

ABE Integrated Management System HSE Operational Control Procedure	IMS	Dept: Issue: 01, Rev:3	Ref: ABE-HSE-OP-01 Last Revision: May '16
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1	15-10-11	Clause 4.11.9 Included.	MAV	MK
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HEALTH, SAFETY & ENVIRONMENT (HSE)

OPERATIONAL CONTROL PROCEDURE

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HSE OPERATIONAL CONTROL PROCEDURE

1.0 PURPOSE & SCOPE:

This procedure describes the process involved in the hazard impact prevention, and control of operations and activities that are associate with OH&S risk and imapcts.

The following HSE operational Procedure is intended to focus on our goals, responsibilities, hazard & impact analysis, injury prevention, and control. It is applicable to all Albania Engineering employees, subcontractors and subcontractors' employees working on site.

2.0 DEFINITIONS AND ABBREVIATIONS:

ABE: Albanna Engineering

CEO: Chief Executive Officer

PSP: Project Safety Plan

3.0 RESPONSIBILITIES:

3.1 **CEO:** The GM is responsible for providing the support necessary for the successful implementation of this procedure.

3.2 **Managers:** All managers are responsible for the prevention of injuries in their respective organizational units and promote safety awareness in their own Departments / sites

3.3 **Project Manager:** Project Manager has the responsibility for the prevention of accidents to their personnel, impacts to the natural resources and has the ultimate responsibility for HSE issues of the project. Project Management is responsible for assigning responsible persons to ensure that Safety Management is complied with.

3.4 **Safety Officers:** The safety officer is responsible for monitoring the implementation of this procedure and including toolbox talks and induction training. He will ensure that all personnel adhere to published procedures/instruction. He is further responsible for advising project management of any identified non-conformance.

3.5 **Supervisors:** Supervisors have key responsibility in the planning and co-ordinating of work activities and informing their employees of potential safety hazards on the job and instructing them in safe methods to accomplish the work.

3.6 **Employees / Subcontractors:** Employees / Subcontractors are responsible for their own safety and for the safety of fellow employees working with them. Employees / Subcontractors are required to be active in safety on the job by reporting unsafe conditions or practices to supervision and to take the time to become aware of the hazards on the job and use safe work methods for protecting themselves.

4 PROCEDURE:

4.1 Hazard Prevention and control

The project manager will prepare the project safety plan (PSP) and he will specify safety procedures that employees/ subcontractors are required to follow.

Personal protective equipments such as hard hats, and safety footwear are required in all the projects. Additional safety equipment may be required such as a harness, safety goggles, hear protection and respirator & etc for specific hazards.

Administrative controls may be used to protect employees from hazardous situations as such by using signs, tags or barricades to identify hazards and warn employees.

Emergency planning will be addressed in the PSP that identifies phone numbers and response teams for fires, medical emergencies, and other accidents.

First – Aid box shall be clearly labelled and one box per site locations shall be maintained. The medicines shall be checked periodically to ensure the required quantity as well as the date of expiry is verified.

4.2 Work Location Analysis

The safety office will conduct baseline surveys for safety and health regularly by carrying safety inspection report. Results will dictate what type of protective equipments may be necessary.

Work site inspections and surveillance will be conducted by the safety officer regularly. Corrective Actions and Improvement Notices will be issued to improve safety performance and prevent unnecessary hazards fro occurring.

All accidents/incidents and injury/illness cases will be investigated to determine the root cause and to analyses cases for lessons learned Information to prevent a recurrence.

4.3 Construction Safety Goals

Albanna Engineering's Construction Safety Goals include the following:

- Zero Fatalities
- Keep data gather, record data
- Analyze information
- Determine worst risk areas
- Reduce worst cases to 0 %
- Safety Performance to be continuous review and adjust.

4.4 Causes of Accidents

Supervisors have responsibility for the safety of employees who are assigned to them and must exercise good judgment in the administering of safety rules and procedures. They must see to it safety rules and procedures are followed and must take corrective action when these are not complied with. They must investigate accidents and make recommendations and take corrective actions and preventive actions when these are not complied with.

All employees are responsible for performing their activities in a safe workman like manner. Each employee must know, obey and follow safety rules and procedures relevant to his activities.

Employees are encouraged to report the incidents / near miss as soon as it happens. Concerned sites shall have incident / near miss reporting box in order to capture maximum number of incidents.

4.5 Safety Violations

All employees are held accountable for their actions or inaction pertaining to safety and health issues on the job. Employees unable or unwilling to follow Safety rules, procedures, or safe work practices, will not be allowed to continue to work for the company. Disciplinary actions will be taken where it is deemed appropriate.

Repeated safety violations will not be tolerated. Employees who violate safety requirements should be disciplined under the following progressive disciplinary policy:

5.5.1. First Violation: Documented verbal instructions and reprimand by the supervisor.

5.5.2 Second Violation of same offence: Written reprimand to personal file.

5.5.3 Third violation of same offence: Employee may be permanently dismissed at the discretion Company.

4.6 Compliance with safety regulation

The workforce, whether direct hired employees or contractors personnel, are required to comply with procedures and local rules that may be appropriate to them, Awareness of these procedures, and the requirements are adhere to them, will be brought to the workforces attention by a variety of methods. These methods include:

- Induction- for general rules
- Job orientation for specialist regulation & procedures
- Safety notice board
- Tool box talk

4.7 Maintenance and inspection of plant and equipment

Operational, inspection and maintenance procedure are established. These are controlled documents, and they are available at relevant locations. All plant and equipment will be maintained in accordance with ABE maintenance s, procedure and manufacturers recommendation as appropriate.

Operation Manager will ensure the availability of resources and competent maintenance teams to ensure that plant and equipment are maintained and safe to operate.

4.8 Alcohol & Non-Alcohol Prescription Drugs

Alcohol and addictive drugs will not be permitted to ABE Workshop premises, Project sites and any other operating facility under the control of ABE. Persons under the influence of alcohol or drugs will be disciplined as per the section 4.5

4.9 Shift Handover

A system in place for shift and crew handovers to ensure the safety of ongoing operations, such a system include:

- Work pending that are in force
- Other ongoing activities

4.10 Safety Awards & Appreciations

The Project Managers / Project In-charges shall identify the safety conscious Employee who is contributing for Safe working practices and award them on a monthly basis. The award program shall contribute in improving the safety system compliance as well to act as a motivating factor to other employees.

4.11 Environmental Operational

- 4.11.1. Environmental Officer identifies the operations and activities that are directly linked with the significant environmental aspects.
- 4.11.2. An operational control procedure will be prepared for those operations and activities which are routine activities and not covered by management program.
- 4.11.3. Operations Manager will ensure that procedures are prepared and maintained to identify routine operations and activities related to the significant environmental aspects. These aspects and their impacts will be recorded in the Aspects Register, as detailed in the Environmental Aspects Procedure.
- 4.11.4. These activities including maintenance of plant and equipment are planned in order to ensure that they are carried out under specified conditions.
- 4.11.5. Documented operational control procedures are maintained to cover applicable routine activities. Procedures for specific activities which require management program are covered by Environmental Management Program.
- 4.11.6. Documented procedures exist for communicating relevant procedures and requirements to suppliers and sub-contractors. ABE "Environmental Policy" will be printed on the purchase order. Environmental Procedure will be attached with purchase order to sub-contractors and suppliers, as relevant.
- 4.11.7. M.R and Environmental Officer will inspect sites and workshop to ensure that various operations and activities are carried out as per Operational Control Procedure. They will also advise corrective actions and/or issue NCR's as appropriate.

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4.11.8. In order to ensure the Air pollutions are within the limits, Emission monitoring, Noise level and Waste water disposed shall be measured at Workshop once in a year. These results shall be reviewed by the CEO against the DM requirement and discussed during the Management review meeting.

4.11.9. The waste water after the equipment & vehicle wash shall be collected in a separate tank. Water shall be disposed after the sample testing through Third party Laboratory and obtaining Dubai Municipality permit.

5.0 DISTRIBUTION:

All controlled copyholders of IMS manual
All site personnel at supervisor level and above

6.0 Attachments

Weekly Site Inspection Report