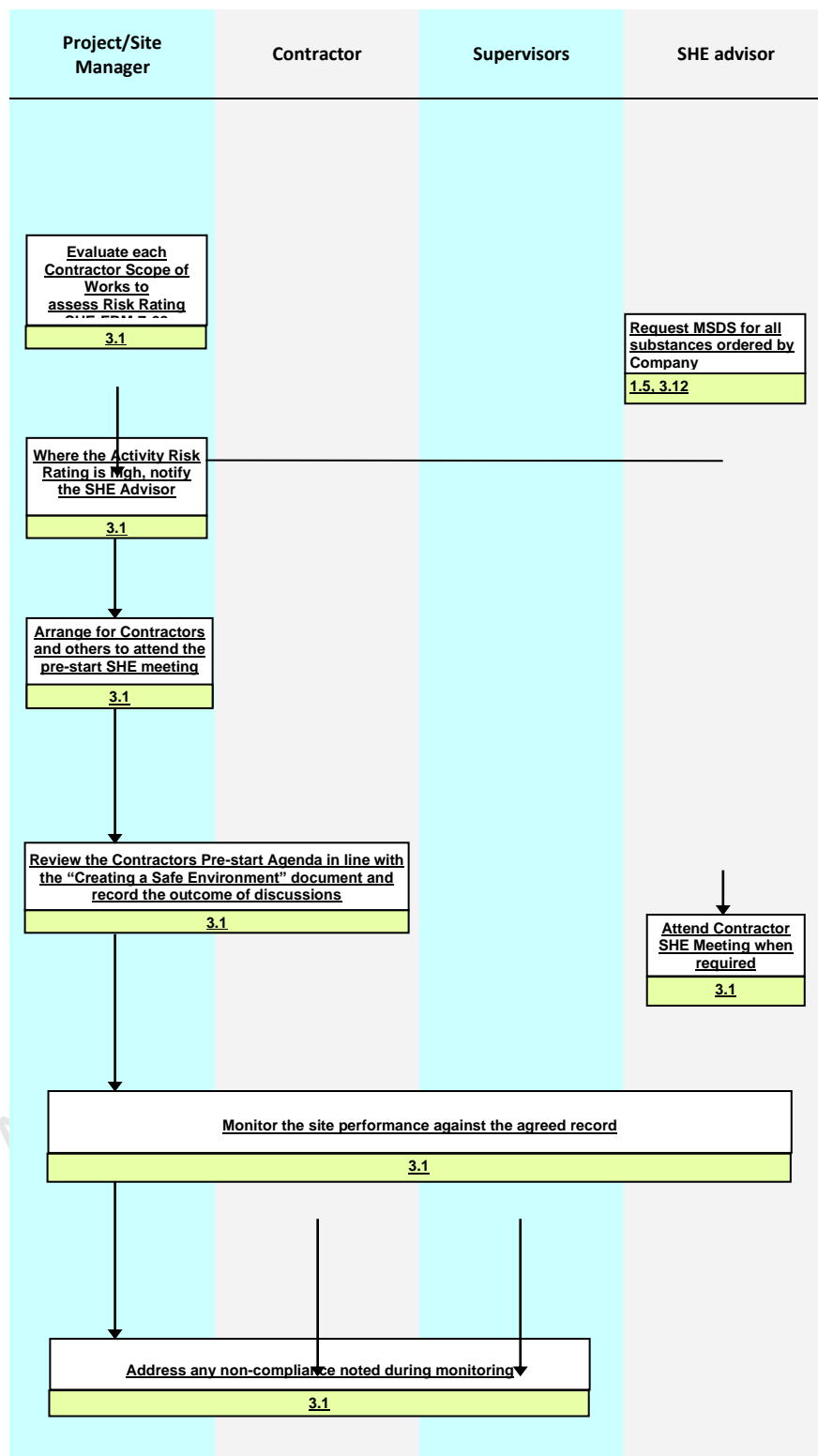
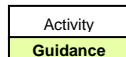


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Process Map



Key



PURPOSE

1 The purpose of this procedure is to provide appropriate SHE information to sub-contractors and ensure a clear and common understanding in respect of contractor's activities, obligations, responsibilities and expectations in relation to SHE matters.

SCOPE

1 This procedure covers all **COMPANY** Projects and locations under the control of **COMPANY**. A **COMPANY** is defined as the organization with responsibility for management of safety at a construction site.

REFERENCE DOCUMENTS

DOCUMENTS

- 1 Qatar Regulatory Document (Construction) RD1.1.4 and RD1.1.8
- 2 Standard SHE Rules for Subcontractors
- 3 Contract Documents
- 4 CDM Evaluation Information

FORMS

- 1 Checklist for Contractor's Initial SHE Meeting – (SHE-FRM-7-01)
- 2 Risk Evaluation form – (SHE-FRM-7-02)

2.3.7.1 Responsibilities

SHE DIRECTOR

- 1 Authorises this procedure

PROJECT/SITE MANAGER

- 2 Ensures that any initial safety meeting, as defined in the procedure, is carried out in accordance with this procedure and relevant information is communicated to interested parties.

SHE MANAGER/ADVISER

- 3 Provides advice and support in the application of this procedure.

SUPERVISOR/CONTRACTORS CO-ORDINATOR#

- 4 To monitor any identified arrangements are adhered to and report any non-compliance to Contractor/Project Manager.

QUANTITY SURVEYOR/ESTIMATOR/BUYER

- 5 Where they are responsible for the procurement of the contractor, they are to ensure that a copy of the Safe Delivery Document is included in the enquiry/tender documentation and that the contractor acknowledges receipt.

2.3.7.2 Definitions

CONTRACTOR

- 1 The organisation undertaking the activity or arranging for the activity to be undertaken.

HIGH RISK ACTIVITIES

- 2 Any work evaluated as High Risk on form SHE-FRM-7-02

ANY WORK INTERESTED PARTY

- 3 Any person/s who will benefit and/or need to know the information or arrangements that are defined in the outputs/actions from the initial safety meeting, detailed in this procedure.

2.3.7.3 Actions Required to Implement This Procedure

SCOPE OF WORK

- 1 The **Project/Site Manager** will evaluate each contractor's scope of work to assess the Risk rating, using form **SHE-FRM-7-02**.

HIGH RISK ACTIVITY

- 2 The Project/Site Manager will notify SHE Adviser of any meeting taking place, for High Risk activities.
- 3 The SHE Advisor will attend any meeting for High Risk activities when requested to by the **Project Manager**.

SITE ARRANGEMENTS

- 4 The **Project/Site Manager** shall ensure the Contractor is aware of site arrangements for Safety, Health and Environmental issues by holding an initial SHE meeting prior to the Contractor commencing work on site. All the key persons listed in the project organization chart layout should attend the meeting to know their roles and responsibilities.

RECORDS

- 5 In conjunction with the **COMPANY** Safe Delivery Document each item in the checklist at SHE-FRM-7-01 – Checklist for Contractor's Initial SHE Meeting shall be covered or deleted/struck through where not applicable, and where appropriate a record of the discussion taken.

RECORD STORAGE

- 6 On completion of the checklist it shall be stored for record purposes and distributed to all interested parties who have duties identified within the checklist detail. This, for example, could include the Contractors Site Manager, Supervisor and Safety Manager, who needs to be informed in relation to any of the arrangements/agreements.

PERFORMANCE MONITORING

- 7 The **Project Manager / Supervisor(s) / Co-ordinator(s)**, shall monitor the performance of the contractor against the agreements made to ensure compliance, and report on any non-conformance.

NON COMPLIANCE

- 8 The **Project Manager** will act on any Reports to ensure the non- compliance is addressed.

2.3.7.4 Author

SECTION	NAME	POSITION IN COMPANY	CONTACT DETAILS
		SHE Manager	

2.3.7.5 Approvals

	NAME	POSITION IN COMPANY	SIGNATURE & DATE
Approved by:		SHEQ Director	

Section A

Contract:

Contract Nr.:

Venue:

Meeting Date:

Subject to Contract

The matters agreed at the pre-contract meeting, as recorded in these minutes, are not binding on the parties unless and until the issue by of a Letter of Intent or Sub-Contract order. Once a Letter of Intent or Sub-Contract order is issued by the matters set out in these minutes shall be incorporated as terms and conditions of the Letter of Intent and / or Sub-Contract, as appropriate.

Subcontractor
Name:

Trade:

Trading
Address:Contract
Address:

Tel. Nr.

Tel. Nr.

Mobile Nr.:

Mob. Nr.:

Fax Nr.:

Fax Nr.:

e-mail:

e-mail:

Subcontractor's Representatives Present**Company Representatives Present**

Name

Job
Title

Name

Job Title

By signing below, the Sub-Contractor's representative is deemed to have the authority to agree to the following and hereby confirms that these minutes are a true and accurate record

Name:

Name:

Signature:

Date

Signature:

Date

Is the Sub-Contractor approved within the
COMPANY Pre Qualification System?:

YES NO

If NO refer to **COMPANY** Regional Commercial Director before
proceeding with this meeting or any works

Subcontractor Staff Responsible**COMPANY Staff Responsible**

Director / Principal:

Project Manager:

Manager / Supervisor:

Contract Manager

Foreman:

Foreman:

Safety Advisor

SHE Advisor:

First Aider:

First Aider:

The Sub-Contractor proposes to Sub Let the following works The prior written consent of **COMPANY** is a condition precedent to any sub letting or assignment of the Sub-Contract works or any part thereof.

Item to be Sub Let

Company Details

Section B

SCHEDULE OF ATTENDANCE

CONTRACT.....CONTRACTOR.....

Item	N/A	Provided by		Maintained By		Records & Inspections By	
		Contractor	Contractor	Contractor
Mechanical Plant							
Small tools and tackle							
Access Scaffold							
Cradles/Suspended Access Equipment							
Mobile Elevated Work Platforms							
Public Protection / Fans etc							
Bandstands, hop-ups etc							
Safety Scaffold							
Roof edge protection							
Unloading				N / A	N / A	N / A	N / A
Distribution of materials				N / A	N / A	N / A	N / A
Hoist							
Piling mat						N / A	N / A
Crane facility							
Lifting gear							
Offices, stores etc						N / A	N / A
Space for offices, stores etc				N / A	N / A	N / A	N / A
1st Aid equipment							
First aid room							
Water Supply						N / A	N / A
Electrical Power 110v							
Leads, spiders etc							
Safety Lighting							
Task Lighting							
Set out grid lines and levels						N / A	N / A
Set out from grid lines and levels						N / A	N / A
Clear rubbish to centre point				N / A	N / A	N / A	N / A
Clear away rubbish on a daily basis				N / A	N / A	N / A	N / A
Skips				N / A	N / A	N / A	N / A
Protection of work in progress						N / A	N / A
Protection of work on completion						N / A	N / A
Remove temporary protection (from other trades) and make good				N / A	N / A	N / A	N / A
Holes and chases (mark/cut)				N / A	N / A	N / A	N / A
Signed for COMPANY		Signed for Contractor					
Date:		Date:					

Section C

Scope & Definitions

The purpose of the meeting is to ensure that there is a clear and common understanding as to the package contents, respective obligations, responsibilities and expectations. The term "Contractor" throughout these minutes shall mean the prospective Sub-Contractor named above, and subject to the requirements of section A the agreements reached shall apply to ALL sub-sub-contractors appointed by the sub-contractor to carry out works on his behalf.

All Reference to numbered rules in this document are the rules contained Creating a Safe Environment Document, which has been issued to the subcontractor and forms part of the Sub-contract and Suppliers conditions.

Matters for Discussion
(Delete Where Not Applicable)

Notes / Actions
(Agreement Reached or N/A)

Appointed Persons & Duty Holders

The following persons were identified as carrying out the specified roles for the Contractor on this project.

- (a) Manager / Supervisor
- (b) Forman / Foremen
- (c) Site Safety Supervisor
- (d) Temporary Works Co-ordinator
Temporary Works Supervisor
- (e) COSHH Co-ordinator
- (f) First Aiders
- (g) Emergency/Fire Marshall
- (h) Waste Controller
- (i) Scaffold Inspector
- (j) Electrical Duty Holder
- (k) Safety Advisor / Supervisor
- (l) Services Co-ordinator
- (m) Plant Co-ordinator
- (n) Appointed Person for Cranes
- (o) Crane Supervisor/s
- (p) Induction Presenter

COMPANY

Contractor

Where these names are not known at this time they are to be advised to in writing not less the 2 weeks prior to commencement of the Contractors Works. Failure by the Contractor to notify by this time may delay the start of the contractors works.

Section D

1 General

..... to provide the Contractor with a copy of the Project's Construction Phase Plan and/or specify where available on site.

Health & Safety File / Operational & Maintenance Manuals / As installed Drawings

The Contractor is to supply the following to be included in the CDM Safety File

Details to be added as appropriate to the project

All information is to be Delivered to as specified by the Project manager and in any case within 14 days of the completion of the contractor's works, or 7 days before the practical completion date of the project which ever is the sooner.

OR*

..... confirmed that these are not required.

Copy provided
/ Available in site
office

The contractor will be issued with a copy of the **COMPANY** Document "Creating a Safe Environment" which contains reference in the form of Rules to the topics listed below.

The **COMPANY** Manager and the representative of the Contractor at this meeting will review the **Creating a Safe Environment** Rules and indicate:-

1. Whether the rule applies to the contractors works , and
2. The contractors understanding and agreement to those applicable rules.

In addition to these rules some of the topics require further site specific details to be agreed, these specifics are contained in Section E of this document and where applicable the attendees must discuss these items and reach agreement or detail the actions to be taken in the relevant sections, in order for the works to be carried out in a controlled and safe manner.

Where agreement cannot be reached then the work must not proceed until persons of appropriate seniority have discussed and assigned actions to enable the works to be carried out safely and without risk.

Item / Rule		Applicable Yes / No	Agreement & Understanding Confirmed (✓)	
Entry to site		Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
3.0	Site Safety, Health and Environmental supervision and visits (<i>see additional information in section E</i>)	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
4.0	Safety, Health and Environmental training, instruction and competence (<i>see additional information in section E</i>)	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
5.0	First aid and welfare facilities	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
6.0	Pre-agreement as to safe work procedures (<i>see additional information in section E</i>)	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
7.0	Permits to work (<i>see additional information in section E</i>)	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
8.0	Housekeeping (<i>see additional information in section E</i>)	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
9.0	Fire precautions (<i>see additional information in section E</i>)	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
10.0	Personal Protective Equipment (<i>see additional information in section E</i>)	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
11.0	Hazardous substances (<i>see additional information in section E</i>)	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
12.0	Environmental impact	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
13.0	Waste management (<i>see additional information in section E</i>)	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
14.0	Work at height (<i>see additional information in section E</i>)	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
15.0	Scaffolding and safe means of access	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
16.0	Mobile Plant	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
17.0	Other plant and equipment (<i>see additional information in section E</i>)	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
18.0	Lifting operations and lifting equipment (including Piling) (<i>see additional information in section E</i>)	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
19.0	Excavations and confined spaces	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
20.0	Electrical work (<i>see additional information in section E</i>)	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
21.0	Noise at work	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
22.0	Asbestos	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
23.0	Explosives and sources of ionising radiation	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
24.0	Services and operating processes	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
25.0	Substance abuse	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
26.0	Reporting of accidents and dangerous occurrences	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
27.0	Statutory improvement, prohibition and other notices	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
28.0	Safety representatives, safety committees and worker engagement	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
29.0	Non-English speaking personnel	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
30.0	Temporary works/false work/formwork (<i>see additional information in section E</i>)	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
31.0	Manual Handling	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
32.0	Demolition (<i>see additional information in section E</i>)	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
33.0	Vehicle drivers including delivery drivers	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
34.0	Installation and commissioning of lifts	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>
35.0	Working in occupied premises	Yes / No	<input type="checkbox"/>	<input type="checkbox"/>

Section E

Additional Topics to be discussed in Detail and agreement reached

INSPECTIONS & AUDITS

3 THE CONTRACTOR AGREED TO UNDERTAKE REGULAR SITE SHE INSPECTIONS AT A FREQUENCY AGREED BY COMPANY.

Yes /No

3a The Contractor indicated that he would be undertaking Senior Manager SHE inspections / audits.

Yes / No

The following requirements were confirmed to the Contractor

The contractor will be encouraged to participate in the COMPANY VOICE consultation process and COMPANY Behavioural Change Programme which will be / is running on this project.

6 PRE-AGREEMENT AS TO SAFE WORK PROCEDURES - RISK ASSESSMENT/SAFETY METHOD STATEMENT

6a The contractor and COMPANY agreed a schedule for the submission of SHE Method Statements prior to commencement of the work activity (attach schedule to these minutes)

Yes / No

The following requirements were confirmed to the Contractor

The attached Method statement review form will be used to assess the completeness of the Contractors Method statements, the contractor should ensure that all the relevant points noted on the review sheet are addressed.

7 Permit to Work

7a The following permits will operate on this project:-

8 Housekeeping & Clearance of Rubbish

8a The storage area for the Contractors materials was agreed as.

9 Liquefied Petroleum Gases / Welding and Cutting

The contractor will be bringing LPG to site

Yes / No

The contractor indicated he would be carrying out welding / cutting operations

Yes / No

The location of the storage for gas bottles was agreed with **COMPANY** site management as

9b Flammable Liquids and Compounds

Are any types of flammable liquids or compounds e.g. petrol, diesel, Solvents, mastics etc. to be brought to site by the contractor

Yes / No

If Yes the contractor is to provide detail

The location of the storage for flammable liquids etc was agreed with **COMPANY** site management as

10 Personal Protective Equipment

COMPANY will provide PPE to the contractor as a last resort but will charge the contractor at the following rates;

Safety Helmets

Hi Viz Vest

Standard Gloves

Standard Light Eye Protection

Ear Protection (Muffs)

Safety Boots

Other (Specify)

Hazardous Substances

11 Does work involve the use of any substances that can give rise to hazards in use?

Yes / No

If Yes the contractor is to provide detail

11a

11b **COMPANY** provided a list of substances to Contractor that may affect his employees on site, including land contamination or biological hazards. List to be attached to this document Yes / No

12 Environmental Impact

12a Are any substances being used that may harm the environment Yes / No
If Yes Details are to attached to this document

12b Are there any contaminants which may affect the Contractor's working area? Yes / No
If yes **COMPANY** are to supply details and a list is to be attached to this document

13 Waste Management

13a The Contractor was informed of the locations of disposal skips & the recycling arrangements which will be adopted & the arrangements for temporary storage. Yes / No

14 Work At Height

14a Specify any access equipment e.g. elevating platforms, MEWPS or facilities for safe working places e.g. scaffolding, edge protection to be used by the Contractor's.

18 Piling Operation

The Contractor supplied details and specification of the Piling Mat Yes / No
If yes a copy is to be attached to this document

20 Electrical Work

A Copy of The **COMPANY** Rules for Electrical Safety (RES) has been issued to the contractors as the works they are undertaking involve the provision of or connection to electrical systems or equipment Yes / No

22 Asbestos

It has been identified that this project / building contains Asbestos Containing Materials (ACMs).
If yes the contractor was made aware of the requirement for **ALL** persons who work on this Project to have suitable asbestos awareness training. NB any person not able to provide evidence will not be admitted to site.

Yes / No

30 Temporary Works / Falsework / formwork

The Contractor confirmed that his work will require elements of temporary works.

Yes / No

The contractor confirmed that he will be designing the Temporary Works and therefore will have additional duties under CDM.

Yes / No

The contractor confirmed his appointed Temporary Works Supervisor for his works is:

TEMPORARY WORKS DESIGN

If the contractor has indicated that temporary works design will be included in their scope of works the following information should be provided for the design staff to be employed on this project (direct and agency) and the breakdown of relevant qualifications and experience.

<u>Name</u>	<u>Employer</u>	<u>Discipline</u>	<u>Qualifications / Experience</u>

The following requirements were confirmed to the Contractor

A Temporary Works Co-ordinator has been / will be appointed. The Contractor's full co-operation is required in helping to ensure that his duties can adequately be fulfilled.