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As Per Distribution

**SUBJECT: BASIC HSSE REQUIREMENTS**

Dear All,

Dubai South strives to implement world class HSSE standards and practices. This should be part of how we do business each and every day. The current performance, inclusive of direct and indirect contracts is far from this vision.

We need your immediate attention on this matter.

In addition, Dubai South has undertaken a review of all its existing HSSE Management documentation, standards and manuals to comply with both legal requirements and international best practices.

Attached with this letter is the **Basic HSSE Requirements Guidelines** document which must be complied with immediate effect. Periodic reviews and additions to these *Guidelines* will be undertaken and further communications will follow.

All contractors, consultants and stakeholders must also take this opportunity to revise, review and check their own HSSE management systems and undertake internal audits against these *Guidelines* and their own systems.

Periodic audits will be carried out by Dubai South to identify levels of compliance and non-conformances.

Non-conformances will be clearly communicated and must be closed out within the specified timeframe in order to avoid the invoking of consequences such as; contractual letters, fines and further detailed investigations.

I trust that you will engage immediately in these actions and we can look forward to improving our HSSE performance.

Our united goal should be to comply, then exceed expectations together for the sake of our people, the public and the environment.

Yours Sincerely,



Khalifa S. Al Zaffin  
Executive Chairman  
Dubai World Central Corporation

Encl.: Basic HSSE Requirements Guidelines

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## 1. OCCUPATIONAL HEALTH AND SAFETY

1. Minimum standards for occupational health should be adopted by the organisation.
2. Organisations should have policies which relate not only to safety but also occupational health strategy and provision.
3. Appropriate procedures should be adopted for the pre-placement confirmation of employee fitness.
4. Minimum standards are advised for health monitoring / surveillance for: Hand Arm Vibration Syndrome, Noise Induced Hearing Loss, Dermatitis, Respiratory disease (sensitisers, silicosis and chronic obstructive pulmonary disease), musculoskeletal problems and Stress.
5. Minimum standards for Safety Critical Work are advised.
6. Consideration should be given to the legal and ethical issues identified in establishing the database for the construction sector.
7. Protection and promotion of the health of workers by preventing and controlling occupational diseases and accidents and by eliminating occupational factors and conditions hazardous to health and safety at work.
8. DUBAI SOUTH requires that all persons involved in site works, works involved on their behalf or visiting their project site undergo site safety induction prior to accessing the site and should wear the minimum Personnel Protective Equipment (PPE) of Hard Hat / Helmet, High visibility vest and safety shoes at all times.
9. This information to be communicated to all personnel prior to starting work or visiting DUBAI SOUTH projects (Direct / In-direct). Contractors are also required to inform their supply chain about these requirements.
10. Labourers are required to wear appropriate uniform and use color-coded helmets to distinguish tradesmen.
11. Identification labels for first aid person, riggers, slingers and banksmen are to be placed on the right side of the worker's helmet.

## 2. SECURITY

1. Conduct a security risk assessment for the scope of the works to determine security risk controls.
2. Develop, implement and maintain a security management plan, integrated within the HSSE Plan, or as a stand-alone document.
3. Create and implement a security control and associated arrangement programs for project site in line with DUBAI SOUTH's rules and regulations.
4. Define and enforce effective area separation and zoning controls in accordance with the precautions detailed in the security risk assessment and security management plan.
5. Establish security management objectives and action plans, integrated within the HSSE Plan, or as a stand-alone document.
6. Consider the response to security incidents and scenarios, in line with emergency planning and response arrangements.



## 3. ENVIRONMENT

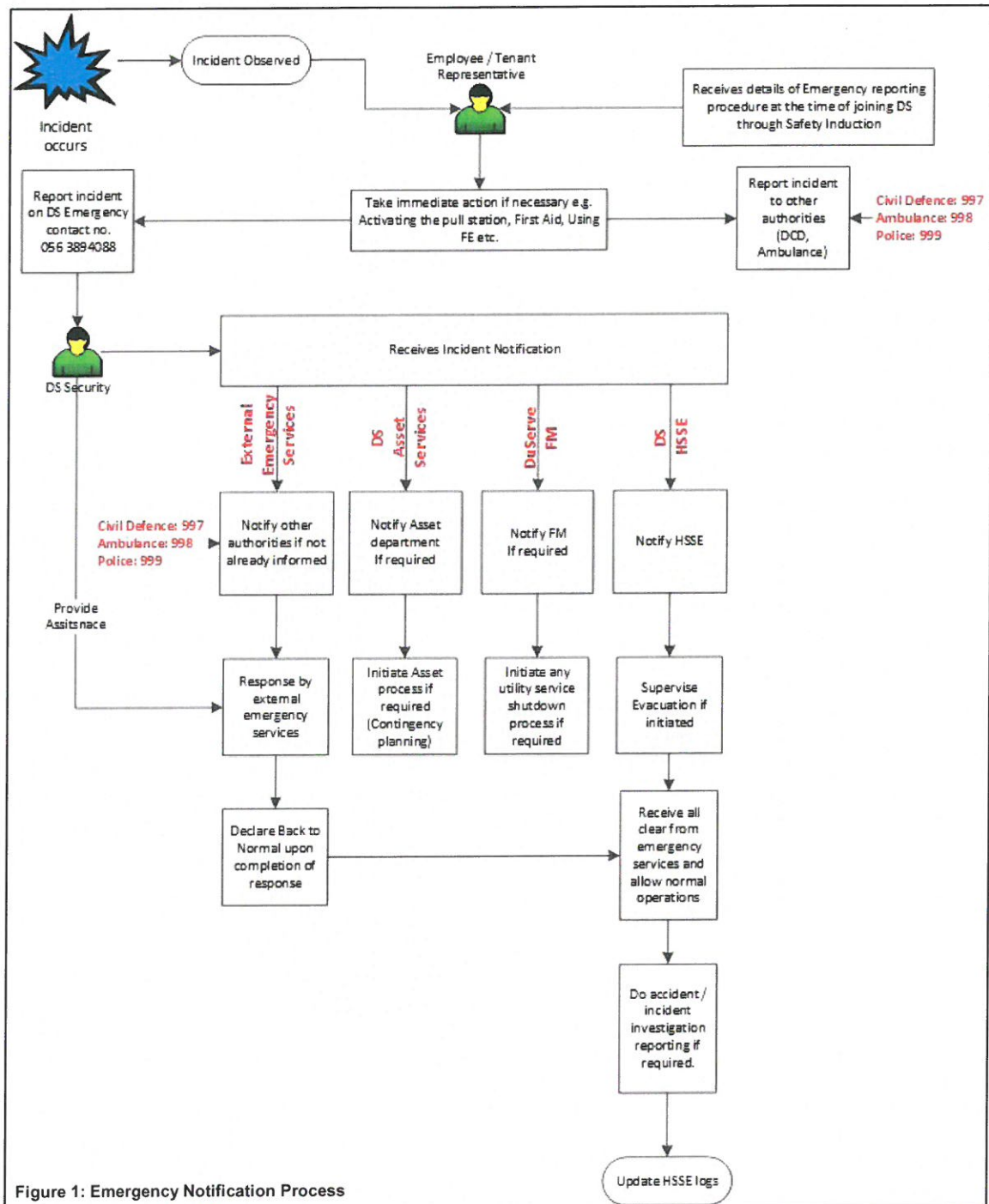
1. Establish a database against which any short or long term environmental impacts of the projects can be determined.
2. Ability to provide an early indication should any of the environmental control measures or practices fail to achieve the acceptable standards.
3. Monitor the performance of the Project and the effectiveness of mitigation measures;
4. Verify the environmental impacts predicted in the EIA Study.
5. Determine project compliance with regulatory requirements, standards, government policies and international best practices.
6. Consider plan for remedial action if unexpected problems or unacceptable impacts arise.
7. Provide relevant and correct data to enable environmental audit from DUBAI SOUTH and/or relevant authorities.
8. Monitor activities and registering all emissions and discharges to the environment on daily basis.
9. Ensuring all generators have correct impermeable bund around it and is free from damages to prevent diesel from spilling and contaminating the soil.
10. Monitoring of activities to ensure there is no noise pollution or nuisance generated from use of machinery or equipment
11. All air emissions to be within the required limits and in line with regulatory requirements.
12. Capturing the amount of resources used i.e., fuel, electricity, water, building materials, etc.
13. Reviewing and capturing information related to sustainability of project designs.
14. DUBAI SOUTH HSSE department to be contacted immediately in case of any environmental incident.

## 4. EMERGENCY PREPAREDNESS

1. Identify potential emergencies and assess HSSE risks associated with these situations.
2. Consider off-site implications and associated HSSE risks of emergencies.
3. Determine control measures for HSSE risks identified from emergencies and implement these measures in line with the hierarchy of control.
4. Take into account the needs and capabilities of relevant authorities in relation to emergency preparedness and response and ensure their involvement, as applicable.
5. Ensure all persons with responsibilities for emergency management are competent.
6. Communicate relevant information to workers and other affected parties to raise awareness of emergency risks and controls.
7. Appoint sufficient competent personnel based on the outcomes from risk assessments and in compliance with legal and other requirements, to assist in the management of emergencies.
8. Ensure any equipment provided for use in the event of an emergency is inspected and maintained in line with legal and other requirements and manufacturer's instructions.
9. Conduct testing on a periodic basis and in accordance with significant changes including drills and full site evacuations.



10. Follow the below flowchart during an emergency:



### 5. RISK MANAGEMENT

1. All significant workplace risks should be identified and suitable controls implemented to reduce the risk to as low as reasonably practicable. The risk assessments will be reviewed regularly and the findings communicated to those persons who are involved in the task.
2. The management teams from both the Consultant and Contractors will regularly monitor the project to ensure control measures are being complied with.
3. The controls identified from the risk assessment process shall be communicated to all relevant employees and signatures gained showing understanding of their responsibilities. E.g., this process could be done during the Health and Safety induction.
4. Members of the management teams from contractors, sub-contractors and consultant (if any) shall participate in monthly safety meeting's, carry out site safety inspections, attend regular safety training, attend site audits and take part in accident investigations. It is the responsibility of these management teams to ensure a safe place of work by demonstrated and actual involvement in the risk management process.
5. It is important that each risk assessment is reviewed; the frequency of the review will depend on the risk level or if there have been any accidents/incidents. All relevant risk assessments should be reviewed after an accident or incident and changes made to the control measures and/or risk ranking if appropriate.
6. Dedicated and competent HSSE Managers and Officers are required to be nominated for each project, from both the contractors and/or consultants (if any) side and (this includes sub-contractors). The exact number of safety personnel, shall be agreed at the tender stage and written into the mobilisation plan. Consultants (if any) and contractors should view this number, as a minimum, which should never drop without the written permission from DUBAI SOUTH.

### 6. WELFARE, HYGIENE AND OCCUPATIONAL HEALTH SURVEILLANCE

1. It is important to ensure that all necessary connections to services are available before work starts, or alternative arrangements are made e.g. use of temporary generators, portable water tanks, etc. The welfare facilities planned must reflect the nature of the work and the numbers of people who will use them.
2. All welfare facilities should be readily accessible. On some projects, this may mean that they should be provided at more than one location. All welfare facilities should have adequate cooling, lighting and ventilation.
3. Clear arrangements should be made to ensure that welfare facilities are kept clean and tidy.
4. An adequate number of toilets must be provided at all times. The number provided should be sufficient to ensure that facilities are available without unacceptable delay at all times.
5. Chemical toilets should only be used as a short-term measure.
6. Separate toilets must be provided for female workers. Units used by female workers must have sanitary waste disposal facilities.
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8. Washing facilities must be put next to both toilets and changing areas. They must include:
- Basins or sinks large enough to enable people to wash their face, hands and forearms.
  - A supply of hot and cold, or warm running water. This requirement will normally mean that power will be required to heat water.
  - Soap, and towels or dryers.
  - Clean water supplied from a tank can be used where mains water is not available

There should be a sufficient number of sinks to ensure that they are available without long delay at all times.

Where work is particularly dirty or when workers are exposed to especially hazardous substances, e.g. work on contaminated areas, showers should be provided.

Where there is a risk of protective clothing contaminating everyday clothing, they must be stored separately.

9. Every project must have facilities provided for taking breaks. They should provide shelter from extreme weather. Rest facilities should have:
- Proper illumination and good ventilation.
  - Suitable and sufficient tables and chairs.
  - A kettle for boiling water.
  - Suitable and sufficient number of fans during summer times.
  - Cool and potable drinking water.
  - Non-smokers must be able to use the facilities without suffering discomfort from tobacco smoke. In practice, this means providing separate areas for smokers and non-smokers.
10. Occupational health surveillance should be carried out periodically based on risk assessments that have identified various health hazards within the workplace, as this provides the management team with information which helps to protect employees from illness caused by being exposed to health risks at work. It also enables them to manage these risks effectively by acting as a check on:
- How the company's control measures are working;
  - Helping to pinpoint where the company needs to take further steps (e.g., send to hospital for further investigation and treatment).
  - Health surveillance will only work if management acts on the results - it should be clear how and when people should be referred for further examination and how the results will be used to improve and manage health risks.
  - People must be competent to undertake health surveillance techniques and
  - Consultant (if any) and Contractor management teams should keep medical as well as health records of all the health surveillance carried out for a minimum 40 years.

### 7. HOUSEKEEPING AND FLYING OBJECT DEBRIS (FOD)

1. Arrangements should be in place to inspect the work areas to ensure that they remain tidy and remove the possibility of slips trips and falls due to unnecessary clutter, poor storage and bad workplace organisation and planning.
2. Adequate supplies of bins/skips must be made available that are clearly marked for their contents. The bins/skips must be emptied regularly to prevent build up and pest infestation.
3. All housekeeping inspections should be recorded, maintained and presented during audits.
4. Consultant (if any) and Contractor management should ensure the standards of waste management are implemented and maintained uniformly across their project(s).
5. Procedures should be in place to ensure that tankers entering the worksite for the removal of waste meet site safety and local legal requirements.
6. Containers should be of suitable design to prevent leaks (e.g., from failure through corrosion), weathering and scavenging, and to facilitate safe transportation.
7. Waste can be segregated into (but not limited to) the following categories:
  - Aerosols
  - Fluorescent light tubes
  - Glass special waste
  - Oily rags & filters
  - Waste cooking oil
  - Batteries
  - Full / empty chemical sacks / drums
  - Paper / Cardboard / Scrap metal / wood
  - Waste lube oils
  - Clinical waste
  - Plastic
  - Waste paints & thinners
  - Empty oil drums
  - General waste
8. All contractors shall produce site plan clearly indicating the locations of all waste receptacles using an agreed colour coding system for each type of skip/bin or other container.
9. Flying object debris (FOD) at airports can cause severe damage that costs airlines, airports, and airport tenants millions of dirhams every year. FOD is any object that does not belong in or near airplanes and, as a result, can injure airport or airline personnel and damage airplanes.
10. All contractors, sub-contractors and consultant (if any) should undertake FOD-prevention program of training, facility inspection and maintenance to minimize FOD and its effects.
11. Both airside and landside construction activities, as well as scheduled maintenance, should be communicated as early as possible. This is especially true in high-wind environments where debris is more likely to become airborne.
12. Contractors should fully understand the requirements and penalties that could be incorporated regarding failure to control and remove FOD.



### 08. CONFINED SPACES

1. Develop a safe system of work that identifies all foreseeable hazards and risks and the necessary precautions to be taken before work commences.
2. Undertake an assessment to identify whether a space is a confined space.
3. Create a documented list of all confined spaces in the workplace and update this list as new confined spaces are identified.
4. Post appropriate warning signs on all confined spaces within the workplace to warn employees of the dangers and that a permit to work is required for entry.
5. Maintain safe access and egress, in and out of the confined space at all times.
6. Establish suitable measures to prevent unauthorised access to confined spaces.
7. Identify the means of achieving a prompt escape or rescue in the event of an emergency.
8. Give adequate consideration to measures that can be taken to eliminate work in the confined space and ensure that persons do not enter a confined space where it is possible to undertake the work from outside.
9. Ensure that those developing a safe system of work have the skills, knowledge, experience and understanding of the relevant processes, plant and equipment to assess the risks involved and devise necessary precautions.
10. Prevent access to a confined space unless a confined space permit to work is issued and authorised by a competent person (appointed by the contractor) to allow entry.
11. Prevent hot works in confined spaces unless atmospheric testing has confirmed that flammable or explosive gases are not present and the findings of a risk assessment indicate it is safe to do so.
12. Ensure that where the purging of flammable gases or vapours is required, this is only undertaken using inert gas.
13. Ensure that where ventilation is required this air is drawn from a point where it is not contaminated.
14. Provide extraction near the welding point for welding operations undertaken within the confined space.
15. Ensure that any equipment used within a confined space is fit for the purpose and is selected in consideration of the risks associated within the environment it is being used.
16. Avoid storage of flammable and combustible materials in a confined space.
17. Ensure that where the use of internal combustible engines and gas cylinders cannot be avoided, adequate ventilation is provided to prevent the build-up of harmful gases, fire or explosion.
18. Establish suitable arrangements for rescue and resuscitation and avoid reliance on public emergency services.
19. Ensure documentation related to work in confined spaces is retained and kept up to date.

### 9. EXCAVATIONS

1. Before commencing any excavation, it is important to identify the type of ground in which the excavation is to be carried out. Detailed information may be available in the form of borehole or trial pit logs carried out as part of the site investigation. Whichever method is used, it is helpful to have a simple means of identifying the various strata that may be found.
2. When examining boreholes or trial pit information, particular importance should be paid to the location of any water table. If the water table is going to be exposed by the excavation, careful consideration will need to be given to how it may affect the stability of the excavation sides.
3. It is the responsibility of the Consultant to ensure high standards of excavation safety are maintained and monitor contractor activities at all times till completion of works.
4. If the ground is suitable, one of several ground dewatering techniques may be used. Such methods involve either shallow well pumping or well-pointing. In either case, the pumping out of water has the effect of lowering the ground water table to a level below that to which the excavation is to be taken.
5. Wells or well-pointing, for their successful use, require a proper soil analysis to make sure that the method is feasible. It must also be established, at the same time, that no fine material will be drawn from underneath adjacent property with consequent risk of settlement.
6. Estimate the volume of excavated material produced by each project and consider design measures to reduce the overall volume, including the feasibility of construction techniques which produce less excavated material.
7. Review available baseline geo-environmental and geo-technical data to determine ground conditions, including levels of contaminants and ensure additional studies are undertaken if sufficient information is not available.
8. Reuse non-contaminated excavated material in the following priority:
  - Reuse within the same project
  - Reuse within another DUBAI SOUTH project
  - Reuse within another non-DUBAI SOUTH local project
  - Dispose at a local authorised facility.
9. Ensure excavated material which contains contaminants above the legal permissible limits is disposed of or treated at an appropriately licenced waste facility and records maintained.



### 10. LIFTING OPERATIONS

1. Ensure a suitable and sufficient risk assessment is undertaken and a detailed lifting plan is prepared by a competent person.
2. Ensure that lifting operations are appropriately supervised by a competent person.
3. Ensure that suitable communication methods are in place prior to and during lifting operations. Ensure if the environmental conditions are monitored prior to and during lifting, and if considered detrimental to safe lifting operations, the works are suspended immediately.
4. Ensure measures are taken to exclude persons from areas underneath loads.
5. Ensure that all persons engaging in any lifting activity, including planning, supervising and operating are competent to do so. Identify and appoint the personnel for the lifting operations only after ensuring the necessary.
6. Ensure all competence requirements have been met.
7. Ensure that before lifting equipment is put into service for the first time it undergoes thorough.
8. The Consultant, Contractor and Sub-contractor management teams are responsible for providing suitable and 3<sup>rd</sup> party certified equipment, trained and competent operators, adequate supervision and safe operating procedures for use of pendant cranes and other beam mounted lifting devices.
9. Ensure that lifting equipment is clearly marked to indicate its safe working loads.
10. Ensure accessories for lifting are marked in such a way that it is possible to identify the characteristics necessary for their safe use.
11. Ensure lifting equipment designed for lifting persons is appropriately and clearly marked for its intended purpose.
12. Ensure that lifting equipment is positioned or installed in such a way that reduces the risk from the load and/or of the lifting equipment or a load striking a person, building or structure.
13. Ensure documentation related to lifting equipment is kept up to date and as a minimum includes certificates, Inspection, maintenance, repair and usage records and related training and competency records.

### 11. PLANT AND EQUIPMENT

1. Ensure suitable and sufficient risk assessments have been undertaken and safe systems of work developed prior to using any plant and equipment.
2. Consider risks associated with the positioning of plant and equipment during workplace activities.
3. Determine control measures for the risks identified and ensure control measures are established based on the hierarchy of control.
4. Ensure plant and equipment is safe, suitable, sufficient and well maintained.
5. Evaluate the competencies of suppliers, operators, and parties involved in the maintenance of plant and equipment.



6. Ensure all plant and equipment is certified by approved 3<sup>rd</sup> Party Testing companies as listed on the Dubai Accreditation Website ([www.dac.dm.ae](http://www.dac.dm.ae)). Click on Directory of Accredited Bodies and select "Directory of Accredited Inspection Bodies" from the drop-down list.
7. Ensure operators possess the necessary licences for the use of plant and equipment. Provide operators of plant and equipment with the necessary workplace specific training for the safe use of the plant and equipment, including the control measures in place.
8. Deliver detailed training to individuals responsible for the supervision of any work involving the use of plant and equipment.
9. Use fixed guards to enclose dangerous / moving parts and ensure they are appropriately secured.
10. Ensure that, when fixed guards are not possible, other suitable engineering controls are applied.
11. Ensure plant and equipment provided has clearly marked control switches.
12. Ensure controls of plant and equipment are designed and placed to avoid unintended operation and injury.
13. Provide plant and equipment with emergency stop controls in an easily accessible position.
14. Ensure all specialist equipment is thoroughly examined periodically by an approved third party as per the regulatory requirements.
15. Ensure that prior to the use of plant and equipment, inspection and testing of the equipment is conducted as per manufacturer's instructions.
16. Conduct a pre-use inspection.
17. Ensure periodic inspections are conducted and documented by a competent person.
18. Implement a safe system of work for maintenance, in consideration of manufacturer's instructions.
19. Check that plant and equipment is made safe before maintenance begins.
20. Provide safe working areas during maintenance work and ensure safe access and egress to the work is arranged.
21. Check that appropriate control measures are in place to ensure the safety of maintenance staff, as well as others who may be affected by maintenance work. Report faults to plant and equipment immediately to the supervisor responsible for the work.
22. Ensure plant and equipment operation is suspended immediately and a completed 'Out of Service' tag is appropriately attached.
23. Ensure plant and equipment remains out of service until repairs are completed and it is deemed safe for use.
24. Ensure documentation related to plant and equipment is retained, kept up to date and presented during any inspection and/or audits.

### 12. POWERED ACCESS EQUIPMENT

1. Ensure suitable and sufficient risk assessments have been undertaken and safe systems of work developed prior to any work being conducted involving the use of powered access equipment.
2. Consider risks associated with the positioning of powered access equipment during workplace activities.



3. Determine control measures for the risks identified and ensure control measures are established based on the hierarchy of control.
4. Ensure plant and equipment is safe, suitable, sufficient and well maintained.
5. Evaluate the competencies of suppliers, operators, and parties involved in the maintenance of powered access equipment.
6. Ensure all plant and equipment is certified by approved 3<sup>rd</sup> Party Testing companies as listed on the Dubai Accreditation Website ([www.dac.dm.ae](http://www.dac.dm.ae)). Click on Directory of Accredited Bodies and select "Directory of Accredited Inspection Bodies" from the drop-down list.
7. Ensure operators possess the necessary licences for the use of powered access equipment. Provide operators of powered access equipment with the necessary workplace specific training for the safe use of the powered access equipment, including the control measures in place.
8. Deliver detailed training to individuals responsible for the supervision of any work involving the use of powered access equipment.
9. Use fixed guards to enclose dangerous / moving parts and ensure they are appropriately secured.
10. Ensure that, when fixed guards are not possible, other suitable engineering controls are applied.
11. Ensure powered access equipment provided has clearly marked control switches.
12. Ensure controls of powered access equipment are designed and placed to avoid unintended operation and injury.
13. Provide powered access equipment with emergency stop controls in an easily accessible position.
14. Ensure all specialist equipment is thoroughly examined periodically by an approved third party as per the regulatory requirements.
15. Ensure that prior to the use of powered access equipment, inspection and testing of the equipment is conducted as per manufacturer's instructions.
16. Conduct a pre-use inspection.
17. Ensure periodic inspections are conducted and documented by a competent person.
18. Implement a safe system of work for maintenance, in consideration of manufacturer's instructions.
19. Check that powered access equipment is made safe before maintenance begins.
20. Provide safe working areas during maintenance work and ensure safe access and egress to the work is arranged.
21. Check that appropriate control measures are in place to ensure the safety of maintenance staff, as well as others who may be affected by maintenance work. Report faults to powered access equipment immediately to the supervisor responsible for the work.
22. Ensure powered access equipment operation is suspended immediately and a completed 'Out of Service' tag is appropriately attached.
23. Ensure powered access equipment remains out of service until repairs are completed and it is deemed safe for use.
24. Ensure documentation related to powered access equipment is retained, kept up to date and presented during any inspection and/or audits.



### 13. MOBILE TOWER SCAFFOLDS

1. Conduct a risk assessment to determine the hazards and risks associated with work on a mobile tower scaffold.
2. Avoid work at height when it is practical to carry out the work safely other than at height.
3. Ensure that, where work is carried out at height using a mobile tower scaffold, suitable and sufficient measures are taken to prevent any person falling a distance likely to cause personal injury.
4. Establish a procedure to prevent falls of persons and materials when working on a mobile tower scaffold.
5. Carry out work at height from a mobile tower scaffold only when the environment conditions do not jeopardise the health and safety of the persons involved in the work.
6. Ensure that all work at height from a mobile tower scaffold is appropriately supervised.
7. Establish arrangements for emergencies and rescue from height.
8. Ensure that no person engages in any activity, including erection, use, inspection, supervising and dismantling of a mobile tower scaffold, unless they are competent to do so, or, if being trained, are supervised by a competent person.
9. Take suitable and sufficient steps to prevent the fall of any material or object.
10. Materials and objects should be stored in a way that prevents the risk to any persons arising from the collapse, overturning or unintended movement of materials or objects.
11. Establish exclusion zones in areas below where work at height is being undertaken and where there is a potential for an object to fall.
12. Maintain health and safety standards during selection, erection and use and ensure that all mobile tower scaffolds are in conformance with relevant legal standards.
13. Height (to a working platform level) should not exceed the base dimension of 4:1 for tube and fitting mobile tower scaffolds, or manufacturer's instructions for proprietary mobile towers.
14. Ensure that they are erected with stabilisers and outriggers that are installed when required in accordance with manufacturer's instructions.
15. Conduct an inspection after assembly or alteration, before use and following any event likely to have affected the mobile tower scaffold's stability or structural integrity.
16. Inspect mobile tower scaffolds at suitable intervals.
17. Ensure documentation related to mobile tower scaffolds are retained, kept up to date and presented during any inspection and/or audits.

### 14. WORKING AT HEIGHT

1. Conduct a risk assessment to determine the hazards and risks associated with work at height.
2. Avoid work at height when it is practical to carry out the work safely other than at height.
3. Ensure that where work is carried out at height, suitable and sufficient measures are taken to prevent any person falling a distance likely to cause personal injury.
4. Establish procedures to prevent falls of persons and materials.



5. Carry out work at height only when the weather conditions do not jeopardise the health and safety of the persons involved in the work.
6. Ensure that all work at height is appropriately supervised.
7. Establish arrangements for emergencies and rescue from height.
8. Ensure that no person engages in any activity, including organising, planning and supervising, in relation to work at height unless they are competent to do so, or if being trained are supervised by a competent person.
9. Prevent any person at work passing across, or working on, a fragile surface where it is possible to carry out work safely without doing so.
10. Select work equipment for work at height that gives collective protection measures priority over personal protection measures.
11. Provide sufficient platforms, coverings, guard rails or similar means of support or protection so that any foreseeable loading is supported and protected.
12. Ensure that where a risk of falling remains despite appropriate measures taken, suitable and sufficient measures are taken to minimise the distance and consequences of a fall.
13. Install prominent warning notices at the approach to the place where the fragile surface is situated.
14. Take suitable and sufficient steps to prevent the fall of any material or object.
15. Store materials and objects in a way to prevent risk to any persons arising from collapse, overturning or unintended movement.
16. Establish exclusion zones in areas below where work at height is being undertaken and where there is a potential for an object to fall.
17. Ensure that, where the safety of work equipment depends on how it is installed or assembled, it is not used after installation or assembly in any position unless it has been inspected in that position.
18. Ensure that every existing place of work or means of access or egress at height is designed and constructed with the dimensions that permit the safe passage of persons and safe use of any plant or materials and provide a safe working area having regard to the work to be carried out.
19. Ensure that all means of fall protection are in place and secure to prevent accidental falls.
20. Ensure documentation related to work at height is retained, kept up to date and presented during any inspection and/or audits.

### 15. UNDERGROUND SERVICES

1. Ensure that drawings or other suitable information about buried services in the area are obtained before breaking the ground.
2. Prepare a risk assessment prior to undertaking any activity that involves breaking ground.
3. Obtain NOC's from the relevant authorities.
4. Locate the position of any service on the worksite by means of a locating device, drawings and/or other relevant information as a guide to the possible location of the services.
5. De-mark the location of known underground services.
6. Ensure that breaking ground activities are appropriately supervised.
7. Inform the service owner immediately if any damage occurs to the underground service.
8. Ensure that all persons are made aware of the risks and controls associated with underground services within their worksite.



9. Establish suitable arrangements for emergency response in line with the expected services to be encountered.
10. Keep all drawings up-to-date, ensure they are readable, and show the recorded line depth (where known) of all the known services buried in the proposed worksite.
11. Undertake breaking ground activities as though buried services are present, if it is not possible for those breaking ground to obtain the relevant information.
12. Calibrate, inspect and maintain equipment for avoiding and locating services in accordance with manufacturer's and supplier's instructions.
13. Use equipment for avoiding and locating services in accordance with the manufacturer's and supplier's instructions.
14. Provide appropriate personal protective equipment to those breaking ground.
15. Ensure that power hand-held tools and mechanical excavators are not used within close proximity of a known underground service.
16. Inform the service owner immediately if any damage occurs to the underground service.
17. Assume that all services are live until disconnected and proven safe at the point of work by written confirmation from the service owner.
18. Keep all persons away from damaged services until they have been repaired or made safe by the service owner.
19. Ensure documentation related to underground services is retained, kept up to date and presented during any inspection and/or audits.

### 16. MANUAL HANDLING

1. Ensure that persons involved in planning, supervising and performing manual handling activities are competent.
2. Undertake a risk assessment to identify significant risks associated with manual handling activities.
3. Ensure any persons performing manual handling activities are physically fit and able to perform the activities assigned.
4. Provide suitable and sufficient mechanical aids to reduce manual handling risks.
5. Eliminate, where possible, the need for manual handling by purchasing goods and services that do not require manual handling, automating activities by the introduction of machinery or equipment and designing the built environment in consideration of manual handling activities.
6. Inspect and maintain mechanical aids at regular intervals based on legal requirements and as per manufacturer's recommendations.
7. Ensure precautions are implemented to address risk factors associated with the load.
8. Ensure precautions are implemented to address risk factors associated with the environment.
9. Ensure precautions are implemented to address individual factors.
10. Ensure documentation related to manual handling is retained, kept up to date and presented during any inspection and/or audits.



### 17. TRAFFIC MANAGEMENT AND PEDESTERIAN CONTROL

1. Facilitate safe planning and design of temporary traffic management activities at site.
2. Detailed risk assessment carried out so that adequate and appropriate controls can be implemented to protect the safety and health of workers and road users (the term 'road users' includes all road users, including pedestrians and other vulnerable road users).
3. Obtain NOC's from all the relevant authorities.
4. Ensure that all people involved in controlling traffic are competent enough to carry out the works properly.
5. Ensure all site supervisors undergo site refresher training as and when there are any changes to the site in order to provide better vehicle control and maintain traffic flow in case of any emergency.
6. The outcome of a specific risk assessment will determine whether the selection of appropriate control measures for non-construction works activities on roads will include similar or identical controls to those involved in construction work.
7. Provide appropriate, suitable and sufficient signage, warning signs and emergency contact numbers followed by placing of flagmen (dummy) at key points in order to prevent any vehicle related incidents.
8. Install mirrors at blind spots for vehicles and provide segregation between vehicle and pedestrian movement.
9. Provide dedicated areas with proper and clear signage for loading / unloading, hitching / unhitching trailers, maintenance and reversing vehicles away from people and walkways.
10. When speed controls are applied at a location where road works are being carried out or there is heavy pedestrian movement, it is mandatory to comply with the set speed limits at all times.
11. It is mandatory for all visitors, suppliers, vendors, etc. not familiar with the site, to undergo site safety induction in order to be familiarised with the site layouts, access/egress, assembly points, etc.
12. It is prohibited to use mobile phones while accessing / egressing and driving on construction site as this could result in vehicle incident involving other workers, passers-by or property damage.
13. Ensure all documentation related to traffic management is retained, kept up to date and presented during any inspection and/or audits.

### 18. LEGAL COMPLIANCE

1. Identify all applicable legal and local HSSE requirements.
2. Use credible sources of information to identify legal and other HSSE requirements.
3. Ensure translation of legal and other HSSE requirements, where required, is undertaken by a competent person / authority. Ensure that where contradictory legal and other HSSE requirements exist that the most stringent requirements are followed.
4. Develop a process to promptly identify changes to applicable legal and other HSSE requirements.



5. Conduct reviews of arrangements for compliance with legal and other HSSE requirements periodically and in accordance with significant change.
6. Ensure that planned or unplanned changes to activities, processes and procedures are compliant with legal and other HSSE requirements.
7. Inform workers under its control of the legal and other HSSE requirements relevant to the activities they are performing.
8. Ensure employees are provided with access to relevant legal and other HSSE requirements.
9. Ensure all documentation related to legal compliance and other HSSE requirements is retained, kept up to date and presented during any inspection and/or audits.

### 19. INCIDENT REPORTING AND INVESTIGATION

1. All incidents, including near-miss incidents, should be reported to consultants (if any), contractors and client and DUBAI SOUTH HSSE management as soon as possible after their occurrence via SMS or phone call.
2. It shall be the duty of the consultants (if any), and contractor management to investigate all reports using the standard incident reporting format in order to ensure root causes are correctly identified as the information concerning the causes etc. will be required to bring, prosecute or defend legal proceedings and to process insurance claims in respect of injury or damage.
3. Evidence should not be disturbed until as much information as possible has been gathered and the scene should always be left undisturbed where there is a possibility of the Police authorities wishing to conduct its own investigation.
4. Witnesses, where practicable, should be kept separate from one another. It must also be remembered that witnesses are not on oath and should be allowed to have a friend present if required.
5. Facts must be checked and double-checked; comparisons and evaluation of evidence must be thoroughly carried out in order to determine the truth.
6. The consultant (if any) and contractor management teams are responsible for ensuring investigations are carried out by a competent person(s).
7. The consultant (if any) and the contractor shall provide a detailed copy of the incident investigation report to DUBAI SOUTH Management Team immediately on completion of the report.
8. Ensure all documentation, photographs, videos, etc. related to incidents are retained, kept up to date and presented during any inspection, audits and/or investigations by authorities.



## 20. WASTE MANAGEMENT

1. Consultants (if any) and contractors are responsible for maintaining high standards of housekeeping on project site at all times, there shall be no excuse tolerated for poor housekeeping.
2. Develop and implement a waste management plan and ensure the plan is approved by DUBAI SOUTH.
3. Arrangements should be in place to inspect the work areas on hourly basis to ensure that they remain tidy and remove the possibility of slips trips and falls due to unnecessary clutter, poor storage and bad workplace organisation and planning.
4. Identify the type and quantity of waste produced for all activities and document related information during the environmental risk assessment process.
5. Ensure adequate provisions are available for the types and quantities of wastes produced (e.g. appropriate waste contractors, supply chain, facilities for collection).
6. Consider and implement, where feasible, opportunities to reduce, reuse, and recycle all waste streams.
7. Segregate waste at source as far as reasonably practicable and ensure separate collection facilities are provided for hazardous waste, contaminated waste, food and welfare waste, paper, metals, glass, construction and general waste.
8. Ensure waste storage containers are fit for purpose and free of any defects, leaks, odours, or otherwise, that may encourage pests.
9. Appoint a designated person to control waste storage areas, ensuring that all waste is contained and removed from site regularly.
10. Conduct regular inspections of waste storage and collection facilities to assess the environmental impacts and effectiveness of waste segregation. Undertake regular audits of waste contractors to ensure contractors have the correct authorisations from the relevant authority.
11. Ensure all documentation related to waste management is retained, kept up to date and presented during any inspection and/or audits.