g. Go immediately to the meeting point as indicated in the evacuation plan.
- h. Always identify yourself on arrival at the meeting point, that is extremely important as other Emergency Crew would run unnecessary risks if they go looking for you.



44. REPORTING OF INCIDENTS / ACCIDENTS

- 44.1. Contractors must ensure that their employees report all injuries immediately to AD Ports HSE using the relevant Incident Form. CRAWL OUT IN CASE OF HEAVY SMOKE
- 44.2. Contractor's Supervisor shall submit the relevant incident report form with as much details as possible
- 44.3. The Contractor's supervisor, when necessary, will conduct a subsequent incident investigation
- 44.4. Incident report must be submitted to AD Ports HSE within 18 hours of the incident.
- 44.5. Fatalities, Major Injuries, Multiple Injuries, potential Lost Time Incidents or any incident which could have resulted in any of these injuries or in serious property damage or loss to AD



Ports equipment or structures must be reported immediately to AD Ports HSE via **HSE.ports@adports.ae**

- 44.6. All Minor Injuries, Unsafe Act, Unsafe Condition and or Near Misses must be reported to AD Ports HSE within 24 hours using the relevant forms.

45. PRE-JOB DISCUSSION

- 46.1. Contractor shall ensure that supervisor discuss, the following matters prior to the commencement of job, with the task team:
- HSE policy statement, basic HSE rules and work procedures as defined in the HSE Plan.
 - Nature of the Job.
 - Associated Hazards.
 - Safe working methods to be adopted.
 - Requirements of the Permit to Work System
 - Incident reporting and investigation procedures.
 - AD Ports 's emergency preparedness response procedure

46. DEMOBILIZATION

Contractor shall follow the demobilization process identified in the HSE plan to minimize the probability of HSE related incident as a result of dismantling of equipment, processes, infrastructure and people moving off site.

47. FINAL EVALUATION AND CLOSE OUT

Contractor is obliged to submit close out report of HSE performance and lessons learned to the End User providing feedback for future knowledge and improvements. This may take the form of a close out meeting where all involved parties are represented.

48. REPORTING

Contractor shall report in writing to End User and HSE:

- Contractor Performance against agreed HSE KPIs.
- Incident, Near Miss and Investigation.



- Audit and Inspection.
- Close-out reports.

49. RECORDS

Contractor management documentation must be kept and maintained up to date:

- Contract documentation.
- Project, asset or process description.
- Safety policy, HSE Management System, HSE Plan.
- Legal and other requirements.
- Interface Documents.
- Hazards identification methodology, analysis and risk evaluation.
- Risk mitigations, corrective measures & risk acceptance decisions.
- Risk Communication and Reviews.
- Emergency Response Plan.
- HSE induction, Toolbox and Drills.
- Near Miss, Incident, Investigation and corrective action.
- Audit, inspection, Meeting minutes.

50. HSE MANAGEMENT PLANS

- 50.1. Where a contractor has provided an HSE Management Plan, this plan should be kept up to date by the contractor and periodically reviewed by the AD Ports HSE.

HSE Management Plan Checklist may be used to determine if the HSE Management Plan meets AD Ports HSE requirements.



50.2 HSE PLAN CHECKLIST

1. **Company / Contractor Profile / History / Site Location**
2. **Health & Safety and Environment Policy**
3. **Organizational Structure**
4. **Scope of Works**
5. **Roles and Responsibilities**
6. **Site Manager**
7. **Safety Officer**
8. **Engineer / Supervisor**
9. **Operation / Maintenance Technician**
10. **Monitoring and Reviews**
 - HSE Key Performance Indicator
 - HSE Targets & Objectives
11. **Legal Requirements and Other Requirements**
12. **Health Surveillance and Medical Screening**
13. **Risk Management, Hazards Identification & Risk Assessment**
14. **Waste Management and Environmental Management**
 - Environmental Aspects & Management
 - Waste Disposal and Waste Segregation
 - Housekeeping
 - Hygiene and Welfare
15. **Contractor and Subcontractors Management**



16. **Emergency Management**
 - Emergency Response Protocols
 - Emergency Evacuation Procedures
 - Fire System and Fire Drill
17. **Basic System Safety Rules**
 - HSE Operational & Maintenance Procedures
 - Permit to Work Personal Protective Equipment (PPE)
 - Safety Equipment / Tools, Gears & Gadgets
 - Dangerous Goods, Products & Materials Registered
 - Warning Signs, Safety Barricades & Equipment Identification
 - Lockout / Tag-out Procedure
18. **Management of Change**
19. **Health, Safety and Environment Induction**
20. **HSE Training and Competency**
21. **Competent & Authorized Person**
22. **HSE Reports**
 - Incident / Accident Report
 - Near Miss Report
 - Environment Incident Report
 - HSE Violation Report
 - Monthly HSE Report
23. **Communication, Consultation, Meeting & HSE Programs**
24. **Audit and Inspection**
25. **HSE Performance Monitoring**
26. **Document and Record Control**



- 51.3. Any contracts extending longer than six months may be audited by the AD Ports HSE to determine if the HSE Management Plan conforms to AD Ports Standards.

51. AD PORTS HSE MANAGEMENT SYSTEM

Contractor shall consult with AD Ports HSE to have access to the following AD Ports documents and HSE forms;

AD Ports Contractor HSE guideline

AD Ports Emergency, Protocol.

Risk Assessment - Form.

Method Statement - Template.

Permit to Work System - Forms.

Standard Operation Procedures.

HSE Observation Report.

Land Incident & Near Miss - Form.

Marine Incident & Near Miss - Form.

Investigation of Land Incident - Form.

Investigation of Marine Incident - Form.

Monthly HSE Performance - Template.

Waste Service Request - Form (WSR) - Land.

Waste Service Request - Form (WSR) - Marine.



NOTES

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NOTES

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Prevent Forklift Tip-Over

- Don't turn with a raised load
- Ensure the load is balanced
- Take extra care when working on ramps, or uneven surface



in case of **Tip-Over**



**Lean in the
opposite direction
of the overturn**



**Hold on tight to
steering wheel
and brace feet**



**Stay in the seat,
DON'T jump!**



**Most serious injuries occur when the operator tries to jump clear.
To prevent injuries always use the seatbelt if provided.**

