



Injaz Al-Bana Al-Thabit For Cont. Est.
مؤسسة انجاز البناء الثابت للمقاولات



Injaz Al-Bana Al-Thahit For Cont. Est.

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HEALTH & SAFETY MANAGEMENT SYSTEM

Injaz Al-Bana Al Thabit For Cont. Est. is fully committed to meeting its responsibilities to the requirements of clients and local legislative requirements both as an employer and as a company. To achieve these objectives it has appointed a designated member of staff to be responsible for occupational health and safety, to keep workplace health and safety authorities wherever necessary, and keep the company and board of directors abreast of new legislation, regulation to ensure ongoing compliance with the law.

The main responsibility for health and safety lies with the chief executive officer. The company is bound by any acts and or omissions of the chief executive officer, any manager, giving rise to legal liability, provided only that such acts and or omissions arise out of in the course of company business.

To comply with its statutory and common law duties, Injaz Al-Bana Al Thabit For Cont. Est. has arranged insurance against liability for death, injury and or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and or breach of statutory duty on the part of Injaz Al-Bana Al Thabit For Cont. Est..

Injaz Al-Bana Al Thabit For Cont. Est. employees agree as part of their contract of employment, to comply with their individual duties under local legislative requirement and will cooperate with employer to enable him to carry out his health and safety duties. Failure to comply with health and safety duties, regulation, work rules and procedures regarding health and safety, on the part of any employee may lead to dismissal, in case of serious breaches or repeated breaches, such dismissal may be instant and without prior warning.

Injaz Al-Bana Al Thabit For Cont. Est. has instituted a system of reporting accidents, diseases and dangerous occurrences.





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Injaz Al-Bana Al Thabit For Cont. Est. will comply with its duties towards employees under local legislative requirements so far as is reasonably practicable in order to:

Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work and a safe system of work.

Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.

Make regular risk assessments available to employees and take appropriate preventative / protective measures. Provide employees with health surveillance where necessary.

Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

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ENVIRONMENTAL POLICY

Injaz Al-Bana Al Thabit For Cont. Est. comprises inspection and projects division. Within these divisions we provide a comprehensive service of inspection, auditing, expediting, procurement, provision of personnel, training to clients of international standing throughout kingdom of Saudi Arabia.

We are determined to ensure that environmental benefits strengthen the spectrum of our operation. Specifically we will do this by the application of environmental management within the framework of the company and through the efficient operation of Injaz Al-Bana Al Thabit For Cont. Est. by providing resources and expertise to make this a practical reality.

In order to achieve this aim Injaz Al-Bana Al Thabit For Cont. Est. has the following key objective.

- ❖ We shall comply fully with and keep abreast of all legal obligations connected with our operations past, present and future.
- ❖ We will ensure that new projects are managed in a way which minimizes their impact on the environment.
- ❖ We shall make efficient and environmentally responsible use energy and water
- ❖ Promote environmentally responsible procurement of goods and service.
- ❖ Minimize waste production as far as is practicable, to reuse or recycle waste where appropriate.
- ❖ To minimize the impact of transport on the environment arising from its own vehicles
- ❖ To maintain its building and grounds in an environmentally sensitive way.
- ❖ To raise awareness amongst our employee on the company's environmental activities and performance.

These commitments will be demonstrated through the introduction of policies and practices.

Their effectiveness will be monitored by evaluating the company's environmental performance the results of which will communicate to employees and the community.

This policy statement will be subjected to annual review and is made available to all employees and other interested parties.



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INTRODUCTION

This document provides an overview how Injaz Al-Bana Al Thabit For Cont. Est. expects employee to work safely.

- ❖ Identifies the issues which concern our employees for health and safety.

SAFETY INTRODUCTION

All personnel working for Injaz Al-Bana Al Thabit For Cont. Est. will be given their own copy of this safety manual when they join our company. We recognize that you will have the necessary qualification, competence and experience to carry out the role you are tasked with however Injaz Al-Bana Al Thabit For Cont. Est. will also provide you with specific instructions and guidance relating to your new worksite or office.

Direct manager is responsible for conducting a "Safety Induction" as soon as practicable.

NB: The safety induction shall include the following as appropriate to your worksite however where this involves an assignment to a supplier's work or a customer / client facility then their safety induc-





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- ❖ Organization at the workplace.
- ❖ Emergency response plan and its location.
- ❖ Emergency alarms
- ❖ Work areas including fire muster, welfare and first aid.
- ❖ Firefighting equipment and alarm points.
- ❖ Safety signs and their meaning.
- ❖ Safety representative.
- ❖ Safety notice board.
- ❖ Smoking policy and smoking /no smoking areas.
- ❖ Location general information including traffic information.
- ❖ Safety documentation relevant to the work task.
- ❖ Hazard identification and supplier risk assessment checklists.
- ❖ Safe systems of work.
- ❖ Handling of dangerous substances.
- ❖ Protective clothing and what you must use in your job.
- ❖ Reporting safety observations.
- ❖ Incidents, accidents and injuries.



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EMPLOYEE RESPONSIBILITIES

Injaz Al-Bana Al Thabit For Cont. Est. employees have a responsibility to ensure the safety and welfare of themselves and their co-worker as well as preventing damage to equipment or the environment.

These responsibilities include minimum as the following:-

- ❖ Reports all unsafe events or equipment however minor and bring it to the attention of your manager.
- ❖ Beware of safety issues even after work has finished.
- ❖ Take an active part in the promotion of working safely.
- ❖ Do not take short cuts or become complacent in your work tasks with regard to safety.
- ❖ Think about the hazards to yourself and others before you begin a work task and take the necessary precautions.
- ❖ Make sure that you carry out your work activities in accordance with procedures and policies approved by Injaz Al-Bana Al Thabit For Cont. Est. or in the case of an assignment then this will be in accordance with the supplier, customers / clients safety management system which will be explained to you on arrival at their workplace..





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NB: If unsafe acts / conditions are observed, it is your responsibility to report those hazards immediately to that supplier or client's management.

Immediately after you must then contact Injaz Al-Bana Al Thabit For Cont. Est. Management reporting the same unsafe acts / conditions observed, Injaz Al-Bana Al Thabit For Cont. Est. Management following analysis and assessment will inform you of your next course of action.

This may consist of the following if not already in place.

1. Request that you remove yourself immediately from the area to a safe distance from the unsafe acts / conditions.
2. Make specific recommendations. e.g. stopping your work, safe distance, additional PPE requirements.
3. Requesting that you complete a risk assessment checklist to formally identify those unsafe acts / conditions.

MANAGER RESPONSIBILITIES

Managers have overall responsibility and accept that they will be held accountable for the safety of employees.

Their responsibilities include such safety activities as conducting and participating in risk assessments, providing safe operational procedures, providing safe equipment where appropriate, conducting safety induction / familiarization training.





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EMPLOYEES PRACTICES IN YARDS OR SUPPLIERS PREMISES

In addition to any specific instruction communicated during a safety induction or as directed by safety representative, all Injaz Al-Bana Al Thabit For Cont. Est. employees shall observe the following:-

- ❖ Do not consider entering any designated danger areas unless this is essential for the performance of the work and most importantly it is safe to do so.
- ❖ Do not consider entering any designated danger areas unless authorization has been obtained from a responsible representative of the works / site.
- ❖ In pipe mills and other factories keep to the marked out or railed walkways.
- ❖ Do not pass within barriers surrounding presses or similar machines.
- ❖ Take care when materials are being offloaded or stacked.
- ❖ Do not pass between pipe stacks.
- ❖ Keep hands and feet from between pipe and other stacked materials.
- ❖ Observe speed restrictions when driving in plants or work sites.
- ❖ Watch out for overhead loads and obey signals from banksman / operators.
- ❖ Wear personal protective equipment (PPE) e.g. protective helmet, safety boots / shoes, coveralls, safety glasses / goggles, gloves ear protectors selected in accordance with the type of hazards involved.
- ❖ Never approach grinding, welding or other obvious hot work operations without the appropriate approval and personal protective equipment (PPE)
- ❖ When radiography is being carried out observe all safety signs, barriers, audible alarms and verbal instruction.
- ❖ Ensure that all scaffolding and ladders are tagged and safe to use before you climb onto them and correct working at height procedures are followed.
- ❖ Do not enter any confined spaces unless a permit to work system is in place and a risk assessment has been carried out.



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- ❖ Do not work at height above 6.5 meters unless the ladder is caged, a safety rail is present or a safety line is used in conjunction with a harness.
- ❖ Take extreme care when in the presence of high pressure liquids and gasses / hydro tests / gas leak test obey all barriers and safe systems of work.
- ❖ Do not approach or use any dangerous substances without first ensuring that the substances have been assessed by a responsible person and that all precautions have been identified.

When on site always ensure that you know the escape routes, first aid points and emergency contacts and also ensure that you seek out advice on:

Permit to work systems
Lifting operations
Manual Handling
Dangerous Substances
Working at Heights
Personal Protective Equipment (PPE)
Confined Spaces





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HSE COORDINATOR

Injaz Al-Bana Al Thabit For Cont. Est. has a HSE Coordinator who has the responsibility to ensure the implementation of the safety and Environmental policies.

- ❖ Provide additional safety consultants as required to provide additional support and expertise.
- ❖ Provide independent audits.
- ❖ Coordinate risk assessments.
- ❖ Coordinate accident incident reporting and statistics.
- ❖ Assist with investigations.
- ❖ Act as a focal point on all HSE issues including first aid.

SAFETY REPRESENTATIVE

Injaz Al-Bana Al Thabit For Cont. Est. encourages the active participation of all employees in promoting safe working practices throughout all our operations.

Injaz Al-Bana Al Thabit For Cont. Est. believe that its operations and competent employees all contribute towards providing a safe place of work and as such Injaz Al-Bana Al Thabit For Cont. Est. provides regular forums to enable our employees to discuss issues of concern and make proposals to improve safety performance.

Safety representatives are usually identified to all employees during their induction and on the





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DRUG ABUSE POLICY

Injaz Al-Bana Al Thabit For Cont. Est. prohibits the possession of, or drinking of alcohol at all times. The possession or use of illegal non-prescribed drugs is prohibited at all times. Breach of this policy is a disciplinary offence, which may lead to employee dismissal.

SMOKING

Injaz Al-Bana Al Thabit For Cont. Est. operates a policy of having designated smoking areas where smoking may be permitted these areas are in place to minimize the risk from passive smoking and also to prevent the risk from accidental fires.

Employees who smoke must also request the location of similar designated smoking areas when visiting suppliers / clients sites or offices, in many cases the carrying of lighters or matches is prohibitive.

Always comply with "No Smoking" signs.





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MOBILE PHONES USE WHILST DRIVING

Whilst driving you should not use a hand-held phone as you are not in full control of the vehicle, the phone should be switched off at all times whilst you are driving.

It is not recommended that hand-free phones are used as these can also cause a distraction as you will not be concentrating fully on the road / traffic conditions.

For the safety of other road users and yourself please use voicemail whilst driving and retrieve your messages at the end of the journey.

MAXIMUM WORKING HOURS

As part of our health and safety system, envisaged working more than a twelve hour day require approval from either the Injaz Al-Bana Al Thabit For Cont. Est. or clients direct.





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PERSONNEL PROTECTIVE EQUIPMENTS

❖ Clothing

Injaz Al-Bana Al Thabit For Cont. Est.employees regularly working on assignments in the plant work areas shall wear long sleeve shirts & paints.

For specific exposures that may pose unusual hazards, special types of protective clothing shall be provided. Examples of this are leather aprons for welding and chemical resistant jackets or coveralls for acids and caustics.

❖ Safety footwear

Injaz Al-Bana Al Thabit For Cont. Est.employees working in plant work areas shall wear safety footwear (i.e. safety shoes or boots).

The safety footwear shall meet the ANSI Z41 safety standard. Dielectric boots are mandatory in the cell line / membrane areas.

Injaz Al-Bana Al Thabit For Cont. Est.employees shall be issued one pair of safety footwear initially and will be issued one pair each year. Worn out footwear can be replaced with approval of employees supervisor.

Non-slip soles shoes shall be worn for working on slick surfaces, such as the top of tanks, etc.





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❖ Eye protection

Injaz Al-Bana Al Thabit For Cont. Est. employees entering the plant work areas shall wear approved eye protection (e.g chemical goggles or safety glasses). Chemical goggles shall be carried on each person entering plant work areas and used for added eye protection and entry into goggle areas.

Injaz Al-Bana Al Thabit For Cont. Est. shall furnish one pair of prescription safety glasses including an industrial safety frame to employees at company expense.

Spectacles with side shields that meet ANSI Z.87.1-1989 specification (or equivalent) shall be mandatory for personnel exposed to flying particles and foreign bodies.

The tinted safety glasses shall not be permitted to be worn at night, or indoors.

All employees shall wear eye and face protection in all areas where personnel are exposed to flying particles, glare, liquids / chemicals, injurious radiation, or a combination of these hazards.





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❖ Safety Hard Hats

Injaz Al-Bana Al Thabit For Cont. Est. employees entering the plant work areas shall wear safety hard hats except inside office buildings control rooms and the security main gate. Under certain conditions (e.g. overhead hazards), wearing your safety hard hats in buildings may be required.

Hard hats for protection from impact and penetration by falling or flying objects, electric shock and burns shall meet the specification of ANSI Z89.1-1997. Appropriate class of helmets as given in ANSI Z89.1-1997 shall be used for the electrical voltage being handled.

Employees shall wear head protection (hard hats) in all areas where there is a possible danger of head injury from impact by falling or flying objects, or electrical shock and burns.

Users should visually inspect hardhats for components (shells, suspension, headbands, sweatbands, etc.) prior to use. Any hard hats with dents, cracks, penetrations or other damage due to impact, rough treatment, or wear that might reduce the degree of safety originally provided shall be discarded from service.

Safety hardhat headband and suspension system shall be adjusted so that the hat is firmly on the head and that there is no interference with the suspension system.

Liners designed to be worn with hardhat are available for issue from the warehouse. Other lining material may interfere with the proper functioning of the headband and suspension system and shall not be used.

To help secure your safety hard hats while working at height, confined spaces, or high wind the use of a strap or tightening down on the suspension ratchet is recommended.





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❖ Hearing Protection

All areas / activities where the noise level is 90 DBA or greater shall be established and clearly identified. All such areas / activities shall be designated for mandatory wearing of hearing protection. Work operations with noise level equivalent to 90 DBA or greater shall be posted as hearing protection designated areas.

Hearing protection shall be selected to reduce the noise level upto 90 DBA.

❖ Hand & Finger Protection

Gloves shall be used for hands and fingers protection. The glove type shall be selected depending on the work environment and the material handling.

Cotton gloves shall provide protection against dirt and chafing.

Natural rubber gloves, neoprene synthetic rubber gloves and vinyl gloves shall be worn by personnel for protection against various chemicals.

Leather gloves with gauntlets shall be worn by welders and for protection against moderate heat, ultraviolet, infrared rays and sharp or rough objects.

Barrier cream can be used as hand and fingers protection "(e.g. water repellent barrier creams and solvent repellent barrier creams). They are not a substitute for gloves and shall only be used when there is occasional and minor contact with a solvent or around rotating machinery where gloves cannot be worn because of the hazards. IS&S Industrial hygienist shall be contacted for more information.

Rubber gloves, which meet the ASTM 1991 standard specification for leather protectors for rubber insulating gloves and mittens, shall be worn by electricians working on live or energized electrical circuits. They shall be worn under a pair of leather gloves.





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❖ Inhalation / Respiratory Protection

Canister and Cartridge masks

Masks and its Canister / Cartridge shall meet the National Institute for Occupational Safety and Health (NIOSH) standard, for the hazardous gas that is to be handled.

Appropriate Canister / Cartridge shall be connected to gas mask. Consideration shall be given to the concentration and type of hazardous / toxic gas that has to be handled when selecting the canister / cartridge.

A system shall be in place to verify the validity of the canister / cartridge. All expired canister/cartridges shall be taken out of service and disposed off.

Canister / cartridge masks shall not be used in atmosphere containing less than 19.5% oxygen.

Canister / cartridge mask shall not be used in areas where the concentration of hazardous gas is in excess to the maximum permitted limit of the canister / cartridge that is connected to the mask.





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Canister / cartridge mask shall not be used in areas where the concentration of hazardous gas is in excess to the maximum permitted limit of the canister / cartridge that is connected to the mask.

❖ **Dust Mask**

Dust masks shall not be used in atmosphere containing toxic / hazardous gas above its Threshold Limit Value (TLV).

Dust mask shall provide adequate protection against greater than 0.3 micron size particles and dry oil or non-oil based aerosols.

Dust masks shall meet NIOSH standard 42 CFR Part 84.

❖ **High Elevation Protection.**

Safety harnesses / Lifelines.

Use of safety belt shall not be permitted.

Safety harnesses / Lifelines shall meet the NFPA 1983 fire service Life harness and hardware standard and OSHA 29 CFR 1926.500, subpart M.



Safetymatters



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The user shall inspect safety harnesses / lifelines for obvious defects or evidence of mistreatment, prior to use. Safety harnesses and lanyards that received an impact load shall be immediately removed from service until subjected to the above NFPA standard inspection.

Lifeline (minimum 19 mm rope) shall be supported independently of the scaffold, carriage, or platform from which the work is being done. The lifeline shall be tied off as short as the necessary movement of the worker will permit, in order to limit the length of any possible free fall. An anchor point shall be capable of supporting the potential impact load of a worker's fall.

Safety harness with lanyard, meeting the NFPA fire service life harness and hardware standard, shall be used by personnel anytime it is necessary to perform work from an elevated area above 2 meters which does not have a guard rail, safety net, or any other items to prevent falling.

Safety harnesses / lifelines that come in contact with chemicals during use shall be cleaned immediately and report to supervision.

Safety harness and buckles shall be fastened securely.

Safety for life