

Initial Safety Procedure.		Section	HEALTH AND SAFETY		
		Status	Draft		
		Reference	KSC 24		
		Revision	A	Date	Jan 07
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## 1. At Tender Stage

Utilising the initial information provided by the Client/Planning Supervisor (as appropriate) the Company will assess the areas of significant risk and evaluate the resources required to either remove or reduce such risks and thereby enable management to control the activities with minimum residual risk to employees or those affected by the works. Such information may be presented in the form of an initial contract risk assessment detailing major global issues for the project and taking into account the design and construction processes including impact on the environment and the final maintainability of the structure.

Supporting documentation will be submitted with the tender along with any other additional information requested.

## 2. Upon Award

### 2.1 Pre-Start Health and Safety Meeting

Prior to any works commencing on site the Business Manager, Engineering and Safety Managers will initiate a pre-start safety meeting with the construction team to discuss and agree actions on all aspects of safety pertinent to the particular project including known hazards, environmental issues, use and control of plant, materials and labour and above all the allocation of their individual roles and responsibilities to ensure the successful management of the project

This initial meeting will formulate the basic Health, Safety and Environmental Plan for the project in conjunction with the Health and Safety Plan provided by the Client (If Any). The Plan will be monitored, reviewed and updated via the 4 weekly safety planning meetings.

### 2.2 4 Week Safety Planning Meeting (See Agenda, Appendix 2 This document)

The 4-week safety-planning meeting will be the backbone of our business. It will pull together the management team for the project in order to review, discuss and ensure actions are initiated for the safe completion of the works.

The skills and experience of those present will identify the operations to be undertaken, materials and plant to be utilised, and therefore readily assess the risks. This enables the formulation of a practical method of working taking into account all elements and highlighting particular training requirements, level of supervision and inspection criteria.

The team will also review current activities, all site accidents and incidents, disciplinary action, visits by external professional bodies such as the HSE, company news pertinent to the works and finally staff resources ensuring roles and responsibilities are constantly updated to accommodate holidays and changes of personnel.

It is the Safety Manager's responsibility to ensure such meetings are held on the contract every 4 weeks and that the Business Manager, Project Manager and

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the President as appropriate are informed when Company Standard is not achieved.

### 3. Supervisors Safety Meeting (Including Sub-Contractors and Third Parties) (See Agenda, Appendix 2)

Approximately every two weeks the site team will convene a safety meeting for all site supervisors in order to review current activities, accidents and future activities, thus ensuring full consultation, co-operation and co-ordination by all parties and also providing a forum for feedback to senior site management of current affairs and suggestions for improvement to safe systems of work.

The minutes of these meetings will be formally recorded on record sheet for the Weekly Supervisors Meeting'.

### 4. Sub-Contractors

Refer to HSE Manual and other supporting safety documentation.

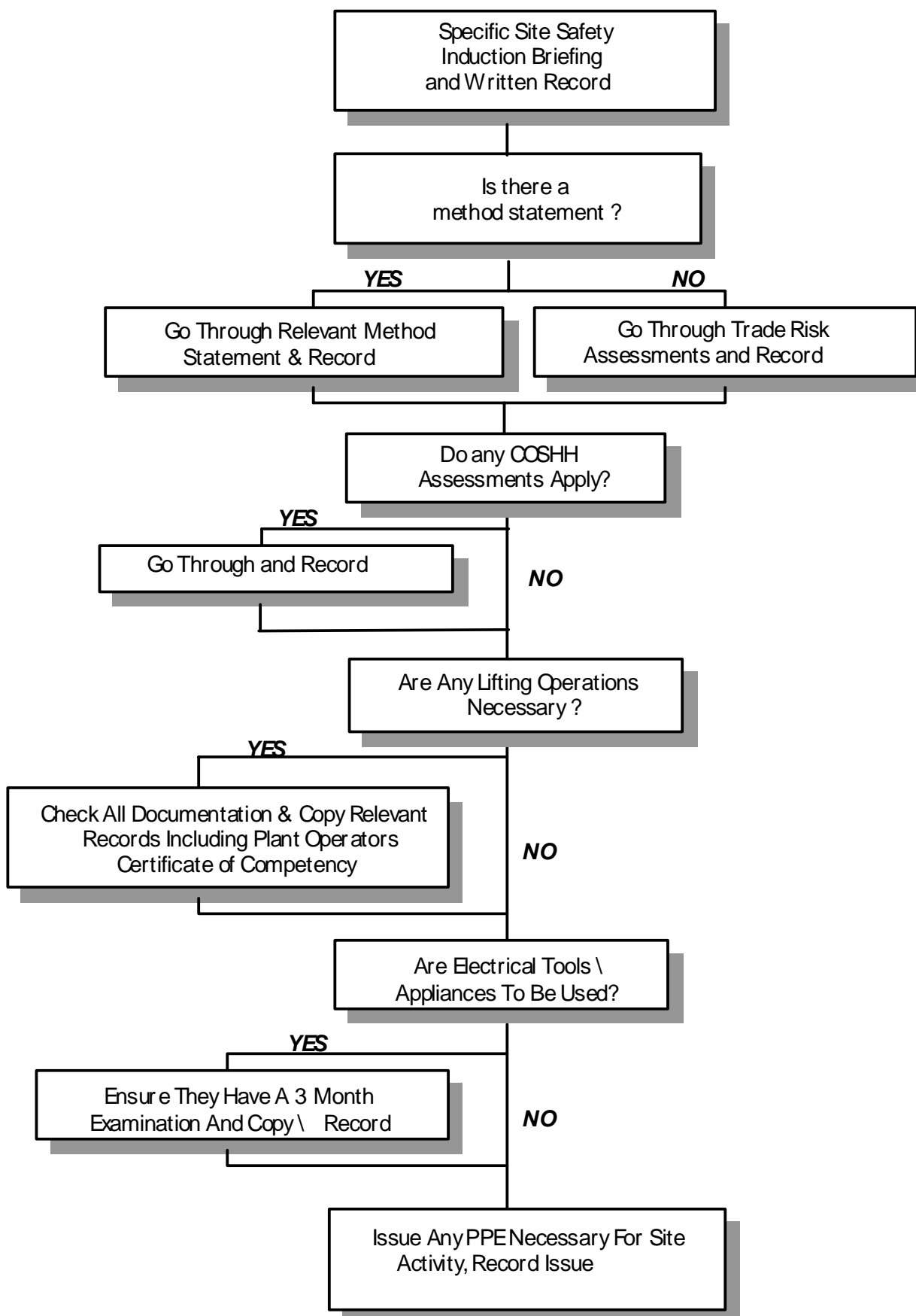
### 5. Inductions

Refer to Operatives Safety Briefing Flowchart, Appendix 1.

All personnel, either visiting or working on a Al Khodari. site must be given an appropriate briefing as to the known site hazards which they may encounter. This will be carried out by a senior member of staff and recorded, on safety proforma APPENDIX 2 CONTRACTOR EMPLOYEE INDUCTION RECORD) and add site specific details as required).

Additional safety briefings may be required depending upon the type of work and materials to be used; in such cases the appropriate record sheet must be completed and suitably filed so that, should the occasion arise, it is readily available.

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## Agenda for 4 Weekly Safety Plan

1. Outstanding Actions from Previous Minutes.
2. Review of Current Activities and weekly audits (Proforma S50)
3. On Going Activities
  - a. No Change In Activities
  - b. Variation to Activities
  - c. Design Variations/Design Liaison
4. New Works
  - Specialist Contractors Due
  - Risk Assessments \ Method Statements
  - Meetings Required.
  - Changes to Inductions (Risk Assessments)
  - New Materials
  - Plant
  - Temporary Works (Look at Next 3 Months)
  - Staff Experience on Activities
5. Other Items
  - Accidents
  - Visits (HSE, EHO's etc)
  - Client Relationship
  - Holiday \ Staff Changes
  - Training
- Sub-contractor performance
6. Safety Standards
  - Achievements, Failures and learning's

## Agenda for Supervisors Safety Meetings

1. Inductions \ Risk Assessments For Present Activities.
2. Accidents \ Incidents
  - Site Based
  - Nationally
3. Actions Arising From Site Visit
4. Future Activities
  - Method Statements
  - Briefings Required

<b>Birse Management System</b>	<b>Management System Procedures</b>	Section	<b>HEALTH AND SAFETY</b>		
		Status	<b>Controlled Copy</b>		
		Reference	<b>HS/03 Appendix 2 4 Weekly Safety Plan and 2 Wkly Supervisors Mtg Agenda</b>		
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- Liaison between contractors