



Audit will make a valuable contribution to the health and safety management system at all SBG projects to learning. It will recognize achievement as well as highlight areas where more needs to be done.

Audit-Policy INTRODUCTION



The structured, comprehensive, systematic, critical & step by step documented process for collecting information on the efficiency, effectiveness and reliability of the health and safety management system and drawing up plans for corrective actions is referred to as an Audit. Audit will make a valuable contribution to the health and safety management system at all the SBG projects and to learning. It will recognize achievement as well as highlight areas where more needs to be done. Auditing should not be seen as a fault-finding activity.

Safety audits are not only important for the dangerous plants filled with heavy machinery & equipment's but it's a fact that SBG workers & clients will not be in constant danger on daily basis but it does not mean that SBG management should not pay any attention or underestimated the safety audits to be carried out at all the SBG projects.

SBG SAFETY DEPARTMENT OBJECTIVE

SBG safety department believes in environment developing safe working procedures and maintaining a "ZERO" injury at workplace.



Health and Safety needs to be managed on a day-to-day basis and for this we need to have systems in place. The aims of auditing should be to establish that three major components of a safety management system exist and operating effectively at all the operations &



maintenance projects of Saudi Bin Laden Group of companies (Operations & Maintenance).

- Appropriate management arrangements are in place.
- Adequate risk control systems developed, implemented, improved & consistent with the hazard profile of the SBG.
- Appropriate workplace precautions are in place at all the SBG projects.

Following audit process will be adopted for the development and implementation of safe working procedures and practices:-

- Identification of work activities in all departments
- Identification of hazards involved in performing activities
- Identification of available controls to eliminate or diminish the risk
- Implementation of control measures
- Review of the activities for identification of new activities or change in the nature of such jobs.
- The course of action of the audit team will be to observe either the job activities match with the written procedures or not
- To identify the non-compliance.
- After identifying non-compliance the audit team will make non-conformance report which will be included in the audit report

When Safety audits will be conducted?

SBG audit team will conduct the "audits" twis a year and it will be constant & ongoing focus in order to attain the full compliance with the local legislative requirements for all the SBG projects.

Importance of Safety Audit For SBG Projects

To eliminate, reduce, isolate & control the occupational health & safety risks related

to the workers & visitors at all the SBG projects, conducting the safety audits will play an important role as it will provide a way to identify all those hazards & risks at workplace that have never been identified and will help to comply with local legislative requirements & to provide safe workplace.

Benefits of conducting safety audits for SBG projects

Following important benefits will be achieved by conducting safety audits at all the SBG projects.

- Compliance will easily be assessed (compliance with the local & international legislative requirements)
- Conducting the safety audits will reduce the liability for the SBG company
- Occupational health & safety regulations will be improved & Implemented.
- Company will be prevented from being put in poorly graded
- Will be prevented from being shut down in case of not following the occupational health & safety standards
- It will show management commitments towards health & safety
- · Workplace safety will be improved
- Employees awareness towards their health & safety will also be developed & Improved.



Safety Audit Policy

Organization, Resources and Competence for Audit

The organization, resources and competence are the key factors of the success of our department in all the current projects as our organization fully exhibits all the standards implementation and the adequate hierarchy. The resources are fully utilized to achieve maximum efficiency and the competence of the staff is enhanced by arranging workshops, training sessions and various courses registration so that we can improve our performance and enhance the benchmarking factor. The competency and defined objectives for the audit are the essential factors for the completion of a successful audit.

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.

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). SBG O&M 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. The aims ensures the evaluation of the safety management system and procedures in all the projects related to SBG O&M.



AUDIT POLICY HIGHLIGHTS

- 1. To provide and maintain safe and healthy working condition on their premises and sites of client, taking account of relevant statutory requirements.
- 2. To provide such trainings and instructions as may be relevant to their particular operation to assist employees to perform their work safely and effectively.
- 3. To make available such safety devices and protective equipment as may be appropriate and to secure the supervision of their use.
- 4. To maintain a continuing interest in H&S matters applicable to activities in which they are involved and set an example for management safe behavior.
- 5. SBG team actively carries out risk assessment of all aspects of the business.
- 6. To ensure all the workers are aware of their responsibilities with regard to environmental matters.
- 7. To prevent worker to get injury or ill health at appropriate
- 8. Continual improvement in OH&S management system.
- 9. Comply with legal & company requirements.
- 10. Reduce the level off ill health and workers complaints at appropriate level within specific time scale.
- 11. To provide training to worker regarding to H&S and improve OH&S behavior of workers.
- 12. Leading to reduce sickness absence, better morale and low staff turnover.
- 13. Policy is properly documented, implemented and maintained.
- 14. Policy reviewed with the passage of time to ensure that it is relevant and appropriate to organization.
- 15. It increases profits of company by preventing accidents, ill health, fines from courts and insurance costs etc.



Auditing Mechanism

PLANNING & PREPARATION FOR THE AUDIT

(SBG audit team will meet with the relevant managers & representatives to discuss & agree about the objectives & scope of the audit as per the Audit plan)

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SUITABILITY OF THE AUDIT TEAM

A A

REVIEWING & VERIFYING DOCUMENTS

All the documents received by site project management will be reviewed by SBG (0&M) audit team in order to ensure the site compliance with the safety standards.

SBG audit team will send an advanced announcement letter to the project management and submission)will

3

ANALYZING & ASSESSING THE SCOPE OF AUDIT

COMPLETION OF AN AUDIT

CONDUCTING AN AUDIT

ask for the necessary documents.

SBG audit team complete their audit by using differen audit inspection checklists, by reviewing the documents & through conducting interviews with the site project employees

4

IDENTIFYING POTENTIAL SAFETY VIOLATION AREAS

RECOMMENDATIONS

SBG audit team will suggest important recommendations based upon their site audit including the details of each safety violation, recommendation, risk priority & time scale.

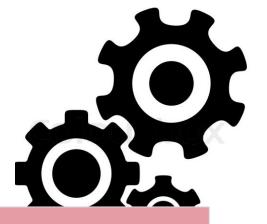
5

CREATING PLAN TO CARRY OUT AN AUDIT

AUDIT OPINION

SBG audit team will determine their audit opinion at the end of audit as either the site project is being run according to the occupational safety standards or not.

6



NCR (NON-CONFORMANCE REPORT)

SBG audit team will put NCR against each safety deviation at site project with the proper industry standard & Legislation References.

7

SUBMITTING SIGNED COPY OF AUDIT.

SBG audit team will submit the signed copy of audit report to the site project management in order to review their site compliance with the industry standards.

8

PROJECT MANAGEMENT RESPONSE

SBG O&M site project management will have an opportunity to respond to the SBG O&M audit team report prior to submit their final report.

9

AUDIT FOLLOW-UP

As per our Annual Audit Schedule, a follow-up audit will be conducted by the SBG (O&M) audit team in order to verify the audit resolutions.

10

PREPARATION



Planning & Preparation For The Audit

SBG audit team will meet with relevant managers and employee representatives at the project to discuss and agree about the objectives and scope of the audit which will be carried out by the SBG audit team. They will consider documentation preparation and agree the audit procedure with managers responsible for the project.

Suitability Of The SBG Audit Team:

SBG audit team is quite objective in their assignments & assessments and independent from the department to carry out an audit in an effective & efficient way.

Analyzing & Assessing The Scope Of Audit:

Before conducting an audit SBG audit team will analyze the size of the project and the activities being carried out and based upon the organization structure & hierarchy and the summary of activities SBG audit team head will decide about the audit team members for carrying out the audit on that site and will also provide the time frame for the audit process that how long it will take to complete the audit.

Identifying The Potential Safety Violations Areas:

Based upon the past experience and the occupational safety knowledge the SBG audit team, they will be able to predict & identify the hazardous areas along with the activities being carried out at that specific SBG site. For this purpose SBG audit team is competent i.e. they have complete knowledge, skills, trainings & experience to identify that deviations at any SBG site.

Creating Plan To Conduct An Audit

After the completion of an initial assessment & survey SBG audit team will create plan for conducting an audit that will include which sections of the project will be audited by which audit team members, setting out time frame for each section for completing an audit.

Conducting Audit

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Reviewing & Verifying The Documents:

All the documents sent by the project site management will be reviewed & verified by the SBG audit team in order to ensure the legal compliance of the site operations matching with the local enforcement authorities such as Civil Defense etc.

Sending An Advanced Announcement Letter:

SBG audit team will communicate & send an advanced letter to the SBG site project management which need to be audited so that they will have plenty of time for the preparation of necessary documents for the audit team such as;

- 1. Site incident or accident records
- 2. List of fire & safety team at the project
- 3. Site emergency plan
- 4. Work permits
- Inspection checklists by the site to carry out the inspections
- 6. Fire prevention & protection equipment's & assets
- 7. Layout for the site with important sections either have emergency escape routes or not.

On-site Auditing:

- 1. Interviewing the employees working at site
- 2. Review and assessment of additional documents
- 3. Observation of physical conditions and work activities.



Completion Of An Audit

4

SBG will complete audit including the summary of all the activities being carried out at site either safely or not. SBG audit team has developed different safety inspection checklist which will be used by the audit team members to identify the safety violations & to verify the compliance of the site management. Following are the samples of inspection checklists that will be used to carry out an audit.



5

Recommendations:

Based upon the audit , SBG Audit team will suggest recommendations & improvements for each safety violation at the project run by SBG (O & M).

Sample Paper For Each Violation:

| S.N | Observation/Violation | Recommendation | Risk Priority | Time Scale | Remarks |
|-----|-----------------------|----------------|---------------|------------|---------|
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Audit Opinion:

SBG audit team will determine their audit opinion at the conclusion of audit. This opinion will state either the information provided by the company are correct and the activities being carried out at site are according to the occupational safety standards & the project is in full compliance with the local enforcement bodies rules & regulations.

7

NCR (Non-Conformity Reports):

SBG audit team will put NCR based upon their critical observation, communication with the staff working at that site, if they found any deviation from the occupational safety standards.

8

Submitting the signed document:

SBG audit team will submit the signed copy of an audit to the site project management with all the details including;

- Sections/areas inspected by the audit team
- Persons interviewed
- Incident/accident records
- Corrective action requests completed by the maintenance department
- Non-conformity reports
- Suggestions/recommendations
- Control measures
- One signed copy of audit will be submitted to the SBG safety manager & consultant.

9

Project Management Response:

Site project management will have an opportunity to respond our audit findings highlighted & mentioned in the audit report prior to the issuance of our final report. In their response they will explain about how they will be fixing the safety violations & Non-conformity points at site and the timeframe for the implementation of each control measure.

Audit Follow-Up:

10

Within approximately one year of the audit, follow-up review will be conducted by the SBG audit team to verify the resolution of audit report findings.



<u>Scope of</u> Internal Audit

Scope of Internal Auditor is to verify that organization safety management system is in place and operating effectively. The internal auditor will check following.

- 1. Appropriate management arrangements are in place.
- 2. Adequate risk control system exists and properly implemented.
- 3. Organization hazard profile must check with passage of time.
- 4. Appropriate work place precautions are in place.
- 5. Evaluate strengths and weaknesses of system.
- 6. Risk control checks.
- 7. Ensure that safe system of work is effective or not.
- 8. Work place precaution is in place or not.
- 9. All safety arrangements are in place or not.
- 10. Work place precautions are in place or not.
- 11. Implement, maintain and continually improve and OH&S management system.
- 12. Evaluation of weaknesses of management system.
- 13. We will also evaluate strengths of a management system.



Advantages of Internal Audit

- Less expensive.
- Auditors already familiar with the workplace and what is practicable for the industry.
- Can see changes since last audit.
- Improves ownership of issues found.
- Builds competence internally
- Workforce may be more at ease.
- Familiarity with workforce and individuals.

Scope of External Audit

External Audit may be fresh Pair of eyes and they are more aware with law and have more knowledge and experiences. So there is no compensation from him for the project activities. He is more compile with law and can criticize openly to higher management. He is more independent from internal influences and his recommendation may will have more weight as internal auditor's recommendation and his audit survey timeframe is longer than the internal Auditor.

All the responsibilities are almost done by external Auditors which is done by Internal Auditors except of Some.

- 1. Appropriate management arrangements are in place.
- 2. Adequate risk control system exists and properly implemented.
- 3. Organization hazard profile must check with passage of time
- 4. Appropriate work place precautions are in place.
- 5. Evaluate strengths and weaknesses of system.
- 6. Risk control checks.
- 7. Ensure that safe system of work is effective or not.
- 8. Work place precaution is in place or not.
- 9. All safety arrangements are in place or not.
- 10. Work place precautions are in place or not.
- 11. Implement, maintain and continually improve and OH&S management system.
- 12. Evaluation of weaknesses of management system.
- 13. We will also evaluate strengths of a management system.

Disadvantages of External Audit

- · Expensive.
- Time-consuming.
- May not understand the business and so make impractical suggestions.
- May intimidate workers and so get incomplete evidence



Internal Audit Evaluation Procedure Foam

Colors & Comments Values

| Risk = 0 Need Improvement = 1 Compliant = 2 |
|---|
|---|

| Sr. | Audit Fields | 0% - 50% | 51% -70% Need | 71%- 100% |
|-----|----------------------|----------|------------------|-----------|
| | Audit Fields | Risk | Improvement | Compliant |
| 01 | Safety Processes | | | 2 |
| 02 | Work Permits. | | | 2 |
| 03 | Waste Management | | | 2 |
| 04 | Excavation | 0 | | |
| 05 | Scaffold | | | 2 |
| 06 | Work at height | | | 2 |
| 07 | Heavy Equipments | | 1 | |
| 08 | Fire Prevention | | | 2 |
| 09 | Electrical | | 1 | |
| 10 | Traffic Control | | | 2 |
| 11 | Warehouse & Storage | | | 2 |
| 12 | Satellite Office | | 1 | |
| 13 | Health & Wealfare | | | 2 |
| 14 | Chemicals | | | 2 |
| 15 | Crane & Lift Devices | | | 2 |
| 16 | Environment | | | 2 |
| 17 | | 0 | | |
| 18 | | | | 2 |
| 19 | | | | 2 |
| 20 | | | | 2 |
| | Performance | 2 | 3 | 15 |
| | Sub-Totals | | | |

Our One Audit Subject or Field is equal to 5

| RISK % | 10 % Audit Fields are at Risk |
|--------------------|--------------------------------------|
| NEED IMPROVEMENT % | 15% Audit Field are Need Improvement |
| COMPLIANT % | 75 % Audit Filed are Compliant |

All audit subjects or fields have a list of sub title or a list of inspection topics during the audit combine values of the audit subjects or audit field at the project will generate, for example a work permits have the following sub-titles or topics during audit.

- Work Permit at work place
- Hot work Permit
- Cold Work Permit
- Confined Space Work Permit
- Working at Height Permit
- Night Shift Permit
- Approved Demolition Plan
- Radiation Permits
- Etc

Each point's evaluation during the audit is important and complete inspection of any field will be marked as a result according to above mention values **over 71** % **work permit ok will assign 2**, under 71 will assign 1 and under 50 will assign 0.

Documents Required

During Audit

SBG Auditors required the following documents from the site manager or project manager or the representative who will officially detain to attend them on the first day visit before the audit.



- H&S Policy.
- Maintenance Record.
- · Accident Record.
- Ill Health Record.
- Health Surveillance.
- Safety Committee Meeting Minutes.
- Training records of worker.
- · Risk assessment Record.
- · Statutory inspection Record.
- · Enforcement Action Record.
- Workers Complaints record.
- · Previous Audit Record.
- · Waste Management policy.
- Vehicle Safety Record.
- Basic Welfare facilities for worker.
- Record of health and safety monitoring e.g. tour, inspection, surveys etc.
- Emergency arrangements.
- Accident investigation report.
- 19.Vehicle 3rd party certification record.
- · Quality insurance record.
- 22. Fire prevention and protection record.
- 23. Penalty system record.



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MECHANICAL AREA AUDIT CHECKLIST:

| | | | Wate | r Pump | Roon | ns & . | AHU-Air | · Han | dling | Units | | |
|-------|--------|------|----------|--------------|--------------------|------------|--------------------------------------|-------------|--------|---------|-------|---------|
| Inspe | cted B | y: | | | | | | | | Date: | | |
| | | | V | ng | ^ | t | ng e | _ | | Door | | |
| S.N | LEVEL | Zone | Landmark | Housekeeping | Emergency Light | Tube Light | Fire Extinguishing Expiry Date | Ventilation | Magnet | Breaker | Glass | Remarks |
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| Auditor Remarks | |
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EMERGENCY EXIT STAIR ADUIT CHECKLIST:

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|------------------|----------|-----------------|----------|----------------|--------------|--------|----------|--------|---------------|--------|-------|-----|-----------------------|---------|
| Inspected By: | | | | | | | | | Date: | | | | | |
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| Floor | Location | Emergency Light | Lighting | Smoke Detector | Housekeeping | Hoses | Coupling | Nozzle | Landing Valve | Flinch | Glass | Вох | Operating Instruction | Remarks |
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FM-200 FIRE SUPPRESSION SYSTEM AUDIT CHECKLIST:

| | | | F | M - | 200 I | FIRE | SUPI | PRESS | ION | (Ele | ctri | cal I | Roon | n) | | | | |
|-------|----------|----------|--------------|-----------|---------------|----------------|-------------|-----------------------------|-----------------|----------------|--------------|-------------|--------------|----------|--------|---------|-------|---------|
| Insp | ected By | y: | | | | | | | | | | | | Date | e: - | | | |
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| | | | | | | FM-200 |) Syster | n | | | | | | | | Door | | |
| Floor | Location | Cylinder | Control Head | Supporter | FM 200 Nozzle | Pressure Gauge | Panel Board | Activated/ Not Activated | FM-200 Detector | Smoke Detector | Pull Station | Ventilation | Housekeeping | Lighting | Magnet | Breaker | Glass | Remarks |
| | | | FM 200 | | Mech. | | FM 200 | 0 | Ele | c | Me | ch. | Hotel | Elect. | | B.T | | |
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GARBAGE CHUTE AUDIT CHECKLIST:

| | GARBAGE CHUTE ROOM | | | | | | | | | |
|---------------|--------------------|-------------|--------------------|------------|------------------|----------|-----------|---------|--|--|
| Inspected By: | | | | | | | Date: | | | |
| Floor | Location | Ventilation | Emergency Light | Tube Light | House keeping | Detector | Sprinkler | Remarks | | |
| | | Elect | Elect. | Elect. | Hotel | | | | | |
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FIRE HOSE CABINET AUDIT CHECKLIST:

| | FIRE HOSE CABINET | | | | | | | | | | | |
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| Inspect | ed By: | | | Date:- | | | | | | | | |
| S.N | | Position | | Fire Hose | Hose Reel | FHC | Remarks | | | | | |
| | Level | Zone | Position | Reel | Nozzle | Door/Lock | | | | | | |
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LIFT LOBBY AUDIT CHECKLIST:

| | LIFT LOBBY (SERVICE & VIP) | | | | | | | | | | | |
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| Inspect | ed By: | | Date: | | | | | | | | | |
| Floor | Floor Land Mark Lighting | | Emergency Light | | Sprinkler | Smoke Detector | House Keeping | Remarks | | | | |
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| | CORRIDOR | | | | | | | | | | | | |
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| Inspector:- | | | | | Date:- | | | | | | | | |
| Floor | Location | Lighting | Lighting | | Lighting | | Smoke Detector | Emergency Exit Sign | Housekeeping | Remarks | | | |
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| FIRE EXTINGUISHER AUDIT CHECKLIST: | - |
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| | FIRE EXTINGUISHER | | | | | | | | | | |
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| Insped | ted By: | | | | | | | | | | |
| | | | | | F | ire Extin | guisher | _ | Pate: | | |
| N. | Floor | Location | Туре | Capacity | Refill Date | Expire Date | Pin/ Seal | Body | Inspection Tag | Pressure Gauge | Remarks |
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| | STORE | | | | | | | | | | | | | |
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| In | spected By: | | | | | | | | | | | Date | | |
| | | | | | Store | Con | dition | & Fir | e Protecti | on | | | | |
| Floor | Landmark | Store Type | Smoke Detector | Water Sprinkler | Electric Hazard | Housekeeping | Emergency Light | First Aid Box | Fire Extinguisher Refill Date | Fire Extinguisher Expiry Date | A/C | Remarks | | |
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KITCHEN AUDIT CHECKLIST:



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| | | | | | | | Ecology Unit | | nspector: | cati | |
| 2 2 | | | | | | | House Keeping Emergency Light | | 혛 | Location Name: | |
| | | | | | | | | | | | |
| | | | | | | | Tube Light | | | <u></u> | |
| 385 58 | | 88 88 | | | | 88 3 | Nitrogen Carrtidge | | 8 33 | | |
| | | | | | | 0. 0 | Discharge Pipe | _ | | | |
| 100 | | | | | | | Ansule Tank | [₹ | | | |
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| | | | | | | | Electrical Panal Board | Fire Suppression System | k 3 | | |
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| | | | | | Ü. | 1 2 | Fresh Air Fan | | | | 우 |
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| | | | | | | | Expiry Date | | | | |
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| 3 30 | | | | | | | First Aid Bo | x | | | |
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| | LAUNDRY ROOM | | | | | | | | | | | |
|-------------|--------------|--------------------|------|----------------|----------|-----------------|------------|----------|--------------|---------------|---------|--|
| Inspector:- | | | | | | | | Date:- | | | | |
| Floor | Location | Ventilation System | A/C | Smoke Detector | Sprinker | Emergency Light | Tube Light | Machines | Housekeeping | Steam Boilers | Remarks | |
| | | Mech | Mech | Elect | Mech | Elect | | | | | | |
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| | SERVICE ROOMS | | | | | | | | | | | | |
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| | Inspector | | | | | | | | | Date: | | | |
| Floor | Landmark | | Room Condition | | | | | | Fire Protection | | | | 0 |
| | | service room Type | First Aid Box | Fire Blanket | Emergency light | Electric Hazard | A/C | Housekeeping | Water Sprinkler | Fire Extinguisher Fill Date | Fire Extinguisher Exp. Date | Smoke Detector | Remarks |
| 55 | | | 35 3 | | - | | 85 38 | | S | 88 | | | 35 |
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During each stage in the audit process- preliminary review, field work, audit findings, audit follow-up, this audit process will work best when the site management & SBG audit team will have strong communication & coordination.

Audit Team Judgments:

SBG audit team will make judgments by communicating legal standards, HSE guidance and applicable industry standards.

Conclusion:

- Audit team will assemble the evidences.
- Will evaluate those evidences.
- Will write an audit report & submit one copy to the project site manager.

Occupational health & safety risks will be identified & developed & implemented at all the projects of SBG and will also attain the high level of safety standards at all the projects of SBG and will be prevented from the legal fines & will improve the moral grounds for the company among its competitors & among the other companies inside kingdom & will effect positively for the other companies and all the occupational safety for the



BENEFITS OF SAFETY AUDIT

| 1. | They highlight potential problems: If there are problems lurking behind the scenes, this can lead to |
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| | accidents and other negative consequences for a business. The sooner you identify and address them, |
| | the better prepared your business will be for assisting its clients. |

- 2. **They increase employee awareness:** Audits can serve to increase an employee's awareness and understanding of environmental and safety regulations.
- 3. **They enhance your company's credentials:** If you are bidding for clients or looking into new business, you will find that the majority of companies expect you to have proper health and safety procedures in place. Having positive public relations on the back of this will ultimately benefit your business goals.
- 4. **They save you money:** A health and safety audit provides a calculated analysis of procedures and provides fact-based changes to be implemented. This will save you from wasting money on what may be little more than second guesses about procedures and benefit areas, such as employee sick leave.
- 5. **They help you comply with the law:** There are different regulations and laws in place to ensure safety within different industries. If you are not abiding by these laws, it can lead to your business getting in trouble with the authorities or possibly being shut down. Knowing that you have the proper regulations in place and eliminating the risk of injury in the workplace will ultimately benefit you and your employees. The audit process can also be an opportunity to demonstrate your company's commitment to compliance.
- 6. They may be viewed favourably by regulatory agencies. A thoroughly completed audit with proper follow-up can signal that your company is making a good-faith effort to comply with applicable regulatory requirements.
- 7. **They will offer knowledge and validation:** Third-party audit companies have the benefit of having conducted audits in multiple environments and are able to share best practices that can strengthen individual programmes; industry-wide knowledge held by a third-party provider can serve to validate existing programmes and provide recommendations for growth or change when deemed necessary.



- 8. **They will offer objectivity:** Third-party auditors are able to come in and provide a completely neutral assessment and review of a company's systems and processes without the natural familiarity that occurs over time with regular staff and day-to-day routines.
- 9. **They offer greater results accuracy:** Due to objective positioning, the results of a third-party audit provide a more accurate review of what is occurring within multiple environments of a company in regards to safety practices.
- 10. **They can lower your business impact:** Audits conducted internally can be taxing on time and labour resources and take away from overall business function. A third-party auditor is able to enter a location for the sole purpose of conducting an audit and conduct the audit and interviews in a timely and efficient manner without interrupting the efficiency of the company.



OCCUPATION HEALTH AND SAFETY POLICY

- 1-Protect the human asset against all job related hazards including prevention of injuries, occupational illnesses, fatalities and diseases.
- 2-Eliminate damage to material assets, facilities and related equipment.
- 3-Enhance the feeling of security, belonging and self-worth of the employees while doing their jobs.
- 4-Ensuring commitment to Saudi safety rules, regulations and safe practices.
- 5-Ensuring continual improvement in the company overall safety performance.
- 6-Encouraging active participation of employees to sustaining a safe work environment, free from accidents and diseases.

SBG O&M AUDIT TEAM FUNCTIONAL RESPONSIBILITIES

The purpose and scope of safety requirements call for a fully dedicated safety department to establish, implement and execute a practical, sound and effective program for the prevention of incidents that cause or may cause injuries, as well as the assignment of specific responsibilities to site teams and others involved in the enforcement of safety. A well-defined systematic approach will cover the following details

STANDARDS AND REFERENCES

These Safety Guidelines were developed following local Government's standards, regulations, and rules in meeting safety goals. In the absence of such, international standards were referred to and followed as applicable to our needs.

Saudi Government Standards

SASO -Saudi Arabian Standards Organization

MEPA - Meteorology & Environmental Protection Administration

International Standards

OSHA - Occupational Safety & Health Administration (USA)

NFPA - National Fire Protection Association (USA)

ANSI - American National Standards Institute (USA)



Audit makes a valuable contribution to the health and safety management system at all the SBG O&M projects and to learning. It recognizes achievement as well as highlight areas where more needs to be done. The structured process of collecting the independent information on the effectiveness, efficiency and reliability of the total health and management system and drawing up plan for the corrective action that are to be taken to improve the overall performance'.

SCOPE OF AUDIT:

Critical evaluation has great importance in determining and measuring the performance, benchmarking and the efficiency of the safety management system as it also enables the safety petitioners to evaluate the causes of the lapses in the system, efficient utilization of the resources, benchmarking within the various departments, employee feedback and improvements in the lapses observed within the systems. The main scope of the audit is to promote the effectiveness of the recommendations of the safety petitioners regarding the adequate implementation of the safe system of work. All the management system, Standard operating procedure and the safety culture are evaluated evaluated at all the projects of SBG O & M.

OBJECTIVE & PURPOSE: AUDIT DESIGNED FOR SBG O&M

Auditing is the phenomenon and mechanism for verifying that SBG O & M health and safety management system is in place and working properly and effectively. The following points are helpful in understanding the scope and purpose of the audit and the main areas which are to be focused will also be covered in these points.

- Appropriate management arrangements are in place
- Adequate risk control system exit- that they are implemented and practiced efficiently and are consistent with the hazard profile of the organization
- Appropriate workplace precautions are in place.
- The reporting system followed and practiced by the organization
- Actions taken to improve overall performance.
- Efficient utilization of resources



TECHNICAL ASPECT OF AUDIT:

SBG O&M department believes in developing safe working procedures and maintaining a "0" injury working environment. Benefits of H&S Management System practised by **SBG O&M Department**

- Identification of work activities in all the SBG O & M projects
- Identification of hazards involved in performing activities
- Identification of available controls to eliminate or diminish the risk
- Implementation of control measures
- Review of the activities for identification of new activities or change in the nature of such jobs.
- The course of action of the audit team will be to observe either the job activities match with the written procedures or not
- To identify the non-compliance.
- After identifying non-compliance the audit team will make non-conformance report which will be included in the audit report

Safety Auditors - Duties & Responsibilities

- 1- Conducting audits and random checks on the condition of Safety at company sites to enforce the use of safe work practices specified in the company Safety manual.
- 2- Inspect the site Safety register.
- 3- Inspect the record keeping of equipment safe working checkups.
- 4- Inspect the performance reports of firefighting equipment and fire alarm system at site.
- 5- Observe the status of personal protective equipment at site.

Submitting Safety audit reports to Safety Manager and higher Management, according to distribution

ACTIONS TAKEN FOLLOWING SBG O&M SAFETY TEAM AUDITS-CORRECTONG NO-CONFIRMITIES

- Major Non-conformance
- Minor Non-conformance
- Observations

Thus the feedback and all the concerned recommendations are being conveyed to the senior management so that they can add something to their vision and goal after analyzing that audit report and in the review meeting all the HOD'S of the concerned departments are called for the coordination the reviewing of the policy as performance of the all the departments, deviations from the standards, major non-conformances, lapses in the system and every aspect is highlighted



The following are the important reasons that why an organization must review their health and safety performance

- To identify whether the organization is on target or not?
- If not, then what are the reasons and what consequences are being generated due to these lapses?
- What changes are required within the system to make it effective to reach to the designed targets and what will be the key factors involved in these changes including policy, organizing and arrangement section
- Because Monitoring is an essential part of the health and safety management system of an organizing because by only managing the resources are never fully utilized
- Because reviews are required part of accreditation to a management system such as OHSAS 18001

Audit Team Judgment:

SBG O&M audit team will make judgments by communicating legal standards, HSE guidance and applicable industry standards.

Conclusion:

- Audit team will assemble the evidences.
- Will evaluate those evidences.
- ❖ Will write an audit report & submit one copy to the project site manager.

Occupational health & safety risks will be identified & developed & implemented at all the projects of SBG O&M and will also attain the high level of safety standards at all the projects of SBG O&M and will be prevented from the legal fines & will improve the moral grounds for the company among its competitors & among the other companies inside kingdom & will effect positively for the other companies and all the occupational safety for the

