

ABU DHABI PORTS'

CONTRACTOR HSE BOOKLET

CLASS A & B

Applicable for Contractor classified Type "A" & "B"***Important Notice*****FOR ALL EMERGENCIES CALL CONTROL ROOM (800 112)****For Western Region Ports (02 877 1493)**

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 person shall not be moved (unless danger of receiving further injuries is expected 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 Ports Authority (AD Ports) within 18 Hours via Email incident.ports@adports.ae.**
- **AD Ports HSE have the right to initiate an investigation in case of incident.**
- **Contractor activities may be suspended/ stopped if there are significant risks.**

AD Ports Security and HSE Inspector will monitor the performance of port users on the basis of port rules (Compliance and Enforcement Guidelines for Port Users) and are authorized to issue a warning/ violation ticket.

The Contractor shall ensure that all of his workforces are aware of the requirements outlined within AD Ports' Contractor HSE Booklet

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4. INTRODUCTION

- 4.1. This booklet is issued to Contractors carrying out work within AD Ports. It briefs Health, Safety & Environmental requirements which the Contractor is required to adhere to when executing work.
- 4.2. Contractor's Management and Supervisory Staff are required to ensure that AD Ports Health, Safety and Environmental requirements and procedures are brought to the notice of all their employees and subcontractors and that these requirements and procedures are strictly followed.
- 4.3. 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).

5. PURPOSE

This short Booklet establishes the basic principles of Abu Dhabi Ports contractor management for the effective management of Health, Safety and Environment (HSE) aspects in relation to contractor work/ service activities within AD Ports.

Contractor HSE short Booklet is intended to:

- 5.1. Provide AD Ports and Resident Stakeholders with clear direction on management of contractor work/ services activities.
- 5.2. Provide the basis for common understanding of contractor management requirements.
- 5.3. Provide Contractors and Subcontractors with a guideline of HSE protocols and procedures to be followed during the execution of their contractual duties and while they are present within AD Ports controlled areas
- 5.4. Enforce compliance for AD Ports Health, Safety & Environment Management System (HSEMS).
- 5.5. Define the AD Ports contractor management process elements.

6. SCOPE

This booklet applies to all contractor activities classified as (**type "A" and/or "B"**) and performed within all companies and/ or business units that operate under the authority of Abu Dhabi Ports, that includes, but not limited to, Zayed Port Region, Khalifa Port, Marine Services, Programme Management and KIZAD.

7. INTEGRATED HEALTH SAFETY AND ENVIRONMENT (IHSE) POLICY



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

8. CONTRACTUAL OBLIGATIONS

- 8.1. Comply with UAE legal requirements, AD EHSMS RF – Element 03, mandatory code of practices and other requirements.
- 8.2. Work in accordance with relevant AD Ports IHSE MS procedures.
- 8.3. Ensure a healthy and safe working environment.
- 8.4. Ensure effective safety training and information.
- 8.5. Report immediate danger or incident to AD Ports Management.
- 8.6. Ensure that no one is exposed to the risk of injury.
- 8.7. Provide AD Ports and Resident Stakeholders with information upon request relevant to the work activities risk assessments.
- 8.8. 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.
- 8.9. 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.
- 8.10. Seek End User approval of sub-contractors before engagement.
- 8.11. Conduct HSE training and toolbox for the workforces and carryout regular HSE meetings.
- 8.12. 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 standard.
- 8.13. Ensure that all necessary calibration, test and examination certificates must be available for verification at all times.
- 8.14. Handle dangerous materials in a safe manner
- 8.15. Operate means of transport safely.
- 8.16. Maintain relevant HSE records and to ensure its availability for audit / inspection by AD Ports HSE.
- 8.17. Close-out of all internal and external non-conformances.

9. CONTRACTOR NON-COMPLIANCE

9.1. 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, at the discretion of AD Ports , until the matter is resolved).

10. POST CONTRACT AWARD

AD Ports' Corporate Procurement Department (CPD) tendering process includes a HSE capability assessment. The HSE assessment will evaluate the compliance of the contract scope of work, delivery methodology, and risk management of associated risks, to AD Ports HSE requirements. This is in addition to standard evaluation criteria (Commercial & Technical) in order to award a contract.

Contractors who wish to engage subcontractor(s) to perform part of the work must have AD Ports preapproval. Subcontractors must subscribe to HSE requirements that are imposed on the contractor.

11. 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.

11.1. 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 may be introduced based on the nature of the work being undertaken and the underlying risk associated with the work.

11.2. Contractor HSE Booklet- Class A& B

Prior to commencement of works the contractor should receive a copy of "AD Ports Contractor HSE Booklet- Class A & B" from CPD or End User. It is the responsibility of the contractor to instruct their workforces and subcontractors to adhere to the information provided in this Booklet.

12. RISK ASSESSMENT

- 12.1.** Risk equals chance time's effect. It's impossible to avoid every incident, therefore calculate risks well and make them controllable ALARP.
- 12.2.** 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 via hse.ports@adports.ae, or End User.

13. PERMIT TO WORK

- 13.1.** 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.
- 13.2.** The responsibility 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.
 - Must clearly specify the nature, location and estimated duration of 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.
 - Have the responsibility to bring an 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.

14. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 14.1.** Contractors shall supply their employees with all appropriate personal protective clothing and equipment (PPE). For example: Hard hats, safety boots, gloves, safety glasses, and clothing.
- 14.2.** All contractor personnel must be made aware that PPE is a compulsory requirement within AD Ports' Premises

15. FIRE PROTECTION

- 15.1.** 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.
- 15.2.** Contractor's employees must be adequately trained in extinguisher.
- 15.3.** Contractor's employees are aware of the correct procedures to be followed in the event of a fire alarm/evacuation situation.

16. REPORTING OF INCIDENTS/ ACCIDENTS

- 16.1.** Contractors must ensure that their employees report all injuries immediately to AD Ports HSE using the relevant Incident Form (ADM-FRM-(017-1)-1 Land Incident Report Form or ADM-FRM-017-1 Marine Incident Report Form).
- 16.2.** Incident report must be submitted it to AD Ports HSE within 18 hours of the incident via hse.ports@adports.ae
- 16.3.** 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. (ADM-FRM-(017-1)-3 HSE Observation ; ADM-FRM-(017-1)-1 Land Incident Report Form ; ADM-FRM-017-1 Marine Incident Report Form)