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SHAR COMPANY



# *Health, Safety & Environmental Manual*

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### **Approvals & Authorization:-**

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**The Policies and Procedures in this Manual are applicable to all employees / subcontractors / suppliers / vendors and associated companies of *SHAR* Company.**

### **Revision History:-**

Rev.No	Date	Reason of revision	Revision details
0	10/4/2020	Initial Release	New issue of <i>SHAR</i> manual
1	05/06/2021	Ist Revision	Revision-01 of <i>SHAR</i> manual
2	02/05/2021	2nd Revision	Revision-02 of <i>SHAR</i> manual
3	30/05/2024	3nd Revision	Revision-03 of <i>SHAR</i> manual



# Certificates



# Certificate of Registration



This is to certify that Occupational Health and Safety Management System of

**SHAR COMPANY**

Qurtubah Region, Exit 8, P.O. Box 25507, Riyadh 11476, Saudi Arabia

is in accordance with the requirements of the following standard

**ISO 45001:2018**

(Occupational Health and Safety Management System)

## SCOPE

Providing Engineering, Procurement, Construction, Maintenance  
and Project Management Services

(IAF Code: 34,35,28)

Certificate Number : 240723039621

Initial Registration Date : 24-Jul-2023

1<sup>st</sup> Surveillance Date : 24-Jun-2024

2<sup>nd</sup> Surveillance Date : 24-Jun-2025

Certificate Expiry Date : 23-Jul-2026

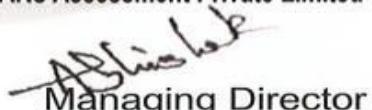
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UAF Address : 400, North Center Dr, STE 202, Norfolk, VA 23502, United States of America :

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# Certificate of Registration



This is to certify that Environmental Management System of

**SHAR COMPANY**

Qurtubah Region, Exit 8, P.O. Box 25507, Riyadh 11476, Saudi Arabia

is in accordance with the requirements of the following standard

**ISO 14001:2015**

(Environmental Management System)

## SCOPE

**Providing Engineering, Procurement, Construction, Maintenance  
and Project Management Services**

(IAF Code: 34,35,28)

Certificate Number : 240723029620

Initial Registration Date : 24-Jul-2023

1<sup>st</sup> Surveillance Date : 24-Jun-2024

2<sup>nd</sup> Surveillance Date : 24-Jun-2025

Certificate Expiry Date : 23-Jul-2026

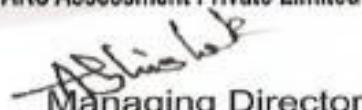
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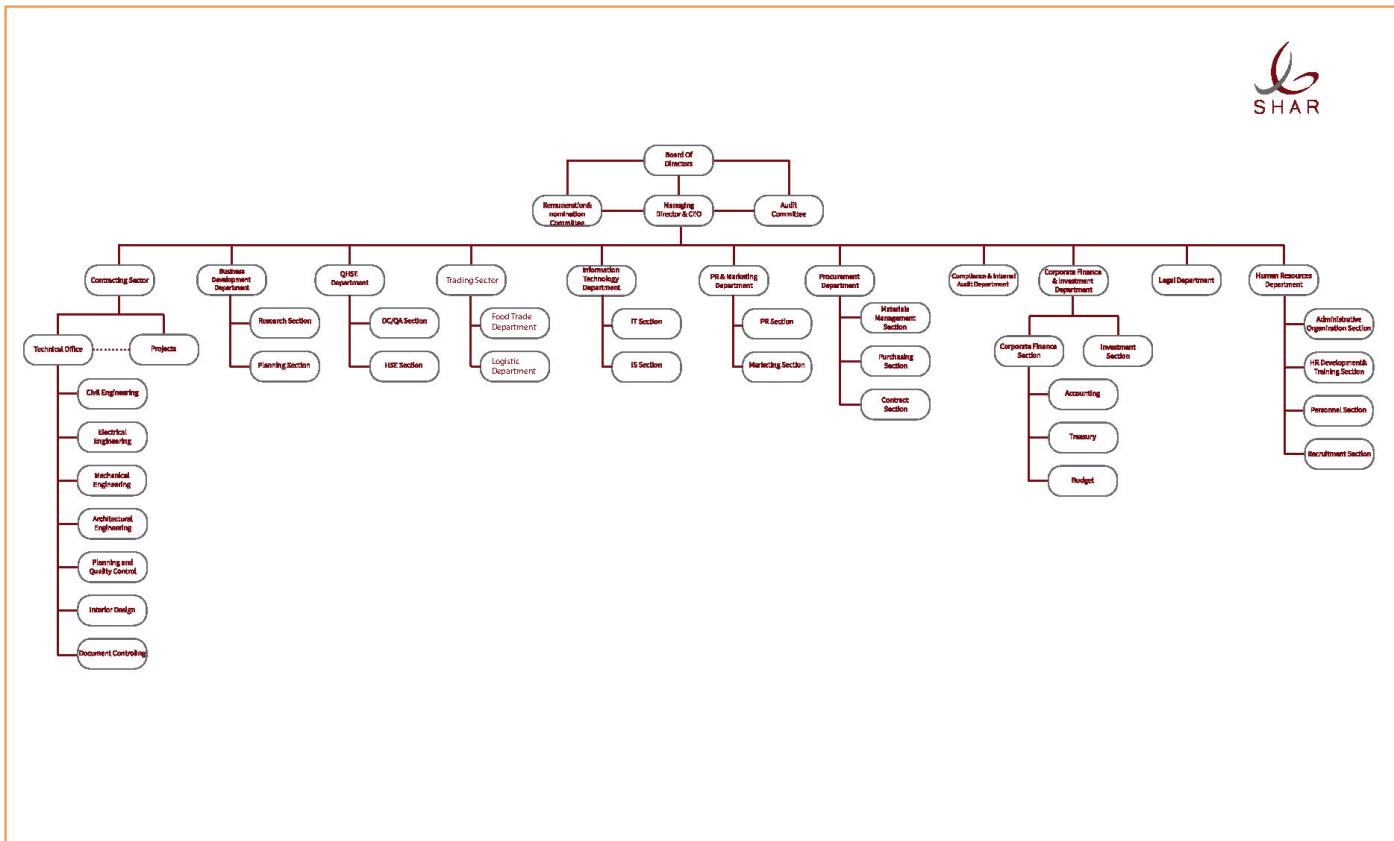


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## Company Organization Structure:-



## Chairman Message:-

**SHEIKH HAMMAD BIN SALEEM ALBALAWI MAY HE REST IN PEACE**

*In 1397H corresponding to 1977, I started my professional career by creating SHAR establishment in the field of trade and constructing. Therefore, as a result of management, teamwork, development and innovation it has become a company. SHAR got a great reputation locally and globally which increased its tasks and obligations. A clear and solid relationship was created between SHAR and the business community. Our vision is to make SHAR one of the greatest companies in the field of trade and construction.*



# Company Profile



## SHAR Overview :-

**SHAR** (Closed Joint Stock Company) has risen to prominence and demanded the attention of the competition in the trading and construction companies in Saudi Arabia. In addition, **SHAR**'s executive team brings a diverse set of skills and experience ensuring a well-rounded perspective on company operations. At **SHAR**, we invest in our employees. We know that much of the prosperity our company enjoys is directly linked to the personal and professional success of our workforce. Creating career paths for success through on-the-job training programs and encouraging creativity are just a few of the ways we encourage self-enrichment to our employee community. We seek recruitment of fresh graduates since the increasing number of graduates in Saudi Arabia can contribute to empowering Saudi youth.

## Our Vision :-

To assert our presence as the innovator in the field of trading and construction and develop our diversified business subsidiaries to establish a business enterprise.

## Our Mission :-

Our mission defines what we set out to do each day, to develop key sectors for the national and the regional economy; and deliver excellence in our commitment to innovation whilst adhering to our socio-economical responsibility to our stakeholders.

## Our Values :-

- Transparency.
- Commitment .
- Trust .

## General Information:-

- Name:- **SHAR**.
- Closed Joint Stock Company 100 % privately owned.
- Established in 1397 H corresponding to 2177 AD.
- .... employees including ....Bluecollars.
- Certified ISO 45001:2018, ISO 22000:2018 & ISO 14001:2015.

## Head Office :-

- Address:-Dammam Branch Road,Qurtubah, Riyadh,Saudi Arabia.
- Tel :+ 966 11 265 5222&+ 966 11 265 6222 .
- Fax :-
- Website :- [www.shar.com.sa](http://www.shar.com.sa)
- E-mail :- support@shar.com.sa

## Cold Storages :-

- Petromin-Jeddah .
- Al Suly Cold Store – Riyadh
- Alkhamra district - Jeddah

## Capital Structure :-

- Registered:-SAR 100 million .
- Issued:-SAR 37.5 million .

## SHAR Services :-

- Construction .
- Food Trade .
- Logistics .
- Information Technology .
- Investment .

## Introduction:-

**SHAR** has a long history of superior safety performance and continuous improvement.

**SHAR** employees everywhere can take great pride in their dedication to keeping our work environment safe. Over these years of improvement, **SHAR** has continuously introduced new safety initiatives and campaigns to keep all of our minds focused on safety as a number one priority. Whether the safety initiatives involve safety rules, personal protective equipment, proper training, or a drug free workplace, etc., as a **SHAR** team, we are working to bring the very best safety practices to our job sites and our offices. You've done well, and with your support, we will continue to improve upon our success. We'll know we've arrived when "No One Goes Home Hurt".



It is the policy of **SHAR** to strive for the highest safety standards on our projects. Safety does not occur by chance. It is the result of careful attention to all company operations by those who are directly and indirectly involved. Employees at all levels must work diligently to execute the Company's policy of maintaining safety and occupational health . At all times we apply a "Zero" tolerance to safety violations or breaches in our safety program.

Regard for the safety of the general public, our own employees and the employees of our subcontractors is a responsibility of all levels of our organization. We intend to prevent any human suffering, accidents, and even minor ones, cause pain, both mental and physical. If we can save the general public and our employees from needless injury, we have reached our goal.

Our safety program has been developed to assure compliance with international standards and K.S.A local regulations with particular emphasis on the local safety act and the regulations that apply to our operations. it is the obligation of all our employees to be knowledgeable of the standards established by these agencies and to implement the rules and regulations contained therein on projects under their direction.

A safe operation is organized, clean and efficient. If every employee's views accidents in the same way we consider all other aspects of our operations, we will be in a better position not only to control accidents, but also to improve performance of our company. It is, therefore, of utmost importance that all aspects of our safety program are strictly adhered to and that the intent of this program is followed to the letter. Any recommendations to improve our safety program are encouraged.



# Abbreviations



<b>ALARP</b>	<b>As Low As Reasonably Practicable</b>
<b>BA</b>	<b>Breathing Apparatus</b>
<b>BSI</b>	<b>British Standards Institution</b>
<b>CHIP</b>	<b>Chemicals(Hazard Information And Packaging) Regulations</b>
<b>CNG</b>	<b>Compressed Natural Gas</b>
<b>COSHH</b>	<b>Control Of Substances Hazardous To Health Regulations</b>
<b>ELCB</b>	<b>Earth Leakage Circuit Breaker</b>
<b>CPR</b>	<b>Cardiopulmonary Resuscitation (A First Aid “Life Revival” Technique)</b>
<b>CS</b>	<b>Confined Space</b>
<b>DB</b>	<b>Decibels (Measuring Unit Of Sound Level)</b>
<b>DI</b>	<b>Disabling Injury</b>
<b>EMP</b>	<b>Environmental Management Plan</b>
<b>EMS</b>	<b>Emergency Management System</b>
<b>ERP</b>	<b>Emergency Response Plan</b>
<b>FAC</b>	<b>First Aid Case</b>
<b>FEE</b>	<b>Fire Extinguisher Equipment</b>
<b>GFCI</b>	<b>Ground Fault Circuit Interrupter</b>
<b>HACCP</b>	<b>Hazard Analysis Critical Control Point</b>
<b>HAZID</b>	<b>Hazard Identification</b>
<b>HAZOP</b>	<b>Hazard Operability</b>
<b>HIRA</b>	<b>Hazard Identification and Risk Assessment</b>
<b>HSE</b>	<b>Health , Safety And Environment</b>
<b>HW</b>	<b>Hazardous Waste</b>
<b>H2S</b>	<b>Hydrogen Sulfide</b>
<b>ILO</b>	<b>International Labor Organization</b>
<b>IOSH</b>	<b>Institution Of Occupational Safety And Health</b>
<b>ISO</b>	<b>International Standard Organization</b>
<b>JHA</b>	<b>Job Hazard Analysis</b>
<b>JSA</b>	<b>Job Safety Analysis</b>
<b>LEL</b>	<b>Lower Explosive Limit</b>



<b>LEL</b>	<b>Lower Exposure Limit</b>
<b>LEV</b>	<b>Local Exhaust Ventilation</b>
<b>LOTO</b>	<b>Log Out Tag Out</b>
<b>LTA</b>	<b>Lost Time Accidents</b>
<b>LPG</b>	<b>Liquefied Petroleum Gas</b>
<b>LTI</b>	<b>Lost Time Injury</b>
<b>MEL</b>	<b>Maximum Exposure Limit</b>
<b>MS</b>	<b>Management System</b>
<b>MSD</b>	<b>Musculoskeletal Disorder</b>
<b>MSDS</b>	<b>Material Safety Data Sheet(S)</b>
<b>MTI</b>	<b>Medical Treatment Injury</b>
<b>NDT</b>	<b>Non-Destructive Testing</b>
<b>NFPA</b>	<b>National Fire Protection Association</b>
<b>NIOSH</b>	<b>National Institute For Occupational Safety And Health</b>
<b>OHSAS</b>	<b>Occupational Health And Safety Assessment Series</b>
<b>OH&amp;S</b>	<b>Occupational Safety And Health</b>
<b>OH &amp; SMS</b>	<b>Occupational Health and Safety Management System</b>
<b>OEL</b>	<b>Occupational Exposure Limit</b>
<b>OHS</b>	<b>Occupational Health And Safety</b>
<b>OSHA</b>	<b>Occupational Safety and Health Administration</b>
<b>PPE</b>	<b>Personal Protective Equipment</b>
<b>PPM</b>	<b>Parts Per Million</b>
<b>PTW</b>	<b>Permit to Work</b>
<b>RCD</b>	<b>Residual Current Device</b>
<b>RES</b>	<b>Representative(S) Of Employee Safety</b>
<b>RPE</b>	<b>Respiratory Protective Equipment</b>
<b>RTA</b>	<b>Road Traffic Accident</b>
<b>SA</b>	<b>Substance Abuse</b>
<b>SLI</b>	<b>Safe Load Indicator</b>
<b>SWL</b>	<b>Safe Working Load</b>

<b>SWP</b>	<b>Safe Working Pressure</b>
<b>STEL</b>	<b>Short Term Exposure Limit</b>
<b>TDG</b>	<b>Transportation Of Dangerous Goods</b>
<b>TBT</b>	<b>Tool Box Talk</b>
<b>UA</b>	<b>Unsafe Act</b>
<b>UC</b>	<b>Unsafe Condition</b>
<b>UEL</b>	<b>Upper Explosive Limit</b>
<b>UEL</b>	<b>Upper Exposure Limit</b>
<b>UFL</b>	<b>Upper Flammable Limit</b>
<b>WAHR</b>	<b>Work At Height Regulations</b>
<b>WBV</b>	<b>Whole Body Vibration</b>
<b>WEL</b>	<b>Workplace Exposure Limit</b>
<b>WHMIS</b>	<b>Workplace Hazardous Materials Information System</b>
<b>WHO</b>	<b>World Health Organization</b>
<b>WHS</b>	<b>Workplace Health And Safety</b>
<b>WRULD</b>	<b>Work-Related Upper Limb Disorder</b>



# *Terms and Definitions*



- **Accident** :-An unplanned, unwanted event that leads to injury, damage or loss.
- **Acceptable/tolerable risk levels** :-The level of risk that should be accepted or tolerated by a person or group of people .
- **Assembly point** :- A place, away from the premises, in which people gather after having evacuated from a building and at which they are in no danger
- **Audit** :-A systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which defined criteria are fulfilled .
- **Barrier** :-A fence or material obstruction of any kind erected (or serving) to prevent access to or fall from a place .
- **Benchmarking**:-The action or practice of comparing something against a standard .
- **Biological hazard** :-A hazard to which a person could be exposed as a result of the dangerous properties of an agent that is biological in nature, e.g. microorganism, cell, virus ... etc .
- **Chemical hazard** :-A hazard to which a person could be exposed as a result of the dangerous properties of a chemical, e.g. toxicity, corrosiveness ...etc.
- **Competent person** :-A person possessing adequate qualifications, such as suitable training and sufficient knowledge, experience and skill for the safe performance of the specific work .
- **Confined space** :-Any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk such as from a fire or explosion, the loss of consciousness arising from lack of oxygen .
- **Contractor / sub-Contractor**:-A person or an organization providing services to another organization in accordance with agreed specifications, terms and conditions.
- **Contravention** :-The action of going against a rule ; violation, infringement, transgression.
- **Control measure** :-An action implemented in specific circumstances to either eliminate risk or reduce it to an acceptable level .
- **Danger** :-Liability or exposure to harm or injury .
- **Dangerous occurrence** :-A specified event that may have to be reported to the relevant authority by law.
- **Emergency procedure** :-A procedure that identifies the potential for accidents and emergency situations in an organization, and specifies arrangementsdesigned to prevent or minimize health and safety risks associated with them



- **Environment** :-All, or any, of the following, the air, water and land; air includes the air within buildings and the air within other natural or man-made structures above or below ground .
- **Ergonomics** :-The science of assessing the relationship between workers and their work environment . This science includes not only an assessment of musculoskeletal risk due to the design of the work, but also includes a consideration of the cognitive processes involved in work that may lead to human errors .
- **External audit** :-An audit conducted by independent auditors from outside the organization .
- **Fire drill** :-A process used to test the effectiveness of a workplace evacuation procedure and training by undertaking an observed practice evacuation of the workplace.
- **Hazard**:-Something with the potential to cause harm.
- **Health** :- The absence of disease.
- **Health and safety culture** :-Is the way that all the people within the organization think and feel about health and safety and how this translates into behavior .
- **Health and safety management system** :-Part of an organization's management system used to develop and implement its occupational Health and Safety policy and manage its Occupational Health and Safety risks .
- **Health and safety performance** :-Measurable results of an organization's management of its Occupational Health and Safety risks .
- **Health and safety policy** :-A written document that sets the general intentions, approach and objectives of an organization and the criteria and principles upon which it bases its action in relation to its management of health and safety at work .
- **Induction** :-The action of introducing to, or initiating in, the knowledge of something e.g. of a new workplace .
- **Job rotation**:-Where people are moved from one type of a task to another to minimize risk of injury repeating the same movements or limit exposure to noise/chemicals etc .
- **Lone workers** :- who are separated from their work colleagues e.g. sales representatives; installation, repair and maintenance staff; cleaners and night security workers, etc.
- **Near-miss** :-An unplanned, unwanted event that had the potential to lead to injury, damage or loss (but did not actually do so).
- **Occupational accident** :-An unplanned or unexpected event arising out of, or in the course of, work which results in injury .



- **Occupational disease** :-Any disease contracted as a result of an exposure to a hazard arising from work activity
- **Occupational exposure** :-Limits which refer to airborne concentrations of substances and represent conditions under which “it is believed that nearly all workers maybe repeatedly exposed day after day without adverse health effects”.
- **Occupational health and safety** :-A discipline aiming at the prevention of work injuries (both occupational diseases and accidents) and at the improvement of working conditions .
- **Permit-to-work** :-A permit-to-work by which a person detects written system used to control certain types of work that are potentially hazardous. A permit to-work is a formal document which specifies the work to be done and the precautions to be taken .
- **Personal protective equipment** :-All equipment (including clothing) which is intended to be worn or held by a person at work and which protects that person against one or more risks to his health and safety .
- **Physiological** :-Relating to the functioning of living organisms .
- **Remedial actions** :-Activities undertaken to relieve, or provide a remedy, to a situation, for example the aftermath of an accident
- **Risk** :-The likelihood that a hazard will cause harm, in combination with the severity of injury, damage or loss that might occur.
- **Risk Assessment** :-The process of evaluating the risks to safety and health arising from hazards at work
- **Safety** :-The absence of risk of serious personal injury.
- **Safety committee** :-A formal process by which representatives of workers can be consulted on matters of health and safety
- **Unsafe acts** :-The act of a worker or workers that had an influence on the occurrence of an accident
- **Unsafe conditions** :-The condition of a workplace or working environment that had an influence on the occurrence of an accident
- **Welfare facilities** :-Welfare facilities are those that are necessary for the well-being of employees, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks .

## Section 1

# *HSE Management System Overview*



## 1.1 HSE Policy :-

### Environmental , Occupational Health and Safety Policy

The manpower of **SHAR** which provide KSA as well as the Middle East Countries with construction works and installing heavy industries of every kind and for every purpose.

Are fully committed :-

1. Protect Environment from all kinds of pollution inside the company and outside and all external projects such as air pollution, water pollution, land pollution and audio pollution and keep them always at lowest level.
2. Adopt procedures of safety and occupational health for employees, subcontractors and customers besides continual awareness of environmental.
3. Comply with relevant environmental and occupational Health and safety legislation, regulations.
4. Set and periodically review of environmental and occupational health and safety objectives and targets at each relevant function within the company.
5. Continual improvement of OH&S and prevention of pollution and energy rationalization inside the Company.
6. Manage (HSE) matters equally with any other critical business activity.
7. Establish a culture in which all employees share this commitment.

These will be achieved through implementing the requirements of the international standard ISO 45001- 2018 & 14001 – 2015

### سياسة البيئة والسلامة والصحة المهنية

ان موظفى شركة شار فى المملكة العربية السعودية تعمل على تقديم جميع الخدمات التي تخض قطاعي المقاولات وتجارة المواد الغذائية.

فإننا نلتزم بالآتى:-

- 1- حماية البيئة من التلوث داخل الشركة وخارجها وجميع المشاريع الخارجية مثل تلوث الهواء وتلوث المياه وتلوث الأرض والتلوث السمعي والعمل على خفضها.
  - 2- إتباع إجراءات السلامة والصحة المهنية للعاملين ومقاولى الباطن والعملاء مع نشر الوعى البيئى.
  - 3- الالتزام بكافة المتطلبات القانونية والتشريعات الخاصة بالبيئة والسلامة والصحة المهنية.
  - 4- وضع الأهداف والمستهدفات البيئية لكافة الأنشطة المتعلقة بالبيئة والسلامة والصحة المهنية ومراجعة دوريا.
  - 5- التحسين المستمر للسلامة والصحة المهنية ومنع التلوث البيئى والعمل على ترشيد الطاقة داخل الشركة.
  - 6- إدارة نشاط السلامة والصحة المهنية والبيئة كأى نشاط آخر رئيسي داخل الشركة.
  - 7- خلق المناخ الذى يشارك من خلاله جميع العاملين بالشركة فى هذا الالتزام .
- يتم تحقيق ذلك من خلال تطبيق متطلبات المواصفة الدولية أيزو 2015 – 14001 & 2007 – 18001 .

Approved by:

Chief Executive Officer

يعتمد:

الرئيس التنفيذي



## **1.2 Statement of Intent**

**SHAR's health and safety manual is designed to provide health and safety guidance for both employees and contractors.**

**The manual also reinforces specific rules, standards, and procedures within the company's Health Safety and Environmental Management System (HSE-MS). These detailed documents are controlled documents and readily accessible.**

**Rules, standards, and procedures as set forth in this manual are to be followed by all employees and contractors.**

**Wherever possible and applicable, legislative requirements and industry standards are incorporated into these requirements.**

**As evidence of our commitment, we will provide our employees with supervision, training, equipment, and governing documents to be able to work in a safe, compliant, and environmentally responsible manner.**

**Any requirements for change or modification of this documentation shall be reported to the HSE team.**

**SHAR welcomes any suggestion for the continuous improvement of this manual and all of its contents.**

**In order to ensure a practical and optimum level of safety for employees and contractors, all personnel must ensure the information contained in this manual fulfils the company's safety needs.**

**This manual is intended specifically for all personnel. All personnel are expected to become familiar with the manual's applicable contents.**

## **1.3 Manual Control :-**

**HSE Department is responsible for HSE Manual Preparation and its periodical revisions and updates.**

**The revisions conduct annually .**

**All employees and workers have the right to view the contents of this manual and request amendments to it As long as the required amendment is in line with the company's HSE policy.**

## **1.4 The Purpose and Objectives of HSE Management System :-**

HSE management system comprises of a hierachal structure of processes and documentation to determine, plan and manage activities which will aim to ensure the health and safety of its people, visitors, contractors and the sustainability of the environment.

This is done through the identification of its internal and external issues, impacts and risks and the appropriate control measures that are instituted or recommended.

The approach used to establish the objectives and targets are one of discussion and mutual agreement between the relevant **SHAR** activities and the HSE department.

Specific attention is given to objectives and targets being realistic, measurable and achievable.

Objectives and targets are reviewed at planned intervals and in line with scheduled management reviews of HSE system.

There will be at least annually review of the HSE system and associated documents .

### **1.4.1 HSE objectives and targets are set with addressing the following requirements:-**

- Meeting its required HSE Policy commitment set by **SHAR**.
- The high aspects / hazards, risks / impacts that affect its people, environment or sustainable business operations.
- Compliance obligations, through regulatory and legal compliance matters or best practices that affect or improve the organization.
- Specific initiatives set by **SHAR** to be achieved as part of business processes or departmental goals.
- Opportunities that improve the HSE management systems (e.g. feedback from our stakeholders, competitive advantage).
- Such objectives and targets are respectively documented within the HSE system where monitoring in terms of its achievement are measured accordingly.
- Indicators are established and implemented to show progress against the set objectives and targets.

#### **1.4.2 Further processes established to measure progress of set objectives and targets are:-**

- Nonconformity Process .
- Measuring and Monitoring Process .
- Internal and External Audits .
- Management Review Process .

Objectives and targets are communicated within **SHAR** by HSE department to create awareness and a culture of working together to achieve these amongst the staff members.

#### **1.5 HSE Management System Intends To:-**

Determining its internal and external issues that affect its activities, and HSE management system.

Identify hazards / aspects and risks / impacts associated with its employees and its visitors .

Understanding the needs and expectations of its interested parties that affect the HSE management system .

Eliminate, minimize or control identified hazards / aspects and risks / impact.

Ensure compliance obligations to the HSE system requirements against legislative, regulatory and other requirements / best practices and requirements of OHSAS 18001 and ISO 14001.

Ensure a continuous monitoring framework and environment that would promote awareness, communication and feedback .

Ensure continuous improvement cycle of HSE within the context of the organization.

Ensuring a continual HSE performance process .

**SHAR's** HSE management system is characterized by its strong commitment from top management.

Further creating a general awareness amongst all staff members in the organization and imposing a share of responsibility on HSE matters to achieve successful management.

The challenge however is to maintain the system over time meeting the needs and expectations of its interested parties whilst addressing its internal and external issues through the HSE management process.

## **1.6 The Goal of Zero Incidents :-**

**SHAR** is committed to excellence in HSE performance.

The objective is to go everyday with zero incidents of any kind, which means:-

- Zero injuries to workers .
- Zero damage to property or the environment .
- Zero unplanned actions .

**SHAR** believes that all incidents are preventable through effective management strategies that will:-

- Promote HSE objectives as a constant value in the design, planning, and execution of the work.
- Spread ownership for the effectiveness of HSE program to all participants.
- Optimize the use of the “Continuous Improvement Process” as a basis for the “Zero Incident Philosophy”.
- Select only contractors who are competent to do the work and are committed to meeting the site HSE objectives.
- Ensure that workers have the proper training so that they are competent to perform the tasks assigned prior to arrival at site for orientation.
- Develop site specific procedures that address the unique characteristics of projects and operations.

## **1.7 Management Commitment :-**

Management commitment is critical to the viability and continuous improvement of HSE-MS.

This commitment may be demonstrated through the provision of health and safety leadership, planning for health and safety success, participation in system processes, and the enforcement and reinforcement of system requirements.

### **1.7.1 Provision of health and safety leadership:-**

Management must take the lead in the development, implementation, monitoring and improvement of the HSE-MS.

Employees, contractors, and clients will develop commitment to HSE-MS only where management demonstrates through their words and actions that health and safety are highly-valued components of their normal operations.



Communications with employees, contractors, subcontractors, clients, and suppliers reinforce management's ongoing commitment to health and safety, and are a further demonstration of management's leadership role.

### **1.7.2 Participating in system processes :-**

**Management is involved in all aspects of HSE Management System.**

**Management participation should be visible and active during all stages of the management system development and functioning.**

**Management participation includes but is not limited to:-**

- key risk management decisions .
- Initiating communications .
- Being involved in company safety initiatives.
- Governing document development.
- Encouraging all workers, including contractors to provide input and reviewing, following up and signing off on concerns or deficiencies.

### **1.7.3 Reinforcing and enforcing system requirements :-**

**SHAR's management will reinforce requirements through the monitoring of workplace conditions via Inspections and audits .**

**Positive reinforcement of behaviors and, as necessary, disciplinary enforcement .**

## **1.8 Planning for Health and Safety Success :-**

- Living and endorsing **SHAR's core values**.
- Creating a HSE-MS via the establishment of consistent standards which follows a set of objectives and targets.
- Setting measurable HSE performance, goals and targets via translate HSE-MS into actions and activities.
- Assessing risk before any activities and reassess them in the event they change .
- Activities identified as unhealthy, unsafe, or environmentally destructive will not be started or will be suspended until acceptable solutions are found.
- Personnel at all levels will be trained to recognize the implications for their work to own health and that of others .
- Adequate emergency plans will be developed to cope with the results of incidents that may occur.

- Assigning health and safety responsibilities that support HSE strategic plan, performance objectives, and policies plus establish and maintain standards, practices, and procedures to provide a safe working environment.
- Allocating sufficient resources via top management to put the HSE-MS into effect.

### **1.8.1 Key strategies of HSE planning shall include:-**

- a) Promoting the holistic application of the **SHAR's "Zero Harm philosophy"** to both on and off site activities.
- b) Comply at all times with the requirements of the appropriate regulator.
- c) Promoting positive health, safety and environmental objectives as constant values in any design, planning, training and executing of the work .
- d) Expanding the ownership for HSE program and its effectiveness to all personal .
- e) Developing the employee's consistent use of safe practices in their daily work activities through the use of integrated and behavioral based HSE systems.
- f) Optimizing the use of continuous improvement practices as the basis for "Zero Harm" performance initiatives.
- g) Establishing international standards that lead a change in HSE culture .
- h) Establishing relationships with subcontractors and their employees to promote the full participation and involvement in HSE system.
- i) Only selecting Sub-Contractors that are committed to "Zero Harm" performance .
- j) All activities shall ensure that there are systematic processes for:-
  - Identifying, assessing and controlling hazards and at risk behaviors.
  - Sufficient job and pre-task planning and resourcing.
  - Effective incident reporting and investigation.
  - Continuous improvement of HSE performance .
  - Promoting leadership and team responsibility for risk assessments, hazard control and behavior as the keys to the success of the program.
  - Measuring and providing feedback on the performance and participation in the key aspects of the HSE program .
  - Setting and reviewing objectives and targets for the achievement of both individuals and teams .
  - Recognizing and rewarding individual and team excellence in HSE performance.



- Defining health, safety & environmental responsibilities and establishing clear guidelines and consequences for non-compliance.

## **1.9 Health and Safety Program Regular Review :-**

To ensure that **SHAR**'s HSE program meets the evolving health and safety needs of its workers, the company will conduct a review of its HSE programs on a regular basis and at least annually. This review will include all aspects of **SHAR**, HSE program and will be done with the full support of management.

The HSE program regular review has a number of purposes:-

- Provide evaluation of health and safety programs .
- Suggest corrections and additions as needed .
- Assess incident trends .
- Maintain and improve workers' awareness of HSE programs .
- Reduce incidents and compensation claims ,

### **1.9.1 Focus of the review :-**

The focus of HSE Program regular review is to determine the relevance of the material in **SHAR** HSE manual and note areas that can be improved. The review will focus on a number of items:-

- Policy and administration .
- Health and safety program ,education and training .
- Supplementary programs .
- Workplace inspections .
- Monitoring of hazardous conditions .
- Incident investigation procedures .
- First aid services and equipment.
- HSE Committee .
- Records and statistics .
- Personal Protective Equipment (PPE).
- Emergency preparedness.
- Maintenance program .
- Fleet risk management .
- Disability management.

## **1.10 Leadership in Safety Award :-**

Each month one worker shall be recognized with the “man of the month ” for excellent performance in safety .

Each year one worker shall be recognized with the “Leadership in Safety Award” for superior achievements in safety.

The criteria for being selected as the recipient are as follows:-

- Compliance and commitment to the HSE Program.
- Peer and self-audit evaluation results.
- Cooperation with HSE department .

Division management, in consultation with Safety Manager, shall determine the "Leadership in Safety Award" recipient for the month / year .

## **1.11 Standards:-**

- International HSE standards
- ISO 14001:2015 environmental management system requirements
- OHSAS 18001: 2007 safety & health management systems requirements .
- KSA local legislation



# Section 2

# *General HSE Requirements*



## **2.1 Safety Program and Performance :-**

- **SHAR** shall establish an effective safety program that shall be fully implemented at each work site.
- Safety program shall be aligned with safety requirements and govern how safety is managed throughout company.
- Safety program shall be based on the safety/loss prevention policy formally endorsed by **SHAR**.
- Safety program shall include procedures for effectively evaluating for site safety performance.

## **2.2 General Safety Rules :-**

The following general safety rules must be followed and posted at each job site:-

- No person shall be required or instructed to work in surroundings or under conditions that are unsafe or dangerous to health.
- Each individual employee is responsible for complying with applicable safety requirements.
- Report un-safe equipment, hazardous conditions and unsafe acts, to your supervisor.
- Know how to do your job.
- Check your work areas to determine what problems and hazard may exist.
- Your activity may endanger fellow workers or nearby equipment and materials.
- Be sure you understand emergency instructions and your duties in case of an emergency.
- Use safety equipment when it is required.
- Welfare facilities shall be provided on work sites.
- Use of radio or headphones is not permitted.
- Wearing jeweleries or accessoriesis is not permitted .
- Your participation in the safety program is required.

## **2.3 Behavior :-**

The following general safety rules regarding behavior must be followed:-

- Fighting, abusive language, horseplay, practical jokes, or otherwise interfering with other workers is prohibited .
- Theft, vandalism, or any other abuse or misuse of **SHAR** property is prohibited.
- Observe and obey all warning signs.
- Unsafe shortcuts will not be permitted.



## **2.4 Hazard Control and Personal Protective Equipment (PPE) :-**

Hazards not eliminated through design shall be mitigated by appropriate control measures and/or personal protective equipment (PPE).

All workers must use the proper personal protective equipment (PPE) when and where required.

Contractor and subcontractor personnel who work in **SHAR's** sites / projects must use the proper PPE According to the contract terms.

The following general safety rules pertaining to personal protective equipment (PPE) must be followed:-

- Hard hats / helmets must be worn in the proper configuration and at all times on the site.
- Eye protection must be worn at all times in the site.
- A face shield must be worn for any task that could produce flying particles (grinding, chipping, blowing, burning, drilling, welding, concrete pouring, etc.)
- Hearing protection devices must be worn when there is excessive noise and when directed by your Supervisor.
- Safety footwear must have toe cap with puncture resistant sole and must be worn at all times in work areas and must also be in good condition.
- Sandals, sneakers, etc. will not be permitted.
- Personal flotation devices (life jackets) must be worn zippered, buckled, or tied on when working over or near water.
- Every employee must wear clothing appropriate for work. (No shorts, running shoes, or sleeveless shirts).
- Where an employee may be exposed to chemicals, toxic gases or fumes, approved breathing devices must be worn.
- High visibility vests are to be worn when required on the worksite and in areas with poor lighting or traffic movement.
- Appropriate cell phone or other communication devices are to be provided in vehicles where individuals are traveling to or from remote site locations, especially in winter conditions.

## **2.5 Safety Orientation :-**

**SHAR** requires all employee and subcontractor personnel to attend a safety orientation prior allowing to work on-site.

## **2.6 Safety staff :-**

- Ratio of safety officers to employees present is 1 for every 50 workers / employee .
- Each safety officer must have at least 3 years of safety experience .
- HSE site manager should be hire for every 10 safety officers .
- Each HSE site manager must have at least 7 years of safety experience .
- Safety staff must have academic education and degree(s), formal safety training and internationally recognized safety certifications such as ( OSHA, NEBOSH, First Aid ).
- Safety staff personnel shall not be assigned dual roles such as (Not a site safety officer and the scaffold inspector).

## **2.7 Equipment and Machinery :-**

The following general safety rules regarding equipment and machinery must be followed:-

- Only authorized personnel may operate vehicles, equipment, and tools.
- Do not operate equipment or machinery for which you are not trained.
- Heed all safety guards, barriers, signs, and tags.
- Never render safety devices inoperable.
- A worker shall inspect all equipment and machinery, including power cords and welding cables, prior to use to ensure that they are safe and free from any obvious damage.
- Any equipment or machinery which is defective or is not working properly should be affixed with a tag out or lock-out card and de-energized to ensure that it is not utilized until it has been replaced or safety repaired.

## **2.8 Safety Meetings :-**

- Periodical safety meetings are important to discuss HSE issues and review/update of HSE system.
- Workers must attend all toolbox meetings.

## **2.9 Work Permits :-**

For work to be carried out in a specified /restricted area, or as may be required by **SHAR** a work permit must release .

## **2.10 Jobsite Safety Logbook (JSL) :-**

For construction projects a hardbound Jobsite Safety Log Book (JSL)must be supplied by the contractor(s), to document comments regarding safety observations .



## **2.11 Health and Environmental Monitoring :-**

- Health and environmental monitoring must be conducted to protect personnel against exposure to health hazards such as (radiation, H<sub>2</sub>S, respiratory, noise).
- Monitoring shall be performed by qualified personnel and the results documented and submitted for review upon request.

## **2.12 Transportation :-**

Motor vehicles and buses shall be in good working order, maintained regularly and must be kept in a clean and hygienic condition.

## **2.13 Failure to Comply :-**

- Upon notification of failure to comply with safety requirements necessary corrective actions must be taken .
- In case of failure to take corrective action, work must be suspended until satisfactory corrective action has been taken.

## **2.14 Fitness for Duty :-**

- Employees shall provide a letter confirming their medical, physical ,psychological fitness to execute their work.
- To prevent serious fatigue, personnel shall not work excessive hours, with a maximum of 12 hours daily.

## **2.15 Drugs and Alchol :-**

- Workers must provide information to their supervisor as to any prescription medication use which may affect their ability to work, operate tools, machinery or equipment.
- Consuming, or being in possession of, alcohol or illegal drugs on any **SHAR** job site, or arriving for work or remaining at work when unfit to perform work safely is prohibited and may result in immediate dismissal.

## **2.16 Emergency Response :-**

- An emergency response plan (ERP) for each specific site must be established .
- Periodically emergency response drills must be done to perform and evaluate emergency response procedures.

## **2.17 Authority for Employees to Stop Work :-**

Safety representative has the right to stop the work In case of unsafe conditions or acts and failure to take corrective action, until satisfactory corrective action has been taken after discussion with site manager .

## **2.18 Incident Reporting and Investigation :-**

- All incidents that result in damage or injury, no matter how slight, must be reported to the safety representative and supervisors immediately.
- Incident investigations must be performed in a timely manner and root causes of the incident must be properly identified.
- Effective corrective actions to prevent recurrence shall be identified and tracked to completion, with follow-up to verify proper implementation.

## **2.19 Ergonomics :-**

- Ergonomics means fitting the workplace to the worker by modifying or redesigning the job, workstation, tool or environment.
- **SHAR** shall maintain and implement an ergonomics program that identifies, prevents, and controls ergonomic hazards in accordance with its applicable rules and regulations.

## **2.20 Chemical Control :-**

- Use of hazardous materials must conform to Workplace Hazardous Materials Information System (WHMIS) recommendations.
- A binder of Material Safety Data Sheets (MSDS) is available on the job site.

## **2.21 Manual Handling and Lifting**

- All employees engaged in handling materials of any type shall have been instructed by their supervisors in the proper method of lifting and body mechanics.
- Employees shall only lift objects in the approved manner.
- When possible, a hand truck, forklift or hoist should be used to lift heavy or bulky objects.
- Material must be loaded on hand and motor trucks in a safe manner so it will not fall off in transit.

## **2.22 Housekeeping :-**

- Maintain good housekeeping in your immediate work area.
- Good housekeeping ensures accidents are avoided.



## **2.23 Safety Signage :-**

- Safety signages shall be applied to every **SHAR**'s sites so as to provide awareness and knowledge to staff and visitors .
- Read the safety program posted on site.
- Safety and health programs, documents, signs, and tags shall be communicated to employees in a language that they understand.

## **2.24 Electrical Safety :-**

- It is important that electrical hazards and risks are identified prior to any tasks.
- Only authorized and qualified electricians shall be permitted to repair or work on electrical equipment.

## **2.25 Smoking**

- **SHAR** has a strict No Smoking Policy within its sites, buildings and vehicles .
- Smoking is strictly prohibited for all visitors , vendors and sub contractors as per policy.
- In accordance with **SHAR** legislation, smoking is permitted only in designated locations.
- Appropriate signage will be used to designate smoking areas
- Any person caught smoking within any area not designated as a smoking area will be disciplined as per the HSE/HR policies.

## **2.26 Emergency Contacts :-**

- In the event of an emergency, the Emergency Response Plan is essential to minimize confusion and delay.
- In accordance with Emergency Preparedness, emergency contact numbers are to be recorded on the manual and posted in a common area visible to all workers.



# *Section 3*

# *HSE Responsibilities*



## Introduction :-

The successful implementation of the HSE is dependent on the involvement and participation of all its stakeholders and ownership of the different internal roles and responsibilities allocated at various levels within **SHAR**'s hierarchy of departments and management.

Therefore, any person entering or working under the authority of **SHAR** shall ensure that applicable HSE standards are followed and implemented where practicable.

The responsibility stems from taking the initiative to consult with the HSE department to understand and familiarize oneself to HSE standards and guidelines.

Accountability is ultimate responsibility, and relates to the person who is held a deviation .

Clear defined roles, responsibility, accountability and authority shall be addressed as follows:-

### **3.1 SHAR Responsibilities:-**

**SHAR** will establish a safe and healthy workplace and facilitate safe work practices and procedures through the provision of safety training, safety equipment, safe work practices, safework procedures, and work direction.

**SHAR** will ensure that all workers on their work sites comply with HSE regulations.

Everyone on the work site, including managers, supervisors, workers, and visitors share the responsibility for safety.

All levels of management must work together to establish and maintain proper safety standards, policies, practices, and procedures.

### **SHAR will take a number of actions to enhance safety:-**

- Develop, implement, and maintain HSE program.
- Provide written safe work practices and procedures for particular operations and jobsites .
- Make sure that supervisors instruct all workers in the safe performance of their work.
- Ensure that hazards are eliminated, if possible.
- Ensure that hazards that cannot be eliminated are controlled.
- Ensure that, if hazards cannot be eliminated or controlled, workers will be instructed on how to minimize hazards through safe work practices and procedures and (PPE).
- Provide written risk assessments monthly, or as processes change.
- Affected workers are required to sign off to acknowledge that they have been informed of the job hazards analysis before any work is commenced.



- Ensure buildings and equipment are maintained .
- Provide and maintain first aid services and equipment.
- Report all work injuries and illness to safety manager and to the appropriate authority in the time frame required by regulations .
- Report serious injuries, situations, or deaths immediately .
- Investigate all incidents immediately .
- Maintain proper records of training, inspections, incidents and investigations .
- Conduct an annual review of the **SHAR** HSE Program .
- Comply with all reporting and record keeping requirements specified in **SHAR** HSE manual, in particular, records of inspections, incidentinvestigations, worker training, first aid, and injury reporting .

### **3.1.1 Proper Cleanup of a Work Site**

- **SHAR** will ensure that work site cleanup takes place as frequently as is needed to avoid creating a hazard.
- Work areas must be cleaned at the end of a shift, immediately after finishing a job, or as necessary.
- Work sites must be cleaned at least once a week.

### **3.1.2 Fire Prevention :-**

- **SHAR** will take all reasonable precautions, such as proper cleanup, careful use of electrical equipment, and proper training of workers to protect the work area from fire hazards.
- **SHAR** will provide fire extinguishers based on workplace HSE regulations.
- Contractors must provide fire extinguishersthat meet workplace HSE regulations.
- Fire blankets must be available and clearly displayed for spark control and worker protectionwhere required.
- The use of fire retardant overalls may be required based on risk assessments.
- All work must be in compliance with the local fire codes.

### **3.1.3 Worker Orientation:-**

- **SHAR** will provide all workers with a safety orientation and a site-specific orientation, before they begin work.
- General work site rules, procedures, and job rules will bewritten and available to all workers.

### **3.1.4 Posting of Information :-**

The following items will be posted in a common worker area:-

- Names of HSE team members .
- list of First Aid Attendants .
- HSE policy .
- General Safety Rules .
- PPE Policy .
- Emergency Plan .
- Any specific information, posters, notices or other communications required by **SHAR** or any local authorities .

### **3.1.5 Special Hazard Protection:-**

**SHAR** will ensure that special hazards receive the necessary attention , workers in situations where special hazards are present will be trained, observed, and supervised.

Special hazard situations include, but are not limited to, the following:-

- Lock-out / tag-out .
- Electrical contact .
- Use of gas cylinders .
- Safe and proper use of solvents and other chemicals .
- Fall protection .
- Confined space .
- Forklift and scissor lift operation .

### **3.1.6 HSE Reporting :-**

All reports related to HSE will be reviewed and signed when necessary by senior management and/or middle management.

These reports will include the minutes of committee meetings, injury reports, incident investigations, and other items, as may be required.

To ensure that **SHAR** HSE program meets the evolving HSE needs of its workers, the company will conduct a review of its HSE program on a regular basis and at least annually.

This review will include all aspects of the **SHAR** HSEprogram and will be done with the full support of management.

### **3.2 Management :-**

**Management (Senior Managers, Project Managers, Operations Managers) must ensure that the workplace is healthy and safe and that work is carried out in a safe manner.**

**Management has overall responsibility to:-**

- Enforce the requirements of **SHAR's HSE program** .
- Enforce the regulations of the local authorities having jurisdiction .
- Provide a safe and healthy workplace .
- Ensure workers are provided with appropriate (PPE).
- Correct any hazard identified promptly .
- Investigate incidents immediately in conjunction with HSE manager .
- Maintain appropriate records and statistics and make them available to the company HSE committee and to the local authorities having jurisdiction .
- Establish and maintain a HSE committee(s) , and do so in accordance with local regulations.
- Ensure that all members of the HSE committee who require training receive appropriate training to prepare them for the committee work they will do .
- Hold periodic management meetings to review HSE practices and incident trends and determine if any corrective action is necessary .
- Make sure that supervisors have taken suitable supervisor's training .
- Consult and co-operate with the company HSE Committee and the local authorities having jurisdiction .
- Consult and abide local occupational health and safety regulations .
- In consultation with the Senior On-Site manager , force a portion or all of the company operation or project site work to be temporarily suspended or shut down where there is the potential to endanger the safety of personnel, or the public outside the boundaries of the company property or project site perimeter.



### **3.3 Project Managers :-**

The role of the project manager within the HSE Program is one of management support , as well as contract administration involving the HSE Program.

The Project Manager has responsibilities that encompass an understanding of the level of duty required by **SHAR** and its contractors that include, but are not limited to:-

- Being fully familiar with the HSE Program, as well as applicable legislation .
- Providing contractors with information and requirements of the HSE Program .
- Providing management support to the project HSE supervisors regarding HSE program issues, which may arise .
- Participating in risk assessments and planning related to their assigned projects .
- Setting a positive example towards HSE .
- Setup of a joint committee to ensure the safe execution of work between various work forces.
- In consultation with On-Site HSE supervisor , force a portion or all of the company operation or project site work to be temporarily suspended or shut down where there is the potential to endanger the safety of personnel, or the public outside the boundaries of the company property or project site perimeter.

### **3.4 Executive Team / Line Management**

- Each line manager will ultimately be responsible for ensuring the full implementation of the required HSE standards and procedures in the section under him/her.
- Line manager will be responsible if there are any risks associated with the activities of the section or team under him/her.
- Report any deviations and or risks identified to the relevant departments.
- Ensure that all workers receive an orientation based on **SHAR** HSE requirements.
- Ensure hazard assessments are conducted and controls / plans are put in place to ensure the protection of the workers, visitors, and the public.
- Ensure the HSE, required forms, legislation, emergency response plans, and emergency contact numbers are available at worksites.
- Ensure all employees/contractors are educated to work in a safe manner, and that they use all protective devices and procedures to protect their health and safety.



- Observe workers to ensure they are "Fit for Duty" - sufficiently experienced and knowledgeable, alert, and in proper mental and physical condition to perform assigned activities.
- Inform workers of their obligation to refuse unsafe work.
- Conduct regular worksite inspections.
- Correct unsafe conditions or behaviors.
- Report all incidents, including no-loss incidents, immediately. Investigate incidents fully, and to advise management on how to prevent similar incidents in the future.

### **3.5 Safety Manager :-**

- Supports the top management for what concerns safety aspects.
- Provides technical support to the top management on any safety related subjects.
- Set HSE objectives and targets;
- Maintaining of the HSE policies .
- Participates to risk assessment and set the suitable control measures .
- Ensures the implementation, updating, review and auditing of SHAR 's HSE Systems .
- Assists the other departments in their dealings with clients in all issues concerned with HSE.
- Conducts safety audits both internal and external.
- Takes part in accident / incident investigation.
- Carries out analysis of accident / incident statistics, identifying trends and suggesting improvement plans.
- Carries out any in-house safety training.
- Carries out safety audits on Sub-contractors.
- Participates to HSE meetings.
- In consultation with management and workers, develop site-specific safety procedures .
- Attend courses and seminars to stay current with regional / local legislation and “best practice” standards .
- When necessary, attend courses that will include instructor certification or “Train the Trainer” courses so safety manager can certify company workers in HSE areas .
- Facilitate training of supervisors, foremen, and workers regarding job safety duties .

### **3.5.1 Reports and records :-**

Safety manager should ensure that all applicable recording and reporting procedures including, but not limited to, the following are carried out:-

- Incident investigations .
- Lost-time injury reports .
- Worker orientations .
- Work site safety inspections .
- Worker training records .
- Incident analysis reports .
- Emergency procedure development and maintenance .
- Worker emergency procedure orientation .
- New worker HSE program orientation .
- Annual worker HSE program orientation .

### **3.6 Site Safety Coordinator:-**

Site safety coordinators have overall responsibility for the safety of personnel, equipment, property, and the public relative to their assigned project site, as well as the protection of the environment which may be affected by construction activities.

Specific responsibilities include, but are not necessarily limited to the following:-

- Become fully familiar with the HSE program as well as applicable legislation .
- Enforce the HSE program and the applicable legislation on site .
- Coordinate process of risk assessments and site specific HSE program planning related to their assigned sites .
- Set up the emergency procedure/evacuation plan on site and ensures it is well communicated to site personnel .
- Coordinate HSE program orientation for all new and/or transferred company employees .
- Provide contractor supervisors with an overview of the HSE program.
- Inform workers of any potential or actual dangers to their health and safety .
- Instruct workers adequately in the use of (PPE) .
- Coordinate and participate in start-up safety meetings .
- Develop and implement all company site-specific safety procedures .

- Ensure that immediate remedial action is taken to correct any sub-standard conditions that affect safety .
- Coordinate a system of regular safety meetings and TBT on the site .
- Conduct regular safety inspections, and corrects unsafe acts and conditions in a timely fashion .
- Review safety inspections and/or audit reports and implements a plan to have corrective actions implemented immediately .
- Ensure that there are sufficient first aid personnel and equipment on the site, appropriate to the size and scope of the project, and ensures contractors are included in this requirement.
- Investigate all incidents and ensure that they are properly investigated, recorded, reported to management and government agencies, and that appropriate corrective action is taken.
- Ensure that the scene of the incident is secured to prevent further injury or property damage and to not further alter the site until it is released by the appropriate authorities and/or inspectors.
- Administer the modified work plan of the HSE Program for company employees injured on their site .
- Maintain the WHMIS requirements on the site, including files of material safety data sheets for all controlled / hazardous products brought to site. All such products or materials shall be listed on the inventory list, and posted on the site .
- Ensure that the site is safe and secure during off-hours when no work is being done in order to minimize dangers.
- Ensure that action is taken to eliminate safety non-compliance as soon as possible.
- Set a positive example towards HSE .
- Regularly monitor the work being conducted by young persons and persons recently hired who are working on the jobsite to ensure that they have sufficient experience to perform the work that they have been assigned in a safe manner .
- In consultation with On-Site manager , force a portion or all of the Company operation or project site work to be temporarily suspended or shut down where there is the potential to endanger the safety of personnel, or the public outside the boundaries of the Company property or project site perimeter.



### **3.7 Workers :-**

**Every worker must observe *SHAR* HSE regulations, work safely, and report any existing or potential safety or health hazard to the first available supervisor or HSE committee member.**

**Workers must do the following :-**

- **Take responsibility for their own safety.**
- **Take responsibility for the safety of other workers by working in a manner so as not to injure themselves or other workers.**
- **Comply with all *SHAR*'s HSE program and local HSE regulations .**
- **Follow all safe work procedures and always cooperate with safety personnel .**
- **Be aware of potential hazards from adjoining work areas .**
- **Maintain a clean work area .**
- **Use (PPE), clothing, and devices as required.**
- **Report unsafe acts and conditions to the supervisor .**
- **Not arrive at the work site unfit for work due to the use of drugs (prescription or nonprescription) or alcohol or under the influence of any other cause .**
- **Not operate machinery or equipment unless trained to do so and authorized to do so.**
- **Not remove guards from machinery or equipment except for maintenance when properly trained to do so .**
- **Not engage in horseplay or in similar conduct that endangers others .**
- **Report all work-related injuries to the supervisor immediately .**
- **Report any violation of *SHAR*'s HSE regulations to the HSE supervisor.**
- **Advise HSE supervisor of any relevant limitations or work restrictions, which could affect the safe performance of work .**
- **Advise HSE of any medications being taken which may affect the safe performance of work .**
- **Take immediate corrective action necessary to eliminate hazards to themselves, other site personnel, public, equipment, and environment.**
- **Turn in, to appropriate personnel, all unsafe or defective tools, power cords, or other equipment. In the event that the equipment is not able to be turned in, a lock-out or tag notice should be affixed to the item to warn other workers on future shifts not use the item .**
- **Ensure that inexperienced or untrained workers will not engage in tasks for which they are not properly trained .**



### **3.7.1 Worker's Rights :-**

#### **3.7.1.1 The right to refuse :-**

A worker has the right to refuse to do work that the worker believes presents an unusual danger to self or others such as :-

- A danger that is not normal for the job .
- A danger that would normally stop work .
- A situation for which the worker is not properly trained, equipped, or experienced .

This right may only be used for legitimate HSE concerns and must be done in accordance with Company's HSE regulations.

The worker can determine whether reasonable grounds exist for exercising the right to refuse work by asking whether an average worker, with the same level of training and experience, using normal and honest judgement, would agree that the work presents an unacceptable hazard.

If the worker invokes this right, the worker cannot be punished, demeaned, or discriminated against.

#### **3.7.1.2 The right to know**

Workers have the right to know about the hazards of the job and the hazards at the work site, for example, the WHMIS system.

#### **3.7.1.3 The right to participate**

Workers have the right to participate in the safety program, through safety training, safe work procedures, safety inspections, and safety meetings.

#### **3.7.1.4 The right to work without being subject to discriminatory action**

Workers have a right to work without being subject to discriminatory action.

A worker who exercises their right to refuse, right to know and right to participate cannot be subject to discriminatory action based upon exercising the previous three rights.



### **3.8 Contractors / subcontractors :-**

- Contractors /sub contractors are responsible for their own health and safety program and the health and safety of their workers.
- All contractors must comply with **SHAR**'s HSE program, loss control program .
- Operations at the site may require that a written code of practice or procedure be established and provided to **SHAR** for review, and posted for all affected workers to review.
- Each contractor is required to clean up and dispose of all debris generated by the performance of its work. Failure to complete the clean up as notified will result in the work being done by **SHAR** and a deductive change order will be issued for the cost.
- **SHAR** may issue a contractor notice for non-compliance.
- Comply with all aspects of the regulations of the authority having jurisdiction.
- Attend **SHAR**'s site safety orientation.
- Provide a language translator if required, for its workers .
- Ensure that contractor workers work in a safely manner .
- Report any unsafe conditions to the project HSE Representatives .
- Report all incidents, injuries, and near misses.
- Instruct their employee(s) to be available for the purpose of an interview in order to assist **SHAR** in completing an investigations .
- Provide emergency transportation for injured contractor workers .
- Co-operate with all safety representatives at the site .
- Contact the site safety coordinator for special instructions regarding operating hazards and safe work instructions particular to the work site before starting work .
- Explain safety rules and regulations to their workers.
- Follow **SHAR**'s general safety rules and regulations.
- Provide appropriate (PPE) to contractor workers and enforce its use .
- Hold toolbox safety meetings for all contractor workers and provide **SHAR** with documentation of toolbox meetings .
- Immediately correct any unsafe conditions or practices reported or observed within their jurisdiction .
- The contractor shall comply with all drug and alcohol testing requirements as provided by **SHAR**'s Drug and Alcohol Policy.



### **3.9 Visitors :-**

All visitors to a work site must do the following:-

- Receive a full safety orientation or receive a visitor safety orientation and be escorted by a designated guide who has received a full worker orientation.
- Comply with the **SHAR's HSE regulations**
- Wear the proper personal protective equipment (PPE) which will include safety boots, safety glasses, hard hats and other specialized PPE as may be required depending on the site .
- Any injury sustained on the work site by a visitor must be reported to the work site safety representative.

### **3.10 Security :-**

Security related losses (i.e. theft of property or technology, arson and vandalism) represent a significant financial exposure.

The objective of site security is to protect assets and property and control the access and egress of people and vehicles by:

- Establishing guides for controlling access around the perimeter of the jobsite
- Controlling vehicular traffic and pedestrians at the point of entry control gates
- Enforcing driving rules and regulations
- Maintaining crowd and access control during emergencies

#### **3.10.1 Security Requirements :-**

##### **3.10.1.1 Site Control :-**

- Security personnel will monitor the site 24-hours per day.
- Access to and from site will be controlled at the main site gate on the site access road.
- Only authorized personnel are permitted beyond this point.

##### **3.10.1.2 Access Control of Site Personnel :-**

Upon successful completion of site access requirements, you must sign/swipe in so the security personnel have a log of all entry and exits from site to maintain a real time headcount

### **3.10.1.3 Visitors :-**

- All visitors must sign in at the security office .
- Visitors may not proceed until contact has been made with the host and an authorized escort has met them.
- Responsibility for the visitor lies with the host, who must ensure they comply with site requirements.

### **3.10.1.4 Tours :-**

Tours must be pre-arranged and authorized by a designated **SHAR** employees.

### **3.10.1.5 Parking Lot :-**

- **SHAR** does not accept responsibility for any damage, theft or other personal loss sustained in the parking lots.
- Employees are asked to report any incidents to site security.
- Employees retain responsibility to satisfy all police, insurance, and other reporting requirements.
- Site security, and if applicable, the affected employee (s), will concurrently advise local police authorities of any criminal activities that occur in the parking lots.

### **3.10.1.6 The security personnel will ensure that the following are carried out:-**

- Provide assistance during emergency situations that may arise.
- Reporting of all incidents that are identified and reported.
- Implement all Health, safety, security and environmental policies & procedures set forth by HSE department.
- Provide guidance and assistance to any visitor at **SHAR** sites .

Each contractor will be responsible for providing reasonable protective structures for their personal and employee's tools and equipment. Each contractor will be responsible for providing reasonable protective structures for their personal and employee's tools and equipment.

## Section 4

# *Hazards Identification and Risk Assessment*



## **Hazards Identification and Risk Assessment Policy**

**SHAR** will maintain a comprehensive program of risk assessment at all facilities and job sites.

Project area managers are responsible for ensuring that the proper environmental site assessments have been completed.

These assessments will identify any hazardous conditions that exist on the site from previous uses.

Superintendents are responsible for directing formal risk assessments on the jobsites that they control and for involving safety managers, first aid attendants, safety coordinators, and workers in those risk assessments.

Supervisors and foremen are responsible for conducting ongoing informal risk assessments of areas where their crews are working or will be working.

Workers are responsible for participating in, and contributing to, the risk assessment program.

#### **4.1 General :-**

Hazards have the potential to cause human injury or ill health. Hazards therefore need to be identified before the risks associated with these hazards can be assessed and, if no controls exist or existing controls are inadequate, effective controls should be implemented according to the hierarchy of controls.

**SHAR** will apply the process of hazard identification and risk assessment to determine the controls that are necessary to reduce the risks of incidents.

The overall purpose of the risk assessment process is to recognize and understand the hazards that might arise in the course of the **SHAR**'s activities and ensure that these risks are assessed, prioritized and controlled to a level that is acceptable .

This is achieved by:-

- Developing a methodology for hazard identification and risk assessment .
- Identifying hazards .
- Estimating the associated risk levels, taking into account the adequacy of any existing controls .
- Determining whether these risks are acceptable, and determining the appropriate risk controls .

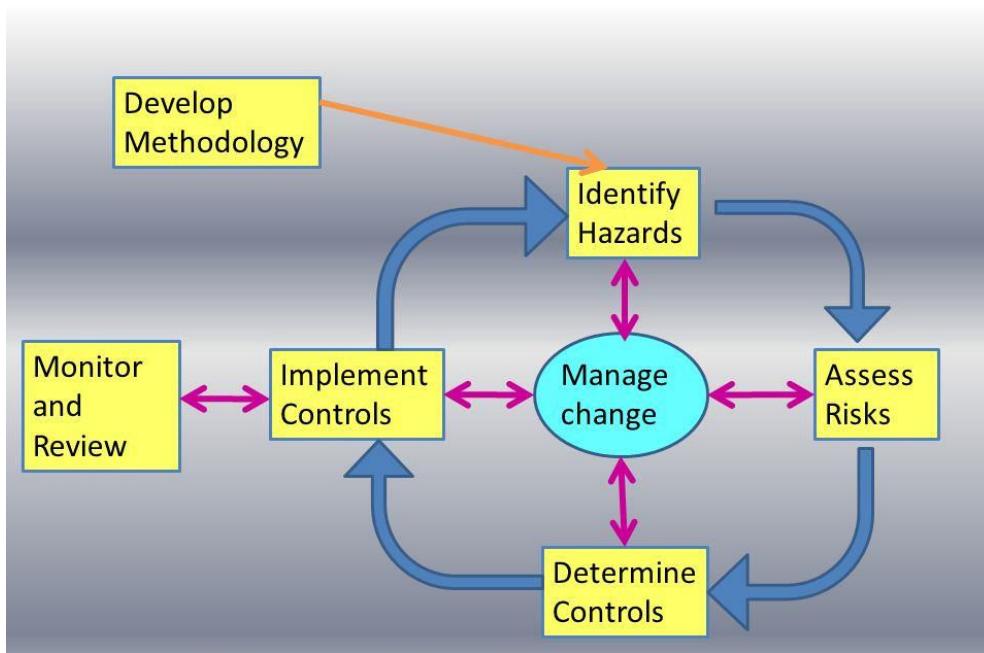
The results of risk assessments enable **SHAR** to compare risk reduction options and prioritize resources for effective risk management.

The outputs from the hazard identification, risk assessment and determining control processes should also be used throughout the development and implementation of the HSE management system .

The development of the methodology can be subject to change or improvement .

The below figure provides an overview of the risk assessment process.





## 4.2 Developing a Methodology :-

The outputs from the hazard identification, risk assessment and determining control processes should also be used throughout the development and implementation of the HSE management system .

Hazard identification and risk assessment methodologies vary greatly across industries, ranging from simple assessments to complex quantitative analyses with extensive documentation.

Effective hazard identification and risk assessment should take account of the following:-

- **Hazards .**
- **Risks .**
- **Controls .**
- **Management of change .**
- **Documentation .**
- **On-going review .**

#### **4.3 Hazard Identification :-**

In any workplace there may be sources (e.g. moving machinery, radiation or energy sources), situations (e.g. working at heights), or acts (e.g. manual lifting) with a potential for harm in terms of human injury or ill health, or a combination of these .

Hazard identification should aim to proactively identify all such sources, situations or acts arising from **SHAR** 's activities.

Hazard identification should consider different types of hazards including physical, chemical, biological and psychosocial which are hazard found in many workplaces .

The following sources of information or inputs should be considered during the hazard identification process:-

- HSE legal and other requirements .
- HSE policy .
- Monitoring data .
- Occupational exposure and health assessments .
- Records of incidents .
- Reports from previous audits, assessments or reviews .
- Input from employees and other interested parties.
- Information from other management systems (e.g. for quality management ) .
- Information from employee HSE consultations .
- Process review and improvement activities in the workplace.
- Information on best practice and/or typical hazards in similar organizations.
- Reports of incidents that have occurred in similar organizations.

Information on the facilities, processes and activities of the organization, including the following:-

- Workplace design, traffic plans (e.g. pedestrian walkways, vehicle routing), site plan(s) .
- Process flowcharts and operations manuals .
- Inventories of hazardous materials (raw materials, chemicals, wastes, products, sub-products).
- Equipment specifications .
- Product specifications, material safety data sheets, toxicology and other OH&S data.

Hazard identification processes should be applied to both routine and to non-routine activities and situations.



#### **4.3.1 Examples of non-routine activities and situations :-**

- **Temporary process modifications.**
- **Non-scheduled maintenance.**
- **Start-ups/shut-downs .**
- **Field trips .**
- **Refurbishment .**
- **Extreme weather conditions .**
- **Utility disruptions(e.g. power, water, gas etc.)**
- **Temporary arrangements .**
- **Emergency situations.**

Hazard identification should consider all persons having access to the workplace (e.g. customers, visitors, service contractors, delivery personnel, as well as employees) and :-

- **The hazards and risks arising from their activities;**
- **The hazards arising from the use of products or services supplied to SHAR by them .**
- **Their degree of familiarity with the workplace .**
- **Their behavior .**

Human factors should be considered when evaluating the hazards and risks of processes such as:-

- **Potential for operational errors .**
- **Operator stress and user fatigue .**
- **The nature of the job (workplace layout, operator information, work load, physical work, work patterns)**
- **The environment (heat, lighting, noise, air quality)**
- **Human behavior (temperament, habits, attitude)**
- **Psychological capabilities (cognition, attention)**
- **Physiological capabilities (biomechanical, anthropometrics/physical variation of people).**

In some instances, there may be hazards which occur or originate outside the workplace that can impact individuals within the workplace (e.g. releases of toxic materials for neighboring operations). Where such hazards are foreseeable, these should be addressed.

For the hazard identification to be effective **SHAR** should use a comprehensive approach that includes information from a variety of sources, especially inputs from people who have knowledge of its processes, tasks or systems, such as :-

- Observations of behavior and work practices .
- Benchmarking .
- Interviews and surveys .
- Safety tours and inspections .
- Incident reviews .
- Monitoring and assessment of hazardous exposures (chemical and physical agents)
- Workflow and process analysis

Hazard identification should be conducted by a persons with competence in relevant hazard identification methodologies and techniques and appropriate knowledge of the work activity.

Checklists can be used as a reminder of what types of potential hazards to consider

#### **4.4 Some Major Workplace Hazards :-**

- Electrical hazards (Overhead Power Lines) .
- Fire hazards ( fires , explosions ) .
- Mechanical hazards (result of use tools, equipment or machinery) .
- Chemical (asbestos, solvents, chlorine) .
- Biological (tuberculosis, hepatitis, molds) .
- Physical (noise, heat and cold, radiation, vibration) .
- Ergonomics or Repetitive Strain Injuries (carpal tunnel syndrome, back injuries) .
- Psychological (stress) .
- Housekeeping .
- Scaffolds .

#### **4.5 Corrective and Preventive Actions :-**

A corrective action deals with a nonconformity that has occurred

A preventive action addresses the potential for a nonconformity to occur

The purpose of this Procedure is to provide the requirements for managing Corrective and Preventive Actions

Corrective Actions can be facilitated and closed by launching the following processes:-

- Service Requests .
- Management of Change (MOC) .

#### **4.6 Risk Assessments :-**

**SHAR's HSE program is designed to identify, assess, and control hazards in order to reduce the risk of harm to workers, equipment, and property.**

- Hazard :- is something with the potential to cause harm.
- Risk :-is the likelihood that a hazard will cause harm in combination with the severity of injury, damage or loss that might foreseeably occur..
- Risk Assessment :-is the formalized process of identifying hazards, evaluating risk and then either eliminating or controlling that risk to an acceptable level.

It examines the potential for loss inherent in a dangerous workplace condition or an HSE program failure.

Management has the responsibility to assess the risk that hazards pose to the health and safety of all workers and to identify, evaluate, and eliminate or control all hazards in the workplace.

#### **Note:-**

A project risk assessment should be done before a project starts and thereafter monthly or more frequently as the project dictates. This assessment should be documented using risk assessment form .

Each worker has a duty to report, as soon as possible, any hazardous conditions.

If possible, **SHAR** will eliminate hazards, If hazard elimination is not possible, workers will be required to use PPE .

Risk Assessments are an ongoing component of **SHAR's HSE program**, certain tasks may increase the risk to workers or property and a job/task Risk Assessment will be required to identify these hazards.



As work site conditions change, new risk assessments will be required, a thorough examination of the tasks involved in an existing function often requires a new risk Assessment.

Risk Assessments should precede the design of a new job procedure because they are helpful in developing or modifying safe work procedures.

Only people trained to perform a risk assessment should do so. If possible, a team consisting of safety manager and/or a member of HSE Committee if , and a worker representative involved in the process being assessed should do a risk assessment.

#### **4.6.1 Five Steps To Risk Assessment:-**

- 1- Identify the hazards.
- 2- Identify the people who might be harmedand how.
- 3- Evaluate the risk and decide on precautions.
- 4- Record the significant findings andimplement them.
- 5- Review and update as necessary.

#### **4.6.2 The objectives of risk assessment are to prevent:-**

- Death and personal injury.
- Other types of loss incident.
- Breaches of statute law, which might lead to enforcement action and/or prosecution.
- The direct and indirect costs that follow on fromaccidents

#### **4.6.3 A risk assessment team might include:-**

- Workers familiar with the tasks and areas to be assessed.
- Health and safety specialists, such as safetypractitioners and occupational health nurses.
- Technical specialists, such as mechanical and electricalengineers.
- Line managers responsible for the tasks or areas beingassessed.
- Worker safety representatives.



#### **4.6.4 Conducting a Risk Assessment :-**

**When conducting a Risk Assessment, keep in mind that every workplace consists of four major components:-**

- The people at the work site, such as workers, contractors, suppliers, client, and visitors.
- The environment the people work in .
- The materials the people work with .
- The equipment and tools the people use .

**When conducting a Risk Assessment, focus on the following:-**

- Identification:-What are the hazards of the task?
- Severity:- What are the worst possible consequences of an incident due to the hazard?
- Frequency:-How often will the workers be exposed to the hazard that could cause an incident?
- Probability:-What is the likelihood that the hazard will lead to an undesired consequence?

#### **4.6.4.1 SREDIM:-**

**There is a useful acronym for task analysis :-**

- Select the task.
- Record the steps or stages of the task.
- Evaluate the risks associated with each step.
- Develop the safe working method.
- Implement the safe working method.
- Monitor to ensure it is effective.

#### 4.6.5 Risk Assessmentmatrix :-

- A risk matrix is a matrix that is used during risk assessment to define the level of risk by considering the category of probability or likelihood against the category of consequence severity. This is a simple mechanism to increase visibility of risks and assist management decision making.
- Although standard risk matrices exist in certain contexts individual projects and organizations may need to create their own or tailor an existing risk matrix.
- The probability of harm occurring might be categorized as certain, likely, possible, unlikely and rare. However it must be considered that very low probabilities may not be very reliable.
- The consequence of harm occurring might be categorized as negligible, minor, moderate, major and catastrophic.
- Risk evaluation might be categorized as low, moderate, high, extreme.

The figure below shows a sample for risk assessment matrix .

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

After the risk assessment is done, do the following:-

- Determine risk based on the severity, frequency and probability of occurrence of worksite hazards.
- Prioritize and classify risks .
- Give priority to the most dangerous.
- Document a plan of action that deals with all of the hazards.
- Develop written work procedures that deal with all of the hazards.
- Supervisory Staff on a project are responsible for following up to ensure that all hazards have been eliminated, minimized, or controlled .

#### **4.7 Principles of control and a basic hierarchy of risk-reduction methods:-**

##### **4.7.1 Elimination :-**

If a hazard can be eliminated then the risk created by that hazard disappears.

This might be done by completely avoiding an activity that gives rise to risk.

The obvious limitation to this approach is that it is not possible to apply it to most of the activities carried out in the workplace.

In this case it may be possible to eliminate one or more hazards inherent in an activity.

##### **4.7.2 Substitution :-**

Sometimes, hazard elimination cannot be achieved, but it is possible to substitute one hazard with another that creates less risk.

##### **4.7.3 Engineering Controls**

Engineering controls involve the use of an engineering solution to prevent exposure to the hazard. This might be done by:-

- Isolation or total enclosure: - the aim here is to isolate the hazard physically so that nobody is exposed to it.
- Separation or segregation :- simply placing the hazard in an inaccessible location.
- Safety devices and features that ensure that the item is used in the correct way and not an unsafe way.
- Redesign .

#### **4.7.4 Administrative Controls :-**

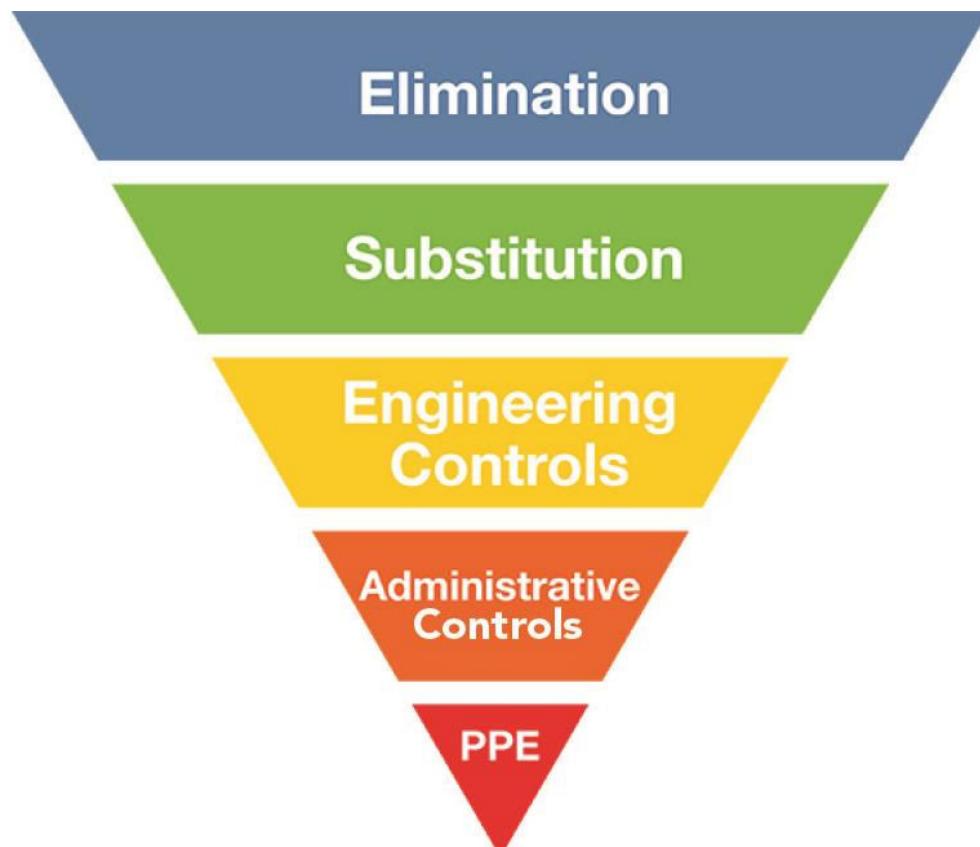
Administrative controls are those that rely on procedures and behaviors such as:-

- Safe systems of work such as permit-to-work
- Reduce exposure to a hazard
- Information, Instruction, training and supervision .

#### **4.7.5 Personal Protective Equipment :-**

- Personal protective equipment (PPE) includes physical equipment that protects workers and the instruction in its use.
- PPE should only be used when all other methods of controlling risk are not practicable or effective.

You can see from this hierarchy that "elimination" is the most effective option, with "PPE" a last resort.



#### **4.8 Hazardous Environments :-**

Where noise, heat, dangerous substances, lack of oxygen, or any other factor creates a hazardous environment at a work area, the hazardous environment must be monitored.

When workers are in situations that could result in heat stress or cold stress, **SHAR** will monitor the temperature and provide written procedures for removing or minimizing the risk of heat stress or cold stress.

Workers must not enter environments contaminated beyond regulated limits or be permitted to work in them unless all of the following are true:-

- The workers have been trained for the situation .
- A Supervisor gives prior approval .
- The proper PPE is worn .
- The workers follow established procedures .

#### **4.9 Environmental Controls:-**

Environmental Controls include, but are not limited to, the WHMIS program.

Regarding environmental controls, **SHAR** will ensure the following:-

- A chemical inventory for products used or stored at the work site is available.
- Controlled products at a work site are identified with proper supplier or workplace labels.
- Material Safety Data Sheets (MSDS) for the controlled products at a work site are made available to workers.
- Tanks, piping systems, or other storage containers are labelled or identified as to contents, hazards, and precautions for handling and disposal of controlled materials.
- Workers receive education and training to safely store, handle, use, and properly dispose of controlled materials.

#### **4.9.1 Recognition, Evaluation, and Control :-**

The key elements of workplace environmental control are recognition, evaluation, and control of hazards:-

##### **4.9.1.1 Recognition :-**

Workers exposed to hazardous material or conditions must be trained to recognize hazards in the following areas:-

- Waste products .
- Maintenance operations .
- Storage practices .
- Work processes that involve noise or hazardous materials .

##### **4.9.1.2 Evaluation :-**

A recognized hazard must be regularly monitored to ensure proper procedures and/or protective equipment is used to reduce it to an acceptable level.

##### **4.9.1.3 Control :-**

Hazard control must include the following:-

- Good housekeeping .
- Adequate supply of required protective equipment .
- Education and training to ensure workers are aware of, and able to respond to, hazardous materials and conditions .

#### **4.10 Field level Hazards Assessment (FLHA) :-**

**SHAR** requires Field Level Risk Assessment(FLHA) before starting new tasks or moving into different work site conditions.

Working together, foremen and their crews complete the (FLHA) by outlining job tasks, Identifying hazards and controls, and creating safe work procedures for the tasks or worksite conditions.

The (FLHA) form allows the hazards at a site to be detailed and must be filled in before work starts.

The following questions should be considered before starting a new task or moving to different work site conditions:-

- 1- Is the area safe to work in?
- 2- Will the activities of other crews interfere with safe operations?
- 3- Has a job hazard analysis been completed and do workers understand their work assignments?
- 4- Have the proper tools and equipment been provided?
- 5- Are tools and equipment in safe operating condition?
- 6- Has the proper personal protective equipment (PPE) been provided?
- 7- Does the crew understand how to properly use all PPE?
- 8- Can the crew communicate effectively with each other, or are there restrictions due to high noise, restricted vision, or language barriers?
- 9- If chemical products or compounds are being used, is the crew aware of the hazards and safety controls required to safely complete work assignments?
- 10-Is the crew aware that the Pre-job safety instruction (FLHA) is there to assist them in getting the job done safely?
- 11-Have workers been encouraged to make suggestions to assist in completing job assignments safely?
- 12-Has the crew been advised to report any unsafe acts or unsafe conditions to their supervisors?

(FLHA)'s must be reviewed with workers, who will sign off on the (FLHA) to acknowledge completion of such review.

The completed and signed (FLHA) is to be posted and displayed at the job site in a common area visible to all workers .



#### **4.11 Job Hazard Assessments (JHA) :-**

Certain tasks will be identified that present additional risk. These tasks will require review and assessment so that a specific safe-work procedure can be developed for the task.

**Responsibility for the development of the JHA rests with the supervisor responsible for the job In cooperation with the hse Department and the company's risk analysis team .**

**Jobs that could require a JHA may include, but are not limited to:-**

- **High risk jobs .**
- **New jobs or a task that present unspecified or unknown hazards .**
- **Jobs or tasks involving new equipment, machinery, or procedures .**
- **Major job categories that will be repeated frequently .**

**If additional hazards arise or are identified during the shift, the workers shall update this information on their Field Level Hazard Assessments (FLHA).**

**SHAR representatives should review contractor's JHA to ensure effective hazard identification and risk assessments has been completed and appropriate controls have been identified.**

**All hazard assessments and applicable mitigation measures will be reviewed with all affected individuals prior to work activities taking place.**

This may be in the form of Tool Box Talks, Safety meetings or other communication processes approved by **SHAR**.

#### **4.12 Project Risk Assessment :-**

Prior to the start of a project, there will be two Risk Assessments completed:-

- a) When the project is being estimated, the project manager, and safety supervisor should be involved in completing a risk assessment such that they can anticipate hazards that may be encountered during construction and make allowances for actions that must be taken to minimize those hazards.
- b) At the start of the project, a risk assessment must again be conducted and documented.

Risk assessment report is to be used to complete risk assessments during estimating and project start-up.



**The following should be considered when conducting a Risk Assessment:-**

- Engineered plans, drawings, and specifications .
- Complexity of the project .
- Initial site tour by the project team .
- Site photographs .
- Regional weather conditions, both normal and extreme (temperature, high winds, etc.).
- Geographic location .
- Distance to nearest medical facility .
- Population density .
- Access to project .
- Remoteness of the project location .
- Availability of skilled labor .
- Environmental risk, such as the proximity to waterways .
- Existing services in the area of the project .
- Expertise of contractor services .
- Public interface / security .

#### **4.13 General Hazard Reports :-**

Occasionally hazards may not be identified during the conduct of an assessment or inspection, or may develop during the course of work so A Hazard Report form is to be immediately completed by any worker who notices any previously unidentified hazardous conditions or work procedures, and forwarded to their immediate supervisor.

The hazard report must include, but not be limited to the following:-

- A description of the hazard and its location
- The risk it presents
- Control measures needed, and interim actions taken

If you are not sure as to whether or not a hazard exists, complete and send in the report anyway .

# *Section 5*

# *Training and Education*



## Safety Training Policy

**SHAR** recognizes and accepts its responsibility to provide adequate health, safety and environmental training to its employees.

Safety training will be provided to supervisors, management, and workers on an ongoing basis.

**SHAR** understands, and will comply with, its legal responsibility to ensure that every worker is adequately qualified, suitably trained, and has sufficient experience to perform work safely.

Safety training will be provided to all new employees.

Records will be maintained for each employee, documenting the safety training or education received by that employee, as well as the dates that training or education was completed.

Each supervisor will be held accountable for ensuring that employees receive the training required by **SHAR**'s safety standards and local safety standards.



## **5.1 Safety Training Requirements :-**

Workplace safety and health orientation begin on the first day of initial employment or job transfer.

Each employee has the right to read this safety manual, through their supervisor, for review and future reference.

Supervisors shall ask questions of employees and answer employees questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual.

All employees shall be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

## **5.2 Supervisor's Training Responsibilities :-**

Supervisors shall initially ensure employees are trained on how to perform assigned job tasks safely.

- Supervisors shall carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors shall give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors shall observe employees performing the work. If necessary, the supervisor shall provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision .
- All employees shall receive safe operating instructions on seldom used or new equipment before using the equipment and a record of such training shall be documented.
- Supervisors shall review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures .
- Supervisors shall ensure employees are provided with a copy of HSE handbook and receive instructions that they are to thoroughly familiarize themselves with the content of the HSE handbook
- *SHAR* will establish a safe and healthy workplace and facilitate safe work practices and procedures through the provision of safety training, safety equipment, safe work practices, safe work procedures, and work direction.

- **SHAR** will ensure that all workers on their work sites comply with local occupational health and safety regulations.
- Everyone on the work site, including managers, supervisors, workers, and visitors share the responsibility for safety.
- All levels of management must work together to establish and maintain proper safety standards, policies, practices, and procedures.

### **5.3 Worker Safety Orientation :-**

**SHAR** will ensure that all workers are properly oriented to the work site before they begin work. General work site rules, safe work procedures, and job rules will be written and made available to workers.

The work site orientation given to workers must include a number of topics:-

- An overview of the contents of **SHAR** HSE Manual .
- A description of the responsibilities of management, safety representative, foremen, supervisors , contractors, workers, and visitors.
- General safety and health rules .
- A briefing that points out hazards, dangerous areas, restricted areas, and jobs where personal protective equipment (PPE) is required .
- Specific instruction in the proper use of PPE .
- The basics of the Workplace Hazardous Materials Information System (WHMIS) Program .
- How to report hazards properly .
- How to report personal injury properly .
- Site Emergency Plan .
- The location of all first aid stations and fire extinguishers .
- The work site orientation of all workers must be documented.
- Workers must sign Safety Orientation Form, which will be kept as part of the records maintained by **SHAR**.



## **5.4 Visitor Orientation :-**

All visitors to a work site must:-

- Receive a full visitor safety orientation and be escorted by a designated guide who has received a full orientation.
- Comply with **SHAR's** HSE policies and procedures .
- Wear the proper personal protective equipment (PPE) which will include safety boots, safety glasses, hard hats and other specified PPE as may be required depending on the site .
- Any injury sustained on the work site by a visitor must be reported to the work site safety representative.

## **5.5 Tool Box Talk :-**

- Tool box meetings are safety-oriented meetings held with all site workers.
- Tool box meetings must be held a minimum of once per week at a specified date and time or as required for specific upcoming potential hazards for discussion of health, safety and environmental matters, the identification, prevention, and correction of unsafe conditions, and the maintenance of interest in the safety of the work force.
- Each contractor must conduct toolbox meetings with its workers.
- Toolbox meetings are one of the most effective ways for supervisors or foremen to display a personal commitment to safety and display **SHAR's** commitment to safety. They should be conducted with a specific topic for discussion, such as a new safety rule, a new procedure, or a recent incident.
- All workers must attend toolbox safety meetings.
- Tool box safety meeting must be documented to evaluate workers attending the toolbox meeting, topics discussed, safe work practices, potential hazards, suggestions and/or unanswered questions for later comment, and corrective actions recommended or taken.

### **5.5.1 Examples Of Tool Box Meeting Topics:-**

- Floor and roof openings .
- Overhead high-voltage electricity .
- Concrete pouring and pumping .
- Personal protective equipment (PPE)



- Reporting incidents and hazards .
- Emergency preparedness .
- Scaffold safety .
- Tagging out equipment .
- Fall protection .
- Trenches and excavations .
- Health, safety and environmental responsibilities .
- Guards on equipment .
- Pinch points .
- Unauthorized use of equipment .
- Risk Assessments, including updating, especially where there is a change in work situation or condition .

### **5.5.2 Tool box Meeting Guideline :-**

When conducting a toolbox meeting, use the following guideline to make sure the meeting is successful:-

**1- Choose a safety topic :- Choose a topic relevant to the work that the workers are doing.**

**2- Prepare :-**

- Inspect the job site for hazards related to the chosen topic .
- Read over the material you plan to cover .
- Familiarize yourself with any regulations, guidelines, and **SHAR** rules related to the meeting's topic .
- Review reports of recent incidents on the site, including “near misses”.

**3- Get the workers actively involved in the meeting :-**

- Choose a real-life example (a case study) to talk about .
- Invite the workers to ask questions and make suggestions related to the topic .
- Respond to questions that you can answer and offer to find the answers to questions you cannot answer.
- Allow time at the end of the meeting for questions and suggestions on any safety issue.
- Ask the workers for feedback on the meeting.
- Involve the workers in preparing for and/or leading future safety meetings.

#### **4- Follow-up :-**

- Look into complaints, concerns, and suggestions that the workers brought up during the meeting .
- Report back to the workers to let them know what will be done .

#### **5- Keep records :-**

Use Tool Box safety meeting record form to document workers attendance, topics discussed, safe work practices, potential hazards, suggestions and/or unanswered questions for later comment, and corrective actions recommended or taken .

### **5.6 Specialized Training :-**

**SHAR** will provide additional training for employees involved in special tasks.

This training must be documented on the Employee training record form.

Depending on the special task the worker is doing, this training may include, but not be limited to, the following:-

- Site-specific safety requirements .
- Emergency procedures for harmful substances.
- Safe use, handling, and storage of harmful substances.
- Emergency procedures for substances under pressure.
- Radiation procedures for workers exposed to radiation .
- Recognizing the symptoms of heat disorder .
- Using respiratory protection .
- Electrical safety .
- Lock-out of machinery and equipment such as electrical, steam, or pressurized water systems .
- Operation of mobile equipment such as forklifts and scissor lifts .
- Hazards of Workplace Hazardous Materials Information System (WHMIS) controlled products .
- Content of WHMIS labels and Material Safety Data Sheets (MSDS) materials .
- Procedures for the safe use, handling, storage, and disposal of hazardous materials.
- Fall protection .
- Training on other PPE when required .

## **5.7 Follow-Up on Training :-**

Supervisors will observe workers in their area of responsibility in order to ensure safe work procedures are being used.

Workers who require correction or additional training will receive it and **SHAR** will keep a record of this correction and this additional training.

Certain types of training will be reviewed on an ongoing basis as per local regulations such as :

- WHMIS training .
- Transportation of Dangerous Goods (TDG) training .
- Forklift and heavy equipment training .
- Fall protection training .
- First aid training .
- Other specialized training .

## **5.8 Periodic Retraining of Employees :-**

- All employees shall be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.
- Individual employees shall be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.
- **SHAR** recognizes that in order to maintain qualified and competent workers, training in all levels of construction safety is an ongoing and very necessary requirement of our activities.
- Therefore, **SHAR** urges and supports the attendance of any seminars, symposiums, and extension training which it deems beneficial to the HSE Program.



# *Section 6*

# *Incident Investigation*



## Incident Investigation Policy

**SHAR** requires that all incidents that result in equipment damage or environmental damage , injuries requiring medical aid, structural failure or fire, occupational health issues and lost-time injuries must be investigated .

**SHAR** requires that all workers must report all types incidents immediately.

Whenever possible, an incident investigation will take place during the shift in which the incident occurred, and the investigation will be carried out by an investigation team .

All investigations will be documented on the proper forms and those forms will be forwarded to the site manager and safety manager for review and action.



## **6.1 Immediate Notice of Incidents :-**

**SHAR** must immediately notify the appropriate local authority of the occurrence of any serious incident, such as those with, but not limited to, the following characteristics:-

- Serious injury to a worker .
- Death of a worker .
- Major release of a hazardous substance .
- Collapse of a building , bridge, tower, crane, hoist, temporary construction support system, or excavation .
- Unplanned or uncontrolled fire or explosion .
- Regulations require it be reported .

Except as otherwise directed by the local authority or safety manager, a person must not disturb the scene of an incident except so far as is necessary to do the following:-

- Attend to persons injured
- Prevent further injuries or death
- Protect property that is endangered as a result of the incident

## **6.2 Incident Classification**

Incident will be classified primarily against the following receptors :-

### a) Health and safety

- Incidents involving employees, including minor injuries (First Aid injuries).
- Incidents where no one is injured but there was a potential for injury or damage (e.g. trips and falls) .
- Incidents involving non-employees e.g. visitors, contractors .
- Work – related illnesses, such as :-
  - ✓ Skin infections, from the use of chemicals.
  - ✓ Musculoskeletal pain from poor ergonomics .

### b) Environmental:-

Dangerous occurrences such as dangerous smoke during fires or pollutant emissions, hazardous products spillage.

**c) Economic and security :-**

- **Damage to property .**
- **Production Interruption .**
- **Lost or stolen items .**
- **Theft .**
- **Violence and abusive behavior .**

**Once the event or exposure has been classified against this first set of receptors, we can then assess against the following:-**

- ✓ **Regulatory .**
- ✓ **Loss of Primary Containment .**

### **6.3 Root Cause Analysis**

**All incidents shall be investigated and documented in order to determine:**

- **Circumstances that immediately preceded the incident attributable to unsafe acts or conditions.**
- **Reasons for substandard practices or conditions, possibly the result of personal factors or job factors.**
- **Root cause of the incident, possibly the result of inadequate programs, standards, or inadequate compliance with standards.**

### **6.4 Corrective and Preventive Actions :-**

- **All incidents shall be investigated and documented in order to determine corrective and preventive actions to be employed.**
- **Planned actions shall be evaluated to ensure they integrate with other HSE requirements.**
- **Actions will be implemented on a priority basis that seeks first to prevent recurrence.**
- **Actions will be monitored through to completion and verified as to their effectiveness.**

## **6.5 Incident Investigation:-**

- Proper incident / near-miss investigation techniques are an important part of an effective HSE program.
- In this section, the term incident refers to accidents and near-misses unless otherwise noted or obviously not the case.
- All incidents must be investigated as soon as possible.
- Examination of the work site must take place before anything is moved in order to facilitate the discovery of the cause of the incident.
- Interviews with workers and witnesses should take place the same day, if at all possible.
- The purpose of the investigation should be to prevent future occurrences not to “find fault”

### **6.5.1 Incident Investigation Team**

- The investigation team shall be appropriate to the level of severity, type and location of incident.
- The superintendent of the area in which the incident occurred and/or the site safety coordinator /safety manager will form part of the investigation team, together with a worker representative familiar with the work process.

### **6.5.2 The goals of investigation:-**

- Prevent a recurrence of the incident
- Identify the cause or causes of the incident
- Recommend the action needed to correct the hazardous situation
- Ensure that a process is established to make the corrections quickly In the case of a fatal incident or serious injury.
- The incident scene must not be disturbed except to attend to the fatally injured individual, to attend to any other seriously injured worker, to protect an individual from further injuries, or to protect property from damage.

An investigation will begin immediately in the case of an incident that resulted in an injury requiring medical attention or that had a potential for causing injury.

### **6.5.3 The investigation characteristics:-**

- Be carried out by someone who has knowledge of the type of work involved, typically, the Immediate superintendent and HSE supervisor .
- Involve, where possible, one worker representative and one employer representative
- Determine the cause or causes of the incident.
- Identify any unsafe conditions, acts, or procedures that contributed to the incident.
- Develop appropriate corrective action to prevent similar incidents.

### **6.5.4 Preserve the Scene :-**

A primary concern in an incident investigation is to preserve the incident scene as much as is possible until the investigation is complete.

### **6.5.5 The Incident Investigation procedures :-**

Incident Investigation team will collect and consider any written or photographic information about the incident .

When investigating an incident, do the following :-

#### **1- Activate the Site Emergency Plan .**

#### **2- Notifications:-**

- In the case of a fatality, a emergency call must be placed immediately
- If they have not yet been notified, contact the site superintendent and safety manager.
- If there is a critical injury or fatality, a call to the local authority is required.
- Contact the appropriate human resources personnel to deal with family notification of death or injury
- Consider the need to retain appropriate experts, such as an engineer or accident reconstruction expert

#### **3- Documentation**

Investigation report must be including at least :-

- Personnel file of the worker .
- Job hazard assessments relating to this work .
- Safety procedures .
- The HSE Manual .
- Equipment Manual .



- Any training records .
- Daily safety meeting minutes .
- Equipment servicing and/or maintenance records .
- Employee records of the worker's relevant work history over the last several weeks address fatigue .

**4- Visit the incident location and examine it carefully.**

**5- Collect all relevant information :-**

- Photograph the scene as soon as possible
- Develop a sketch
- Take measurements
- Develop a timeline of material events
- Get names and contact information of witnesses
- Make additional notes and comments as necessary.

**6- Consider the pre-incident situation :-**

- What was the general status of the work site (supervision, safe work procedures, maintenance programs, etc.)?
- What was the general status of the injured worker (age, gender, occupation, years of experience, training, etc.)?

**7- Evaluate the immediate incident situation.**

- Was the work being done in a normal procedure?
- Were there any special conditions?
- What materials and equipment were involved?
- What work was being done?
- Did the particular situation have written safe work procedures, and if so, were they being followed?
- Was the necessary personal protective equipment (PPE) available and was it being used and worn in the proper way?
- What other workers were present and what was their role?
- What sequence of events preceded the incident?
- Was there anything special or different about these events?

- What was the workplace environment like (temperature, noise, lighting,dust, chemicals, humidity, ventilation, weather, working surfaces, etc.)?

**8- Consider the post-incident stage:**

- What factors increased or decreased the risk or the actual injury?
- Was PPE being worn?
- Was the machine guarded?
- Was the first aid response time good?
- Was the transportation to the hospital fast?

### **6.6 Interviewing Witnesses :-**

When interviewing witnesses and any other people who can contribute to the investigation, do the following:-

- 1- Interview in a controlled, comfortable private environment such as a room.
- 2- Arrange for an interpreter, if needed .
- 3- Put the person at ease .
- 4- Explain who you are and what your interest is in the investigation .
- 5- Make sure the person understands that the purpose of the interview is to gather information, not to place blame.
- 6- Let the person answer the questions.
- 7- Do not lead the person to any conclusions you may have .
- 8- Do not discuss other views or opinions regarding the incident .
- 9- Confirm what you have heard by repeating the person's version of what happened, and clarify your understanding with questions, if necessary .
- 10- If there are apparent inconsistencies, tactfully try to clear these up .
- 11- Do not argue with the person .
- 12- Ask the person if anyone else may have information to provide regarding the incident .
- 13- Explain what will happen next and when the report will be complete .
- 14- Thank the person for assisting with the investigation .

## **6.7 Writing the Incident Investigation Report :-**

The appropriate superintendent or safety coordinator must complete incident investigation form and send it to the appropriate manager and safety manager as soon as possible.

The Incident investigation report must contain the following items:-

- Place, date, and time of the incident .
- Names and job titles of persons injured in the incident .
- Names of the witnesses .
- A brief description of the incident .
- A statement of the sequence of events which preceded the incident .
- Analysis of data for the purposes of unsafe conditions, acts, or procedures which contributed to the incident .
- Prepare recommendations to reduce or eliminate the potential for similar incidents to occur in the future .
- The names of the individuals who investigated the incident .
- The results of the incident investigation and the corrective actions necessary to prevent recurrence of similar incidents must be communicated to all workers.

## **6.8 Tracking to Closeout :-**

- All corrective actions shall be recorded and tracked to close out using a corrective action tracking system.

## Section 7

# Personal Protective Equipment (PPE)



## Personal Protective Equipment Policy

It is the policy of **SHAR** to provide and maintain safe and healthy working conditions and to follow operating practices that will safeguard all workers. In keeping with this policy, **SHAR** requires that all workers use the proper personal protective equipment (PPE) when and where required.

All workers, management, supervisors, contractors, and visitors will wear standard PPE as required for the job site without exception.

All PPE must comply with CSA , NIOSH or ANSI standards.

All PPE will be maintained in accordance with the manufacturer's instructions, specifications, and requirements without any modifications or changing .

Deliberately refusing to wear PPE or removing protective equipment will be considered an act of insubordination, and subject to corrective disciplinary action.

This policy establishes the requirements regarding the PPE necessary to insure that all workers are properly protected from specific hazards in the workplace.

**SHAR** considers deliberate safety violations that put workers or co-workers at risk very serious and penalties for such violations may include suspension or termination.



## **7.1 Personal Protective Equipment:-**

- Personal protective equipment (PPE) is intended to safeguard workers against a variety of hazards.
- It must be available and used properly.
- PPE is not intended to replace the need for other incident control measures such as machine guards, proper equipment maintenance, or safe working procedures.
- The particular demands of the job may require additional PPE, as per occupational health and safety regulations.
- Supervisors are responsible to ensure the use of proper safety equipment is enforced at all times.
- Where a danger of injury exists, it is the responsibility of each supervisor to ensure that every employee wears personal protective equipment .
- Employees requiring specialized personal protective equipment will require training on its use, limitations and care .

## **7.2 Clothing :-**

- Every worker must wear suitable clothing, adequate for protection in their normal work.
- The removal of shirts or wearing of shortened pants is not allowed.
- Shirtsleeves must extend below the shoulder to mid upper arm.
- Clothing that is loose, ragged or torn, bracelets, necklaces or neckties must not be worn near rotating or moving equipment.
- Welders must wear fire retardant work wear.

## **7.3 Head Protection :-**

- All workers, at all times, in all **SHAR**'s work sites, must wear safety headgear.
- Headgear can provide protection in situations where there is a danger of head injuries from impact, flying, falling of thrown objects, splashes from chemicals or harmful substances, or contact with energized objects and equipment.
- Workers exposed to electrical hazards must wear non-conductive safety headgear.
- Most head protection is made of two parts:-
- ✓ The shell (light and rigid to deflect a blow)
- ✓ The suspension (with a ratchet assembly to absorb and distribute the energy of a blow)

- Both parts of the headgear must be compatible and maintained according to manufacturer's instructions.
- The service life of headgear is affected by many factors including temperature, chemicals, sunlight, and ultraviolet radiation (welding).
- Hard hats must be worn properly at all times and in all work areas.
- Hard hats are to be worn with the brim of the hat forward unless the hardhat is designed to be worn in the reverse position and the job, task or work environment necessitates wearing headwear backwards.
- Where there is deemed to be significant risk of a lateral (side) impact to a worker's head, side impact hard hats shall be worn.

#### **7.4 High Visibility Vests :-**

A high visibility vest will be supplied, and it must be worn if specified in work site requirements or in a site-specific safety plan.

#### **7.5 Foot Protection :-**

- Safety footwear must be properly worn at all times in all areas and must provide adequate protection appropriate to the nature of the work hazard .
- The safety footwear shall have steel toes and shanks and afford adequate foot and ankle protection.
- Safety running shoes or other types of work shoes do not afford adequate foot or ankle protection and are not recommended in most circumstances.
- Permission must first be obtained from the project HSE supervisor to use this type of footwear. Permission will onlybe granted when foot and ankle hazards do not exist.
- Rubber work boots and winter footwear must comply with **SHAR** safety requirements .



## **7.6 Eye Protection :-**

- Eye protection shall be worn by all **SHAR** employees, contractors and visitors at all times.
- Eye protection PPE is designed to protect eyes from flying objects, flying particles, molten metals, splashing liquids, infrared radiation, and ultraviolet radiation (welding).
- Supervisors are responsible to enforce compliance.
- There are two types of eye and face protection:-
  - ✓ Basic Eye Protection :- it is to conform to the requirements of CSA or ANSI Standards.
  - ✓ Face Protection:- includes metal mesh face shields for radiant heat or hot and humid conditions, chemical and impact resistant (plastic) face shields, and welder's shields or helmets with specified covers, filter plates, and lenses.

When safety glasses are used, the following criteria must be met:-

- All safety glasses must have side shields
- Regular workers must not wear clip-on glasses over prescription lenses in lieu of approved safety glasses
- Additional eye and face protection, such as face shields and goggles, must be worn during grinding and chipping .

### **7.6.1 Contact Lenses**

- Contact lenses are not an acceptable substitute for proper eye protection.
- Workers should not wear contact lenses in the following situations:-
  - ✓ Gases, vapors, or other materials are present that, when absorbed by contact lenses, may harm the eyes
  - ✓ Dusts or other materials are present that may harm the eyes or cause distraction that may expose the worker to other injury

**Warning:-** Hard contact lenses may break into the eye when hit.

## **7.7 Hearing Protection :-**

- Hearing protection is designed to reduce the level of sound energy reaching the inner ear.
- Hearing protection is to be worn as required by the local laws , when noise levels exceed set limits for an 8 hour duration, or whenever noise levels are simply uncomfortable.
- Audio headsets do not provide adequate hearing protection and are not permitted.
- The most common types of hearing protection are earplugs and earmuffs.
- A good fit is important for two reasons:-
  - ✓ If hearing protection does not fit properly or is painful to use, a worker might not use it
  - ✓ If hearing protection does not fit properly, it will not supply the level of protectionist was designed to deliver
- A worker is responsible for wearing hair and personal apparel in a way that the muff of muff-type hearing protection maintains an effective seal around the ears.
- If, for some medical reason, an individual should not wear hearing protective devices, the employer, after being advised of this situation and transfer him to a less noisy place.
- Workers must receive a hearing test as/where required by local regulations.

## **7.8 Hand Protection :-**

- Where a risk of hand injury exists, all workers will wear the appropriate hand protection for the task to be undertaken.
- Suitable hand protection must be in the possession of workers at all times.
- Workers should be aware of the tasks they are to perform and ensure that they bring the appropriate gloves for the task.
- If uncertain which type of protection to use, the worker should consult the safe work procedures, or ask the supervisor.
- Choose hand personal protective equipment (PPE) that will protect against the job hazard.
- PPE for the hands comes in many forms, each designed to protect against certain hazards, and includes finger guards, thimbles, hand pads, mitts, and gloves .
- Gloves may have to protect against chemicals, scrapes, abrasions, heat and cold,punctures, and electrical shocks.
- The most commonly used gloves in the construction industry are made from leather, cotton, rubber, synthetic rubbers, other man-madematerials, or combinations of materials.

- Vinyl coated gloves or leather gloves are good for providing protection while handling wood or metal objects.
- Gloves should fit well and be comfortable.
- When selecting hand PPE, keep the following in mind:-
  - ✓ All hand protection selected and provided to workers must properly guard against the identified hazard
  - ✓ All workers handling chemicals must wear appropriate hand protection, as recommended by the chemical manufacturer's Material Safety Data Sheet (MSDS)
  - ✓ All workers working with glass, knives, or other sharp objects must wear gloves, such as Kevlar gloves, that guard against cuts
  - ✓ All workers who provide first aid or emergency medical services or who may come in contact with body fluids must wear gloves and eye protection that guard against the transmittal of blood-borne pathogens

## **7.9 Respiratory Protection :-**

Every work site must evaluate its need for respiratory protection based on a risk assessment.

The most common reasons for needing respiratory protection are the following:-

**1- Oxygen deficiency**

**2- Toxic airborne contaminants such as these:-**

- **Gas** :- Any substance that is in gaseous state at room temperature (carbon monoxide, chlorine, etc.)
- **Fume** :- Solid particulate of metallic origin generated by heat or chemical treatment of metals that is point one to one (0.1 - 1) micron in size (welding fume)
- **Vapor** :- Gaseous state of a substance that is normally a solid or liquid at standard room temperature (solvents or gasoline)
- **Smoke** :- Solid particulate generated by heat or chemical that is point one to one (0.1– 1) micron in size (airborne toxins from plastics, etc.)
- **Mist** :- Suspended droplets of an atomized mist (paint, etc.)
- **Particulate** :- Fine solid particulate, generated mechanically or by friction that is one to ten (1 – 10) microns in size (drywall dust, grain dust, etc.)

### **7.9.1 Oxygen Deficient Atmosphere:-**

No one may enter any confined space until a proper air quality test has been performed, at which time the need for ventilation will be assessed

### **7.9.2 Respiratory Terms :-**

The following respiratory terms are relevant to work site safety:

- **TLV (threshold limit value):-** The permissible time-weighted concentrations of airborne substances that a worker may be exposed to based on an eight (8) hour workday
- **TWA (time weighted average):-** The average concentration of a toxic substance in air when continuously tested over a specific period of time.
- **PPM (parts per million) :-** Mg/m<sup>3</sup> (milligrams per cubic meter) is presently the most common measurement of airborne particulate.
- **STEL (short term exposure limit) :-** The maximum contaminant concentration in air to which workers can be exposed for a period of up to 15 minutes continuously without suffering any of the following:-
  - ✓ Irritation .
  - ✓ Chronic or irreversible tissue damage .
  - ✓ Narcosis or impairment
- **HEPA (high efficiency particulate air):-** High efficiency air filter designed to remove small pollutants and particles through interception, impaction and diffusion.
- **IDLH (immediately dangerous to life and health):-** A substance that is IDLH can cause health damage or death immediately .
- **Toxicity :-** Describes the quantitative ability of a chemical agent to cause injury, sickness, or other unwanted effects on a person .
- **Toxic materials can act on the body in three ways:-**
  - ✓ Ingestion .
  - ✓ Inhalation .
  - ✓ Absorption .

### **7.9.3 Respiratory Equipment :-**

- Respiratory equipment will be provided whenever there is a contaminated atmosphere or an oxygen-poor atmosphere.
- The supervisor must determine the proper type of respirator (filter type, air supplied, or self-contained) for the conditions, the selection of which will be based on local occupational health and safety regulations and MSDS information.
- Workers must be clean shaven when using respiratory equipment. It is imperative that clean smooth skin be in contact with the respirator face piece. Even a mild growth of whiskers may interfere with the equipment and cause leakage.
- Respiratory equipment will be selected in consultation with the supervisor and/or safety manager and the worker(s) who will use the equipment.
- Caution: The respirator must be properly fitted to the worker and the seal must be tested.
- A qualified technician or an outside company must perform the respirator fit test.
- If there is doubt about a worker's ability to use a respirator due to medical factors, the worker must be examined by a physician who will advise **SHAR** about the worker's ability to wear the respirator.

### **7.10 Fall Protection :-**

- Fall protection consists of guardrails, fall restraint, and fall arrest.
- Fall protection must meet safety standards.
- A fall protection system must be used where a fall of 3 m (10 ft) or more may occur, or where a fall of less than 3 m (10 ft) involves a risk of injury greater than the risk of injury from the impact on a flat surface.
- Many construction site areas such as scissor lifts, scaffolds, openings, holes in floors, or holes in roofs require fall protection.

### **7.10.1 Rules of Fall Protection :-**

Identify the fall hazards before beginning work and determine if a site-specific fall protection plan is required .

- a) Remove or minimize the fall hazard, if feasible, by:-
  - Completing part of the work from the ground .
  - Relocating work to a no-climb level.
  - Using articulated or drop-on platforms .
  - Using a permanent ladder that incorporates a fall protection system .
  - Using an elevated work platform .
- b) Prevent falling, if feasible by:-
  - Using guardrails and barriers .
  - Using personal travel restrict / restraint systems .
- c) Arrest the fall and minimize its consequences by:-
  - Using safety nets .
  - Using permanent fall protection systems on ladders and structures.
  - Using temporary fall arrest systems with height rescue systems and site specific training .
- d) Ensure workers are trained in emergency fall rescue procedures.
- e) Never work with worn or damaged equipment.
  - Destroy and replace:-
    - ✓ All worn or damaged fall protection equipment .
    - ✓ Any equipment involved in a fall .
- f) Always refer to the manufacturer's manual for detailed maintenance.

### **7.11 Manufacturer's Specifications and Recommendations :-**

The manufacturer's specifications and recommendations for any required personal protective equipment (PPE) must be reviewed and complied with in addition to any supplementary requirements enforced by the **SHAR**'s policy and local safety regulations.

# Section 8

# Communication and Awareness



## **8.1 Overview :-**

Communication, participation and consulting on HSE matters are vital elements to implement and maintain the HSE management system, where it should be defined as follows:-

- An internal communication among the various levels and functions of the organization.
- This concerns all **SHAR** employees, current and new employees, contractors and visitors.
- An external communication:- the company has to respond to any relevant external concern regarding to HSE impacts.
- On the other hand, the company is free to communicate on its HSE aspects and/or risks, its HSE performance and other relevant matters that may be of interest to certain stakeholders.
- HSE management system documents and processes must be communicated to all relevant stakeholders where requested.
- Such documents or communication shall be distributed through hard copies and /or soft copies (electronic means).
- All HSE documents should be available in **SHAR**'s internal internet system for accessibility.
- This can be viewed and accessed by all staff as required.

## **8.2 Internal communications :-**

Internal communication provided by HSE department must focus on:-

- HSE policy and through the policy the company commitment to improve on HSE performance.
- All hazards and risks in regarding HSE aspects or impacts which can affect each employee, contractor, visitor or the environment.
- All documents which constitute the HSE system where it must be applied by the employees and affected parties.
- General HSE knowledge and information for the purpose of informing and enhancing awareness amongst employees.
- The reporting of an incident/accident .
- Emergency procedures and awareness.
- Compliance obligations and adherence .

### **8.3 External communication :-**

External communication shall include any verbal and or written request from external parties (Interested parties) such as:-

- Government authorities.
- Compliance obligations and adherence.
- Vendors / partners .
- Neighboring establishments.
- Other interested parties.

Where HSE information is requested from such parties, then the HSE department shall be notified and provide assistance where required.

External communication provided by HSE department generally shall encompass the following:-

- HSE policy and through the policy the company position and engagement to improve HSE domains .
- All hazards and risks in safety and environment which can affect community and public .
- General information on **SHAR** performance and initiatives taken for HSE.
- Incidents that affect the public.
- Compliance obligations and its adherence .

### **8.4 Types of communication :-**

#### **8.4.1 Printed communication**

- Press releases, safety and environment articles
- These written communication that will provide factual information on health, safety and environmental hazards/risks/aspects.
- This is then distributed widely via email communication and placed on notice boards where reasonably practicable.
- Copies of press releases from publications can be shared internally to create awareness.
- Documents produced regarding HSE shall be made available to all employees and interested parties upon request.
- Such documents shall be available on **SHAR** 's internal internet system for accessibility.

**a) Posters :-**

- Posters aim to provide a constant awareness and impact regarding HSE.
- This will promote employee and or contractor adherence to HSE requirements.

**b) Films/Videos and slides :-**

These are useful in training programs, but they can be included in more formal communication sessions as a basis for discussion and or ensuring awareness is communicated.

**8.4.2 Verbal Communication :-**

**a) Through conferences, workshop, seminar and training .**

This is an opportunity to share information and issues with different parties.

**b) Face to face discussions/meetings :-**

- Meetings form the biggest platform of communication within **SHAR** , where information is passed through to relevant persons.
- It provides an immediate communication to employees, through departmental meetings or external meetings, where HSE concerns will be raised and discussed.
- Examples for HSE meetings :-
  - ✓ Safety Meetings .
  - ✓ Toolbox Talks .
  - ✓ HSE Moments .

**8.4.3 Electronic communication :-**

- Emails will play the most frequent method of communications.
- Use of social media platforms, are used to also spread awareness and communication.
- Intranet and specific web site :-

The intranet shall provide a platform to inform and create awareness on the progress within the HSE fields, special events or campaign organized around HSE subjects ,It will also provide a portal for accessibility of information regarding the HSE system.

#### **8.4.4 Participation and Consultation :-**

**Participation and Consultation begins with the involvement of SHAR staff members through:-**

- Aiding in identifying hazards and risks within the work environment.
- Participation of individuals during events/ workshops and trainings.

**Consultation with relevant departments is conducted through the department meetings and / or specifically the HSE Department.**

**The aim of awareness and consultation/participation of various staff/functional areas is to ensure the following are communicated and addressed:-**

- Awareness on its HSE management system changes, such policies, procedures, risks/impacts etc.
- Areas of non-conformance that results in lack of control or risks/impacts.
- Compliance obligations that need to be adhered to.
- The various departments contribution to initiatives, programs and achievements on HSE performance
- General feedback on HSE progress and reporting performance.
- Suggestions, ideas on HSE initiatives and programs to promote sustainable practices.



## HSE Committee Policy

It is the policy of **SHAR** to provide and maintain safe workplace , In keeping with this policy **SHAR** establish and maintain effective HSE Committees.

The purpose of an HSE Committee is to encourage a unified effort between Management and workers to identify and resolve health, safety and environmental issues.

The HSE Committee will have appropriate representation from Management and workers and will develop safe work programs and procedures and maintain a safe workplace. It will also promote compliance with the Company's HSE program and recommend any changes necessary.

**SHAR** will ensure that the HSE Committee Co-Chairs receive adequate occupational Health and safety training.

**SHAR** will support the functions of the HSE Committees and will allow them to meet a minimum of monthly.

Minutes of HSE Committee meetings will be made available to all parties and posted in a common area for review.



## **8.5 HSE Committees :-**

- HSE Committees will be established as per the local regulations .
- **SHAR** will ensure that HSE committees are given the opportunity to meet and that they function effectively.
- At least half of each HSE Committee must be workers.
- Meetings will be held monthly, or as required, at a regular time and location.
- Safety manager will decide whether if special meetings are to be called according to certain circumstances, for example, a serious accident.
- There will be an agenda for the monthly committee meetings prepared by safety manager and committee members.
- Workers wishing to have safety concerns discussed by a HSE committee must be encouraged to talk to any member of the committee.
- The purpose of HSE committees o is to help create a safe workplace. This will be done by recommending actions that will improve the effectiveness of **SHAR**'s HSE program and by promoting compliance with occupational HSE guidelines and regulations.
- The work site division HSE committee is responsible for the continuing co-ordination of the division HSE activities when there are 50 or more workers at the workplace or more than one employer.
- Each Co-chair of an HSE committee will receive appropriate occupational HSE training courses.
- The HSE committees will assist the safety manager in maintaining the company's HSE program.



### **8.5.1 Committee Responsibilities :-**

- Identify situations that may be unhealthy or unsafe for workers.
- Advise on effective systems for responding to situations that may be unhealthy or unsafe for workers .
- Consider and expeditiously deal with complaints relating to the health and safety of workers.
- Consult with workers and the employer on issues related to occupational health and safety and environment .
- Make recommendations to the company and to workers for the improvement of the occupational health and safety and environment of workers
- Make recommendations to the Company regarding educational programs promoting the health and safety of workers and compliance with occupational health and safety regulations.
- Monitor the effectiveness of educational programs promoting the health and safety of workers and compliance with occupational health and safety regulations.
- Advise the Company on programs and policies required under the regulations for the workplace and monitor their effectiveness.
- Advise the company on proposed changes to the workplace or the workprocesses that may affect the health and safety of workers .
- Ensure that incident investigations and regular inspections are carried out as required by regulations .
- Participate in inspections, investigations, and inquiries as provided by regulations .
- Carry out any other duties and functions prescribed by regulations .

### **8.5.2 Posting Information :-**

At each workplace where the workers are regularly employed , the following must be posted :-

- The names and work locations of HSE committee members.
- The report of the most recent HSE committee meetings



# *Section 9*

# *HSE Inspections*



## HSE Inspection Policy

**It is the policy of *SHAR* that all personall are accountable for reporting unsafe conditions in the workplace as soon as practicable.**

**Workplace inspections are proactive approaches to safety and will be used to educate workers, evaluate work practices and procedures, and, if necessary, modify work practices and/or work procedures to increase safety.**

**Planned inspections will occur and will be supplemented by informal inspections.**

**All personall aat all levels are responsible for helping the inspictor(s).**

**The inspections will consider items relevant to safety such as, job site, tools, equipment, work practices, and work procedures.**

**The supervisor or manager involved in an inspection will be responsible for ensuring corrective action is taken to eliminate or control any unsafe conditions or behavior discovered.**

**managers, supervisors, and workers involved in inspections will receive training in responsibilities, legal requirements, recognition of hazards, and the use of inspection forms and reports.**

## **9.1 Inspection Types :-**

### **9.1.1 Informal Inspections:-**

- Informal inspections shall be conducted by supervisors on an ongoing basis in their areas of responsibility , such inspections may or may not be documented.

### **9.1.2 Formal Inspections :-**

Documented inspection reports that include action items must be attended to in a timely manner .

### **9.1.3 Daily :-**

Where specified by **SHAR** legislation or in accordance with the contractual requirements, a “daily” inspection of the entire workplace will be conducted , such inspections will be documented .

### **9.1.4 Monthly :-**

- Once per month, the project/area manager, site safety coordinator and a worker representative will conduct a planned formal inspection of the workplace.
- Copies of such inspections must be forwarded to safety manager for review.
- **SHAR** will conduct formal inspections of its branch offices and sites where one exists.
- Branch offices will be inspected “quarterly” by safety manager .
- These Inspections will be documented .

### **9.1.5 Management Inspections :-**

- During periodic, or at a minimum quarterly, visits to various projects, management will conduct formal inspections of those projects.
- Copies of inspection reports will be left with the Project manager to review and to follow up on corrective action items where noted.

### **9.1.6 Committee Inspections :-**

- HSE committee members will conduct formal inspections at periodic intervals.
- This inspections provide another level of inspections that can be employed to identify uncontrolled site hazards.
- Such inspections will be documented using the formal inspection report form.
- The results of these inspections will be forwarded to the project manager and reviewed at the next HSE committee meeting.



## **9.2 Preparing to Conduct an Inspection :-**

To prepare to conduct an inspection, do the following:-

- 1- Review the Inspection report that details the inspection done the previous month.
- 2- Use a checklist of common hazards that you have developed using the experience of previous inspections.
- 3- Obtain the proper form for the type of inspection that you will do.

### **9.2.1 Hazard Classifications for Inspection Purposes :-**

Workplace hazards are divided into three classifications:-

a) **Class A (High):-**

- Unsafe conditions or unsafe acts with the potential for permanent disability, loss of life or body part, and/or extensive loss of structure, equipment, material or environmental damage
- Immediate corrective action is required for Class A hazards.

b) **Class B (Moderate):-**

- Unsafe conditions or unsafe acts with the potential for serious injury or property damage that is disruptive to production, process, or environmental damage, but less severe than Class “A” Hazards
- Corrective action is required within 3 calendar days for Class B hazards.

c) **Class C (Low) :-**

- Unsafe conditions or unsafe acts with the potential for minor injury, occupational illness, non-disruptive property or environmental damage, but less severe than Class “B” Hazards.
- Corrective actions and/or follow-up activities are required within one calendar week for Class C hazards.

### **9.3 Performing an Inspection :-**

**Inspection teams will tour the workplace, noting safety concerns related to the physical work areas, equipment, structures, hazardous materials, work practices, and work procedures.**

**When performing an inspection, do the following:-**

- a) Ensure that you have the proper form and report for the inspection .**
- b) Examine the area to be inspected systematically .**
- c) As you move through the inspection, ask yourself questions, such as the following:-**
  - Is the workplace tidy?**
  - Is personal protective equipment (PPE) being used?**
  - Is the workplace environment hazardous?**
  - Is the workplace environment unhealthy?**
  - Are the controlled products clearly marked?**
  - Are the Material Safety Data Sheets (MSDS) for the controlled products available?**
  - Are workers familiar with the instructions for their jobs?**
  - Are first aid provisions in place?**
  - Is a worker with the appropriate level of first aid training identified on the work site?**
  - Is lighting adequate at all work site areas?**
  - Ask workers questions about the job to make sure they have been properly instructed.**
  - Note all instances of unsafe acts or unsafe conditions..**
  - Have the unsafe condition corrected immediately**
  - Take defective machinery or tools out of use.**
  - Look for patterns of hazards, such as improper use of fall protection equipment.**
  - Make sure all hazards are addressed in the appropriate report.**

#### **9.4 After an Inspection :-**

- The results of inspections must be recorded on the inspection form as required when the results are observed.
- The supervisor will review all items on the inspection form to ensure that the problems are corrected.
- Results of the inspections must be communicated to all workers, either by posting or discussion at toolbox meetings, and must be communicated to the HSE Committee.
- Inspection forms must be forwarded to the respective project / site manager.
- Inspection reports, recommendations, and corrective action responses (if any) must be reviewed by the division safety supervisor.
- Any deficiencies not addressed must remain on the safety minutes under “Outstanding Items” until corrected.
- A monthly summary and analysis of inspection report results will be produced by safety manager and forwarded to all managers.
- Safety manager will bring any ongoing or recurring safety or health problems to senior management for further action, if necessary.

#### **9.5 Safety Audits :-**

The purpose of the safety audit is :-

- To evaluate the overall effectiveness of SHAR’s HSE program .
- To make recommendations aimed at improving safety management systems .
- To monitor the overall progress.
- Safety audits will be conducted in accordance with ISO 18001 – 2007 requirements.

# Section 10

# Preventative Maintenance



## Preventative Maintenance Policy

It is the policy of **SHAR** that all tools and equipment must be properly maintained to reduce the risk of injury and/or property damage.

**SHAR** requires all managers, superintendents, foremen and workers to ensure that maintenance programs are completed to the required schedules.

Any safety concerns regarding equipment must be reported as soon as is practical.

Supervisors must ensure that all preventive maintenance is carried out by qualified personnel based on the required maintenance schedules and that proper records are maintained.

All workers are responsible for checking the tools and equipment they are working with.

Tools or equipment that pose a hazard due to a need for repair must be tagged immediately to avoid accidental usage and removed from service.

All equipment brought onto work sites must meet or exceed occupational health and safety regulations and industry standards.

## **10.1 Equipment Inventory :-**

**The Company must maintain an accurate inventory list of all tools and equipment.**

**The inventory list may include, but is not necessarily limited to, the following items:-**

- **Gas unit heaters .**
- **Fire equipment .**
- **Personal protective equipment (PPE) .**
- **Ladders .**
- **Mobile equipment .**
- **Cranes .**
- **Power tools (pneumatic, electric, and hydraulic) .**
- **Hand tools .**

**The inventory list should include the make, model, and serial number of each item, as well as the quantity and location.**

**An internal identification number may be necessary for some equipment.**

## **10.2 Inspection :-**

**When equipment rented from the Company, or by the Company, arrives at a job site, it is the responsibility of the site safety representative to:-**

- **Check for the equipment logbook (if required).**
- **Visually inspect the equipment .**
- **Each item on the inventory list must be inspected regularly.**
- **The equipment manufacturer's recommendations stated in its operating manual will determine the minimum frequency of inspection.**
- **Inspections will be daily, weekly, monthly, or at any frequency deemed necessary by the manufacturers.**
- **If the manufacturer does not specify the frequency of inspection, it will be determined by the classification of the item as critical or non-critical equipment.**

**Note: If equipment certification is required before starting work, the equipment must be certified.**

### **10.3 Maintenance Records :-**

Any inspection or maintenance performed on equipment must be recorded on an Equipment maintenance record form.

Inspection forms must contain the following, at minimum:-

- Critical parts of the equipment that must be inspected.
- Identified problems with any component of the equipment.
- Date of the inspection.
- Name/Signature of the person performing the inspection.

Any service performed on any equipment must be recorded on form equipment maintenance record, which includes, at minimum, the following:-

- Department .
- Name and serial number or identification numbers of the equipment serviced .
- Part of the equipment serviced .
- Action taken .
- Date maintenance was, or is being, completed .
- Name/Signature of person who performed the maintenance .

Note: Inspection, maintenance and/or service work outsourced will be documented and records kept on file.

### **10.4 Preventative Maintenance :-**

Major equipment must have a preventative maintenance schedule in addition to regularly scheduled inspections and recording procedures for service and repairs.

Major equipment includes, but is not limited to the following:

- Mobile equipment .
- Cranes .
- Fall protection equipment .

The operating manual of the equipment will specify the need for preventative maintenance as well as the required frequency of maintenance and service.

All preventative maintenance performed requires retained documentation.

**SHAR's** equipment & rental facility, or the job site, will retain records of preventative maintenance.

## **10.5 Defective Tools and Equipment:-**

When a tool or piece of equipment is found to be faulty, a "Defective tool tag" must be immediately affixed to that tool or piece of equipment.

All tools and equipment found defective must be documented on a maintenance form .

The Defective Tool tags are color-coded.

The color codes have the following meanings:-

- Red tag — defective equipment, out of service .
- Green tag — serviced equipment, ready for use .

A defective tool tag and/or lock-out mechanism may not be removed until the equipment or tool has been repaired and the service performed is documented and dated.

A defective Tool Tag may not be removed from tools or equipment by anyone other than authorized maintenance personnel.

Removal of a tag by unauthorized personnel will result in disciplinary action.

# Section 11

# Emergency Response Plan



## Emergency Response Plan Policy

**SHAR** has considerable resources, which can be, if necessary, mobilized to provide direction and support to personnel during emergency situations.

**SHAR** policy requires that all accidents / incidents, regardless of the magnitude, must be reported immediately to the site HSE representative and safety manager .

The urgency will depend on the severity of the situation.

Safety manager will assume the emergency response team leader's role, and maintain the overall responsibility for supervising and verifying that the appropriate procedures are implemented to control and minimize the effects of the emergency situation.

Safety manager must immediately notify the chairman of any serious incidents .

Depending on the severity of the situation additional **SHAR** personnel from other departments or disciplines will be assembled to provide direction and support to the emergency response team members.

Once the emergency situation has been brought under control, and all internal and external investigations have been completed, the emergency response team leader will conduct a debriefing with the participants.

## **11.1 General :-**

All accidents / incidents, or events, which occur during **SHAR's** operations, may have the potential to have impact on several departments within **SHAR**.

Therefore, it is essential that all emergency situations are quickly addressed and assessed.

The on-site HSE representative will take the responsibility of initiating the Emergency Response Plan .

For Level 1 (Minor Emergency), which can be controlled entirely by personnel within the immediate vicinity of the accident / incident, notification must be made within 24 hours.

Level 2 (Serious Emergency) or 3 (Major Emergency), which force operations to be temporarily suspended or shut down indefinitely, must be reported immediately.

## **11.2 Emergency Preparedness :-**

- An emergency response plan is essential to minimize confusion and delay in handling an emergency.
- Procedures will be developed for the care, reporting, and corrective follow-up of all injuries and serious incidents.
- **SHAR** will develop a written emergency response plan for each branch office / site and project, at the time the job is being set up.
- The Emergency response plan should be tested periodically and at least quarterly and recorded on emergency response test record.
- Employees will receive training on the location specific emergency response plans at the initial hire-on orientation process and at the site specific orientation before beginning work on site.
- Safety Manager will provide Emergency Response information and training for office staff.
- Site safety coordinator will conduct the project specific orientation and instruct workers on their roles and responsibilities in the event of an emergency.
- Emergency plans will be posted on site and available to workers for review.
- In the event a telephone threat is received involving issues such as , bomb threats or acts of vandalism or terrorism, Telephone Threats is to be followed.

### **11.3 Emergency Definitions and Examples :-**

An emergency will be considered as any incident or event, either resulting in or having the potential to result in loss of life, serious injury, significant loss or damage to Company property, environmental damage or a situation which may pose a threat to the safety of the general public.

Examples include:-

- An incident, including a vehicle incident, which results in, or could result in loss of life or serious injury
- Plant, pipeline and facility fires, explosions, damage to Company property or equipment
- Significant hazardous product releases or other chemical spills which are harmful to personnel or the environment
- Toxic gas releases or leaks (e.g. H<sub>2</sub>S or SO<sub>2</sub>)
- Security related incidents involving issues such as bomb threats or acts of vandalism
- Natural occurrences such as severe weather conditions including earthquakes, floods, forest fires and tornadoes
- Business interruptions involving loss of process

### **11.4 Emergency Criteria :-**

The emergency response plan is implemented using the following three emergency levels. These may be implemented in sequence or at any level, depending on the magnitude of the situation.

#### **11.4.1 Level 1 Emergency :-**

Level 1 Emergencies must be reported within 24 hours .

A Level 1 Emergency is a minor emergency, which can be controlled entirely by personnel and facilities, located within the immediate vicinity of the incident site.

The types of events that could be described as Level 1 emergencies are those which cause minor property or equipment damage that are non-disruptive to operations and do not pose a safety risk to personnel or property outside of the boundaries of the company property such as minor injury - minor vehicle incident - small contained fire - small spill .

#### **11.4.2 Level 2 Emergency:-**

**Level 2 Emergencies must be reported immediately .**

**A level 2 emergency is a serious emergency, which is disruptive but not extensive, and forces a portion of the company operation to be temporarily suspended or shut down.**

**Events or conditions which describe Level 2 Emergencies are incidents that have the potential to endanger the safety of personnel or the public outside of the boundaries of company property and would require the notification of external support services (regulatory / government agencies , police or others ) such as :-**

- **Minor injury or illness resulting in temporary disability .**
- **Property or equipment damage which is disruptive to operations .**
- **Fire or explosions which have the potential to endanger the safety of personnel or cause damage to property and equipment .**
- **Spill or hazardous product release which has the potential to cause harm to personnel or the environment .**
- **Weather conditions which could cause damage to property or equipment, or which could threaten the safety of personnel .**

#### **11.4.3 Level 3 Emergency :-**

**Level 3 Emergencies must be reported immediately .**

**A level 3 emergency is a major emergency that forces the indefinite shut down of company operations.**

**Safe operating control has been lost causing or having the potential to cause serious injuries - fatalities among employees, contractors or the public - extensive damage to company property or equipment; or serious harm to the environment such as :-**

- **Serious injury or fatality .**
- **Major fire or explosion .**
- **Uncontrolled spill or hazardous product release .**
- **Weather conditions which have caused structural damage to property or equipment .**

## **11.5 Serious Injury or Fatality :-**

If a serious injury or fatality occurs, the following actions must be taken:-

- Administer first aid and keep the victim warm and calm until medical aid arrives .
- Do not move the victim and ensure there is no disturbance of the incident scene, unless it is necessary to prevent further injury .

Notify HSE representative on site who will:-

- Dispatch the on-site emergency personnel to the scene .
- Notify local emergency services (ambulance, hospital) and request assistance as necessary .
- Enact the site emergency plan .
- Notify:-
  - ✓ Chairman .
  - ✓ Safety Manager .
  - ✓ Site Manager .

Safety Manager will provide notification to the appropriate regulatory/government agencies depending on the nature of the incidents follows:-

- Local Police / Civil defense .
- Occupational Health & Safety local office .
- Other regulatory / government agencies as may be required .
- kin of causalities .

## **11.6 Telephone Threat:-**

If a telephone threat is received involving issues such as bomb threat or acts of vandalism or terrorism, record as much information as possible and follow procedures noted below:-

- Listen , be calm and courteous.
- Do not interrupt the caller to obtain as much information as possible .
- Initiate call trace action (if available) while the call is ongoing .
- Using a pre-arranged signal, while the call is still ongoing, have someone contact building Security or the local police service .
- Complete telephone threat report and provide to senior management on site and head office .

## **11.7 Posted Emergency Information :-**

Emergency information must be posted and displayed in a common area visible to all workers.

An area map of the work site that highlights all emergency exits, fixed structures, assembly / evacuation points and emergency contact telephone numbers.

The contact telephone numbers must include, at a minimum:-

- Fire .
- Ambulance .
- Police .
- Local safety authority .
- Nearest hospital .
- Poison control centre .
- Gas company .
- Water company .
- Power company .
- Local environmental authorities .
- **SHAR** safety manager and senior officials .

a) Brief step-by-step instructions and contact numbers, that detail the following:-

- Contact person for initial internal notifications (Supervisor, Safety Manager, etc.).
- Immediate external notifications (emergency, fire, ambulance, poison control centre, etc.).
- How to proceed to the appropriate assembly / evacuation points.
- The names of the members of the emergency response team.

## **11.8 Emergency Response Team :-**

**SHAR** will establish an Emergency Response Team consisting of, at a minimum the site / project Superintendent , Site Safety Coordinator, Safety Manager, site /Project Manager, and any outside specialists required.

Alternate members will be assigned for each team member in case that team member is not available.

### **11.8.1 Emergency Response Team Duties :-**

Each member of the emergency response team will have a number of duties.

### **11.8.1.1 Superintendent Responsibilities :-**

- Account for all workers through their superintendent/foremen.
- Identify any injured person(s) .
- Limit media and outsider access in and out of the scene .
- Brief the safety manager on arrival .
- Assist authorities (local authorities, coroner, medical examiner, police) .
- Assist in gathering witness statements .

### **11.8.1.2 Site Safety Coordinator Responsibilities :-**

- Contact the emergency preparedness support team .
- Restrict access to/secure the area where the incident occurred.
- Evaluate the potential for a secondary incident.
- Call safety manager .
- Brief the safety manager on arrival .
- Assist, or take control of the emergency response on arrival.
- Assess the incident-site inspection .
- Assess the general well-being of site personnel.
- Contact outside agencies (if necessary) .
- Gather witness statements and complete witness interviews .
- Assist authorities (local authorities, coroner, medical examiner, police) .
- Ensure the area is secured .
- Assess and arrange for additional site security as required .
- Complete safety reports for all agencies.

### **11.8.1.3 Safety Manager Responsibilities:-**

- Inform top management of the incident.
- Attend the site as soon as possible (ASAP).
- Ensure the scene is preserved without compromising health and safety.
- Contact outside agencies and co-ordinate with their experts .
- Conduct investigation .
- Accompany outside experts as required .
- Assist Management with other duties as required

#### **11.8.1.4 Project / Area Manager Responsibilities**

- Inform the corporate office of developments .
- Gather family contact information if required .
- Recruit outside specialists (if required)
- Be the contact person for consultants, lawyers, and insurance .
- Arrange off-site crisis counseling for office and field employees

#### **11.8.1.5 Site engineer Responsibilities :-**

If there is an incident involving a collapse, a structural engineer must investigate the scene as soon as possible to identify potential causes of the incident.

The duties of the site inspection engineer are the following:-

- Where possible, inspect the site within 24 hours after the incident .
- Inspect all structural failures, such as those related to buildings, cranes, hoists, excavations, or temporary structures .
- Unless there is immediate danger of further collapse, do not remove materials or equipment from the scene of the incident .
- Send engineering reports to the concerning departments .

### **11.9 The Media**

- If a serious incident occurs, it is likely that the media (television, radio, and newspaper) will cover it.
- It is important for **SHAR**, its workers, and the family of any injured worker that the media is dealt with skillfully and professionally.
- All workers are to be made aware of this requirement.

#### **11.9.1 Media Control:-**

- The Emergency Response Team must ensure that the media is restricted from having access to the job site.
- Ensure that the media does not approach any worker for a statement.

## **11.9.2 Statements :-**

Emergency response plan should designate **SHAR** representative authorized or media spokesperson in all cases.

If questioned by the media and it is impossible to avoid comment so :-

- Ensure that you are aware of the backdrop behind you during interviews where television cameras are present.
- Exercise your right to be interviewed where you want to be interviewed.
- The only acceptable approach is to say that an investigation into the incident will be completed by internal personnel, as well as investigators having authority/jurisdiction, and it would be inappropriate at the present time to answer their questions.
- Never speculate on the facts or offer comments to the media .

# Section 12

# *Environmental Protection*



## Environmental Protection Policy

**SHAR** pledges to act in an environmentally responsible manner.

We affirm our commitment to protecting human health and the environment through regulatory compliance and where practical and feasible we will reduce the environmental impact associated with our operations.

**SHAR** will achieve this commitment through:-

- Continual improvement.
- Complying with all applicable environmental laws and regulations.
- Implementing systems for environmental protection and enhancement.
- Identifying and applying reasonable options to minimize the negative and maximize the positive environmental impacts of our operations.
- Mitigating risks to the environment.
- Pursuing opportunities to continually improve our environmental performance.



## **12.1 Energy and Raw Material Management :-**

As part of its ISO 14001 compliance requirements, **SHAR** views its environmental performance as key elements to driving sustainability within the organization .

Therefore its focus on reduce, reuse and recycle concepts on conserving its raw materials usage. Based on its applications; raw material consumptions shall be reviewed in terms of how this can be optimized and conserved in the interest of environmental awareness and protection of our natural resources.

Interest is focus on:-

- Water:- To conserve water as far as reasonably practicable during operational activities and daily usages.
- Electricity:- to conserve energy by switching off unnecessary lighting, maintain Air-conditioning supply at set parameters and reviewing the feasibility and applications of alternative energy sources.
- Fuel:- to conserve the consumption of Fuel an alternative energy sources and or optimizing processes shall be considered so as to reduce the fuel consumptions needed.
- Vehicle fleet management shall be taken into consideration when planning routes and the selection and type of vehicles to be used. Lower engine capacity vehicles shall be considered where practicable so as to optimize on carbon emissions.
- Further vehicles shall be maintained regularly so as to ensure proper maintenance for its safety reasons and reductions of carbon emissions.
- Paper:- Office paper can be optimized by printing double sided and or only printing necessary documents for archiving purposes.
- Electronic archiving shall also be considered as the preferred method of document control, exceptions shall be made to documents required for legal and or contractual purposes.

## **12.2 Waste Management :-**

In accordance with its HSE commitment, **SHAR** will do all that is reasonably practicable to minimize its effect on the environment.

### **The Triple-R philosophy :-**

(Reduce, Reuse, Recycle) will be strongly promoted amongst employees.

**SHAR** shall implement where reasonably practicable a waste management program for its segregation and recycling properties, by conducting the following:-

- Waste segregation by installing separate bins for the segregation of recyclable materials and non-recyclable items.
- Wastes shall be collected by a suitable service provider for which recyclables shall be appropriated recycled and other items disposed off within the designated landfills.
- Waste will be classified as hazardous and non-hazardous waste.

### **12.2.1 Reduce/ Reuse/ Recycling Initiatives :-**

The 3 R's (Reduce, Reuse, and Recycle) shall constitute the basis of conserving our resources used within **SHAR**, whether it is through providing services to our customers and or materials used internally; the intention is to adopt ways that would conserve and optimize our usage of natural recourses that reduce our environmental footprint.

#### **12.2.1.1 Reduce :-**

- Avoid printing emails or unnecessary documents.
- Photocopy/print double sided whenever possible.
- Print black and white rather than color.
- Archive documents in soft copy, rather than hard copy formats where possible
- Ensure that existing stock is used, rather than re-ordering .
- When purchasing items, order them in bulk rather than individually (This avoids unnecessary individual wrapping).
- Purchase recycled items rather than virgin quality; (if you can obtain alternatives in recycled material; then ensure you opt for this).
- Use washable mugs/cups when consuming beverages.
- Switch of lights in storerooms/meeting rooms when not in use- (energy consumption is a form of waste).

### **12.2.1.2 Reuse :-**

**Look for ways of putting things that would otherwise be thrown away back into useful service.**

- **Make use of old or used paper as writing pads.**
- **Purchase recycled paper.**
- **Reuse old cardboard boxes for storage of items.**
- **Resale unwanted items or Donate them to charity organizations.**
- **Use rechargeable batteries.**
- **Reuse old envelopes when distributing internal documents.**
- **Reuse water bottles or plastic cups when drinking water.**

### **12.2.1.3 Recycling :-**

- **Recycling is just one of the ways in which waste can be minimized.**
- **It is an excellent way of saving energy and conserving the environment.**
- **We aim to introduce more recycling schemes where the environmental benefits are clear and can encompass our total wastes.**
- **Recycling of paper, plastics and used printer cartridges are some immediate methods that have been introduced into our office environment.**
- **Other initiatives of recycling involve electronic and hazardous materials for which elements shall be recycled where practicable, so that the environmental burden on landfill sites is reduced.**

### **12.2.2 Non –Hazardous Wastes and Hazardous Wastes :-**

**Non- Hazardous wastes – is generally defined as domestic waste which is generated in all areas where humans live or work.**

**Hazardous waste- Means an inorganic or organic element or compound that, because of its toxicological, physical, chemical or persistency properties, may exercise detrimental, acute or chronic impacts on human health and the environment.**

**This can be generated from a variety of activities and may take the form of liquid,gas, or solid.**

Hazardous material can also be defined to be any substance that directly or indirectly represents a threat to human health or to the environment by introducing one or more of the following risks:

- **Explosion or fire .**
- **Infections, pathogens, parasites or their vectors .**
- **Chemical instability, reactions or corrosion.**
- **Acute or chronic toxicity.**
- **Cancer, mutations or birth defects .**
- **Toxicity or damage to the ecosystem or natural resources accumulation in biological food chains,persistence in the environment or multiple adverse effects.**

Where hazardous wastes are being disposed off, then the appropriate collection, transportation and disposal procedures must be applied for such wastes.

The applicable waste permits and zoning authority regulations shall be applied when handling and disposing of such wastes.

As part of the HSE waste management procedure, it is recommended that if hazardous wastes can be recycled (where applicable) then the appropriate steps shall be taken to be reused and recycled.

The applicable destruction and safe disposal certificates shall be made available after correct disposal procedures have been applied.

### **12.3 Environmental Impact Assessment :-**

An environmental impact assessment is an assessment of the possible positive or negative impact that a proposed project may have on the environment, together consisting of the natural, social and economic aspects.

Therefore proper planning shall be conducted prior to the implementation of any project so as to highlight any potential environmental impacts.

Project implementation shall ensure that adequate control measures are applied immediately so that its impact is limited and or reduced as far as reasonably practicable.

It is advised that you notify the HSE department so as to provide the guidance and knowledge of the various environmental impacts that may arise.

## **12.4 Site Specific Requirements**

A Site-Specific Environmental Plan (SSEP) is required for all projects.

The intent of this plan is to provide a consolidation of all applicable environmental requirements for a specific project, including-

- Relevant components of the environmental protection program .
- Relevant environmental practices .
- Regulatory permit, approval or contractual environmental requirements specific to the project.
- Environmental requirements or obligations resulting from pre-construction assessments and investigations.

## **12.5 Notification :-**

According to WHMIS and local guidelines, a number of measures must be taken to meet the legal requirements regarding the prevention of personal over-exposure to hazardous products and contaminants in the workplace. This includes notifying the appropriate government authority of any environmental contamination when required to do so.

## Section 13

# Monitoring, Measurement and Checking HSE System



### **13.1 Overview :-**

In order to ensure the effective implementation and functionality of the HSE management system, measuring and monitoring is required to provide feedback on the progress and current status on meeting its performance to its HSE policy and its objectives and targets.

Effective implementation of the HSE system requires **SHAR** to evaluate / assess the effectiveness of its HSE system by reviewing:-

- Its targets, objectives, achievements and HSE policy commitments.
- How corrective actions are implemented and if they are effective in reducing risks and
- Preventive planning done effectively to address potential risks and minimize occurrence.
- Measure its operational control through risk identification and risk control as per the risk register.
- Investigate and implement corrective actions to close off all non-conformances / audit findings.
- Record inspection deviations and implement corrective actions to close gaps and
- Tracking and recording of incidents, accidents emergencies and risks to proactively prevent occurrence and provide a measure of predictability to aid in proactive planning.
- Evaluation of compliance obligations .
- Feedback from its stakeholders/ interested parties through surveys, suggestions, complaints etc.

### **13.2 Monitoring and Measurement Methods :-**

#### **13.2.1 Qualitative Methods :-**

This will be done through:

- **Observations:** A direct observation of conditions, work methods used and individual's behaviors.
- **Talking to people:** this will elicit facts, advice and will gauge individual's views and opinions.
- **Examining written reports:** viewing reports for correctness and identifying immediate errors/deviations that are rectified.
- **All of these qualitative methods will be used on a regular basis and forms part of HSE measuring.**

### **13.2.2 Quantitative Methods**

**Quantitative methods used will form part of actual measurements taken with respect to:-**

- Noise measurements will be conducted in areas where noise creates and annoyance and or a health impact e.g. (construction work, generator operations).
- Air quality measurements will be conducted within office environments to ensure a health, safe workplace.
- Lighting measurements that form part of glare or lack of viewing ability, and will form part of ensuring a conducive working environment.
- Other measurements that form part of quantitative methods may include :-
  - ✓ Technical measurements where applicable (electrical testing, gas testing).
  - ✓ Safety testing ( food hygiene swab analysis tests, water testing).

### **13.2.3 Measuring and monitoring Health, Safety and Environmental performance :-**

**Monitoring and measuring HSE performance consists of but not limited to:-**

- Tracking and monitoring of incidents and accidents statistics / records.
- Quantitative measurements conducted for occupational hygiene related measurements, surveys (measurement of noise, air quality, and lighting).
- HSE Trainings .
- Evacuation drills .
- Vendor / subcontractors compliances performance .
- HSE inspections .
- Sustainability data ( energy, water, CO<sub>2</sub>, waste, consumables)

**More especially monitoring and measuring environmental performance consists in:-**

- Monitoring emissions and discharges.
- Providing data to evaluate the environmental performance ( monitoring and measuring by efficient indicators)

**Data capturing and testing provides information to the effectiveness of the HSE management system and allows for continual improvements to be identified and addressed accordingly.**

Data capturing and or Testing shall be done as a minimum once per year for the above parameters.

Deviations arising out of the monitoring and measurement process then leads into the following processes such as nonconformance's, process change management, risk/impact identification and control and or the corrective action cycles .

#### **13.2.4 Equipment Control and Calibration Requirements :-**

All measurements conducted where mechanical monitoring devices are used for testing, then the following requirements must be met:-

- All equipment is to be calibrated to known approved standards.
- Calibration certificates shall be made available for all equipment.

Reports with results either internally or by external vendors shall be made available for measurement and testing.

Where measurement and testing is done to test the levels of hazards prior to entering any site/area, then these need to be documented on site reports or work permits.

#### **13.3 Responsibilities for Communication :-**

##### **13.3.1 Employees/ Line Managers :-**

All Line management functions play a vital role in ensuring the tracking and monitoring of HSE within their business functions. Their responsibility lies with ensuring:-

- Achieving HSE objectives and targets.
- Identifying and controlling risks. This specifically is registered on the HSE risk analysis matrix form to enable the monitoring of risks identified.
- The closure or rectification of all non-conformity, corrective and preventive action that is registered.
- That appropriate testing, calibration and certification is conducted on such measuring equipment regularly.
- Keeping on record all test and calibration certificates for inspection and audits.
- The reporting of workplace injuries and accidents so that these can be measured by HSE and/or HR departments.

### **13.3.2 HSE Department :-**

- Initiating of HSE audits to verify system implementation. (This will include external/internal audits, nonconformance procedure and management review process).
- Issuing Non –conformance for deviations that may arise, for which rectification is required.
- Random inspections within business areas, processes and procedures to determine HSE performance. This could also entail visual inspections or observations done on work methods/tasks to highlight deviations and that are later recorded.
- Random inspections/audits will be conducted on contractors or vendors to ensure compliance with **SHAR** HSE requirements.
- Assisting the business in its annual reporting on HSE performance through two means:-
  - ✓ Annual HSE performance reports .
  - ✓ Through its Governance reporting to the Executive committees that will in turn report to a board of director level on progress.

### **13.4 Non- conformity Process :-**

Compliance and conformance to the HSE management system are monitored and non-conformities registered for those requirements that are not met or where gaps exist.

Corrective actions must be implemented to address these and ensure compliance and conformance.

Deviations from OHSAS 18001, ISO 14001, Legal and other applicable HSE requirements are determined through:-

- Regular inspection and the Measurement System (measuring and monitoring) .
- Testing of HSE parameters as required.
- Maintenance and updating of the HSE risk register.
- Customer (Internal and External) Complaints Registrations and the corrective process of these.
- Compliance obligation audits.
- Other HSE system and documentation audits .
- Management reviews.

All non-conformities are registered for tracking purposes and communicated to the various departments / functions / units via emails / hard copies where the corrective and Preventive plans of action are to be determined and implemented.

Tracking of non-conformances will be located on a consolidated register reflecting all nonconformances that are outstanding and/or completed with corrective/Preventive actions.

All corrective actions should be evaluated by HSE department to ensure its effectiveness before closed out the non conformance case .

HSE department will review all non-conformances regularly to establish any trends or common causes that may be presented.

### **13.5 Internal Audits :-**

HSE Internal audits shall be conducted on planned schedules to determine the effectiveness of the HSE implementation within the organization.

Internal audits are conducted to assess compliance of the HSE management system against legal - OHSAS 18001 -, ISO 14001 and HSE system specific requirements.

Audit findings are used as input during the management reviews that are held at least once a year.

Internal audits are conducted by the HSE Departments with assistance from other departments .

As per the Internal Audit Procedure audits will focus on :-

- Conformance and applicability of documentation designed for the HSE system;
- Compliance to the Legal Requirements;
- Identification of deviations from requirements, Objectives and Targets and
- Reporting on findings / gaps to be addressed.

The scope of the internal audit must be clearly identified and documented in the audit plan established and validated by the audit team before proceeding.

An audit must take into account the previous audit and follow up the weak and good points identified at this time.

### **13.6 External Audits :-**

**External audits are conducted by contracted external companies to objectively review the HSE systems and its affectivity of implementation.**

**This is mandated based on the pre-defined requirements from the respective certification bodies.**

**Audit criteria are predefined by the auditor/ auditing company and are discussed and agreed upon by with the HSE departments.**

### **13.7 Management Reviews :-**

**A management review ensures the analysis of the system in identifying deviations, to ensure continuous improvements and areas of excellence.**

**It will ultimately provide a vehicle for making changes to the HSE systems so that goals of meeting its commitments (HSE Policy) are achieved.**

**The review will be conducted on an annual basis by the senior management in accordance with the Management Review Procedure .**

**During management reviews the need for changes will be identified and its implications discussed.**

**Changes could affect the system as follows but not limited to:-**

- **Updated revisions of *SHAR*'s HSE policy.**
- **Updated revisions of objectives and targets .**
- **Updated revisions of the risk assessment .**



# Section 14

# Records and Statistics



## Records and Statistics Policy

**SHAR** requires the development and maintenance of statistical recording procedures within the company HSE program in order to provide current and comparative information for management, supervisors, and workers.

**SHAR** will compare the year to year performance of its HSE program.

**SHAR** will keep records and statistics relating to safety and this information will be used to identify problem areas and to maintain and improve health and safety.

Supervisors will review statistics related to their areas of responsibility, HSE Committee minutes, and recommendations.

Where necessary, they will take action to correct any safety problems identified



## **14.1 Overview**

The HSE management system is centered on document establishment and revisions so as to ensure all those affected by the HSE System are aware of any changes and or updates that may arise.

HSE documents and records are important in that they provide evidence of past performance and allow **SHAR** to demonstrate its compliance/conformance to applicable requirements set by regulations and or **SHAR** processes and policies.

All HSE documentation must adhere and comply to the **SHAR** documentation procedure to ensure a standardized document quality.

Documents are archived as per **SHAR** document control processes mandated by the HSE Department.

The document system comprises of all policies, procedures, forms, work instruction and reports that are compiled within HSE management system.

These documents will be controlled by the HSE Department with respect to:-

- Communication, distribution and implementation to internal staff members and other interested parties;
- The Archival process
- Audits to be conducted to ensure applicable revision updates / changes that need to be affected on current documents.

## **14.2 Control of Documents/Records :-**

**SHAR** document control procedure outlines the control of all HSE documents from its development to its revision or obsolete stages. The documents are controlled under the principles of:-

- Standardization (Formatting and rules of structure within the document) .
- Document tracking (System that easily identify HSE documentation through a document control numbering system)
- Approval processes for certain documents produced (e.g. All policies produced require top management approval) .

- Rules of updating, which specify how revision or change management must be followed. (The author must review changes and finally be approved by the HSE Department). Through its annual revision process, documents are viewed with its intention of applicability. Obsolete, documents are to be destroyed accordingly and
- Communication of documents produced – This follows the archival process of documents where documents are stored on a web access for frequent retrieval by its employees.
- All documents produced that affects business functions or specific roles and responsibility must be communicated via the committees or through the communication platforms.

#### **14.3 HSE department Responsibilities for Document/Record Control :-**

HSE department's mandate is to set policy, ensure HSE planning through procedures and processes that provide guidance to other business units .

This responsibility includes the development, maintenance, review; evaluation and archiving of all centrally produced HSE documents/records.

All updated documents revisions will be posted in **SHAR** internal intranet System for easy accessibility for staff members.

This will assist in identifying documents through its implementation that may become obsolete or require revisions due to changes that may arise.

Upon which, notification to the HSE department shall be made so that appropriate rectification, management or the further need of documentation takes place.

#### **14.4 Types of Documents :-**

Documents are developed based on business need through:-

- Hazard/Aspect identified, that requires a step by step procedure to reduce risks.
- HSE management requirement that is instrumental in providing guidance and structure for HSE implementation.
- Record findings or evidence of HSE performance.
- Providing information to the user on specific processes or procedure that need to be followed.
- Fulfillment of its compliance obligations where evidence needs to be demonstrated.

These documents are established by The HSE Department with its intention of either being one of the described documents below:

Document type	Abbreviation	Discription
Policy	PO	A policy is a deliberate plan of action to guide decisions and achieve rational outcome(s)
Manual	MAN	A document specifying the HSE management system of an organization
Strategy	STR	A Strategy is a long term plan of action designed to achieve a particular goal
Guideline	GD	A procedural method intended to help individuals to meet the requirements of the evaluation standards
Procedure	PRO	Step-by-step instructions on how to perform a task based on technical and theoretical knowledge
Work Instruction	WI	Work instructions provide a detailed breakdown of instructions required to carry out one or more steps or tasks in a procedure

#### 14.5 Document/Record Change and Approval Process :-

Applicable approvals must be obtained based on the type of documents produced and will follow this hierarchy for approvals :-

Approval Structure for HSE Documents				
Document Class	Board / Executive Committee	Chairman	Senior Management	HSE Department
Strategy		✓		
Policies		✓		
Objectives and Targets		✓		
Procedures			✓	
Guideline				✓
Standards				✓
Process Flows				✓
Work Instructions				✓
Forms				✓
Records				✓
HSE operation documents				✓



Where documents are designed/ drafted by the HSE department, the applicable author of the document may consult and attain the required approvals based on the content of the document/record.

This must be done through consultations and discussions until agreements are reached by the various affected departments .

The approval process will also be applicable to documents that are drafted by other departments and seek HSE approvals.

On final approvals all applicable department heads may sign and/ or stamp each page.

Where documents are physical stamped or signed, then these copies will be archived and scanned (pdf. Format) for the electronic distribution.

Changes to documentation under the HSE management system may occur from time to time and form part of a continual improvement cycle.

#### **14.6 Internal and External Documents/Records :-**

##### **14.6.1 Internal Documents:-**

All internal HSE documents shall be made available on **SHAR** internal intranet system , or a request can be submitted to the HSE department for any particular document.

##### **14.6.2 External Documents**

External documents of HSE management system shall include the following but not limited to:

- Government authorities, local compliance requirements .
- Document/records of vendors/suppliers .
- Documents/records produced by visitors (public, customers) .
- Document/records from monitoring and measurement activities .

Documents/records obtained from external parties shall be recorded and archived as per the HSE management system .

Such documents may be referenced and applied where applicable in conjunction with **SHAR**'s policies and procedures.

All external documents affecting the HSE systems shall be notified and archived with the HSE departments.

All external documents are linked under the external documents folder within the HSE management systems.



## **14.7 Archiving and Distribution of Documents/Records :-**

**The process of archival is twofold:-**

- **Electronically stored documents .**
- **Hard copies filed in HSE Departments' filing systems.**

If required, archived hard copies must be requested and released (approved) by the HSE department .

Only PDF versions of documents/records shall be distributed internally and externally as required.

Where requested by individuals in writing, other formats may be distributed for which will be uncontrolled.

All documents / records are copyright restricted and are confidential to **SHAR**.

No documents / records may be issued to external parties without prior approval of HSE Department, where applicable.

Documents/records that are restricted or confidential will only be distributed to the requester upon approvals from the HSE department and the senior manager of the affected business unit

All documentations within the HSE systems are archived on **SHAR**'s IT systems and are governed by **SHAR**'s IT policies and processes for back up and security requirements.

Security / Protection rights are based on each user administration for their functional area.

However the HSE management system is fully available to its users via **SHAR**'s IT systems.

## **14.8 Retaining Records**

Safety records pertaining to projects will be kept for the following time periods after the project closes. Safety records pertaining to program administration will be retained for the time periods noted below.

### **14.8.1 Permanent Retention :-**

- **Worker safe practice training records .**
- **Records of worker safety violations .**
- **Records resulting from worker refusal to work .**
- **First aid training and certification records .**
- **Monitoring data and worker exposure records .**
- **Medical surveillance records .**



#### **14.8.2 Three-year Retention :-**

- **Worker orientation records (3 years after the worker leaves our employment) .**
- **Positive alcohol and drug tests (3 years after the worker leaves our employment) .**
- **Planned inspection reports .**
- **Tool box meeting records .**
- **Safety committee meeting minutes .**
- **Subcontractor orientation records .**
- **Records of subcontractor safety violations .**
- **Provincial authority inspection reports, compliance reports, and assessments .**
- **Emergency preparedness documented drills .**
- **Work Permits .**
- **Monthly injury records .**
- **First aid treatment reports .**
- **Incident investigations .**
- **Provincial authority incident investigation reports .**
- **Equipment records to be retained after the life of the equipment .**

#### **14.8.3 Documents of the projects :-**

- **All safety documentation will be archived with the project files at the end of a project.**
- **This will be completed in a hard copy format or electronic filing format.**
- **Project team members will be responsible for archiving the project files.**

## **14.9 Monthly Forms Submittal :-**

The following forms shall be sent to the safety manager monthly (there may be other items to send):-

- Formal inspections summary .
- HSE Committee meeting minutes .
- Risk assessments .
- Provincial regulatory body inspections .
- Violations .
- Monthly safety activity summary reports .
- Toolbox Talks records .
- Records of first aid .
- Near miss report forms .

## **14.10 Summary Report :-**

- Statistics on claim costs, type of injury or illness, frequency of incidents, severity of incidents, and work site locations of incidents will be recorded and analyzed.
- These statistics will be recorded on monthly safety activity summary report form by members of the safety committee and submitted to the manager for review.
- The HSE committees will review and discuss these records and statistics at its monthly meetings.
- The committees will make recommendations based on these reviews to management and to the appropriate Supervisors.

## Section 15

# *Safe Work Procedures and Practices*



## 15.1 Safe Work Procedure

Safe work procedures are a written step-by-step description of how to do jobs safely from start to finish.

They provide a reference for jobs not done very often, jobs requiring uniformity, and jobs that, due to their hazardous nature, require that those performing them receive guidance for safety.

Examples of procedures include:-

- Equipment start-up or shut-down procedures.
- Normal or written operating procedures.
- Operating instructions .
- Abnormal operating procedures .
- Emergency procedures.
- Maintenance procedures.
- Construction installation procedures.
- Calibration procedures.
- hydrostatic test procedures.
- Inspection procedures.

## 15.2 Safe Work Practice

Safe Work Practices are written descriptions of how work is generally carried out and not need a step-by-step procedure and allow flexibility in how the work is accomplished. Safe work practices are guidelines established to help workers perform a task that may not need a step-by-step procedure.

**SHAR** strives to complete work safely, efficiently, and on time.

To accomplish this, **SHAR** has developed specific safe work practices for all sites / projects activities.

### **15.3 Development :-**

To promote safe work procedures and practices, **SHAR** will do the following:-

- Put our safe work practices and procedures in writing .
- Make safe work practices and procedures available to all workers by keeping a copy at each work site .
- Provide safe equipment and material to work with .
- Provide management support for safe work practices .
- Require that supervisors enforce use of, and compliance with, these safe work practices .
- Procedures should be developed for high-hazard work or where historical information, legislation, a hazard assessment dictate.
- Practices should be developed for commonly used equipment or process that do not necessarily follow a step by step order.
- Employees, supervisors, and management will be involved in the development and/or review of safe work procedures and practices.

### **15.4 Review :-**

Employees, supervisors, and technical experts will periodically review safe work procedures and practices to ensure that they are complete, accurate and applicable on a minimum 3 year bases or when warranted.

### **15.5 Availability :-**

Safe work procedures and practices applicable to the work being performed will be available to all employees at the work site.

Safe work procedures and practices should be reviewed at Toolbox Talks before the start of any work using the procedure.

Safe work procedures and Practices can be used in job-specific training to instruct employees in their job duties and to verify employee competency and understanding.

## **15.6 Responsibilities :-**

### **15.6.1 All Employees :-**

- Follow all established steps described in a safework procedure.
- Use Practices as required to help provide general guidance.

### **15.6.2 Supervisors:-**

- Ensure that the Safe Work Procedures and associated practices are available for review at the work site.
- Ensure that all the steps in a Safe Work Procedure are carried out in accordance with the Procedure.

### **15.6.3 Deviations :-**

- Safe work procedures do not allow for flexibility.
- Deviations from safe work procedures require a written hazard assessment detailing the changes and appropriate level of sign off of that change.

## **15.7 Codes of Practice :-**

Codes of Practice are specific Safe Work Practices that are required by Health and Safety Legislation for hazardous work, and normally contain Policies, Procedures, Practices and Forms.



# *Section 16*

# *Vehicle Management*



## **16.1 Overview :-**

**SHAR** believes that a fleet loss-prevention program will reduce the number of accidents its vehicles are involved in and will reduce the costs related to the purchase, maintenance, and repair of its vehicles.

## **16.2 SHAR Responsibility :-**

**SHAR** values the safety of drivers and lease operators who work for us. Accordingly **SHAR** will do the following:-

- Strictly adhere to a maintenance program, following the manufacturers' specifications.
- Enforce a disciplinary program applicable to drivers who do not comply with laws of the road and with any Company policy.
- Ensure drivers are qualified to drive vehicles .
- Ensure drivers are properly trained to drive the vehicles they are assigned .
- Ensure drivers are educated in fatigue management .
- Ensure vehicles are safe
- Ensure goods are properly handled .

## **16.3 Supervisor Responsibilities :-**

Supervisors must do the following regarding motor vehicle safety:-

- Ensure drivers are trained, qualified, and certified to operate the motor vehicles they operate .
- Ensure all workers are familiar with motor vehicle safety policies and procedures, and with incident reporting requirements .
- Ensure only authorized personnel are allowed to operate vehicles .
- Maintain all vehicles adequately for safe operation .
- Ensure unsafe vehicles are not driven until safety deficiencies have been corrected and they are safe to drive .
- Review each incident report to determine if the actions of the worker involved were consistent with the Company's policies and procedures .
- Determine what additional training or other positive action is required to deal with any driver error .
- Maintain complete records on fleet vehicle incidents .

## **16.4 Drivers Responsibilities :-**

- Provide a copy of a current driver's license to HSE department .
- Operate motor vehicles in a safe and responsible manner .
- Become familiar with and obey all motor vehicle safety policies and procedures, and all highway traffic rules and regulations .
- Inspect a vehicle before driving it .
- Report to the supervisor, in writing, any defects noted during the inspection of a vehicle before driving it .
- Report to the supervisor, in writing, any defects noted during the use of a vehicle .
- Report all motor vehicle incidents immediately, in accordance with incident reporting procedures .

## **16.5 Seat Belt Use :-**

- Seat belts are extremely effective in preventing injuries and loss of life.
- Wearing a seat belt can reduce the risk of dying in a traffic crash by 45 % in a car and by as much as 60 % in a truck .
- All Company drivers must wear seat belts when operating a vehicle owned by the company or any vehicle on Company premises or on company business.
- All vehicle occupants must wear seat belts when riding in a Company-owned vehicle or in a personal vehicle being used for company business.

## **16.6 Vehicle Safety Compliance:-**

### **16.6.1 Operation :-**

- All operators of **SHAR** motor vehicles must comply with local laws, driving speed may have to be lowered to reflect road conditions.
- Managers and supervisors must familiarize themselves with their obligations with respect to the timeframe for operating motor vehicles and ensure that vehicles have maintenance logs and time logs for trips.
- While operating a company vehicle, all employees must conduct themselves in a professional defensive manner .
- Daily logs are to be completed and reviewed by the driver's immediate supervisor on a regular basis .

- All cargo on a Company vehicle must be secured so that it does not come free .
- All occupants in the vehicle must have their seat belts secured before the vehicle is put in drive .
- If drivers feel fatigued, for whatever reason, they should not operate any motor vehicle and pull over in a safe spot and rest as needed.

### **16.6.2 Driver's Responsibilities**

- New drivers will be shadowed by an experienced driver to establish competency.
- Written daily trip inspections must be completed before every trip.
- A driver of a company vehicle must immediately disclose in writing all details of collisions in case of occurrence.
- A driver of a company vehicle will report any and all driving convictions resulting from the operation of a motor vehicle to **SHAR** . This will be done in writing and at the time of conviction.
- **Work shift limits:-**

No operator of a commercial vehicle shall operate the vehicle longer than 12 hours in a shift or operate the vehicle after working a twelve hour shift (the worker is required to take eight consecutive hours off duty after a twelve hour shift before the driver is eligible to drive).
- **Driving time:-**
  - ✓ A driver may continuously drive a commercial vehicle for four consecutive hours, if at the conclusion of that drive; the driver takes at least ten consecutive minutes of off duty time.
  - ✓ A driver may continuously drive a commercial vehicle for six consecutive hours if, at the conclusion of that drive, the worker takes at least thirty consecutive minutes of off duty time.
- If the driver drives further than 160 km from home base, log books must be kept.
- Maintain records of all convictions and administrative penalties relating to the Company's operation of a vehicle



## **16.7 Driver Records :-**

**SHAR** is required to keep a number of records on the people who drive its vehicles:-

- Completed application form .
- Record of three year employment history .
- A valid license of the proper class for the vehicle the driver operates.
- Transportation of Dangerous Goods (TDG) training certificates (if applicable) .
- Driver abstracts, as required, dated within 30 days of hire and every twelve months thereafter .
- Record of all collisions involving any motor vehicle.
- Record of all training completed.
- Copy of current medical certificate stating fitness for duty.

## **16.8 Transport of Dangerous Goods (TDG)**

Supervisors must do the following:-

- check the local Transportation of Dangerous Goods Regulations (TDGR) .
- Ensure that every driver who transports dangerous goods has the required training.
- Keep a copy of each driver's current Transport of Dangerous Goods (TDG) certificate.
- Keep a copy of each driver's expired TDG certificate for two (2) years after it expires.

## **16.9 Distracted Driving :-**

Drivers should not focusing on secondary tasks while driving, and promote a safe driving culture within **SHAR**.

## **16.10 Code Of Conduct :-**

The expected professional conduct will include compliance with all local traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits when driving on **SHAR** business .

The actions listed below are prohibited while operating a **SHAR** vehicle, including **SHAR** owned vehicles, rented vehicles, and personal vehicles being used for **SHAR** business.

These actions will be viewed as serious breaches of conduct and will may result in disciplinary action:-

- The use of any hand-held Wireless Communication Device “WCD” including cell phones, MP3 players, laptops and any other device used to send and receive messages.
- Reading, writing, entering information into a GPS system or texting .
- Attending to personal grooming .
- Smoking .

Drivers are required to use Bluetooth technology if the need arises while driving or pull off the road and stop in a safe place before participating in the above mentioned activities.

All drivers must adhere to the applicable locallegislations at all times while driving.

#### **16.11 Disciplinary Action :-**

- **SHAR** will enforce a progressive disciplinary program applicable to drivers who do not comply with this company policy.
- Contractor employees who do not comply with these policies may be removed from the project .



## Section 17

# *Lone and Inexperienced Workers*



## Lone and Inexperienced Workers Policy

It is the policy of **SHAR** that, before a worker is assigned to work alone or in isolation or has limited experience , the company will identify any existing or potential hazards that worker may be exposed to.

If a hazard is identified, **SHAR** will take measures regarding that hazard before the worker begins the work assignment.

These measures will include the elimination of the hazard or, if elimination of the hazard is not practicable, reduction of the risk posed by the hazard to the lowest level possible.



## **17.1 Lone Working Risks :-**

The lone workers may not be alone but they may be surrounded by people, who are not their work colleagues but others, such as members of the public, or customers.

The hazards that a lone worker may encounter will be the same as those of their colleagues working together, but the risks may be higher because:-

- They don't have help to do the work, and to cope if things go wrong.
- Communication with colleagues and management is more difficult.

## **17.2 Developing Lone Working Plan :-**

To manage the risks associated with lone working a risk assessment must be carried out and a safe system of work developed.

Various control measures may have to be implemented in the safe system of work:-

- No lone working for certain high-risk activities (such as confined space entry).
- Arrangements for remote supervision.
- Procedures for logging workers' locations when lone working.
- The use of mobile phones or radios to ensure good communications.
- The provision of lone-worker alarm systems to raise the alarm and pin-point the worker.
- Procedures to be adopted by workers when lone working.
- Emergency procedures.
- Training for workers in those procedures.

## **17.3 Checking the Wellbeing of Lone Workers:-**

To ensure that a worker working alone is safe, **SHAR** will develop and implement in consultation with the HSE committee and safety manager a written procedure for checking the wellbeing of a worker working alone or in isolation.

The working alone procedure developed will have a number of elements:-

- A time interval between checks set in consultation with the worker .
- A procedure to follow if the worker cannot be contacted .
- Provisions for emergency rescue of the worker .

- The Company will designate a person to check on the wellbeing of the worker working alone. This designated person will be trained to follow the written procedure for monitoring the safety of the worker and to contact the worker at predetermined time intervals, including a check at the end of the work shift, and record the results of the contacts.
- If contact cannot be made with the worker, the person monitoring the wellbeing of the worker will follow the procedure for dealing with such an eventuality.
- The working alone procedure will be reviewed annually.

#### **17.4 Inexperienced Workers :-**

- An inexperienced worker is anyone new hiring , temporary worker performing a small task for a short period of time or a person lacking the ability to demonstrate the skills to perform the task required.
- An inexperienced workers suffer a higher than average workplace injury frequency.
- In the construction industry, the hazards inherent in some construction activities, combined with the inexperience of young workers, can increase the risk of injury.
- The Company has adopted policies to ensure the safety of young workers and to reduce the liability to the Company associated with this employment classification.
- Contractors employing inexperienced workers must present a safety plan before commencing work that details how they will protect these workers from injury. This safety plan must include work activities, experience, supervision, and training. Such workers may be refused work on the site based on the lack of a safety plan, or the lack of compliance with the it.
- Warning: Workers under the age of 18 are not permitted to work with **SHAR**.
- Project Managers and/or HSE representative are responsible for communicating the company's policy on young workers to contractors employed on their projects and for enforcing it.
- Visits and/or tours to the construction sites by young persons must be planned through the HSE representative, and conducted by way of guided tour by competent persons .

## **17.5 Young Persons :-**

- Any person applying for work and appearing less than the age of 21 must first provide proof of age to the hiring supervisor.
- Young persons may work only while under “direct supervision” of competent adult individuals (direct supervision means a relationship between a competent worker and a worker who is not competent whereby there is personal and visual supervision of the worker who is not competent and the two workers are readily and clearly able to communicate with each other.)
- Young persons are only to be permitted to conduct low hazardous type work.

## **17.6 New Worker Mentoring Program :-**

### **17.6.1 Introduction :-**

**Everyone is entitled to work in a safe work environment.**

**Worker health and safety must be a part of every business decision and every operating decision.**

**Nothing can take precedence over safety.**

**SHAR** is committed to a strong health, safety and environmental program that protect its workers, customers, property, and the environment from incidents.

**SHAR** considers its workers a valued part of the organization and strives to help young, new or inexperienced workers gain experience in a safe work environment.

The company’s objective of an accident free, injury free workplace can be achieved if we focus on safety and work together.

To achieve this objective, **SHAR** has developed a new worker mentoring program.

### **17.6.2 Purpose :-**

The purpose of this program is to introduce new workers to **SHAR** by providing direct quality instruction, demonstration and supervision of the safe performance of their duties.

Adopting Implementation of this program can help reduce the number of injuries, develop a positive safety culture, and recognize experienced workers.

### **17.6.3 New worker mentoring program will include:-**

- Young / New workers under 21 years of age .
- Student workers .
- Any worker who has less than one year’s experience .

#### **17.6.4 Definitions :-**

- **Superintendent:-** The person charged with the responsibility of overseeing specific project or job .
- **Mentor:-** A role model, a seasoned worker chosen by the field manager or the Superintendent who has demonstrated the appropriate skills and has the ability to instruct a new worker in the assigned tasks.
- **Young / New Workers:-** Is a young / new employee who is under the age of 21.
- **Student Workers:-** A worker who is attending a school / work program sponsored by the local government or any summer students, whom have not completed this mentoring program
- **Inexperienced worker:** A worker who has less than one year of experience .

#### **17.7 Responsibilities :**

##### **17.7.1 Safety Manager:-**

- Safety Manager is responsible to oversee and ensure compliance with the implementation of this Mentoring Program .
- Any deficiencies found in the implementation of this program will be identified on the inspection report, and copies of the report forwarded to the area / project superintendent and manager.

##### **17.7.2 Superintendent :-**

- Implement the company mentoring program on their respective area / project, when applicable.
- Choose a seasoned worker whom they consider a role model and has the attributes to be a mentor for a new worker.
- Outline the roles and responsibilities.
- Be familiar with applicable local legislation regarding young / new workers.
- Review all new worker evaluation forms provided by the mentor and give advice of take action as required.

### **17.7.3 Mentor :-**

- As a mentor, you are a role model for our new worker.
- Your responsibilities will also include being a supervisor.
- You will be the immediate supervisor of the new worker that has been assigned to you.
- All supervisors are directly responsible for their worker's safety, they are responsible to ensure that the area where they are sending their worker to work is safe, and the worker has the proper instruction and personal protective equipment to do the job safely.
- Be familiar with applicable local legislation regarding young / new workers.
- The mentor shall complete the new worker evaluation form on a bi-weekly basis and review this form with the project superintendent and the new worker.

### **17.7.4 Young / New Worker :-**

- Arriving at the area / project each day ready, willing and able to start work.
- Report promptly to their mentor.
- Taking instruction from their mentor and the superintendent only! unless an unsafe act or condition exists, then any person may advise the worker to stop work.
- Advising their Mentor of any task they feel uncomfortable performing.
- Understanding that they have the right and responsibility to refuse unsafe work.
- Complete any training courses the superintendent or mentor deems necessary.
- Wear the mark that will be determined by **SHAR** for new workers to signify their participation.

### **17.8 Implementation :-**

- All **SHAR** new hires will be given a company safety orientation before they report to their assigned sites.
- Any New Worker must be identified during the company orientation and must not proceed with any on site work activities until the superintendent has chosen a mentor and reviewed this program with both the mentor and the new worker.
- At the beginning of a work shift / day the new worker will immediately report to the assigned mentor.
- The new worker will stay with the mentor at all times until the end of the shift.

- Where feasible, the new worker shall always work within a direct line of sight of the mentor; if the mentor must leave for any reason then the new worker must only work with tools, equipment or on processes that they have been trained on, until the mentor returns.
- During this program the new worker must not be exposed to any high-risk jobs (e.g. confined space entry, working at high elevation).
- Any questions on the duties allowed shall be addressed with the superintendent.
- The mentor shall give quality instructions, demonstrations, and answer any questions in a positive manner.
- On a bi-weekly basis the mentor will complete a new worker evaluation form and submit this form to the superintendent for review with the new worker.
- When the mentoring period expires, the Mentor shall determine if the new worker has demonstrated the skills necessary to leave the mentoring program. If not, the mentor may recommend to the superintendent that additional time is required until the new worker demonstrates the skills necessary to leave the program.
- The minimum duration of this program is one month.

### **17.9 Temporary Labor Agencies :-**

- On occasion , **SHAR** may utilize temporary labor agencies to supply casual labor to our sites.
- All agencies must be notified that temporary labor agency workers sent to work for **SHAR** must have a minimum of 1 year of experience.
- During orientation, any temporary agency worker identified as not having 1 year of experience will be sent back to their agency.

# *Section 18*

# *Health and First Aid*



## Health and First Aid Policy

**SHAR** is committed to providing and maintaining a First Aid policy to minimize the effects of job-related injuries and illnesses.

**SHAR** will provide and maintain first aid services, supplies, and equipment to all workers during working hours as required by occupational health and safety regulations.

Management will ensure compliance with all **SHAR** regulations and all local regulations regarding maintaining proper first aid certification representation among workers.

Workers who sustain a job-related injury or illness, regardless of seriousness, must immediately report to a first aid attendant for treatment.

Workers must immediately report any injuries occurring at the work site to their supervisor.

Workers certified in first aid will properly attend to all injuries and complete the appropriate documentation required.

The first aid attendant will be in complete charge of all first aid treatment of injured workers until medical aid is available.

## **18.1 Minimum Health Management Standards:-**

**SHAR** focuses on four areas to support health management which include:-

- **Health risk assessment .**
- **Health monitoring and reporting .**
- **Human factors engineering .**
- **Health facilities and medical emergency response .**

### **18.1.1 Health Risk Assessment :-**

Health risk assessments may be completed with the support of a 3rd party industrial hygiene resource to identify potential operational health impacts, develop associated sampling strategies, and provide recommendations on controls and ongoing medical surveillance.

### **18.1.2 Health Monitoring and Reporting :-**

#### **18.1.2.1 Medical Surveillance :-**

Initial baseline and subsequent medical monitoring will be conducted as required which could include but is also not limited to hearing, vision, and lung function testing.

#### **18.1.2.2 Injury & Illness Case Management:-**

By focusing on prevention through health and safety programs, pre-employment medicals and functional testing, SHAR can manage factors to reduce the impact of workplace injuries and illnesses.

Additional benefits of after-incident case management can reduce costs through:-

- **Expediting diagnostic procedures and treatment .**
- **Identifying errors .**
- **Shorten compensation times and payments with modified work and return to work programs .**
- **Continuous review of the case for new developments .**
- **Cost relief based on pre-existing conditions .**

Effective case management benefits the employee by the improved quality of care through expedited procedure and treatment.

### **18.1.3 Human Factors Engineering :-**

Human factors engineering will be assessed, and appropriate controls considered, during the design stage of the facilities to ensure health risks associated with operations will be at a tolerable level.

### **18.1.4 Medical Emergency Response :-**

The category of a work site medical facility (clinic) shall be based on the following criteria:-

- Number of personnel at the work site.
- Remoteness of the work site and access to definitive medical care (e.g hospital).
- Potential risk factors at the work location.
- Specialized services required (medical procedures, diagnostics or otherwise).

## **18.2 First Aid :-**

### **18.2.1 First Aid Personnel :-**

First aid, which is the immediate help provided at the work site to injured or seriously ill personnel prior to the arrival of professional medical assistance.

**SHAR** and its contractor shall provide and maintain adequate first aid supplies for all personnel at all work locations .

Rapid response is an essential requirement for life saving first aid such as effective cardiopulmonary resuscitation (CPR) and control of bleeding.

**SHAR** will maintain at least one First Aiders that will be situated in the Security / First Aid Room at all times. As well First Aiders will be distributed across all areas of the site to ensure effective and timely response in the event of an injury.

At least one first aid kit/cabinet should be provided for each 50 person

Signs/notices shall be posted near each first aid kit/cabinet stating the following:-

- Name of person(s) who is in charge of the first aid kit/cabinet.
- Hospital where injured/ill personnel are to be transported.
- Telephone number(s) of doctor(s) or first aid attendant(s).
- Emergency telephone number(s).

First aid supplies shall be kept in a sanitary condition at all times.

A medical logbook shall be maintained at each first aid station and medical facility by the first aider who shall log all injuries/illnesses treated.

### **18.2.2 First Aid Room and Supplies**

A fully stocked and functioning First Aid Room will be integrated into the Security Facility located at the front gate of any site .

First Aid supplies will also be available .

### **18.2.3 Transportation / medical evacuation (Medevac) :-**

The prompt transportation, after stabilization, of severely injured or seriously ill workers to facilities and personnel with appropriate medical skills can be a matter of life and death.

Additional resources (ambulances ) shall be identified in advance and their reliability and suitability assessed.

### **18.3 First Aid Service Requirements :-**

Medical professional personnel (e.g., physicians, nurses) shall at a minimum meet the licensing requirements of MOH in KSA and shall possess the necessary experience, training, minimum qualifications and required certifications .

In addition to local occupational health and safety regulations for first aid, all first aid attendants will follow universal precautions including the following:-

- Use appropriate PPE such as facemasks, latex gloves and safety glasses when a worker is bleeding .
- Make sure that any cuts or abrasions on the first aider do not come in contact with the injured worker.
- Use a bag and mask or a pocket mask for artificial respiration.
- Clean up blood carefully and, with a suitable disinfectant and using proper precautions, clean all areas contaminated with blood.
- Carefully dispose of blood-soaked materials in double-wrapped plastic bags.
- Where required by legislation, bio-hazardous bags must be used.

### **18.4 Vaccination Program :-**

All workers must provide **SHAR** with all required vaccination / analysis certificates from local authorities such as Hepatitis C Vaccination certificate or any other certificates required by **SHAR**.

All vaccination records and date of immunization records will be kept secure by HSE Manager.

# *Section 19*

# *Fire Prevention*



## Fire Prevention Policy

**SHAR** is committed to providing a safe environment for its staff, contractors and visitors.

Part of this safety responsibility is in the provision and management of fire safety systems and procedures.

All **SHAR** 's staff, visitors and contractors, have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy.

Fire is recognized as a major threat to all **SHAR** 's activities .

An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities.

**SHAR** will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with Fire safety regulations and local relevant legislation .

The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within **SHAR** community and to protect the **SHAR** 's assets.

## **19.1 Fire Prevention :-**

All work site activities must be carried out in a manner that minimizes the risk of fire to the greatest extent possible.

All workers must be given adequate instruction in the fire prevention and evacuation procedures applicable to their workplace.

All fire prevention and response duties must be assigned to qualified persons.

Workers must be trained in the use of fire extinguishers.

All required maintenance of fire prevention systems, fire alarm systems, and fire extinguishing systems must be carried out at the proscribed intervals.

## **19.2 Fire Evacuation Planning :-**

Fire evacuation instructions detailing how all workers, contractors, and visitors are to evacuate an existing facility in the event of a fire must be created and conveyed to all concerned.

The responsibilities for fire evacuation management must be determined and conveyed to all concerned.

## **19.3 Fire Extinguishers :-**

Fire extinguishers must be placed in accessible locations throughout a work site.

Fire extinguishers must be chosen according to the type of fire that could occur.

Workers must be instructed regarding the proper use of fire extinguishers, the types of fire extinguishers available, and the locations of the fire extinguishers.

A monthly inspection of all fire extinguishers must be conducted.

Annual inspections are to be completed by certified personnel.

## **19.4 Fire Duties and Responsibilities :-**

- Good housekeeping is essential in the prevention of fires.
- Fires can start anywhere and at any time.
- Fire Marshals and First Aid Attendants have responsibilities regarding fire prevention and fire response.

## **19.4.1 Fire Marshal :-**

Being the fire marshall requires organisation, a calm and composed mindset and leadership.

### **19.4.1.1 Daily Responsibilities of the Fire Marshal :-**

- Fire Doors and Fire Exits are closed, clear, unlocked and ready for use.
- All escape routes are safe, unblocked and clear.
- Fire extinguishers are sealed and in the correct locations.
- There are fire safety signs clearly in position.
- Fire alarms are clear and unobstructed.
- Faulty emergency lighting must be reported.
- All weekly fire alarm tests should be reported if faulty.
- Establish safe exit routes for disabled staff and visitors and Nominate individuals to help them in case of emergencies .

### **19.4.1.2 Fire Marshal's Responsibility in the Event of an Emergency :-**

- Summon emergency assistance (call 998) .
- Know the evacuation routes, the alternate evacuation routes, and the assembly points that will be used in the event of a fire .
- Assist in evacuating people and directing people to the muster area .
- If it is safe to do so, check all offices and washrooms in the assigned area of responsibility and close any open doors .
- Proceed to the muster area and confirm the head count .
- Inform HR department about the head count, any visitors, any missing persons and their probable locations, and any other important issues .
- Gather information from colleagues and other fire marshals about the fire.
- Wait for the Civil Defense or assign someone to meet them.
- Inform the Civil Defense about the fire location and/or source .
- Prevent any worker from re-entering the site to search for missing workers .
- Only allow re-entry after the “All Clear” has been given by the Civil Defense .

#### **19.4.2 First Aid Attendant :-**

If a fire breaks out, a first aid attendant should do the following:-

- Provide first aid to anyone requiring it .
- Check with the Fire Marshal to see if anyone else requires first aid .
- Assist with other duties as directed by Fire Marshal .

#### **19.5 Fire Discovery :-**

If you discover a fire, do the following:-

- Sound the alarm .
- If you can safely attempt to extinguish the fire, you may do so .
- If you think that you cannot extinguish the fire safely, isolate it by closing the doors.
- Leave the area.

#### **19.6 Fire Evacuation**

The following general evacuation procedures should be followed in the event of fire in an existing facility:-

- At the sound of the alarm, leave the building by the shortest and safest route available.
- If you have visitors, assist them when evacuating.
- If there is the potential that visitors will be alone in the building or separated from their group, tell them where to find both the emergency exits and the assembly area to which they should report when they evacuate the building .
- Once clear of the building, go to the designated assembly area so the Fire Marshal can do a head count and confirm that everyone is out of danger .

# Section 20

## *Workplace Hazardous Material Information System (WHMIS)*



## **20.1 WHMIS :-**

The Workplace Hazardous Material Information System (WHMIS) is designed to inform workers about controlled products and hazardous materials and to protect them from controlled products and hazardous materials.

Supervisors must understand and implement all WHMIS requirements.

The Company will ensure that the following essentials regarding WHMIS are provided:-

- Worker education on controlled products .
- Workplace labelling and identification .
- Material Safety Data Sheets (MSDS) .

## **20.2 SHAR Responsibilities :-**

**SHAR** will make information concerning Workplace Hazardous Materials Information System (WHMIS) controlled products available to workers.

This information will include the Material Safety Data Sheet (MSDS) and the appropriate methods and safeguards required for dealing with the product.

The Company will ensure that workers are trained in the following areas:-

- The WHMIS hazardous products they are working with .
- How to protect themselves .
- What to do in the event of an exposure .
- Where to go for first aid .
- How to clean up the spilled material .

## **20.3 Safety Manager Responsibilities :-**

- Ensure a current MSDS binder .
- Ensure the MSDS binder accessible to all workers .

## **20.4 Safety representative Responsibilities :-**

- Ensure all hazardous products used within their area are properly labelled and stored.
- Make sure the appropriate MSDS are available at all work site locations.
- Ensure all workers who handle hazardous or controlled products are properly trained to recognize and understand the hazardous labels.
- Make sure written safe work procedures and emergency procedures for all hazardous materials are available and that workers are properly trained in these procedures .

- Provide proper personal protective equipment (PPE) .
- Make sure the use of PPE is understood .
- Provide necessary materials such as spill kits .
- Maintain an MSDS binder .

## **20.5 Worker Responsibilities :-**

- Using safe work procedures .
- Reporting any containers that lack labels or have unreadable labels .

## **20.6 Supplier Label :-**

The supplier label on a product must have the following information on it:-

- Product identification .
- Hazard symbols representing the classes and divisions into which the product falls .
- Risk phrases .
- Precautionary statements .
- First aid measures .
- A statement advising that an MSDS is available .
- Supplier identification .

## **20.7 Workplace Label :-**

If a controlled product is transferred from a larger container into a workplace container, a workplace label will be supplied for the workplace container that the controlled product was transferred to.

The workplace label must have the following information on it:-

- Product identification .
- Information for safe handling .
- Statement that a Material Safety Data Sheet (MSDS) is available .

## Section 21

# *Discipline and Compliance Obligations*



## Discipline and Compliance Obligations Policy

**SHAR** expects all employees to conduct themselves in a professional manner at all times. In addition, **SHAR** believes in assisting the development and growth of employees, an important part of professional performance development.

The primary purpose for discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists and be aware of the disciplinary process.

If an employee behaves in an inappropriate manner a disciplinary action may be taken against him / her depending on the seriousness of the situation.

Disciplinary action may be taken verbal or written forms and it should be documented .

Disciplinary action, up to and including termination of employment, will be taken if the unacceptable/unprofessional job-related behavior or job performance continues.

At any time, employment can be terminated without notice where there is a moral crimes or violations affects the general discipline in the company like theft of property, willful misconduct, deliberate neglect of duties, or breach or non-compliance with company policies.

## **21.1 Regulatory Compliance**

**SHAR** is complies with all KSA legislation and international standards forms and this is the basis for HSE system development .

Legislation or others requirements are continuously identified collected and analyzed to evaluate its applicability with respect to **SHAR**'s activities and processes .

Any new legislation or amendments to current legislation is reviewed by **SHAR**'s HSE department and legal department to ensure the understanding and context of the legislation is applied correctly.

The identified applicable legislation is then linked to the various risk/impact identified to determine its criticality status.

A non-compliance or non-conformance to the applicable legislation or other requirements adopted by **SHAR** will be registered on the risk/impact register and managed according to the category and priority set forth.

**SHAR** will continuously align its risks to applicable legal requirements.

Legal compliance is to be measured and monitored during management reviews of the HSE system, including documents and applicability thereof.

Audits are conducted within **SHAR** as per the audit schedule available within the HSE department to confirm compliance and conformance to the Legal and other relevant HSE management system requirements.

## **21.2 Safety Enforcement / Discipline :-**

As part of the **SHAR** HSE program, the company ensures that workers receive orientation and training regarding rules, regulations, practices, and procedures.

**SHAR** has implemented a system to consistently enforce the policies of its safety program.

Supervisors must administer **SHAR** safety policies as follows:-

- When the unsafe act or breech of safety legislation is committed/observed, the direct supervisor must consult with the worker(s) involved to determine if the worker(s) is/are aware of the safety legislation / **SHAR** policy contravened and determine the reason for the unacceptable action (retraining and/or skill practice may be required).
- Supervisors must ensure that subjects dealing with legislated safety requirements are used in toolbox talks with their own workers and with workers of the direct contractors.
- In order to make workers aware of the necessity for a safe work site, where possible, the Supervisor must get statements from other workers regarding the observed unsafe acts or conditions where action is taken .
- Supervisors must enforce **SHAR**'s discipline policy regarding the unsafe behavior of workers.
- Written documentation must be kept of all disciplinary actions.

## **21.3 Violations / Fines and Disciplinary Actions :-**

### **21.3.1 Company Violations / Fines :-**

- Any HSE Violation/fine in terms of Legal noncompliance issued by the external regulatory bodies shall be discussed and forwarded to the HSE department for further review and investigation.
- Such investigations shall involve the various affected departments and the legal department so as to ensure such violation is rectified and such situations do not arise again.
- The legal department shall provide assistance on HSE matters that result in judicial representation.

### **21.3.2 Employee Violations and Disciplinary Actions**

Where an employee/s are found to be in violation to HSE policies and procedures of the company, then appropriate disciplinary action shall be taken. Investigations shall be conducted by the required departments (HSE/ HR) to determine the course of actions deemed necessary.

An HSE incident report and/or violations report shall be issued and the respective HR policies on disciplinary action will be followed.

The following consequences will result if safety regulations are breached:-

- First offence - Verbal warning (written record) .
- Second offence - Written warning/1-2 day suspension .
- Third offence – Dismissal .

Note: Disregard for any safety rules and practices by an individual may result in the immediate removal of that individual from the job site.

### **21.3.3 Vendor / contractor Violations :-**

Where a vendor or contractor on site is found to be in violation to **SHAR**'s HSE policies and procedures then appropriate action shall be taken by notifying the respective company on the issue .

Depending on the severity of the violation, then either work or services shall be stopped to ensure the health and safety of people or protection of the environment.

Notification shall be submitted to the respective company for immediate rectification.

Resumption of work will only be done once all measures have been taken to ensure safety of people and protection of the environment.

The HSE department may then advise the requestor of services on whether to continue with the services of such company/s.



# Section 22

# *Drugs and Alcohol*



## Drugs and Alcohol Policy

All **SHAR** direct employees and Labor Supply companies providing labor only services direct to **SHAR** are required to pass pre-employment drug and alcohol testing as a condition of employment .

This policy is applicable to all employees , working and contractors on **SHAR** sites who shall agree to be bound by the policy.

All workers are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, or using illegal, mind-altering, or intoxicating substances while on company premises and work sites (including parking areas and other company grounds) or while performing work duties away from the company's premises.

Workers must not report to work, or continue to work, if in any way unfit to perform work in a safe manner due to drugs or alcohol or in case of suffering the aftereffects of the use of illicit drugs or alcohol

**SHAR** has adopted these policies in order to provide a safe workplace for all workers and to ensure the safety of those who may be affected by the conduct of Company workers.

A copy of the policy will be available at each Company project site. Copies will also be provided to each employee upon request.



## **22.1 Introduction :-**

Drug and alcohol abuse in the workplace can result in incidents, injuries, lower productivity, lost profits, increased health care costs, and legal difficulties for workers and employers.

The use, possession, or sale of alcohol or illegal drugs in the workplace and the inappropriate use of prescription drugs and over-the-counter drugs in the workplace poses serious risks to the health, safety, and well-being of workers and will not be tolerated by **SHAR**.

The alcohol and drug policy is established to :-

- Provide a safe workplace for all employees and those whose safety may be affected by the conduct of employees .
- Ensure that all employees are treated fairly and with respect.

## **22.2 Importance of Alcohol and Drug Policy :-**

The use of alcohol and drugs adversely affects the ability of a person to work in a safe manner.

Employees at construction workplaces are often working independently or with equipment or material in an environment that poses a threat to the safety of themselves, the workforce, the workplace and the property at the workplace, if handled without proper care and attention.

In setting the requirements in the Work Rule it is acknowledged that assessments of risks relating to work activities, equipment and processes may lead to a workplace adopting more rigorous requirements in relation to the risks faced in particular work.

This Policy will remind employees of the risks associated with the use of alcohol and other drugs and provide understandable and predictable responses when an employee's conduct jeopardizes the safety of the workplace.

By pursuing the purposes of this alcohol and drug policy, the company promotes :-

- The safety and dignity of its employees.
- The welfare of its employees and their families.
- The best interests of the company, the owner, the construction industry and the public.

The company conducts its business, and at the same time are equally as effective in promoting the purposes of this alcohol and drug policy.

## **22.3 Alcohol and Drug Work Rule :-**

**a) An employee shall not:-**

- Use, possess or offer for sale alcohol and drugs or any product or device that may be used to attempt to tamper with any sample for a drug and alcohol test while at a company workplaces .
- Report to work or work while unfit for work on account of the use of a prescription or non-prescription drug .

**b) Refuse to :-**

- Comply with a request to submit to an alcohol and drug test .
- Provide a sample for an alcohol and drug test .

**c) Tamper with a sample for an alcohol and drug test given .**

**d) An employee complies with alcohol and drug work rule if he or she is in possession while at a company workplace of a prescription drug prescribed for him or her or a non-prescription drug and:-**

- The employee is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the employee's physician or pharmacist or the manufacturer of the drug.
- The use of the prescription or non-prescription drug does not adversely affect the employee's ability to safely perform his or her duties .
- The employee has notified his or her supervisor or manager before starting work of any potentially unsafe side effects associated with the use of the prescription or nonprescription drug.

**e) The supervisor or manager who has received a notification may not disclose any information provided to any person other than a person who needs to know, to discharge a statutory or common-law obligation.**

## **22.4 Implementation of The Alcohol and Drug Work Rule :-**

### **22.4.1 Education :-**

- The company is committed to informing employees of the existence of this alcohol and drug policy and inform them of the safety risks associated with the use of alcohol and drugs .
- The likelihood that an employee will comply with the alcohol and drug work rule is increased if he or she knows the safety risks associated with the use of alcohol and drugs .

### **22.4.2 Self-help :-**

- a) This policy encourages employees who believe that they may require the help to voluntarily request that help. An employee requesting help will not be disciplined unless he or she:-
  - Has failed to comply with the alcohol and drug work rule .
  - Refuse to submit to an alcohol and drug test .
  - Has been involved in an incident .
- b) An employee who believes that he or she may be unable to comply with the alcohol and drug work rule should seek help by:-
  - Contacting HSE / HR departments .
  - Informing a family member or friend
  - Informing a co-worker, a supervisor, or a representative of the company.
- c) In responding to an employee's request for help, a foreman, supervisor or manager must :-
  - Inform the employee of the assistance available under the employee assistance services program, and direct them to HSE / HR departments.
  - Inform the employee that if he or she fails to utilize the employee assistance services program the company may insist that the employee submit to any or all of the following:-
  - ✓ A medical assessment conducted by a physician selected by the company for such purposes.
  - ✓ Alcohol and drug testing.

And that his or her failure to do so may result in the termination of his or her employment.

- d) An employee who receives assistance on account of his or her use of alcohol and drugs must comply with any program established to help the employee as a condition of his or her continued employment.

#### **22.4.3 Possession of alcohol and drugs :-**

A representative of **SHAR** or a sub-contractor who has reasonable grounds to believe an employee may not be in compliance with alcohol and drug work rule, must request that employee to confirm that he or she is in compliance with alcohol and drug work rule , or the assistance of appropriate department to confirm that employee's compliance with alcohol and drug work rule.

#### **22.4.4 Observation of employee conduct :-**

A supervisor or a manager of an employee must request an employee to submit to an alcohol and drug test if he has reasonable grounds to believe that an employee is or may be unable to work in a safe manner because of the use of alcohol and drugs.

#### **22.4.5 Incidents and near misses :-**

- A supervisor or manager of an employee must request an employee to submit to an alcohol and drug test if he has reasonable grounds to believe that an employee was involved in an incident or near miss that could have resulted in medical treatment.
- A supervisor or manager must make a request immediately following an incident or near miss unless it is not practicable or reasonable to do so until a later time.

#### **22.4.6 Pre-employment testing**

All employees are required to pass pre-employment drug and alcohol testing as a condition of employment.

#### **22.4.7 Random drugs test :-**

Safety manager / site HSE representative has the right to carry out random drugs test at any time for any numbers of workers to ensure compliance with alcohol and drug work rule .

## **22.5 Consequences for Failure to Comply With The Alcohol and Drug Work Rule :-**

- The company may discipline, or terminate for cause, the employment of an employee who fails to comply with the alcohol and drug work rule.
- The appropriate consequence depends on the facts of the case, including the nature of violation, the existence of prior violations, the response to prior corrective programs, the seriousness of the violation and drugs test result.

## **22.6 Definitions :-**

- **Alcohol:** Any substance that may be consumed and that has an alcoholic content in excess of 0.5 per cent by volume.
- **Alcohol and drug test:-** A medical test to measures the amount of alcohol or drugs in the blood.
- **Drugs:-**any substance, chemical or agent the use or possession of which is unlawful in KSA or requires a personal prescription from a licensed treating physician .
- **Negative test result:-** A report from the medical lab that the employee who provided a specimen for alcohol and drug testing did not have an alcohol and drug concentration level equal to or in excess of the set out .
- **Positive test result:** A report from the medical lab that the employee who provided a specimen for alcohol and drug testing did have an alcohol or drug concentration level equal to or in excess of the set out.
- **Reasonable grounds:** Includes information established by the direct observation of the employee's conduct or other indicators, such as the physical appearance of the employee, the smell associated with the use of alcohol or drugs on his or her person or in the vicinity of his or her person, his or her attendance record, circumstances surrounding an incident or near miss and the presence of alcohol, drugs or drug paraphernalia in the vicinity of the employee or the area where the employee worked.
- **Rehabilitation program:** A program tailored to the needs of an individual which may include education, counselling and residential care offered to assist a person to comply with the alcohol and drug work rule.

# Section 23

# *Contractor Management*



## **23.1 Contractor Management :-**

**SHAR** and its contractors must provide safe workplaces in order to protect the health and safety of their workers and the public; to protect their facilities, product and equipment; and to protect the environment.

Benefits of a comprehensive contractor safety program include the following:-

- Less worker injuries and improved moral
- Improved quality and productivity occur because a comprehensive contractor safety program requires that workers be properly trained for their job tasks and be familiar with their job requirements.
- Fewer incidents result in more controlled project costs.
- Reduced potential for damage to the Company's infrastructure, reputation, and contractor equipment.

## **23.2 General Contractors Management Steps :-**

Contractor Management is made up of the following steps:

- Define the scope of work .
- Establish contractor expectations .
- Contractor pre-qualification & selection .
- Select and develop appropriate agreement .
- Contractor management and performance tracking .
- Performance evaluation and contractor close-out .

### **23.2.1 Define the Scope of Work**

A Scope of Work is required to provide a clear understanding of the work to be performed and provides a basis to select and qualify the most appropriate contractor.

A Scope of Work should include whenever possible:-

- Overview (description, size, location, phases, contact information, selection process, standards and regulations .
- Deliverables (objectives, timelines, milestones, designs, labor, material) .
- Considerations (monitoring, evaluation, specific and related tasks, critical tasks, hazards/controls and associated risk levels) .

### **23.2.2 Communicating and Establish Contractor HSE Expectations :-**

Identify the qualifications and capabilities that contractor needs to bring to the job early on is very important and might help contractors decide if they are able to support our requests.

**Key Steps :-**

- Define roles and responsibilities ,
- Identify general expectations ,
- Identify the risk exposure .
- Develop a list of key health, safety and environment risks .
- Identify key training and certification requirements .
- Define and communicate performance measures .
- Define the expected process for reporting/communicating information .

### **23.2.3 Contractor Pre-Qualification**

- HSE department checks whether contractors have the proper prequalification , documentation and performance before being involved in a processes or being awarded a new scope of work.
- HSE department will also obtain ongoing certifications to ensure the contractor stays in good standings.

### **23.2.4 Selection and Develop Appropriate Agreement :-**

#### **23.2.4.1 Contract Formation and Administration**

- No work shall be committed to, directed or initiated without an approved purchase order or contract.
- A contract must clearly define all performance requirements and obligations of both **SHAR** and the contractor prior to the commencement of work, and throughout the life-cycle of the contract.
- All legal documentation of the designation, acceptance, ongoing monitoring must be generated and retained for 5 years.
- Any changes to scope will be incorporated in the contract or purchase order.

### **23.2.4.2 Pre-Job Meeting**

- After the contract has been signed a pre-job meeting is conducted.
- A hazard assessment and control plan must be submitted before the pre-job meeting to allow HSE department time to review.
- The purpose of the pre-job meeting is to discuss the work scope and HSE hazard assessment and control plan .
- **SHAR's** HSE expectations, plan for implementation, execution and monitoring of that plan will be established during this meeting.
- The contractor should identify any sub-contractors they will be using on the job at this meeting.
- This meeting also ensures that all parties (**SHAR**, Contractor and HSE) clearly understand the identified work scope and are aware of all known and potential hazards associated with the work area.
- Everyone must have a full understanding of relevant **SHAR** policies, standards, procedures, work practices and rules that affect how the work will be performed.
- Confirmation of **SHAR** and contractor key contact personnel and methods of contact must also be determined during this meeting.
- The Pre-Job meeting check sheet must be completed and signed as part of the contractor management process.
- **SHAR** will keep this check sheet in the contractor's file for future reference.

### **23.2.4.3 Subjects to be reviewed at Pre-Job meeting will include:-**

- Regular hours of labor .
- Workers attending a site safety orientation.
- Contractor to provide a language translator , as required, for its workers .
- Joint health & safety committee, where required.
- Contractor's responsibility for loss control.
- Special hazards of job site (i.e.: hot work requires a permit).
- Location of contractor facilities - trailers, shops, tool crib, etc.
- Access and egress routes to and from the site .
- Incident reporting procedures .

- Contractor's responsibility for work outside of regular hours of labor .
- Copies of workers' training tickets pertaining to work site .
- Location of First Aid facilities, and trained First-Aid persons as per WH&S .
- Provision of personal protective equipment .
- Emergency telephone numbers .
- Lock-out procedures .
- Scaffolding requirements .
- Location of fire protection equipment .
- Construction procedures ( i.e.: method of statement ) .
- Workplace Hazardous Materials Information System (WHMIS) .
- Drug and Alcohol program policy and testing requirements .
- Workplace Bullying and Harassment policy .

#### **23.2.4.4 Work Commencement :-**

- Before starting work, all safety requirement that approved by **SHAR** should be implemented .
- Each contractor and their subcontractor(s) shall take all reasonable precautions against the risks of loss of life or injury to their employees, **SHAR** 's employees ,or any other person employed about the work, or to authorized visitors, and to this end shall properly guard/protect and provide adequate lighting for the work area.
- The contractor and their subcontractor(s) shall furthermore take all reasonable precautions against interference with the work and the loss or theft, from the site, of material, whether the property of **SHAR** or contractor or their subcontractor(s).
- **SHAR** may regularly inspect all work areas to ensurethe condition of the site, the quality of the work practices, unsafe equipment, and other matters pertaining to the safety of workers and protection of equipment.
- Any unsafe conditions and work practices reported shall be corrected by the responsible contractor without delay.
- Contractors are required to hold regular “toolbox” meetings and attend jobsite scheduling and safety committee meetings to ensure the smooth flow of work and to identify unsafe working conditions and unsafe work practices.

- Contractors shall maintain a system of loss control indoctrination to inform new employees of:-
  - ✓ The specific nature of their individual duties and responsibilities, with special attention to safe work practices .
  - ✓ Location of first aid facilities, and incident reporting.
  - ✓ Location of drinking water, toilets, lunchrooms, etc.
  - ✓ Personal protective equipment required .
  - ✓ Safety regulations pertinent to the work areas .
  - ✓ Special hazards of site .
- As required , every contractor shall retain a qualified safety coordinator whose responsibilities shall include full training of all persons working for the contractor at the worksite in safe construction and installation practice as applicable, and who shall provide certification respecting that training on request in accordance with local by-laws or applicable Legislation
- Contractors shall maintain a WHMIS program:-
  - ✓ Contractors shall maintain all Material Safety Data Sheets (MSDS) on site, accessible to all workers, for all hazardous materials used on site.
  - ✓ Copies of all MSDS sheets shall be provided to **SHAR** prior to bringing material on site.
  - ✓ Contractors shall notify **SHAR** prior to using or handling hazardous materials on site .
  - ✓ Contractors shall train their employees on their WHMIS program .
  - ✓ Contractors shall ensure that their employees wear the proper protective equipment for working with hazardous materials
  - ✓ Contractors shall, where required by WHMIS, provide all job site labels to hazardous materials .
- Housekeeping:- Contractors shall be responsible for maintaining a good housekeeping at least once per week, in all their work areas; including, but not limited to:-
  - ✓ Stairways and walkways shall be kept clear of tripping and slipping hazards .
  - ✓ Waste material shall not be allowed to accumulate so as to constitute a hazard .
  - ✓ Materials for the work process shall be stored and maintained in a safe manner .
  - ✓ Electrical cords, welding cords, cutting torch lines, water and air hoses shall not be strung across walkways or stairways .
  - ✓ Spillage of materials shall be cleaned up immediately.

- **Fire Prevention:** In addition to the facilities and equipment provided by **SHAR**, contractors shall provide fire extinguishers and other fire-fighting equipment required for the nature of their work.
- Contractors shall post the fire department's emergency number in their area(s) of work, shall instruct their employees in the use of fire-fighting equipment and shall make their employees available for firefighting duty if required
- All flammable fluids shall be stored in and dispensed from a storage area designated by **SHAR**, smoking shall be prohibited in that area.
- The contractor shall provide protection and post "No Smoking" signs as required .
- Contractors shall provide First Aid services, equipment, and supplies in accordance with occupational first aid regulations during regular hours of labor.
- Contractors or their subcontractor(s) shall be responsible for compliance with occupational first aid regulations and the cost for providing first-aid attendants when working at the site at times outside the regular hours of labor.
- Each contractor or their subcontractor(s) shall notify the safety coordinator twenty-four (24) hours to (48) hours in advance, if intending to work outside the regular hours of labor.

### **23.3 Contractor Management and Performance Tracking :-**

Steps shall be taken to monitor that the contractor is implementing sound safety practices as required by their own safety program and **SHAR** guidelines.

To ensure that the responsibility for health and safety at the worksite is fulfilled and as a means of monitoring contractor safety performance, **SHAR** HSE representative shall :-

- Ensure that the contractor complete site orientation prior to commencing work.
- Regular and appropriate hazard assessments as per HSE management system.
- Ensure that the contractor is discussing critical or repetitive hazards with their employees during their toolbox talks and/or safety meetings.
- Ensure contractors are regularly inspecting their work areas.
- Instruct contractors on site to report and investigate all incidents and hazards.
- Ensure all investigation findings and reports are forwarded to **SHAR** HSE team for review.

- Ensure all worksite emergency safety equipment is easily identifiable to all site personnel (i.e. fire suppression equipment, first aid room, stretchers, etc.), and is in good operating condition.
- Follow up on any deficiencies noted, or recommendations .
- Safety considerations should be taken into account in the evaluation of the contractor's overall performance.
- All of this information will be forwarded to **SHAR** for retention.

### **23.4 Notifications :-**

- Reports of all incidents which occur during the course of work .
- Report any notices, warnings or orders issued by any government agencies relative to the contracted work.
- Report the results of the inspections .

### **23.5 Performance Evaluation Contract Close-out**

Contracts shall be closed in a timely manner upon confirmation that all obligations have been completed.

As part of contract close-out, contractor performance shall be assessed and documented.

following completion of the contracted work. The following data may be used:-

- Injury and illness performance .
- HSE incidents.
- Observations and Inspection findings .
- Corrective actions completion .
- Overall commitment to **SHAR** HSE expectations .
- Quality of the contractor's safety program .
- Effectiveness of supervision .