SAUDI BINLADIN GROUP
OPERATION & MAINTENANCE

SBG O & M

2017

ACCIDENT, ICIDENT REPORTS AND RISK ASSESSMENT

REFERENCE NO: ReportingHSE/SBGO&M/17/V1/SN07

12/2/2017

ACCIDENTS, INCIDENTS, RISK ASSESSMENT

INTRODUCTION AND SCOPE

SBG O&M strongly believes that health and safety always demands responsibility and active monitoring and our SOP'S, management system, procedures and working methods elaborates our scopes and benchmark. We believe that through critical reporting we can promote the safety culture with more effectively in the premises of the project. All the accident, incident, investigation, near-misses, work plan proposal, safety statistics, Shut down and all observation reports sample with proper picture reference and suitable remedial action has been attached in this file.

Leadership and Commitment:

To improve the Standard Operating Procedures in all the project sites by following the safety guidelines from the **Civil Defense, NFPA** & Also according to the international safety regulatory organizations (OSHA, ISO& OHSAS). SSCL believes in developing safe working procedures and maintaining a 0 injury working environment. This scope clearly concludes that our main scope is improved performance and the effective utilization of the resources and for the benchmarking with the other departments.

Policy and strategic Objectives:

The main scope of **SBG O&M** is to ensure the effectiveness of the safety standards and the rules and regulations of the regulatory bodies of health and safety. In all the operation and maintenance related issues in the projects, we ensure the implementation of zero accident policy. The main objective is to provide safe system of work, safe equipment of work and safe working methods to ensure the safety of employees, workplace and environment in accordance to the **NFPA, OSHA, ILO** and national regulatory bodies of Health and Safety

Project HSE Organization

In all the current projects as our organization fully exhibits all the standards implementation and the adequate hierarchy. The chain of the command for the proper execution of working method is followed and we have an appropriate channel of communication from top to the last position of our department and our roles and responsibilities have adequate shared attributes.

DATE: 21/10/2017 Time: 10:30 AM	**SAFETY VIOLATION REPORT**	الشركة السعودية للخدمات المحدودة SAUDI SERVICES Co. Ltd. الحراسة الأمنية المدنية الخاصة - قسم السلامة

GENERAL INFORMATION		
STOP WORK ☐	**FOR RECTIFICATION** √	√ **INFORMATION**

LOCATION	
AREA/ZONE/LANDMARK	**B2, Centre podium, Z-5 Near the entrance**

IDENTIFIED HAZARD	Fall of person hazard, fall of material, inadequate type of scaffold, no use of ladder for access and egress to the scaffold, inappropriate mid-rail, in appropriate working platform, no use of safety harness, no use of toe-board, no barricading of the work area.	**CONSEQUENCES**	Physical injuries/electrical shock/Broken Bones/Property damage/ damage of scaffold/ collision with vehicle near by the location/ poor occupational strategy / deviation from SOP'S, Safe system of work & HSE POLICY of project

DESCRIPTIONS OF ACTIVITY	**RISK LEVEL**	**TIME SCALE**
1. It was observed by the SSCL safety team that there was some severe negligence executed By the workers assigned in basement 2, CENTRE PODIUM, Z-5 for the fixing of CCTV camera termed as electrical maintenance and repairing work. 2. We observed the following hazards and it will be described in detail in hazard analysis, as SSCL Safety is the petitioner of safety in DoKAAE project and especially for the premises of the given mentioned location. 3. There are severe consequences which can be generated from the hazards associated with this particular activity. 4. It is our duty to ensure the safety at workplace including the safety of workers, workplace and equipments. The main scope is to highlight each and every technical recommendation which will act as a remedial action for such safety violations and unsafe conditions to ensure the implementation of **zero accident policy.** 5. In all the hazard analysis we will also mention the entire hazard associated and also the **hazardous event** that can occur due to the potential of the mentioned hazards. 6. We will also explain that by utilizing the engineering and administrative controls how a safety petitioner can make this activity safe and for the adequate implementation of HSE policy following the safe system of work.	HIGH	IMMEDIATE
	RESPONSIBLE	
	ALBORJ	

HAZARD ANALYSIS	**Risk level**	**Rectification time**
In the following analysis we will mention each and every possible hazard which is likely to be the cause of hazardous event in the premises of work area and we have also attached the reference pictures so that the real time situation can also be observed • As Alborj Safety is responsible for the occupational work in the basement 2 but as safety petitioners of Health & safety it is our responsibility to highlight all the safety violations and unsafe conditions. • No safety officer was being observed during the activity and it is the significant deviation from the safe system of work and HSE POLICY of the project • There was no barricading near the area of the work where the workers are using mobile scaffold which has the potential of the un-authorized people to the work area and also having the severe potential of the **collision hazard** where the vehicles nearby. • The scaffold utilized for this particular activity was not of minimum standards as it was not being installed by a **certified scaffolding technician**. • The working platform of the scaffold was inadequate and the potential of f**all of person hazard and fall of material hazard** is enhanced significantly due to the deviation in the standard of the equipment utilized for work at height. • There was no appropriate means of access to the working platform of the scaffold and this unsafe activity and condition has the severe potential of a s**erious injury, broken bones, severe physical injury** to the worker as fall from such height would have	High	Immediately

unbearable consequences. • The **guard-rail and mid-rail** of the scaffold as can be seen in the picture is not installed and the probability and severity of the fall hazard is being enhanced significantly. • The wheel lock of the scaffold was not adequate and it was observed that it can be a cause of the **toppling over** of the scaffold. • One worker was climbing on the scaffold with contact to the rails without using the ladder shows that this unsafe condition has severe potential of causing unbearable consequences as with this activity the **person can fall down** and the scaffold will also topple over and maybe we can have the structure break down for the scaffold as the scaffold and worker both are in unbalance condition • The height of work was more than 12 feet but they were not utilizing the essential personal protective equipments to ensure their safety, as we did not observed proper safety shoes, safety harness and safety helmet. So in such condition if the worker falls down it may be the **reason of death** in the worst case. • The scaffold was installed for the maintenance work and a car was parked nearby the scaffold and the climbing of the worker has severe potential of the **property damage, vehicle damage, physical injury** and toppling over of the scaffold on the car which is parked. • There were vehicles parked around the work area, we observed no barricading in the location and they were **not even wearing safety vests** and it has severe potential of collision hazard with any vehicle which can result in a huge incident. • The unsafe conditions, climbing of the worker to the scaffold without ladder can be the cause of the toppling over the scaffold and it may cause big **damage to the property**. • They were executing electrical maintenance work but we did not found them using any insulating gloves so we observed the potential of **electrical hazards in the form of electrical shock, cuts, and bruises.** • The working platform was not of minimum standards and due to lack of guard-rail, mid-rail, safety harness the gap in the platform has the severe potential of a worse **fall hazard.** • They must have the permit for work at height, permit for electrical work so with these unsafe conditions and violation being practiced by the worker, the activity must not be allowed by the safety officer for the concerned department of safety on the given mentioned location.		

SAFETY VIOLATIONS	**Risk level**	**Rectification time**
1. No safety officer from Alborj was supervising the activity of the work at height in the given location and it is recorded as a severe negligence from the HSE policy of the project as safety petitioners must be properly deployed to cover all the occupational safety work 2. No barricading of the area before the start of activity. 3. In adequate portable equipment used by the contractor workers. 4. Lack of PPE'S utilized by the workers. 5. Unawareness from the HSE policy of the project 6. Utilizing of the scaffold for work at height which was not of minimum standards having inadequate working platform, means of access to platform and to climb down, locking of the wheel of the scaffold. 7. No use of insulating gloves to perform the maintenance electrical work. 8. No use of safety vests by the workers and for the people nearby the premises of work, the workers and scaffold was not even visible 9. The people standing around the scaffold were not also wearing adequate PPE'S and as there is no barricading, the violation is severe as it can generate significant consequences in the form of physical injury to the workers. 10. **SSCL SAFETY STAFF covered all the unsafe conditions and violations which were being executed during the all activity and it is important for our department to show our responsibility by giving adequate and appropriate recommendations according to the standards to ensure the implementation of zero accident policy in the project**	**High**	**Immediately**

DEVIATION OF STANDARDS

- The OSHA Standards for installation of the scaffold and the level of the competency of the scaffold installation technician, all the details for guard-rails and mid-rails, access egress points in a scaffold, the width and the mechanism of the adequate working platform **OSHA 1910.27 AND SUB-PART L (SPECIALLY DESIGNED FOR SCAFFOLD PRE-CAUTIONS)**
- The deviation of the unsafe condition as there was no barricading, the space for barricading, use of safety signals and safety vests for such activity must be followed in accordance to **OSHA 1926.202**
- The responsibility of the employer and the petitioners of safety in the premises of the work area to provide safe system of work, safe equipment for work, suitable and appropriate PPE'S for the activity, AWARENESS AND TRAINING OF HSE Policy to workers to ensure their safety, safety of work place and implementation the policy of health and safety as per clause of **ILO R-164.**
- The workers were not utilizing the adequate safety harness and fall arrest system for such activity of work at height, so the use of safety harness and fall arrest system must be in accordance with the **OSHA 1926.501, OSHA 1926.502** and for fall protection system **OSHA 1926.104, OSHA 1926.105**
- The standard for the electrical safety given by OSHA as they were not utilizing the insulating gloves or even using any RCD'S (Residual current devices) to check that whether there is presence of current in the given system as per **OSHA 1910.269**

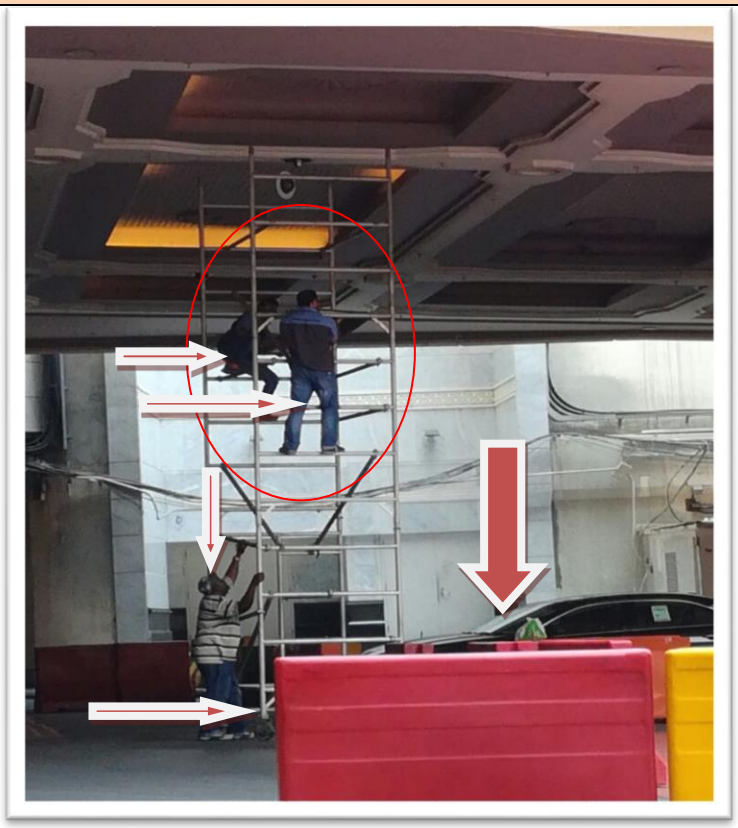
RECOMMENDATIONS

- Before issuance of the permit for such activity, there must be adequate **risk assessment** done by the safety petitioner so that the risk level can be calculated and the role of safety in the project will be effective as by evaluating the risk level, the execution of the effective engineering and administrative will play its role in reducing the risk level concerned with the activity.
- The actions for the **continual improvement** for the all processes including the better development of risk assessment must be implemented.
- No contractor and the workers of any department must be allowed to work under such conditions.
- Only certified and competent person must install the scaffold having adequate **guard-rail, mid-rail, means of access, adequate ladder and working platform**.
- There must be adequate ladder inside the scaffold for the safe access and egress of worker during the maintenance work
- The **Lock of the scaffold** must be adequate so that the toppling-over of the scaffold must be avoided and also the risk of fall hazard.
- Before installing the scaffold, the **ground conditions** must be properly evaluated.
- No one must be allowed to climb the scaffold in an inappropriate manner so that the effectiveness of the s**afe system of work and standard operating procedures** can be implemented.
- For **work above 6 feet safety harness** must be mandatory for the effectiveness of the fall arrest system to avoid the consequences generated from the fall of person hazard
- There must be proper risk assessment documentation and Job safety analysis must be implemented.
- The workers executing the activity must be working the **safety vests** and they must be visible enough for the people nearby the location following traffic management system
- No electrical work must be allowed without the appropriate use of the **insulating gloves** to avoid the consequences which can be generated due to the electrical hazards associated, so before analyzing the safety requirements of the activities it must be ensured by the safety officers to evaluate the pre-cautions and effectiveness of PPE'S.
- All the activities executed in the project must not deviate from the HSE Policy of the project.
- Before any work in the commercial levels, adequate permit must be taken from Alborj safety and before issuing adequate PPE'S must be checked used by the contractor.
- No one must be allowed to work without adequate PPE'S, safety shoes, dust mask, ladder and suitable gloves.
- The HSE policy, SOP'S and safe working methods of contractors musty be properly evaluated.
- All the portable electrical equipments used by contractors must be **PAT CERTIFIED.**
- The reporting methods, incident and accident record of contractors previous work must be evaluated before selecting a

contractor for work.

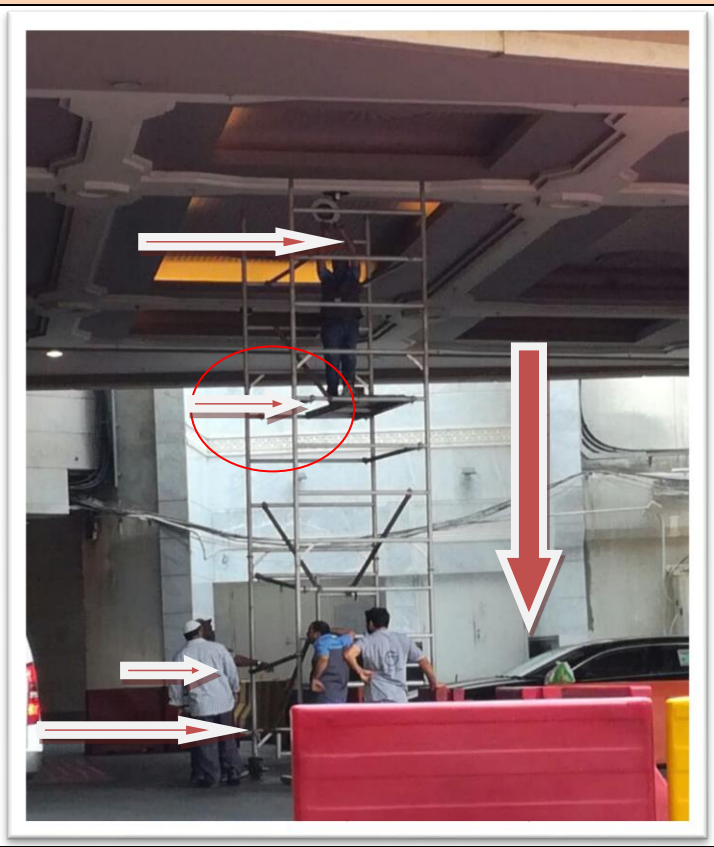
- All the wires of their equipments must be properly insulated. **NFPA:70E**
- Before work in such locations there must be **proper barricading** to avoid the access of the people to the work area near the premises and to avoid the consequences which can be generated due to the collision hazards.
- **LOTO** must be applied before any maintenance work.
- The entire contractor outsourced by shops for maintenance work must follow the HSE policy of the project and before selecting the contractor the SOP'S with respect to safety standards and the safe working methods must also be evaluated.
- The deployed officer and the supervisor must be accountable of the concerned department Alborj safety for such severe negligence and deviation from the HSE Policy of the project.

PICTURE REFFRENCES



Several violations can be observed in the given picture, fall of person hazard, fall of material, inadequate type of scaffold, no use of ladder for access and egress to the scaffold, inappropriate mid-rail, in appropriate working platform, no use of safety harness, no barricading of the work area.

1. The worker is accessing the platform without any ladder and it is a severe safety violation.
2. One worker was climbing and standing on the mobile rolling scaffold and it has sevre potentail of fall of worker and material hazard in the car parked near the scaffold or on the floor and it can cause broken bones to worker and property/.vehicle damage.
3. The workers are not wearing safety vests and not visible to the people nearby the location and the worker standing nearby was not also wearing personal protective equipment.
4. The scaffold was not build properly and the rails, including mid-rail and mid-rail was not of minimum standards.
5. Poor safety culture observed in all this activity and severe negligence was observed from the HSE Policy of project, Standard operating procedures and safe system of work

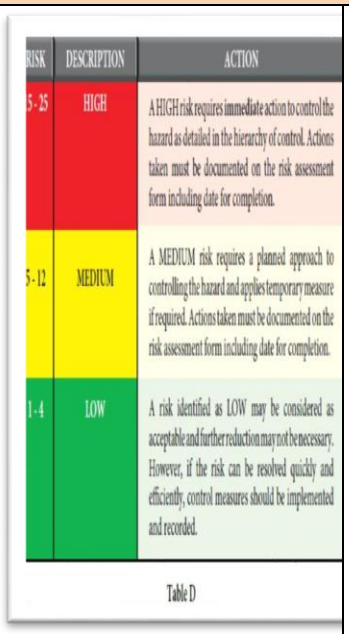


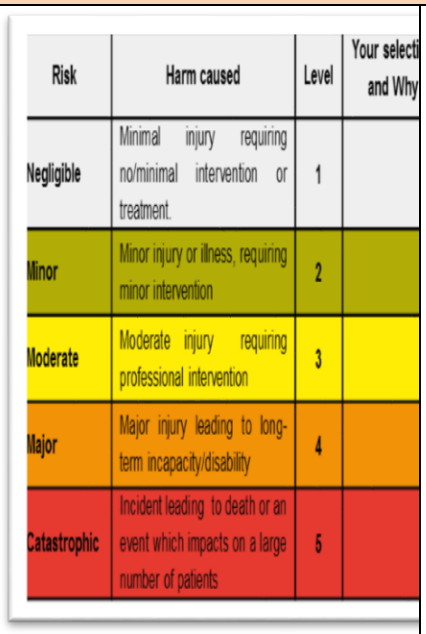
Several violations can be observed in the given picture, fall of person hazard, inadequate type of scaffold, no use of ladder for access and egress to the scaffold, inappropriate mid-rail, in appropriate working platform, no use of safety harness, no barricading of the work area.

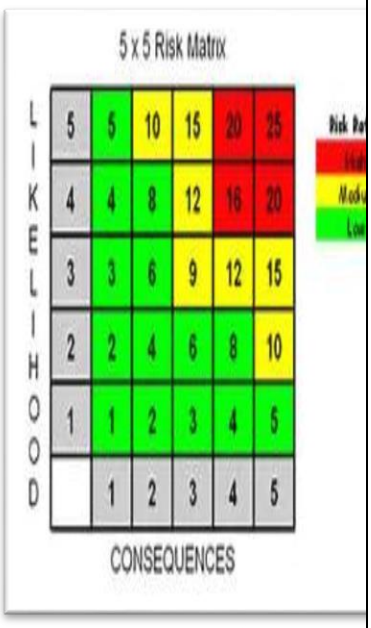
1. The worker is working electrical work without using any suitable gloves, safety shoes.
2. The worker is not wearing safety harness and it is a severe deviation.
3. The platform is not complete and appropriate and it increases the potential of fall hazard
4. No barricading for the activity and the workers are not even wearing the safety vests.
5. The locks of the mobile scaffolds are not properly utilized and unbalance scaffold can be the reason of the fall of person and scaffold hazard.
6. The car is parked near the activity and the inappropriate scaffold and even the person is such conditions can topple over.

RISK ASSESSMENT METHODOLGY

PICTURE REFFRENCES For RISK ASSESSMENT







This scenario is well elaborated in high-risk zone as sevreity and probability are observed as both in high number. The severity and probabilty for such activity was noted at very high number, as we will apply our control measures as probabilty of this activity is at high number but we will apply controls for the reduction in the risk level and to implemnt **ALARP.**	The high level risk can be the reason broken bones, fatality and unbearable consequences and as safety petitioners through our critical recommendations in the risk assessment we can implement the safe system of work for such activity The main finding is observed that due to the work at height the **probability will always be at higher level but the severity can be reduced efficiently to decrease the risk level**	Incident leading to death or an event which impacts on a large number of patients. In this activity all the workers are at **high risk.** In the given conditions and negligence observed the probability and severity both are termed as 5 as per the 5*5 matrix for calculating the risk level. So it is termed as **CATASTROPHIC.**	So in the given table with all our hazard analysis and violation analysis we calcualted the risk level to be very high as 20 or even 25. **Risk= probability * severity** **Risk level= 5*4= 20** **In worst case** **Risk Level= 5*5= 25** **So with this risk level the activity it is highly recmmended to be stopped and no one must be allowed to do work in such conditions and suitable controls are required for the risk assessment process and as we can reduce the level of severity which will automatically decrease the level of risk**

CRITICAL RECOMENDATIONS

Control Measures	Risk Level evaluation	Main Findings
There must be competent person working on the platform and the scaffold access points, rails and platform must be properly installed and it is termed as effective **Engineering control.** The workers must wear safety vests and the barricading must be adequate to avoid the consequences which can be generated from collision hazard termed as effective **administrative control** By this action the severity of any hazardous event related to this activity will decrease and risk level is observed as **Medium**	With the given administrative control the risk level is calculated as Risk level = probability * severity Risk Level= 4*3= 12 **Risk level= Medium** In this activity the role of administrative and PPE is essential to reduce the level of risk to low and execution of **ALARP** conditions for the activity. The fall of person of person probability will be there but with this administrative control the overall risk level is reduced as severity is being reduced significantly	• The probability and severity of the hazard for calculating risk level is reduced by adequate risk assessment methodology so the role of documentation of safe system of work has great importance in the implementation of the HSE Policy of the project. • The main scope is to measure performance and the correct remedial action because as safety petitioners we have to give our recommendations and critical technical reporting to avoid such incidents in the future
The worker must be wearing the safety harness for this activity. The scaffold must have adequate ladder inside installed as effective remedial action for the prevention of fall of person hazard Adequate toe boards must be installed to prevent the fall of material hazard There must be proper barricading for the activity. The guard-rails, mid-rail, ladder and platform must be of minimum standards and with this control measure the **fall prevention system** is ensured so the **probability is reduced** significantly Use of safety harness for such activity as an effective action for the efficiency of fall arrest system and the s**everity in worse case of fall of person is also reduced** significantly.	with this implementation of control measures including engineering, administrative controls and suitable PPE'S both the probability and severity is reduced significantly and the level of risk is being reduce and with following this procedure the activity is termed as safe and having low **risk level** **Risk level= probability * severity** **Risk level= 2*2=4** **Risk level = low** **ALARP being applied through adequate risk assessment**	• The risk level is being mentioned by the assessment by applying the control measures to a **low risk level** • As we observed that both the probability and severity generated from the hazard analysis are being reduced significantly • The responsibility of the safety petitioners is to ensure the safety of worker, workplace and the equipments and the nearby premises where an activity is being performed • This methodology concludes the role of the effectiveness of the implementation of safe system of work for a project.

CONCLUSION:

SSCL safety departments manifesto is to ensure the implementation of the zero accident policy in the project. The main scope is to highlight the importance and responsibilities of safety department for the safety of worker and the workplace. We do not support the blame culture and only criticizing policy in a workplace so that is the reason that we have also concluded this safety violation report with our critical recommendations and adequate risk assessment.

The role of all the control measures, risk assessment and safe system of work with reference to **OSHA** standards is being discussed in the report in detail. We will follow this reporting culture in the future prospect also to ensure safety in the project and to highlight the active monitoring approach of our department so that it can be helpful for Alborj safety to avoid such negligence in the future and both departments can improve their performance as Alborj safety is the petitioner of Health and

safety in DoKAAE project

SAFETY INSPECTION REPORT

Floor	P4M		**Tower**	CP	**Zone**	Z-05
Month	JUNE - 2017	**Location**	SSCL Mechanical Superintend Admin Office		

INTRODUCTION

SSCL Safety staff from Safety Engineering Department (1507) has made an inspection to SSCL Mechanical Superintend Admin office located at P4M – Centre Podium Side, according to the Monthly schedule of SSCL. At the time of inspection we have found that the SSCL House Keeping Office facing a Safety Violation is regarding to the Fire Prevention System and also having Electrical Hazard. We have mentioned the Safety Violation and the recommended actions to be taken according to International Safety Standard **NFPA**. We request to implement the recommendation as soon as possible.

IDENTIFIED HAZARD

- Exposed Live Electrical Part.

SAFETY VIOLATION

- Fire detection system **NOT AVAILABLE** (Smoke Detector).

INSPECTION SUMMARY

S.No	DESCRIPTION	STATUS	CAPACITY	EXPIRY DATE
1	Heater	Available	-	-
2	A/C	Available	-	-
3	Ventilation	Available	-	-
4	Housekeeping	Available	-	-
5	Water Sprinkler	Available	-	-
6	Smoke Detector	**N/A**	-	-
7	Emergency Light	Available	-	-

8	Fire Extinguisher	Available	CO2 – 4.5 KG	18.10.2017
			DCP – 6 KG	18.10.2017

REFERENCE PICTURE

Figure1 : Engg.Osama Office

Figure 2 :No Detector at Office

Figure 3 : Engg.Osama Office Corridor

Fig.1 : Exposed Electrical Live Part

RECOMMENTATION

- Exposed Live Electrical Parts can cause Shocking. So we recommend to rectify the drawback immediately.
- Fire Prevention System, Smoke Detector must be provided in corridor as well as Office cabin according to ***NFPA 72, National Fire Alarm Code***.

Inspected by			Signature and Date
Name	**Mr.Md. Marshel**	**Mr.Ahmed Umar**	
Designation	Safety Warden	Safety Supervisor	
Company	SSCL Safety Department	SSCL Safety Department	

الشركة السعودية للخدمات المحدودة SAUDI SERVICES Co. Ltd. الحراسة الأمنية المدنية الخاصة - قسم السلامة	***OBSERVATION REPORT***	***DATE: 28/08/2017***
GENERAL INFORMATION		
☐ ***STOP WORK***	☑ ***FOR RECTIFICATION***	☑ ***FOR INFORMATION***
LOCATION		
AREA/ZONE/LANDMARK	***Water leakage, P3M, Z2,TH inside Hyper market Mezzanine floor in front of office***	

Description of incident	***RESPONSIBLE DEPARTMENT***
7. ***It was observed by the SSCL safety staff that there was water leakage in the cooling pipelines*** 8. ***The root cause seems to be the leakage from the cooling supply***	***Shop owner***

lines i.e. due to the rusting of pipeline, damaged surface of the pipeline *9. The water was leaking and SSCL safety informed the shop owner about the incident to avoid the consequences in case of slipping and tripping.* *10. Although there was no loss or damage to property or injury.*	

RECOMMENDATIONS	*STATUS*
11. The leakage must be immediately rectified in short span of time to avoid the consequences of hazards generated. *12. LOTO must be applied before any maintenance work so that all the energies must be removed i.e. potential energy and electricity.* *13. All the Cooling supply lines, drainage, sprinkler lines and systems should be properly checked and repaired.* *14. In case of water leakage there must be quick response action by the maintenance department* *15. The shop workers must know have the awareness regarding the hazards associated with water leakage and the floor must be immediately cleaned.*	*SSCL safety team informed the shop owner to immediately resolve this leakage issue*

REPORTED BY		*SIGNATURE & DATE*
NAME	*Ahmed Umar*	
DESIGNATION	*Safety Supervisor*	
PREPARED BY	*Ahmed Umar (Safety Supervisor)*	

الشركة السعودية للخدمات المحدودة SAUDI SERVICES Co. Ltd. الدراسة الأمنية المدنية الخاصة - قسم السلامة	***Pictures of Incident***	***DATE: 28/08/2017***

The water leakage from cooling supply line in the shop can be seen in the given location

SAFETY ALERT SAMPLE

ABRAJ AL BAIT-PMDC	
RECTIFICATION/MAINTENANCE ORDER	
DATE	23/10/2017
WORK ORDER LOCATION	**BASEMENT 1, TOWER B, Z-4, Staircase #1B**
WORK ORDER REFERENCE NO.	AABSC/OPS:6792
REPORTED BY	ALBORJ
STATUS	DONE
REPORTING TIME AND DATE	22.10.2017 – 15:30 HRS
DATE & TIME OF RECTIFICATION	23.10.2017 – 16:30 HRS
SHIFT INCHARGE	Ahmed Umar (SSCL Safety Supervisor)
RECTIFIED BY	Ahmed Umar SSCL Safety Supervisor

Description: the fire hose in the given mentioned location is properly rolled and alert is being rectified. All the fire preventing and extinguishing equipments and systems are in-line. All the mechanical parts of the hose are properly checked and there is no deviation from the standards. SSCL Safety immediately rectified the alert as we are petitioners of safety in the commercial area. We highly appreciate the active monitoring approach and coordination of PMDC

BASEMENT 1, TOWER B, Z-4, Staircase #1B, Hose in the mentioned cabinet is properly rolled

DATE: 06/09/2017	OBSERVATION REPORT SAMPLE	

GENERAL INFORMATION		
STOP WORK ☐	FOR RECTIFICATION √	√ INFORMATION
LOCATION		
AREA/ZONE/LANDMARK	P3M, TA, Zone 6, in front of musbah kitchen	

IDENTIFIED HAZARD	FIRE HAZARD/SPILLAGE OF OIL/COLLISION OF ANY OBJECT/SLIPPING,TRIPPING HAZARD	CONSEQUENCES	Physical injuries in form of bruises, skin burns/ damage to property/ collision of materials

DESCRIPTIONS OF HAZARD	RISK LEVEL	TIME SCALE
11. It was observed by the SSCL safety team that there was some severe negligence executed By the management of Musbah as they placed flammable material, combustible material in an undesignated area. 12. The pictures shows that these negligence's and deviation can lead to some severe consequences as it has the potential of any fire incident if exposed to any ignition source in the form of any fire in the location which can cause personal injury or damage to property 13. Spillage of chemicals and paints as the boxes are opened and exposure limits are violated. 14. Obstruction during an evacuation in case of Fire or an emergency. 15. The spillage of oil from the drum and boxes has the potential of slipping/tripping hazard which can lead to any physical injuries to the workers and visitors 16. Placing the unwanted and dangerous material in an undesignated area is a severe deviation from the HSE Policy of the project 17. Moreover it is observed that these materials are obstructions in the access routes and walkways.	**HIGH**	**IMMEDIATE**
	RESPONSIBLE	
	MUSBAH MANAGEMENT	

SAFETY VIOLATIONS	Risk level	Rectification time
16. Unawareness from the HSE policy of the project 17. The administrative actions were found not in-line as traces of ash from the smoking of cigarette was also observed near the risk area and even this can be the source of ignition which could result in a fire incident having unbearable consequences	**High**	**Immediately**

RECOMMENDATIONS
• All the activities executed in the project must not deviate from the HSE Policy of the project. • All the unwanted flammable and combustible material must be immediately removed from the location to avoid the consequences which can take place due to the hazards associated. • Such materials by the shop owners must be stored only in the designated location as per **NFPA** standards. • The material must not be transferred from one area to another from the crowded areas and only service lift lobbies must be used. • No one must be allowed to smoke cigarette in the project in such areas as it's a safety violation and it can lead to some unbearable consequences as mostly such negligence as a small source of ignition can lead to a huge fire

incident

NFPA 230: standard for the fire protection of storage

- Racks shall not be loaded beyond their concerned capacity sec 5.3(2)
- Storage clearance in all direction from roof structure shall not be less than 18 inch sec 6-4.2.1
- Adequate access shall be provided to all portions of the premises for firefighting provision 3.1.2
- And commodities that hazardous in combination with each other shall be stored so that they come into contact with each other sec 3-2.1.1
- Sufficient clearance around the path of fire door travel and around fire extinguishing and fire protective equipments must be maintained to ensure proper inspection sec 3-2.2.6
- Flammable and combustible liquid must be kept in flammable combustible cabinet sec 3-2.5

NFPA 30: flammable and combustible liquid code.

- Storage of any liquid shall not physically obstruct means of egress 6-4.3.2.1
- Wood at least 25mm normal thickness shall be permitted to be used for shelving racks, dunnage, scaffboard and similar installations sec 6-4.3.2
- Minimum 1.2m wide aisle shall be provided between adjacent rack section and any adjacent storage of liquids and main aisle must be 2.4 m wide sec 6-4.3.3
- Training must be given to office staff about the procedure for using Fire Extinguisher in case of Fire as per **ILO** occupational safety and health convention, **1981 (C155, article16)** and ILO health and safety recommendation, **1981 (R164).**
- All the flammable and combustible material must only be stored according to the mentioned standards for the effectiveness of the HSE policy of the project.

PICTURE REFFRENCES	
	
Placing the unwanted flammable and combustible material in an undesignated area in commerical by Musbah management	Traces of ash observed in the location due to smoking of cigarette in the locdation which shows that administrative actions are not followed and in line

REPORTED BY		**SIGNATURE**
NAME	**Ahmed Umar**	
DESIGNATION	**Safety Supervisor**	
PREPARED BY	**Ahmed Umar (Safety Supervisor)**	
COMPANY	**SSCL**	

DATE: 05/09/2017	OBSERVATION REPORT (Active monitoring)	
GENERAL INFORMATION		
STOP WORK ☐	**FOR RECTIFICATION** ☐	☑ **INFORMATION**
LOCATION		
AREA/ZONE/LANDMARK	**P3, TA, Z6, near fruitelo ice-cream parlor**	

IDENTIFIED HAZARD	Inadequate fixing of support/Sharp edges of the metal support	**CONSEQUENCES**	Physical injuries/ damage to property

DESCRIPTIONS OF HAZARD	**RISK LEVEL**	**TIME SCALE**
18. It was observed by the SSCL safety team that the support of the glass in the given location was not fixed and it has the potential of causing any injury to the visitors passing nearby. 19. As the picture shows that the support was not properly fixed and its sharp edges can be visually seen. 20. All there was no injury or property damage but the support must be immediately rectified. 21. As it could have the consequences in the form of any personal injury and cuts to the visitors	**HIGH**	**IMMEDIATE**
	RESPONSIBLE	
	SSCL CIVIL DEPARTMENT	

RECOMMENDATIONS

- All the activities executed in the project must not deviate from the HSE Policy of the project.
- The support of the glass must be immediately fixed in short span of time to avoid any consequences generated from the hazards associated.
- No one must be allowed to work without adequate PPE'S, safety shoes, dust mask, ladder and suitable gloves.
- The area must be properly barricaded before the maintenance work.
- All the safety precautions must be evaluated and implemented for the safe system of work and implementation of the HSE policy of the project
- All the supports to the glass nearby must also be checked routinely.

PICTURE REFFRENCES

DATE: 29/08/2017	OBSERVATION REPORT (Active monitoring)	
GENERAL INFORMATION		
STOP WORK ☐	**FOR RECTIFICATION** √	√ **INFORMATION**
LOCATION		
AREA/ZONE/LANDMARK	**GF Zone 6 tower A outside the Duraibah Shop near Bin Dawood**	

IDENTIFIED HAZARD	Fall of Material hazard	**CONSEQUENCES**	Serious Injury to visitor/ property damage

DESCRIPTIONS OF HAZARD & INVESTIGATION	**RISK LEVEL**	**TIME SCALE**
22. It was observed by the SSCL safety team that there was some the ceiling on the given location was found damaged and it was hanging 23. At the location lot of visitors pas nearby to it as the ceiling part is hanging as it has the potential of fall of material hazard 24. It has also can cause damage to the property as the weight of the ceiling material is quite heavy so it can have some severe consequences. 25. SSCL Safety barricaded the location below the hanging tile to avoid the access of visitors to the risk area. 26. Root cause seems to be either it has damaged due to its weak strength or someone has performed some maintenance work above the ceiling and do not fixed that but it has to be fixed in short span of time.	**HIGH**	**IMMEDIATE**
	RESPONSIBLE	
	SSCL Civil Department	

RECOMMENDATIONS	**STATUS**
18. The damaged hanging part of the ceiling material must be immediately fixed by SSCL Civil department 19. The concerned department must utilize an adequate mobile scaffold to carry out this maintenance work with proper guard rail, bracing and transom. 20. There must be use of safety harness for maintenance work at such height. 21. **LOTO** must be applied before any maintenance activity for the effectiveness of safe system of work. 22. No one must remove the barricading on the location before the hanging ceiling material is being fixed 23. Adequate permit to work and suitable PPE'S must be utilized by the workers to perform this activity.	**The ceiling material is still hanging and damaged**

CORRECTIVE ACTION
SSCL Safety Department immediately barricaded the location below the hanging ceiling to avoid the consequences from the hazards generated as short time solution but it must be fixed immediately and we reported the maintenance department SSCL Civil department in short span of time.

PICTURE REFFRENCES	
	
Ceiling material is damaged and hanging in the location as the location is at risk	SSCL safety staff barricaded the location to prevent access of visitors from the risk area

REPORTED BY		SIGNATURE
NAME	**Ahmed Umar**	
DESIGNATION	**Safety Supervisor**	
PREPARED BY	Ahmed Umer	
COMPANY	**SSCL**	

SAMPLE INSPECTION REPORT OFFICES (ELECTRICAL RELATED HAZARDS)

INTRODUCTION:

Our company Saudi Service Co. Ltd., are maintaining safety standard in DOKAAE for the past years. As a part of safety monthly inspection on behalf of our company we have deployed our team and inspected all the location occupied and using as office in the DOKAAE from Basement 2 to Podium level 11. The intention of our inspection is to maintain full safety standard, identify all kinds of hazards and eliminate it or reduce its risk level to acceptable limit.
In DOKAAE along with SSCL safety Team, Electrical department plays a vital role in maintaining Safety standard and get rid of all the safety violation that occur on our day by day work. Here we have found **HAZARDS** also we have given the required recommendation to clear all the Hazards associated with electrical.

IDENTIFIED SAFETY VIOLATION &HAZARDS:

1. Exposed live part& Connection Overloaded.
2. Poor Lighting.
3. Emergency Lighting is not installed.

DESCRIPTION:

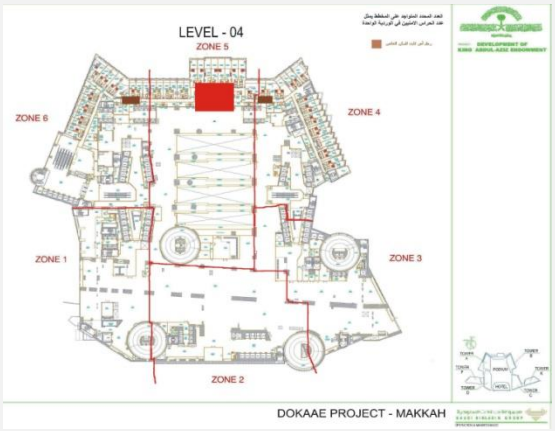
1. EXPOSED LIVE PART & OVERLOAD CIRCUIT

Electricity has long been recognized as a serious workplace hazard, exposing employees to electric shock, electrocution, burns, fires, and explosions. An electrical accident can result in an electrical burn, arc burn, thermal contact burn, or a combination of burns.In addition to shock and burn hazards, electricity poses other dangers. For example, arcs that result from short circuits can cause injury or start a fire. Extremely high-energy arcs can damage equipment, causing fragmented metal to fly in all directions. Even low-energy arcs can cause violent explosions in atmospheres that contain flammable gases, vapors, or combustible dusts.

HAZARDS:

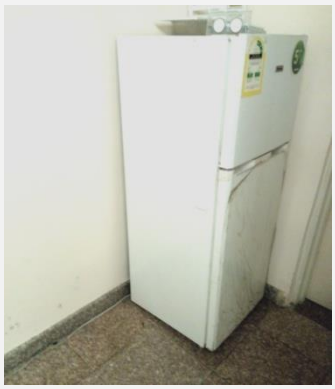
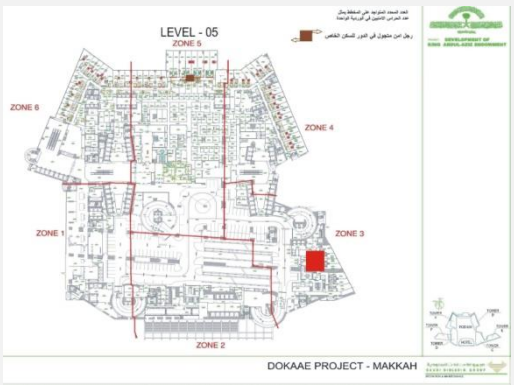
P4Mech, CP, Z5

Occupant : SSCL – Mechanical

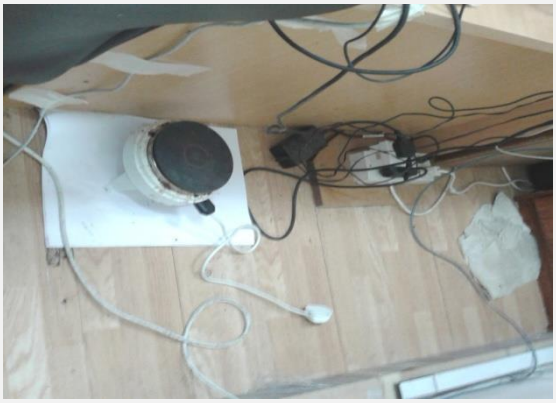
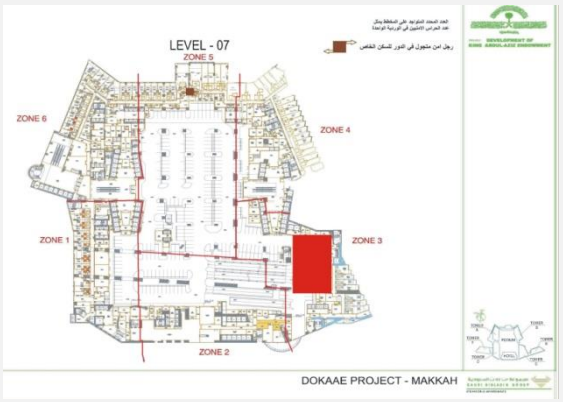


Engineer Osama Al Hamid
Mechanical Superintend Office

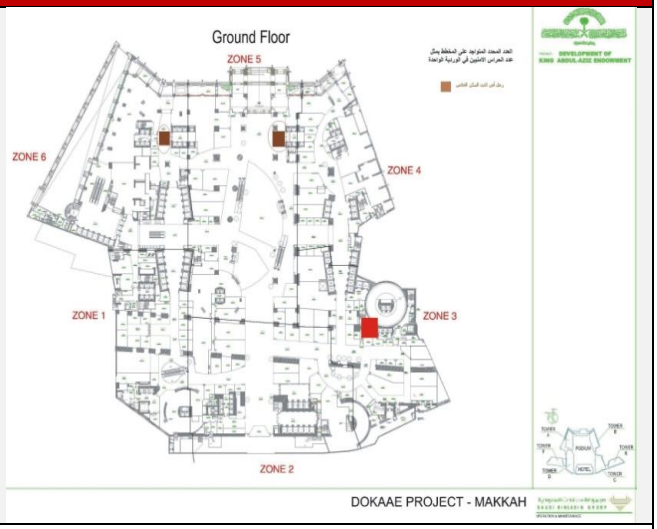
Hazard	Exposed Live Electrical Part
Risk	When a person touches the live electrical part he may receives an electrical shock, sometimes the electrical stimulation causes the muscles to contract. This “freezing" effect makes the person unable to pull free of the circuit. It is extremely dangerous because it increases the length of exposure to electricity and because the current causes blisters, which reduce the body's resistance and increases the current.
Recommendation	Damaged Electrical Socket must be replaced with new and standard socket.
STATUS	NOT RECTIFIED

P5, Tower C, Zone - 03	*Occupant : SSCL-fm-200 – Engineer Rahan Office*
	
	
Electrical Connection for Monitor, CPU, Printer, Copier Machine and Fridge are taken from only one Electrical Socket (Over Loaded).	

Hazard	Electrical Circuit Overload – Fire Hazard
Risk	Likelihood of short circuit due to over load. This may result in electrical spark and which in turn can cause fire hazard.
Recommendation	• Separate Electrical Socket must be installed for the use of electrical appliances. • Instruction and information must be given to the office staff regarding risk associated with overloading electrical circuit.
STATUS	RECTIFIED

P7 , Tower -C, Zone - 03	*Occupant : SSCL civil Engineer Mr.Sayeed Office*
	
Heater is used near cumbustable material and Extension Box Over Loaded	
Hazard	Fire Hazard
Risk	• Likelihood of short circuit due to over load. This may result in electrical spark and which in turn can cause fire hazard. • Sources of ignition (Heater) must be kept away from the combustible material.
Recommendation	• Separate Electrical Socket must be installed for the use of electrical appliances. • Instruction and information must be given to the office staff regarding risk associated with overloading electrical circuit. • Heater must be removedfrom the office immediately.
	NOT RECTIFIED

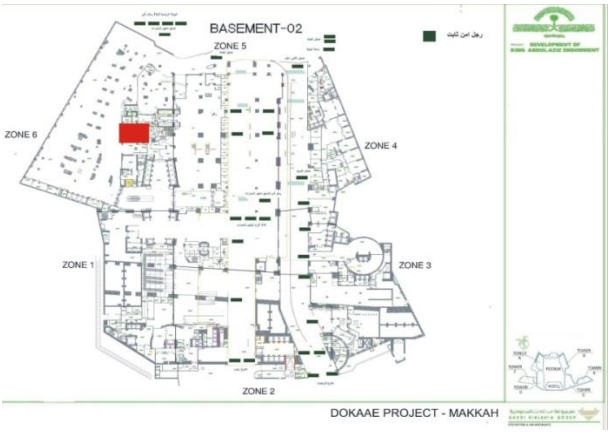
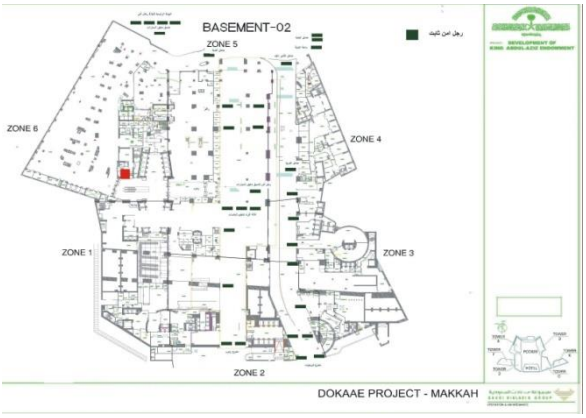
2. POOR LIGHTING

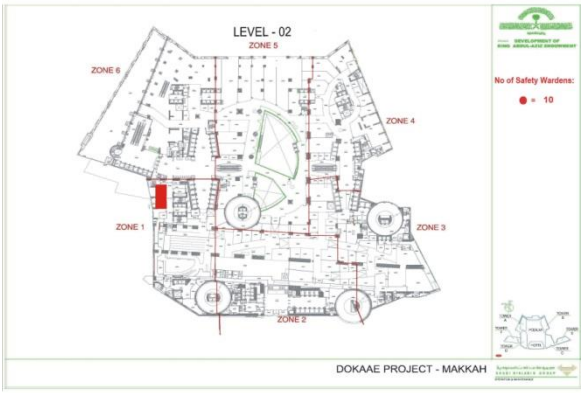
GF , Tower -C, Zone - 03	*Occupant : SSCL House Keeping*
	
Hazard	Poor Lighting

Risk	• Poor Lighting can decrease the visibility. • It will be difficult to identify any slip, trip and electrical related hazards in the office.
Recommendation	• Faulty light must replaced immediately. • Standard light must be used.
	NOT RECTIFIED

3. Emergency Light

In case of any fire incident electrical power will be completely shut down at that location. In such situation emergency light give the people a clear visibility of the bath to evacuate them safely. So it is mandatory to install emergency light in the offices. It should have separate power supply and it should be activated automatically in case of any incident.

S.No	Location	Occupant	Map
1	B2 Tower A Zone 06	SSCL Admin	
2	B2 Tower A Zone 06	Project Manager	

3	P2 Tower D Zone 01	PMDC business office	
4	P7 Tower C Zone 03	Civil Engineer Mr.Saeed	
5	P7 Tower C Zone 03	Civil Engineer Mr.Usman	
			AS BUILD (RECTIFIED)

WORK PLAN PROPOSAL SAMPLE

PROPOSAL OF THE WORKING METHOD FOR CLEANING MANUALLY

The cleaning work for this particular area must undergo the adequate safety pre-cautions and with accordance to the HSE Plan of the project. As the location for the work is critical, the base and the platform of the work location are not adequate. The lighting is not sufficient to carry out the activity safely as 300 LUX is being required as per OSHA standards. The stability of the working area (the lines in which cleaning is to be carried out) is still to be checked as according to the designed working platform cradle the worker can easily work without the probability of the fall of person hazard. The working area is not stable and firm and to access from one rack to another in the given location we must utilize our HE plan efficiently.

Following Safe Work Method and procedure should be followed for working at height in complicated locations

Taking into account the OSHA rules we must apply and the engineering/manufacturing requirements of our scaffolds, the following rules should be applied

- In the given mentioned location of the M4 mechanical there must be proper installation of lighting to carry out the activity as the lighting inside the area which has to be cleaned was not found and it is a deviation from the SOP'S and safe system of work, so the light of minimum standards **300 LUX** must be installed or availability of the **portable lighting** must be ensured.,
- There must be use of the adequate portable ladder to access the working area with having properly designed rails and appropriate support and stability.
- There must be a**dequate PPE'S** provided to the workers in the working area to overcome the consequences which can be generated from the hazards associated.
- The deployment of safety officers will be in accordance with the standards and the **HSE policy** followed by SSCL Safety department.
- No work must be allowed without the effective utilisation of the safety harness and life line as it is our duty to ensure the safety of the workers which are being deployed for the work
- There must be buddy system and **lone working** is strictly prohibited as we have to deal with the ergonomics hazards and the adequate assurance of the safety of the workers.
- The ladder with big working platform and adequate means of access of the other rack must be covered in accordance to the safety pre-cautions.
- The **connection of the life line** with the anchor must be checked properly for its suitability and effectiveness.
- The safety officer from SSCL Safety will visually inspect all the working area of cleaning and there will be proper safety walk before the start of the activity to check the stability and strength of the working location to ensure the implementation of safe system of work and safety precautions
- The rails of the ladder must ensure the fall protection of the workers and people deployed in the location.
- SSCL safety officers will walk through the working area to check its strength and stability for the work and we suggest that the workers having less than **60 kg weight** must work in the given area and the SSCL Housekeeping must provide housekeeping cleaning work schedule to the SSCL Safety department for the effectiveness of HSE Plan.
- There must be proper means of the emergency escape routes and the availability of the first aid provision for the workers for this activity.
- **SSCL electrical and mechanical also deploy their one worker during the activity.**

- There must be complete **isolation of the electricity** before the start of the work has high power lines and connection are being found in the given mentioned area and electrical worker must ensure the proper isolation of the electrical supply in the given mentioned location
- The availability of the portable lighting of minimum standards must be ensured by the SSCL Electrical department and they must also visually inspect all the electrical connections.
- Adequate **induction training** will be given to the housekeeping workers regarding the safety pre-cautions and the implementation of the safe system of work.
- The safety harness must be worn properly and the safety officers will cover all the activity to ensure the safety of the workers and workplace

Pre-Check Requirements

Before the start of this cleaning activity following safety pre-cautions must be ensured for the complete safety of the worker, workplace and the equipment

1. USE OF LADDERS WITH RAILS

No work must be allowed with the access to the working area manually and there must be appropriate use of the appropriate ladder with having proper rails and of minimum standards. The ladder must be having proper installation and it must have strong grip with the firm ground level. The rails of the ladder must be minimum standards and strength.

2. ADEQUATE PORTABLE LIGHTING

The portable lighting of at least 300 LUX as per OSHA standards for such critical work location must be provided by the SSCL Electrical Department and there must be isolation of the electricity before the start of the activity as the observed lighting was poor and was sufficient to carry out the activity.

3. ISOLATION OF THE ELECTRICAL SUPPLY

There must be isolation of the electricity before the start of the activity as the observed lighting was poor and was sufficient to carry out the activity. There must be deployment of the SSCL electrical and mechanical dept worker during the activity with the SSCL Safety officers and there must be proper visual inspection before the start of the activity

4. USE OF SAFETY HARNESS AND LIFE LINE

Adequate induction raining regarding the safe working method and the effective utilization of the safety harness must be given to the SSCL HOUSEKEEPING workers by SSCL Safety supervisor and deployed team and the work will be carried out in the supervision of the SSCL Safety staff

5. ACCESS TO THE RACKS AND WORKING LOCATIONS

The means of access to the racks of the working locations must be in accordance to the safety precautions and the ladder platform must be having suitable rails so that the fall prevention can be ensured with accordance to standards

PROCEDURE OF INSTALLATION OF LADDERS, LIFELINE, SAFETY BELT

As we know that the activity of the cleaning of dust in the given mentioned location is to be carry out in accordance to the safety rules and regulations so we suggest that the work must be carried out in accordance to the following HSE plan

- We are recommending an optimize layout with having a critical evaluation of safety, economics and SOP'S related to the task.
- First of all before the start of the activity all the ladders, safety harness, life line, safety belts and all the work location must be visually inspected by the SSCL Safety department.
- The ladders must be of minimum standards, rails must be proper and the racks of the ladder must be having proper spacing and must be in good condition.
- There must be complete isolation of the electrical connections and there must be proper pre-work induction training conducted by the SSCL Safety supervisor for the workers regarding all the safe system of work, hazard associated, effectiveness of the PPE'S and Control measures.
- There must be deployment of the workers from SSCL Electrical, Mechanical, Safety department till the end of the activity.
- There must be no over-reaching by the workers and the safety harness must be worn properly by the workers.
- There must be use of safety harness and life line double hooked with proper anchor for the fully effectiveness of the fall arrest system to ensure safety of the worker. As one will be connected to the anchor/hook and other to the life line.
- SSCL safety officers will be deployed on the access and egress points of the work location to deal with any sort of emergency or evacuation.
- The lighting level must be visually checked by the SSCL Safety officers.
- The Ladder having proper rails and the racks for the access from one rack to the other of the working location must be properly installed by the worker of **SSCL Mechanical Department.**

DESCRIPTION OF MODEL: The model explains the role of effective safety plan as ladder with guard rails for access for the racks will be properly installed to ensure fall protection. The safety officers will be deployed on all the racks of work location and the connection of the safety harness and lifelines will be appropriate to ensure safety of the worker. The model gives a suitable outlook for the effectiveness of HSE plan.

HAZARDS AND RISKS ASSESSMENT & ANALYSIS REPORT FOR HOTELS AT DOKAAE PROJECT

The purpose of this report is to highlight the repeatedly occuring significant hazards or risks inside hotels at Dokaae project that have potential to cause harm to the hotel employees & guests and evaluation & analysis of those hazards or risks in order to determine the the severity associated with these hazards or risks and how important it is to eliminate these elements.This hazard & risk analysis report also includes recommendations for decision makers inside hotels for their policy improvements realted to occupational safety & health and to the utility operators as to different types of best practices with respect to the particular hazard or risk.

Tower K, Swiss Hotel

Significant Repeated Hazards & Risks:

Operation Rooms Being Used As Stores such as AHU,Kitchen Store,Compressor & Carpenter Shop

Electrical Hazards Exist such as Naked Hanging Wires, Socket Open,Panels not covered

Improper Storage of Materials also exist such as in Pastry & Kitchen,compressor Room etc

Risk Assessment:

Risk Identification:

Identification done by CDRT safety Inspection Team with the special Inspection Checklists, Observations, Communication with the hotel staff. Back of house area has been inspected by SSCL 1507 safety inspection team.

Who Might Be Harmed By these Hazards & How?

Hotel Guests

HotelEmployees

Visitors

Risk Evaluation:

This Risk Evaluation has been done through the Severity Matrix and the Severity of above mentioned hazards is High and even it can aslo be Major according to matrix.

Significant Findings & Additional Control Measures

Storage of materials inside the operation rooms such as AHU & Compressor Rooms should be totally prohibited, also implement strict administrative control & hierarchy of control that starts with elimination of these hazards and ends with disciplinary actions by the hotel management.

Review

After the implementation of this assessment if there happens anything wrong such as fire, then procedures should be reviewed or if there is any change in achinary or processes.

Tower A, Raffles Hotel

Significant Repeated Hazards & Risks:

Storage of Combustible Materials at different typical floors such as T20,T15 etc.

Fire Trace System Has Not Been Installed At Different Locations inside Electric Panels of Kitchen.

Electrical Hazards also exit such as damaged electric wires, open panels & boards without insulation

Risk Assessment:

Risk Identification:

Hazards & Risks identification has been carried out by our CDRT safety Inspection Team Through the Inspection Checklists, Observations, Communication with the hotel staff. Back of house area has been covered by SSCL 1507 safety team.

Who Might Be Harmed By these Hazards & How?

Hotel Guests

HotelEmployees

Visitors

Risk Evaluation:

This Risk Evaluation has been done through the Severity Matrix and the Severity of above mentioned hazards is High and can be Major.

Significant Findings & Additional Control Measures

Flammable & combustible materials should not been stored at any location inside hotel because these may cause fire and there should be separate rooms for materials storage.

Review

Review should be done by the hotel management in case of any incident or accident that happens inside hotel in order to find the root cause and to make any changes in the safety procedures by the management.

Tower H, Fairmont Hotel & Emaar

Significant Repeated Hazards & Risks:

FM 200 control heads not connected such as in electrical room # 06, main electrical room at level M2, IT room, KONE machine room etc.

There are some stores inside hotel where fire protection system has not been installed. Such as at level M2 there is a store in corridor area without fire protection.

Risk Assessment:

Risk Identification:

Hazards & Risks identification has been carried out by our CDRT safety Inspection Team Through the Inspection Checklists, Observations, Communication with the hotel staff. Back of house area inspected by SSCL 1507 safety inspection team.

Who Might Be Harmed By these Hazards & How?

Hotel Guests

Hotel Employees

Visitors

Risk Evaluation:

This Risk Evaluation has been done through the Severity Matrix and the Severity of above mentioned hazards is High and even it can aslo be Major according to matrix.

Significant Findings & Additional Control Measures

Flammable & combustible materials should not been stored at any location inside hotel because these may cause fire and there should be separate rooms for materials storage.

Review

Review should be done by the hotel management in case of any incident or accident that happens inside hotel in order to find the root cause and to make any changes in the safety procedures by the management.

Tower C, Movenpick Hotel

Significant Repeated Hazards & Risks:

Fire Trace System has not been installed in electrical panels such as P9 kitchen. Fuse links oily & rusty inside kitchen.

Improper storage of combustible materials that can cause fire such as M1 Al-Ferdous area, Typical floor 16,M2 carpentor workshop, Typical floor 19 Housekeeping store.

Risk Assessment:

Risk Identification:

These observations & inspections have been done by the CDRT safety inspection team for the dedicated area that belongs to the hotel. Back of house area has been inspected by SSCL 1507 safety inspection team under the instructions & monitoring of Safety Supervisors.

Who Might Be Harmed By these Hazards & How?

Hotel Guests

Hotel Employees

Visitors

Risk Evaluation:

This Risk Evaluation has been done through the Severity Matrix and the Severity of above mentioned hazards is High and even it can aslo be Major according to matrix.

Significant Findings & Additional Control Measures

Fire Trace is very effective fire prevention system and it should be ensured that inside kitchen area inside the electrical panels it must be installed in order to avoid electrical fire. There should be installed some Danger, High Voltage & Electric Shock Signs on all the panels to avoid the employees working in hotels come in contact with these panels.

Review

In order to make certain improvements for the safety of hotel employees & guests, from time to time safety procedures should be reviewed by the hotel management.

Tower B, Marwa Rayhaan Hotel By Rotana

Significant Repeated Hazards & Risks:

ANSUL fire protection system not properly maintained such as fuse links oily & rusty. Nozzle caps missing. Ecology unit filters are also rusty and need to be cleaned at P11 Kitchen.

Fire Trace System has not been installed inside kitchen such as at P09 kitchen area.

Risk Assessment:

Risk Identification:

These observations & inspections have been done by the CDRT safety inspection team for the dedicated area that belongs to the hotel. Back of house area has been inspected by SSCL 1507 safety inspection team under the instructions & monitoring of Safety Supervisors.

Who Might Be Harmed By these Hazards & How?

Hotel Guests

Hotel Employees

Visitors

Risk Evaluation:

This Risk Evaluation has been done through the Severity Matrix and the Severity of above mentioned hazards is High and even it can aslo be Major according to matrix.

Significant Findings & Additional Control Measures

Although ANSUL fire protection system has been installed inside the kitchen yet it has not been maintained properly by the hotel properly and in case of fire it will not work so it must be reactified such as clean the fuse links & filters inside ecology unit and nozzle caps should be installed.

Review

Review of safety procedures & operations should be reviewed by the hotel management in case of any incident or accident that happens inside hotel in order to find the mistakes or errors in the standard operating procedures.

Hazard & Risk Analysis

Hazards & Risks Analysis has been done by the "Management of CDRT Safety Inspection Team" in order to eliminate the hazards & risks, "Assessment Done By the Team Members" to know about the severity of those hazards & risks and "Communication" among the CDRT department, Hotels Engineering Sections & Hotels maintenance team to reactify the defects & hazards by combing these three elements CDRT safety inspection team analized all hazards & risks inside the hotels at DOKAAE Project .Hazards communicated has already been done by our CDRT safety inspection team through the monthly safety inspection reports to the engineering section of hotels and now its hotels responsibility to implement the hierarchy of control in order to eliminate the hazards & risks. We are highlighting these hazards & risks in our monthly safety reports as it is our moral & legal duty.

Our Recommendations:

There should be separate designated rooms for the storage of flammable & combustible materials and must be stored seperately. Damaged & naked electrical wires,open electric points should be covered & insulated as these are the potential hazard for electric shock & electrical fire. Hierarchy of control should be implemented such as complete elimination of hazards or risks, reduction of hazards & risks, isolation, control measures, PPE's & Disciplinary actions should be taken by the hotel management against the violators (hotel staff) of safety measures inside hotel. Areas where fire trace system has not been installed such as electrical panels inside kitchens, must be available in order to avoid any incident or accident inside hotel kitchens.

Tower D, Zam Zam Hotel

Significant Repeated Hazards & Risks:

Storage of combustible materials at different locations such as electric room P11, Tea kitchen,M1 corridor, in lift lobby and in carpentor shop M1

Risk Assessment:

Risk Identification:

CDRT has done observations through checklists, regularly inspections

Who Might Be Harmed By these Hazards & How?

Hotel guests, Employees & Visitors

Risk Evaluation:

High & Even can be Major.

Significant Findings & Additional Control Measures

Hotel management should avoid storage of combustible materials and there must be some designated rooms for materials storage.

Review

In case of any incident or accident whole process should be reviewed.

Retaj Hotel in Tower A,B & D

Significant Repeated Hazards & Risks:

Emergency lights have not been working at many locations such as at P4, P5, P6, P7 & P8.

Risk Assessment:

Risk Identification:

Safety Inspection Checklists, Safety Surveys, Communication & Observations

Who Might Be Harmed By these Hazards & How?

Hotel Employees, Guests & Visitors

Risk Evaluation:

High & Even can be Major.

Significant Findings & Additional Control Measures

Storage of combustible should be completely avoided by the hotel in order to avoid any incident or accident that can lead to injuries to the employees & Guests and also damage to the hotel property.

Review

Retaj hotel management can review their safety precautions in case of any incident.

SWISS: 

RAFFLES  

FAIRMONT  

MOVENPICK:   

Marwa Rotana:   

ZamZam:  

Retaj: 

DATE: 31/07/2017	OBSERVATION REPORT	

GENERAL INFORMATION		
☐ STOP WORK	☑ FOR RECTIFICATION	☑ FOR INFORMATION

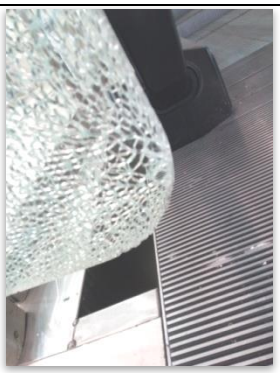
LOCATION	
AREA/ZONE/LANDMARK	1. P5, TA,Z-6, in front of Swissotel AL Maqam

IDENTIFIED HAZARD	Broken Glass, obstruction to access of escalator	CONSEQUENCES	

DESCRIPTIONS OF HAZARD	Responsible Department
• It is observed that the glass guard rail of the escalator (No.40, 39) is broken. • Root cause for is found to be that someone hit the bottom left side corner of the glass guard rail with some material like trolley. This cause the glass guard rail to broken.	SSCL CIVIL

RECOMMENDATIONS	TIMESCALE	Risk Level
• Broken glass guard rail must be fixed. • It found that most of the trolleys are used by the staff from Hotel Swissotel Al Maqam. So Instruction must be given to the staff of the Hotel Swissotel AL Maqam regarding safe movement of trolleys near to the escalator glass guard rail and ask them to take extra care. • All the glass near escalators must be properly checked and inspected	Immediate	High






REPORTED BY		SIGNATURE
NAME	Ahmed Umar, Abdul Kader	
DESIGNATION	Safety supervisors	
PREPARED BY	Ahmed Umar, Abdul Kader	
COMPANY	SSCL	

الشركة السعودية للخدمات المحدودة SAUDI SERVICES Co. Ltd. الحراسة الأمنية المدنية الخاصة - قسم السلامة	**PANAROMA LIFT INCIDENT REPORT**	**DATE: 07/07/2017**

GENERAL INFORMATION		
☐ **STOP WORK**	☑ **FOR RECTIFICATION**	☑ **FOR INFORMATION**

LOCATION	
AREA/ZONE/LANDMARK	**P2, CENTER PODIUM, ZONE 05, CAPSULE LIFT, TOWER B SIDE entrance door of Lift**

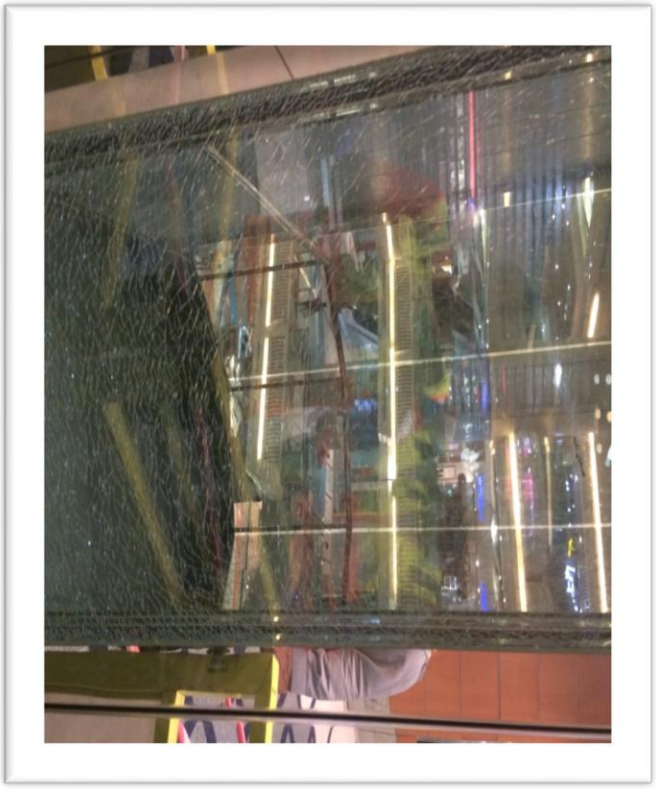
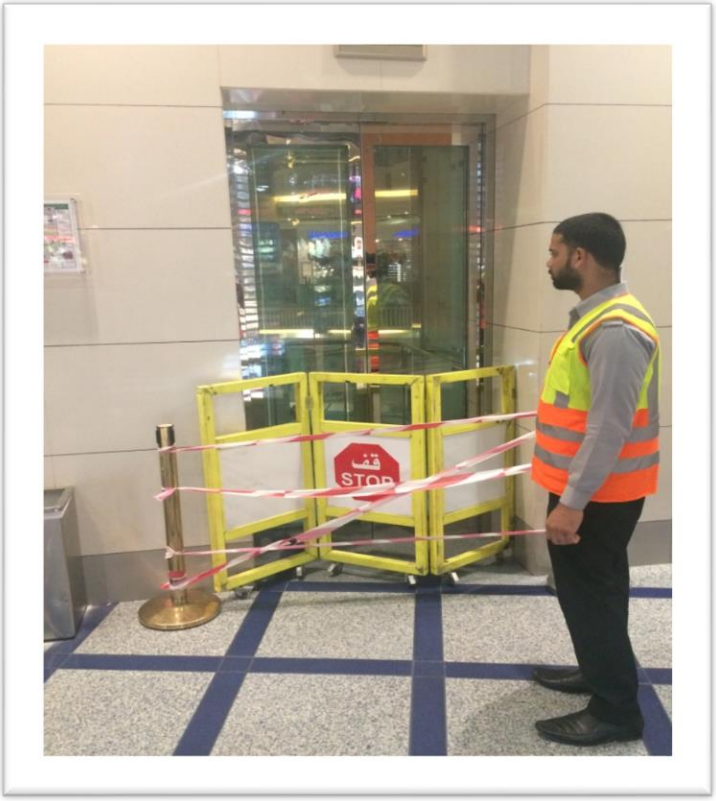
DESCRIPTION OF HAZARDS	**RESPONSIBLE DEPARTMENT**
• SSCL safety team observed that the glass of the entrance of the capsule lift was badly damaged on P2, Tower b side Centre podium. • Immediately our staff barricaded the location as it is more frequently used by the visitors. • The pictures show that the glass is damaged as we can observe the cracks properly. • In these circumstances it is unsafe to use the lift door on P2 so we barricaded the area to make the location safe and people must not reach that as its high hazardous. • The damaged glass can fall down and can cause any personal injury to workers and visitors. • The pictures shows that most probably some heavy object i.e. loaded trolley, wheelchair or other material has collapsed with the door or more force as compared to its strength has been applied.	**KONE**

RECOMMENDATIONS	**STATUS**
24. Kone department must immediately replace the door glass of capsule lift to avoid any consequences of the hazards. 25. They must coordinate with the safety staff of SSCL for the maintenance work. 26. All the glass doors of capsule lift on all floors must be inspected and if damaged then must be repaired in short span of time 27. Lift Door must be closed properly to avoid any incident. 28. High quality glass must be used for all the glass doors of lifts 29. Kone Engineering Department must check and resolved all the technical issues immediately to avoid any incident. 30. Kone staff must immediately inform regarding all the maintenance work related to their equipments to SSCL safety and PMDC.	

REPORTED BY		SIGNATURE & DATE
NAME	**Ahmed Umar**	
DESIGNATION	**Safety Supervisor**	
COMPANY	**SSCL**	

BELOW SEE ATTACHED PICTURES FOR THE REFERENCE

الشركة السعودية للخدمات المحدودة SAUDI SERVICES Co. Ltd. الحراسة الأمنية المدنية الخاصة - قسم السلامة	**CAPSULE LIFT OBSERVATION REPORT**	**DATE: 07/07/2017**

	
Lift door glass damaged and cracks can be observed from the picture	**SSCL safety staff barricaded the location to avoid any severe consequences**

الشركة السعودية للخدمات المحدودة SAUDI SERVICES Co. Ltd. الحراسة الأمنية المدنية الخاصة - قسم السلامة	**OBSERVATION REPORT**	**DATE: 26/07/2017**

GENERAL INFORMATION		
☐ **STOP WORK**	☑ **FOR RECTIFICATION**	☑ **FOR INFORMATION**

LOCATION	
AREA/ZONE/LANDMARK	**Ground floor, Centre Podium, Zone 5, entrance door**

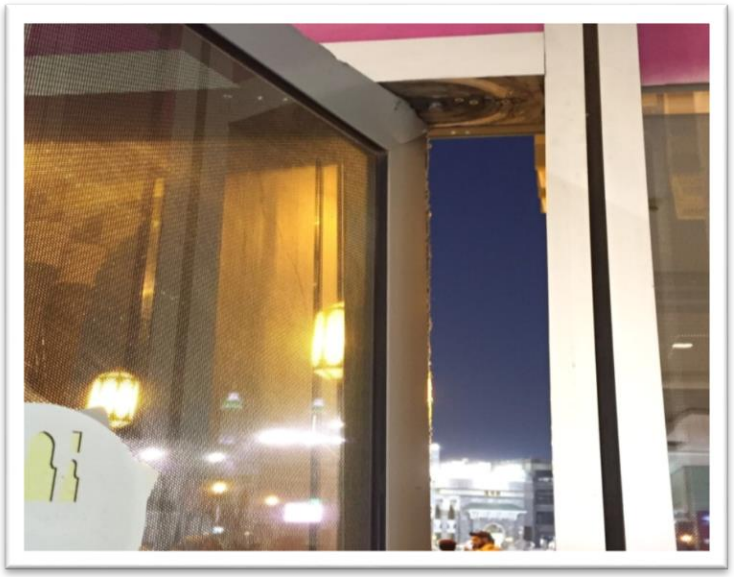
DESCRIPTION OF HAZARDS	**RESPONSIBLE DEPARTMENT**
27. It was observed by the SSCL safety team that the hinge of the entrance door of the tower in zone 5, centre podium was found damaged. 28. The shape shows that it is broken and as the balance of the door is disturbed and it has potential of fall of the door hazard. 29. As the area is at high risk because lot of the people pass by the particular location and if the door falls down then it can cause harm or injury to the person. 30. Moreover it can cause damage to property as it has big structure from its appearance it is clearly observed.	SSCL CIVIL DEPARTMENT

RECOMMENDATIONS	**Risk level**	**Rectification time**
31. SSCL civil department must immediately repair and fix the hinge of the door to avoid any severe consequences of fall hazard. 32. The maintenance work must be completed in short span of time. 33. SSCL safety team suggests that this work must be done in the night shift as the crowd is less. 34. The location must be properly barricaded before the maintenance work concerned with door hinge which is broke.	High	immediately

REPORTED BY		SIGNATURE & DATE
NAME	**Ahmed Umar**	
DESIGNATION	**Safety Supervisor**	
COMPANY	**SSCL**	

BELOW SEE ATTACHED PICTURES FOR THE REFERENCE

الشركة السعودية للخدمات المحدودة SAUDI SERVICES Co. Ltd. الحراسة الأمنية المدنية الخاصة - قسم السلامة	**HAZARDS PICTURES**	**DATE: 26/07/2017**

	
Main door hinge is broken and it can fall	**The hinge is damaged and the door can fall done having severe consequences**

SHUT DOWN OBSERVATION REPORT SAMPLE

TABLE OF CONTENTS

INTRODUCTION

Shutdown for Testing SCADS System & Preventive Maintenance of Electrical Systems:

Following are the details of Shutdown for Shift Loads from different areas in the Tower:

Shutdown Time:

Preventive Maintenance of Substations Testing & Handing over Electrical system in Hijra carried out at 12:00 AM to 01:50 AM

Roles & Mission of SSCL Safety Department during Shutdown:

Safety department played an important & key role during this shutdown testing.

To Avoid The Panic:

To avoid the panic & disturbance among the visitors, pilgrims and hotel guests our safety staff was deployed on the Podium commercial level to communicate & coordinate with visitors, guests and all other Staffs

Emergency flash lights/Signals light used to indicate & clear the way.

All the elevators were closed & stopped working during Shutdown as there was no electric supply; in this condition our safety staffs guided the visitors, pilgrims & hotel guests

Co-ordination with Security Department:

Safety Supervisors Mr. Soliman Mohd & Safety Supervisor Mr. Abdul Kader met with the Security Supervisors to co-ordinate about the shutdown event and how to deal with any emergency during this shutdown and also about the guidance of visitors, hotel guests & employees.

Safety Department Response & Activities:

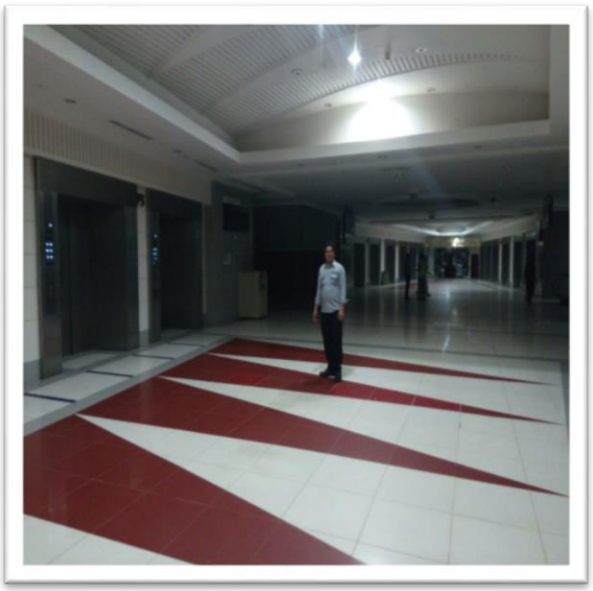
Safety supervisors Mr. Soliman Mohd & Safety Supervisor Mr. Abdul Kader prepared and get ready all the safety staff at all the podium level floors area and formed Assembly Point and distributed all the safety wardens on the affected Floors to safely deal with this shutdown.

Distribution of Safety staffs:

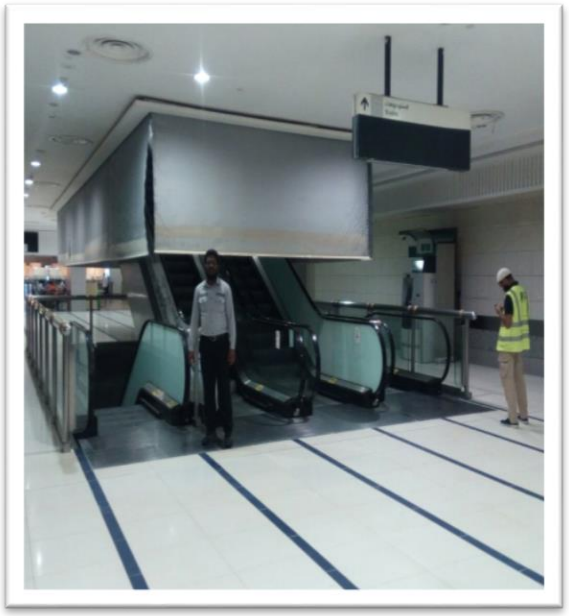
Total 11 Safety Wardens deployed to the Podium level Floors and Planned Assembly Points to avoid the panic & guide the visitors & hotel guests during this shutdown.

Safety Wardens Deployment at Podium Levels:

Safety Supervisor Mr. Soliman Mohd with11 Safety Wardens were deployed on the all the podium level floors and their mission was to guide all the pilgrims and hotel guests by using the emergency flash lights/Signals and Torches.

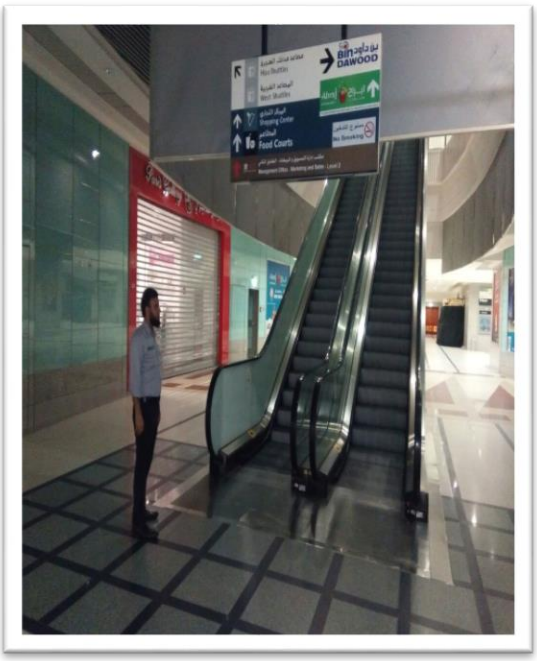


Safety Warden Monitoring the area and guiding the Civilians

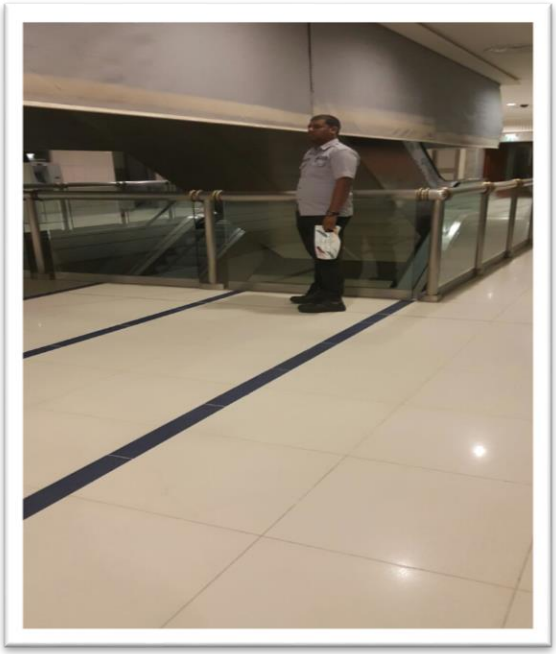


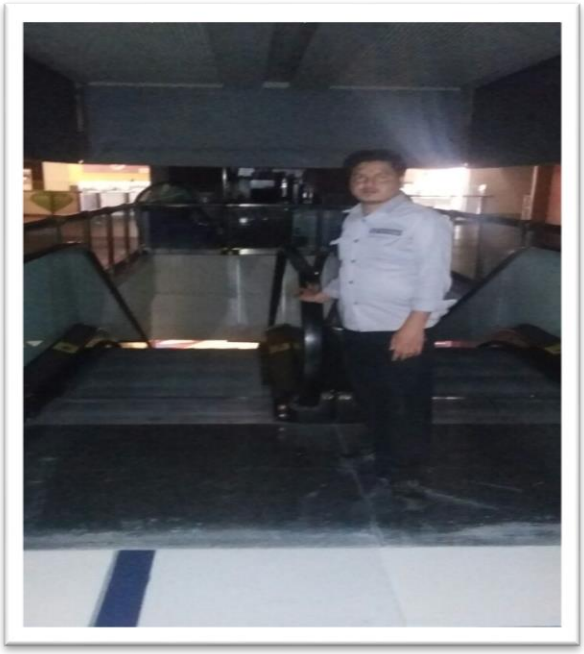
Safety Warden Monitoring the area and guiding the Hotel Guests

Safety Warden Monitoring the area and guiding the Hotel Guests



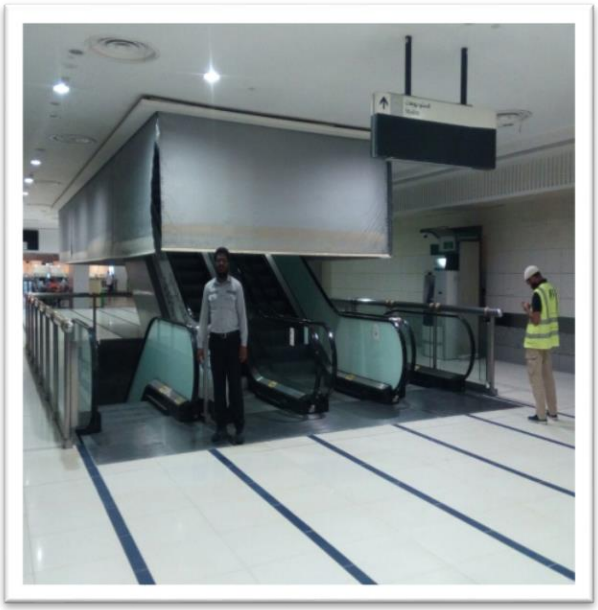
Safety Warden Monitoring the area and guiding the Hotel Guests



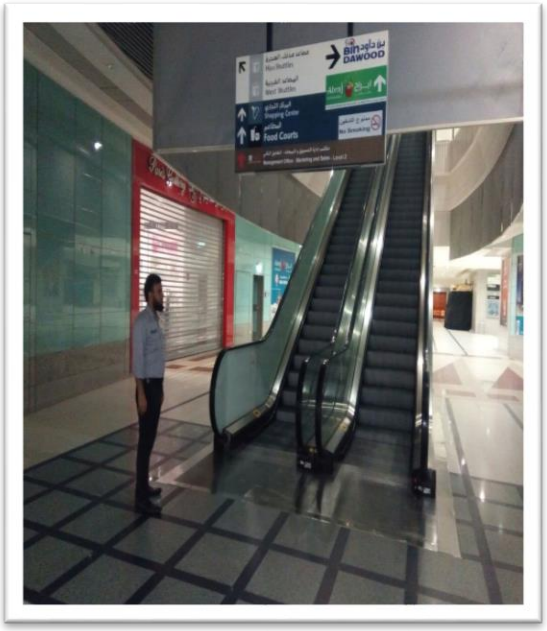


Follow-up shutdown:

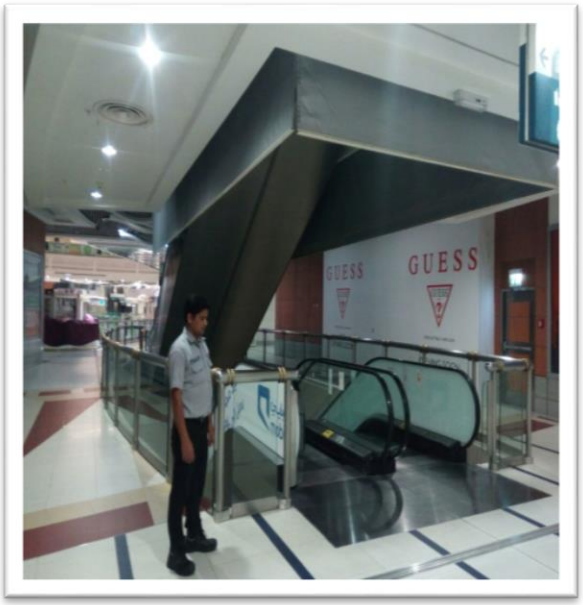
After the completion of shutdown event, our safety staff inspected all the elevators and Escalators and all the Floors Podium Level 11 to Basement 01, to ensure the proper functioning & operation of all the elevators and to monitor any incident at any floors.



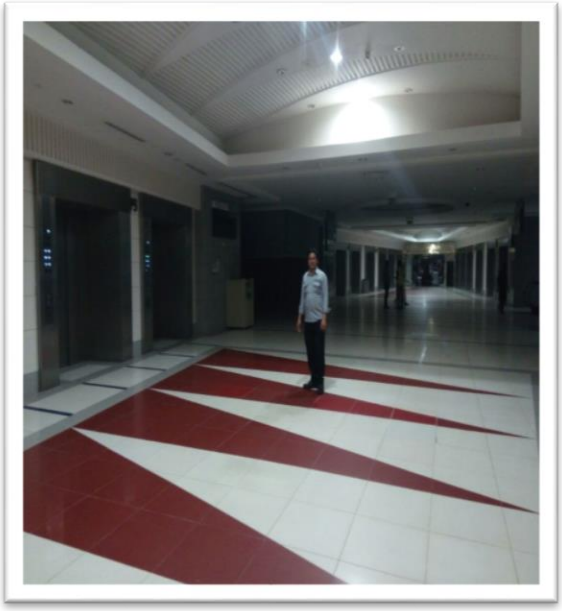
Safety Warden Monitoring the area and guiding the civilians, Pilgrims, visitors and guests during the shutdown



Safety Warden Monitoring the area and guiding the civilians, Pilgrims, visitors and guests during the shutdown



Safety Warden Monitoring the area and guiding the civilians, Pilgrims, visitors and guests during the shutdown



Safety Warden Monitoring the area and guiding the civilians, Pilgrims, visitors and guests during the shutdown

SAFETY STATISTICS REPORT

SAMPLE (DOKAAE PROJECT)

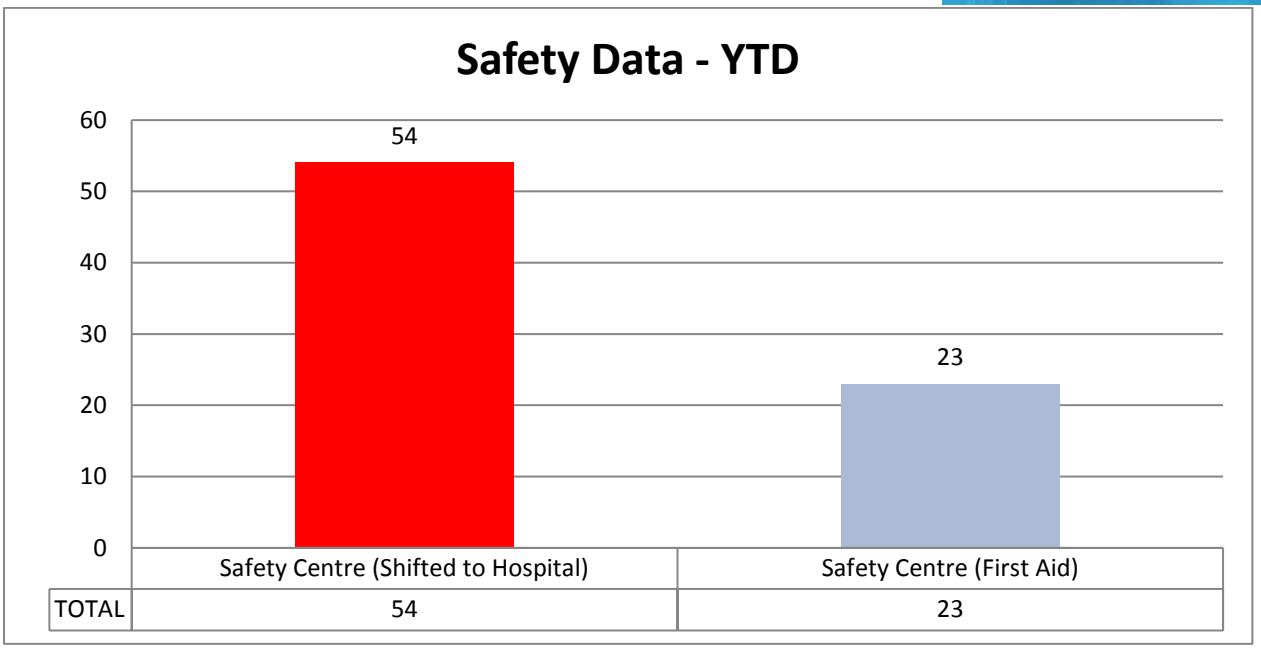
INCIDENT TYPE (JAN & FEB)	JANUARY	JANUARY	FEBRUARY	FEBRUARY	TOTAL
	1 JAN- 15 JAN	16 JAN-30 JAN	1 FEB-15 FEB	16 FEB-28 FEB	
Slips & Trips	0	0	0	0	**0**
Falls from height	0	0	1	0	**1**
Cuts / Lacerations	0	0	2	3	**5**
Contact with Electricity	0	1	1	0	**2**
Fire	0	2	2	1	**5**
Fire Alarms (False Alarms)	0	0	1	2	**3**
Property damage	1	2	4	3	**10**
water leakage/Drainage Overflow	4	5	4	5	**18**
Monthly Totals	**0**	**10**	**15**	**14**	**44**

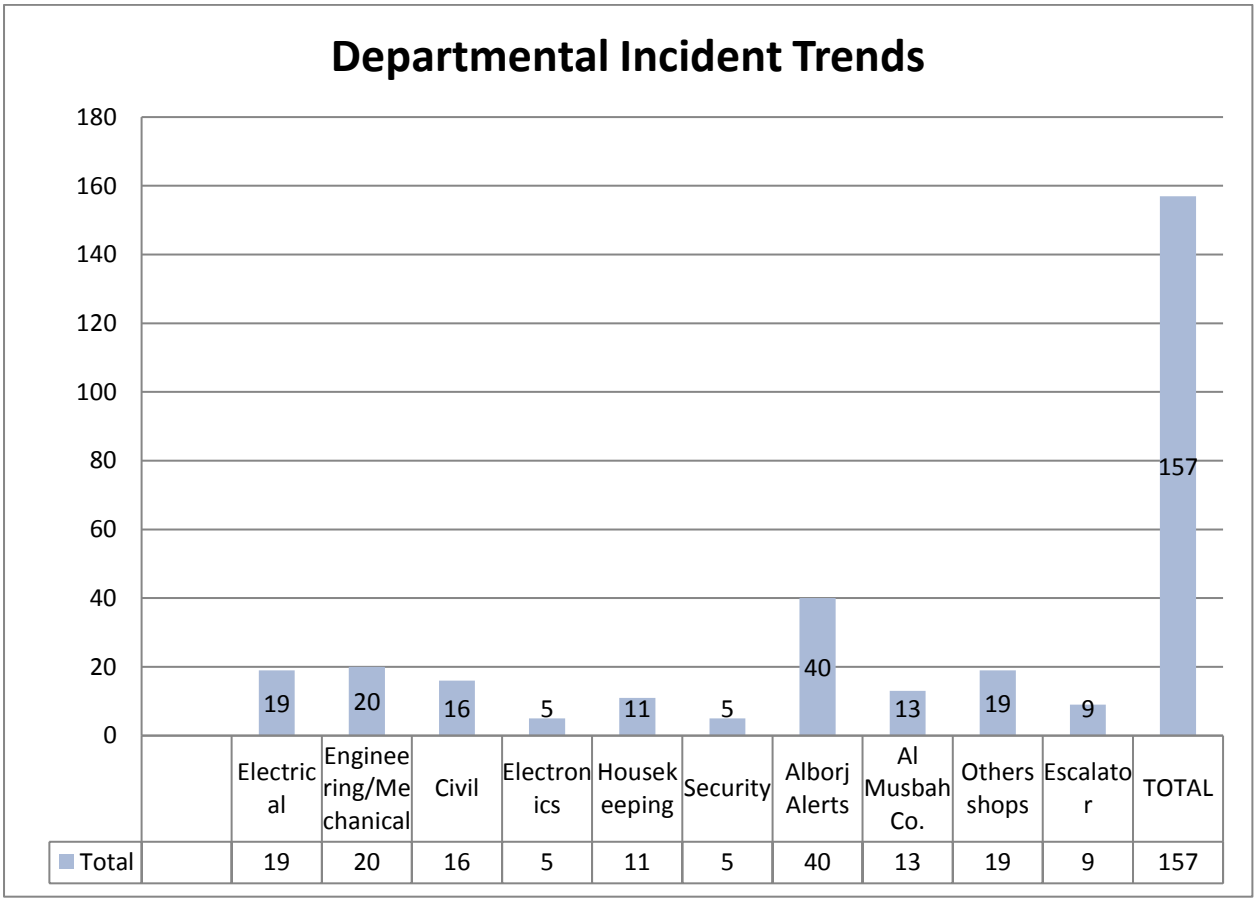
INCIDENT TYPE (March & April)	MARCH	MARCH	APRIL	APRIL	TOTAL
	1 MAR-15 MAR	16 MAR-31 MAR	01 APR-16 APR	17 APR-20 APR	
Slips & Trips	0	0	0	0	**0**
Falls from height	0	0	1	0	**1**
Cuts / Lacerations	0	0	2	3	**5**
Contact with Electricity	0	1	1	0	**2**
Fire	0	2	2	0	**4**
Fire Alarms (False Alarms)	0	0	1	2	**3**
Property damage	0	0	7	0	**7**
water leakage/Drainage Overflow	4	6	8	9	**27**
Monthly Totals	**0**	**9**	**22**	**14**	**49**

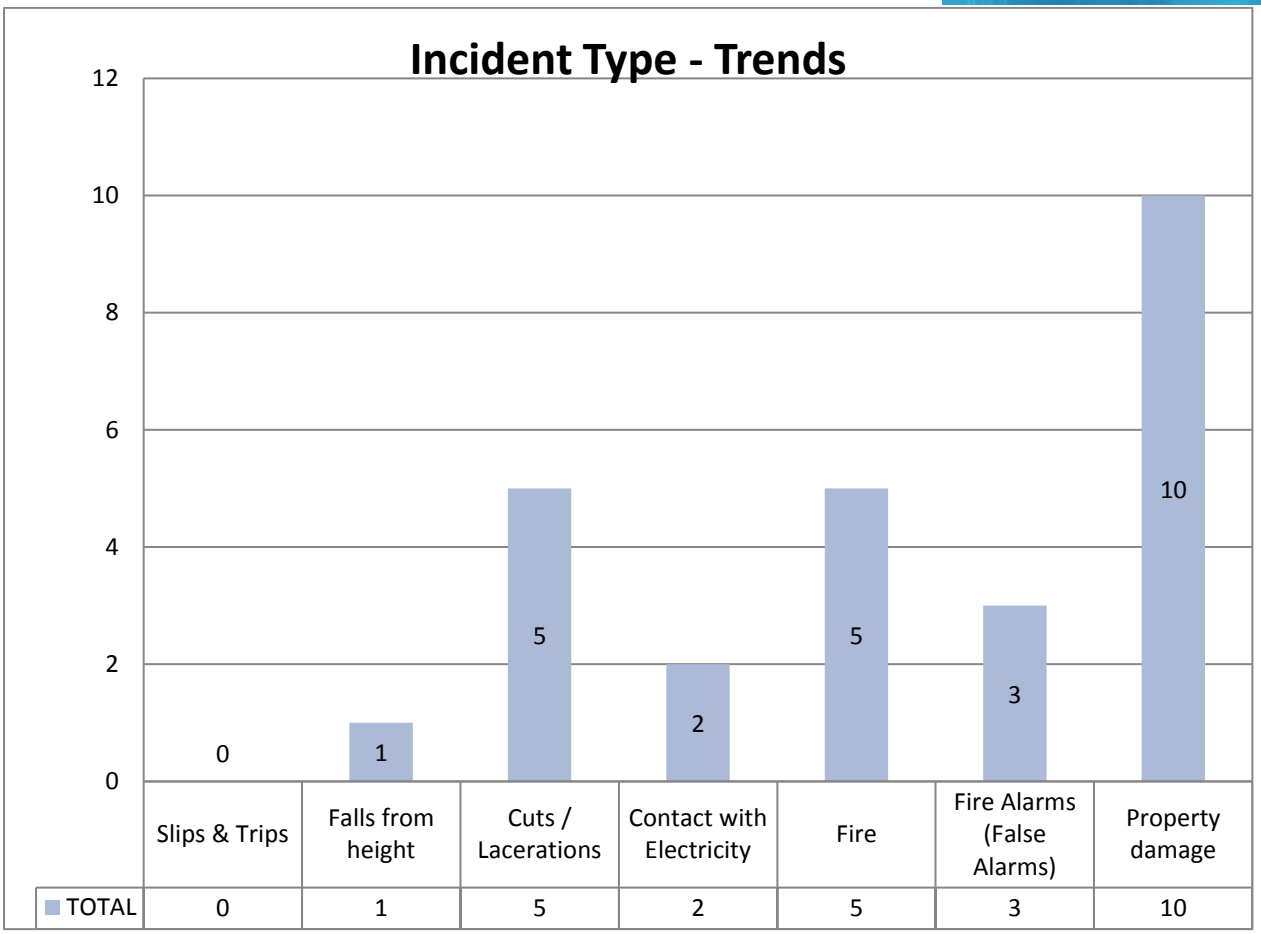
INCIDENT TYPE (May & June)	MAY	MAY	JUNE	JUNE	TOTAL
	01 May-16 MAY	17 MAY-30 MAY	10 June-16 June	17 June-25 June	
Slips & Trips	0	0	0	0	**0**
Falls from height	0	0	1	0	**1**
Cuts / Lacerations	0	0	2	3	**5**
Contact with Electricity	0	1	1	0	**2**
Fire	0	2	2	0	**4**
Fire Alarms (False Alarms)	0	0	1	2	**3**
Property damage	0	0	7	0	**7**
water leakage/Drainage Overflow	4	6	8	9	**27**
Monthly Totals	**0**	**9**	**22**	**14**	**49**

INCIDENT TYPE (July&August)	JULY	JULY	AUGUST	AUGUST	TOTAL
	01 JULY-15 JuLY	16 JULY-30 JuLY	01 AUG-15 AUG	16 AUG-30 AUG	
Slips & Trips	0	0	0	0	**0**
Falls from height	0	0	1	0	**1**
Cuts / Lacerations	0	0	2	3	**5**
Contact with Electricity	0	1	1	0	**2**
Fire	0	2	2	0	**4**
Fire Alarms (False Alarms)	0	0	1	2	**3**
Property damage	0	0	7	0	**7**
water leakage/Drainage Overflow	4	6	8	9	**27**
Monthly Totals	**0**	**9**	**22**	**14**	**49**

INCIDENT TYPE(Sep & Oct)	SEPTEMBER	SEPTEMBER	OCTOBER	OCTOBER	TOTAL
	01 SEP-15 SEP	16 SEP-30 SEP	1 OCT-10 OCT	10 OCT-20 OCT	
Slips & Trips	0	0	0	0	**0**
Falls from height	0	0	1	0	**1**
Cuts / Lacerations	0	0	2	3	**5**
Contact with Electricity	0	1	1	0	**2**
Fire	1	1	0	1	**3**
Fire Alarms (False Alarms)	0	0	1	2	**3**
Property damage	0	0	7	0	**7**
water leakage/Drainage Overflow	4	6	8	9	**27**
Monthly Totals	**1**	**8**	**20**	**15**	**48**


Safety Data - YTD
60
50
40
30
20
10
0
54
23
Safety Centre (Shifted to Hospital)
Safety Centre (First Aid)
TOTAL
54
23


Departmental Incident Trends
180
160
140
120
100
80
60
40
20
0
19
20
16
5
11
5
40
13
19
9
157
Electrical
Engineering/Mechanical
Civil
Electronics
Housekeeping
Security
Alborj Alerts
Al Musbah Co.
Others shops
Escalator
TOTAL
Total
19
20
16
5
11
5
40
13
19
9
157


Incident Type - Trends
12
10
8
6
4
2
0
0
1
5
2
5
3
10
Slips & Trips
Falls from height
Cuts / Lacerations
Contact with Electricity
Fire
Fire Alarms (False Alarms)
Property damage
TOTAL
0
1
5
2
5
3
10