



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

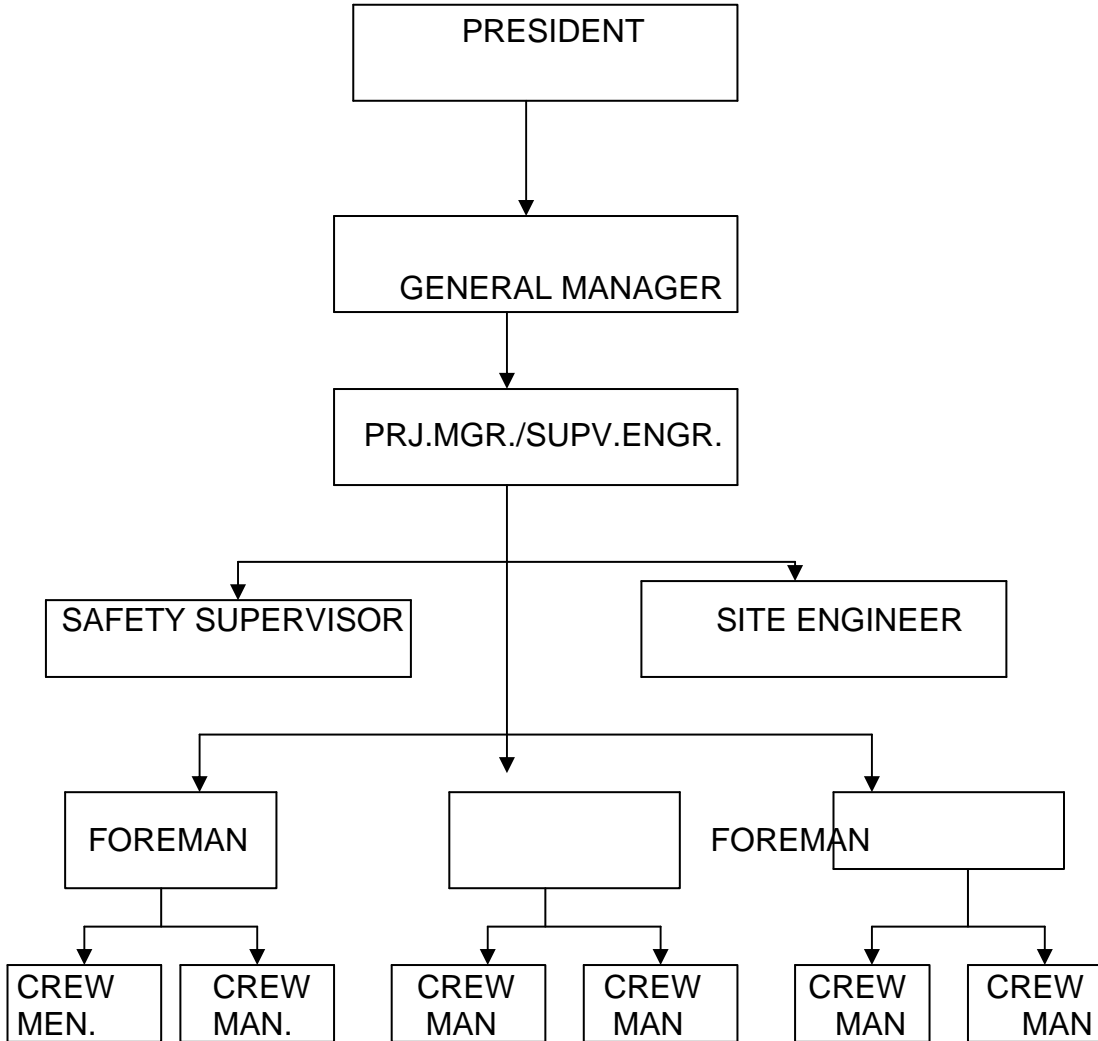
CONTENTS

1. SAFETY POLICY
 2. ORGANIZATIONAL CHART (SAFETY) / ACCOUNTABILITIES
 3. SAFETY PROGRAMS
 - A. GENERAL SAFETY RULES AND AWARENESS
 - B. SPECIFIC SAFETY HAZARDS AT AWARENESS
 - C. SAFE HAND AND POWER TOOLS
 - D. PERSONAL PROTECTION EQUIPMENT'S
 - E. HYGIENIC MATERIAL
 - F. SAFE VEHICLES/EQUIPMENTS
 - G. PROPER LIFTING METHODS
 - H. PERSONAL HEALTH AND PHYSICAL FITNESS
 - ROGRAMS
 - I. EMERGENCY RESPONSE TO FIRE AND ACCIDENTS
 - J. FIRST AID/CPR
 - K. REPORTING TECHNIQUE FOR UNSAFE CONDITIONS
 - L. EMPLOYEES SAFETY SUGGESTION PROGRAMS
 - M. DRIVER SAFETY PROGRAMS
 - N. UNSFE CONDUCT AND WORK PRCTICES
 - O. MOTOR VEHICLE COLLISION
 - P. TRAFFIC VIOLATIONS
 - Q. ON JOB INJURY
 - R. LADDEERS AND STEPLADDER
 - S. SCFFOLDINGS
 4. SAFETY EDUCATION & TRAINING
 5. SAFETY TRAINING PROGRAMS AND SCHEDULES
 6. SAFETY INSPECTIONS
 7. COMPANY SAFETY POLICIES
 8. ACCIDENT REPORTING AND INVESTIGATION.
 9. SAFETY MEETINGS
 10. SAFETY PROMOTION AND AWARD
 11. DIRE PREVENTION AND CONTROL/EMERGENCY EVACUATION PROCEDURE.
 12. TRAFFIC SAFETY PROGRAM
 13. FIRST AID AND MEDICAL SERVICES.
- OTHER SAFETY PROCEDURES FOR VARIOUS CRAFTS/AREAS



شركة جزيل للمقاولات المحدودة
GAZEEL CONTRACTING COMPANY LTD.

SAFETY DEPARTMENT ORGANIZATION CHART



SAFETY POLICY



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

The management of holds in high regard the safety, health and welfare of its employees. This humanitarian gesture of the company is paramount in all its undertakings. We believe that "production is not so urgent, that we cannot take time to perform our work safely". In recognition of these and in the interest of modern management practice, we will constantly work towards.

- a. The maintenance of safe and healthy working condition.
- b. Consistent adherence to safe operating practice and procedures to ensure effective control and prevention of accidents and illnesses; and
- c. Conscientious observance of all client's Safety requirements as stipulated in the contract, and compliance with the safety regulation of Saudi Arabia.
- d. To educate/train (with conduction to SCECO safety unit) all company personnel.
- e. To avoid or claimant the loss of life and damage to property and complete every project with an accident free status.

RESPONSIBILITIES & ACCOUNTABILITIES

A. PROJECT MANAGER/SUPERVISING ENGINEER

1. Understands the company's policy & appreciates the responsibility given to each grade of supervision.
2. Knows the safety requirements of SCECO and relevant part of Saudi Arab Government Workmen's Regulations and ensure that they are observed.
3. Ensures that tenders are adequate to cover sound working methods and reasonable welfare facilities.
4. Determines at the planning stage:
 - the most appropriate order and method of working.
 - the hazards which might arise from overhead or underground services



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

the facilities for welfare, first aid and sanitation.

- Work permit procedures and requirements.
 - Basic fire precautions.
- 5 Provides written instructions to establish work methods, to explain the sequence of operations, to outline potential hazards at each stage and to indicate precautions to be adopted.
 6. Checks over work methods and precautions with supervisor before work starts.
 7. Creates safety awareness by promoting safety meetings/ talks and by encouraging safety training.
Sets personal example on site by wearing appropriate protective clothing and at all times.

B. SITE ENGINEER

- 1 Responsible for planning/scheduling of various works/sites to ensure that jobs is being done to the highest required standards with less risk to men, equipment and materials.
2. Must fully understand the requirements of SCECO safety policies and be familiar with work permit procedures.
3. Must know how to give a precise instructions on responsibilities for correct work procedures.
4. Must plan and provide guidelines for good housekeeping.
5. Coordinates with other contractors on site to avoid any confusion about areas of responsibility.
6. Must know how to properly position equipment to obtain maximum effectiveness on job required.
7. Ensures that all electrical supplies, both temporary and permanent is installed, used and maintained correctly.
8. See to it that equipment and tools, both power and manual, are maintained in an A-1 condition.



شركة جزيل للمقاولات المحدودة GAZEEL CONTRACTING COMPANY LTD.

9. See to that instructions, verbal or written, are fully understood and being carried out as intended.
10. Makes sure that somebody from the crew knows how to administer first aid and that proper care is taken of all injuries.
11. Knows how to call assistance in case of emergency and designate others to act in his absence.
12. Makes sure that suitable personnel protective equipment is available and is being properly used.
13. Cooperates fully with safety supervisor and the fire prevention team and acts on their recommendation.
14. Must set an example to execute safety at all times.

C. SAFETY SUPERVISOR

1. Advises management on:
 - preventing injury to all personnel, managed to plant and equipment, and fires.
 - Ways to improve existing work methods.
 - Legal and contractual requirements affecting safety, health and welfare.
 - Provision and use of protective clothing and equipment.
 - Suitability from a safety viewpoint of new or hired equipment.
 - Potential hazards on new contracts before job starts and on the safety organization and fire precautions required.
 - Changes in safety requirements.
2. Inspects/Surveys jobsites to ensure that safe methods are always in operation, that health and safety requirements are met, and first aid facilities are in place and properly maintained.
3. Investigates/Determines that cause of any accident or dangerous occurrence and recommend means of preventing recurrence.
4. Keeps and maintains pertinent safety documents and



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

records/analyzes information on injuries, damage and production loss. Assesses accident trends and reviews overall safety performance.

5. Liaison with SCECO safety coordinator in recommending employees for training or safety courses.
6. Maintains up-to- date recommended codes of practice and safety literature and circulates information applicable to each level of employees.
7. Conducts safety meetings among all employees and reports job safety performance.

D. FOREMEN

1. Responsible for familiarization or SCECO safety instructions.
2. Always include safety instructions in daily orders and makes sure it is being carried out.
3. Conduits weekly safety meeting with craftsmen.
4. Corrects unsafe acts and makes sure that horseplay has no place at Work and taking of unnecessary risks is avoided.
5. Ensures that new recruits are properly briefed and instructed in precautions to be taken before they are allowed to start work.
6. Commends men who, by action or initiative, eliminate hazards.
7. Reports all unsafe conditions and defects in equipment.
8. Sets a personal example.

E. WORKERS

1. Use the correct tools and equipments for the job and use the protective clotting and equipment provided.
2. Do nothing to endanger self or work mates.
3. Keep tools in good operating conditions.
4. Refrain from horseplay and abuse of safety devices, equipment and tools.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

III. SAFETY PROGRAMS

III-A GENERAL SAFETY RULES AND AWARENESS

1. Personnel were briefed, oriented and kept informed of various safety rules and regulations with respect to various craftsmanship.
2. Safety and accident prevention is the main concern of all personnel.
3. Personal protective equipment's was issued to all personnel and urged everybody to use on job.
4. Be careful, be alert and be safe is the company's words to all personnel, on or of the job.
5. First and foremost, stress safety as a vital part of their daily job responsibilities.

III-IB SPECIFIC SAFETY HAZARDS AT WORK LOCATIONS

Hazard identification procedure (HIP) is being applied at all project sites and generally, the following guidelines will be used.

Conduct hazards identification review.

List potential hazards:

Each hazard will be classified A, B & C.

Corrective actions to be taken

Hazard areas identified on a location MAP and color coded

Considerations will be given to the following potential hazards

Potential hazards to the general public

Potential hazards to all personnel

Incompatible interface w/excising plant & Facilities, Procedures, Regulations, Engineering Spec's Ground condition, etc.

Potential hazards that may be encountered from outside

Hazardous materials identification/handling/Storage.

Potential fire / Electrical hazards

C. Hazard Classification:

Class A Hazards - A condition or practice likely to cause permanent disability, loss of life or body part



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

and or extensive loss of structure, equipment or Materials.

Class B hazards - A condition or practice likely to cause serious injury or illness (resulting in temporary disability) or property damage that is disruptive, but less severe than class 'A'

Class C hazards - A condition or practice likely to cause prior (non – disabling) injury or illness or non-disruptive property damage.

III - C SAFE HAND TOOLS/POWER TOOLS

The following hand power tools safety guidelines were made and were distributed

To all personnel

1. Hand tools safety safety guidelines:

Know the purpose of each tool in your assigned tool box and use each for the specific task it was designed to do. Do not use tools unless you know how to use them correctly and safely.

Inspect tools frequently for damage and maintain them in good order replace/ repair. If tools are worn or damage.

Clean and store tools properly after every use.

Adopt safe working habits at all times.

Sharp and pointed tools should be always maintained and keep on safe areas at all times. Never put sharp or pointed tools in your pocket, use a tool belt.

2. Power tools safety guidelines:

a. Use a power tools only if you know how to use them correctly and safety for the job it was designed to do. Power tools must be always 100V.

Inspect power tools for damage before use – proper maintenance is very important to all power tools to prevent accident.

Always make sure the tool is off before energizing it on.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

Make sure that power tools are properly grounded and avoid using them on wet locations.

Do not wear ring or other jewelry that might be caught in the tool.

Always wear proper personal protective equipment before using power tool.

Clean and store power tools properly after you have finished using it.

Adopt safe working habits at all times.

III-D PERSONAL PROTECTION EQUIPMENT'S

Management always issued all required personal protective equipment's to all personnel and the following are :

Safety Shoes
Safety Helmets
Safety Gloves
Safety Glasses

The following safety guidelines were made and been distributed to all concerned.

Wear a hard hat to protect the head from falling objects or from collision with the numerous protrusions encountered at the jobsites

Wear safety glasses, gloves Face Shields, etc. to protect the eyes from flying particles or splashes from dangerous chemicals

Wear ear protection in the form of ear plugs or muffs depending on the job and the level of protection required, it is the employees responsibility to make sure that necessary ear protection is worn.

Wear safety shoes to protect feet from falling objects, punctures of other hazards.

5. Wear safety there are specific types of work gloves for almost every kind of job examples are:

Polyvinyl chloride (PVC) gloves are used for handling acids and corrosive chemicals.

Leather gloves are used for work on electrical systems.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

III –E HYGIENC MATERIALS

Company accommodation includes toilet and shower facilities. Each employee is obliged to maintain hygienic measures and use such facilities properly. Maintenance is always being taken cared of by duty Camp Boss. Hallways Kitchens and recreation areas, etc. are cleaned by camp cleaner/utility man, whose only job is to keep subject areas clean.

Stainless steel food carriers were issued to all employees to ensure safe food/lunch to every body. It is to employee's responsibility to safeguard, clean and maintain such food carriers.

Washing areas were added to existing camp to facilitate crowded free situations during cloths washing day.

III – F SAFE VEHICLES/EQUIPMENT'S

Company fleet of vehicles/equipment is new. Maintenance were programmed & scheduled by Auto workshop department, Supervisor send Drivers are requested to check and report any abnormal conditions seen on vehicles/ equipment. A new repair request from (RRF) will be issued auto Work Shop to facilitate an easy maintenance schedules and avoid crowding of vehicles at the work – shop.

Drivers/ Assigned employees will be fully responsible for his assigned vehicles/equipment respectively. The following safety guidelines should be followed:

Prior to use, drivers should check engine oil, water brake fluid and fuel levels.

Always visually check vehicle's body, windows and doors for dents, scratches and minor damage. Report unexpected damages to vehicles immediately to Auto Work –Shop.

Always check tires for less or over inflation and keep tires to its recommended (manufacturers) tire pressures.

Safety belts should be used at all times. It is the driver's responsibility to advise his passengers to use seatbelts. None using of safety belts will be dealt with accordingly and considered a violation of good driving practices.

KHOBAR OFFICE TEL: 03-8676669

EMAIL: info@algazeel.com - URL: www.algazeel.com



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

Maintenance of all equipment's was to be scheduled by Auto Work –Shop, in such a way that operation will not be affected.

Vehicles, upon issuance to drivers, must be fitted with Fire Extinguishers (small) early warning devices (ewe's) tire hydraulic jacks and spanners. Driver is responsible for care and maintenance of such and will be included with vehicles list.

As a company rule, nobody is allowed to drive any other vehicles other than the vehicle assigned to him, unless permission was gamed and authorized by Auto Work –Shop, site coordinators/Engross/or other company official.

Replacement of vehicle /Equipments will be made available by Auto Work-Shop to avoid delays on projects. It is the duty of the driver to inform vehicle/equipment bogged downs as soon as possible to Auto work shop for proper actions.

III –G PROPER LIFTING METHODS

Individual lifting – start from a squatting position with your back straight, pull your elbows in toward your body to give them as much staring as possible to bear the strain of the load. Get help if load is too heavy. Do not attempt to lift any object heavier than your body Wight.

Mechanical lifting –All mechanical lifting to be made will conform to all standard lifting methods and must be done by a qualified personnel/crafts. All lifting jobs should be line with respective load capacities of each equipment and equipment positions will always be in doubled –check.

III – H PERSONAL HEALTH AND PHYSICAL FITNESS PROGRAMS

New company recruits/hiring was accompanied by health certificates which are a pre-requisite to job placements and employment processing.

Yearly medical examinations were made to ensure all personnel health.

Medical services (National Medical Services) are utilized in order to maintain personnel's health and deal with day to day medical problems.

Medical slips/ referrals were available to head office and to
KHOBAR OFFICE TEL: 03-8676669
EMAIL: info@algazeel.com - URL: www.algazeel.com



شركة جزيل للمقاولات المحدودة GAZEEL CONTRACTING COMPANY LTD.

camp boss in order to face medical problems during out of office hour's situations or emergencies.

Physical fitness programs were initiated through company sport facility.

A basketball court, maintained at company yard helps employees to be physically sound and fit.

A weight room was establishing to enhance employees interest in body conditioning and fitness programs.

Sports completions will be scheduled through company's approval and will be participated by company personnel.

III –I EMERGENCY RESPONSE TO FIRE AND ACCIDENTS

It is company's goal to train and educate (with the conjunction of SCECO safety department and other agency) all company personnel to tackle and face fire emergencies. A special fire fighting group will be formed in order to handle on camp fire emergencies. Other measures wry made to ensure initial fire fighting capability on or off the job.

Fire extinguishers were installed to, offices, camps, hallways, workshops, store rooms and other vital areas.

Mini-fire extinguishers were purchased and installed to all company vehicles and periodic inspections were conducted.

Fire drums W/H 20 were installed in camp to boost additional fire fighting capability.

In case of emergencies, the following guidelines should be followed:

Keep clan and give your message clearly. When your call is answered, other emergency services are on the line listening to your report so they can send the help you need.

Describe the emergency briefly and clearly.

Identify the service required Fire/ Ambulance/Security.

Give your location : House/Building number, street, District.

Identify yourself and give your badge number

Wait until somebody has repeated your information correctly



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

back to you; they should hang up the telephone first.

If possible, have somebody within a conspicuous location to help direct fire/ambulance/or security to your location.

SOME BASIC RULES / MEASURES TO MINIMIZE THE RISK OF FIRE

1. Be sure electrical wirings are properly installed and in good condition.
2. Never overload electrical circuits & be cautious in using electrical extension
3. Frequently examine equipments and other appliances to make sure all were working in good operating conditions.
4. Keep and maintain fire extinguishers on places as required.
5. Install smoke detectors on hallways of offices, camps and other required areas and make sure it is properly maintained.
6. Never smoke in bed.
7. Prepare an escape/evacuation plan and post to areas easily seen.

III – J FIRST AID / CPR

Company had installed first aid kits on offices and other areas required; medical services (National Medical Services) were utilized to first aid purposes. First aid kits were distributed to all foramen on the jobsites.

It is planned (through SCECO Safety Unit/ other agency) to train selected personnel to first aid /cpr sources. At present, company had one (1) personnel who took-up subject course (CPR) and additional personnel will form FIRST AID /CPR GROUP to handle emergencies.

III – K REPORTING TECHNIQUES FOR UNSAFE CONDITIONS

The following guidelines should be followed in reporting unsafe conditions:

Be sure to identify subject unsafe conditions.

Be sure to locate (i.e. exact Location, Area has/bldg. Nos, streets) subject unsafe conditions.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

Be sure to classify unsafe conditions whether it needed immediate attention and life threatening to nature.

If subject unsafe condition is not visible to others, place any warning signs to warn others.

III – L EMPLOYEES SAFETY SUGGESTION PROGRAMS

To disseminate safety awareness to all company employees, safety suggestion boxes were installed to offices, bulletin boards and other project sites. Weekly, safety officer will evaluate and give the proper actions to all safety suggestions dropped.

III – M DRIVERS SAFETY PROGRAMS

* Good and safe driving is the ability to operate a motor vehicle in such a manner as to avoid being involved in a preventable accident. Almost all accidents are preventable by one or both of the drivers involved, even though this sometimes involves letting the driver in the wrong have the right of way.

Defensive Driving means driving so as to prevent accidents in spite of the actions of others or the presence of adverse driving conditions. It is the key concept to any driving task and when applied, can lessen your chances of being involved in a motor vehicle accidents.

All Vehicle Operators are required to have a valid Saudi Arabian Driver's License.

SOME BASIC IDEAS FOR DRIVING SAFELY

1. Adjust the seat to conform your height with the steering wheel and pedals (about 4-8 inches from the lower rim of the steering wheel and able to press the pedals firmly and be sure to sit up straight.
2. Fasten your safety seat belts snugly and make sure each passenger wear their safety belts too.
3. Be sure to adjust rear- view and sides mirrors correctly for you.
4. Use your eyes keep them moving ahead, to the mirrors, to the sides. They will give you advance warning of situations that can become emergencies.
- 5.

Always leave yourself an "out" room for possible evasive in adjoining

KHOBAR OFFICE TEL: 03-8676669

EMAIL: info@algazeel.com - URL: www.algazeel.com



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

- lanes. Front, rear of shoulder.
6. Watch the car ahead of you and the car ahead of that one to give yourself extra time to stop.
 7. Learn to anticipate potential accidents.
 8. Use your horn whenever you are not sure the other follow see you.
 9. At night , reduce speed to below your usual daytime pace. Day or night , educe speed for such condition as bad pavement, hazardous weather, children, highway constructions, camel crossings, congested areas and hills or curves that limit vision.
 10. You have passed the peak of hour efficiency after 5-6 hours at the wheel and you should allow for this for slowing down and taking it easy. If you are tired or drowsy, stop for rest.

Company driver's will be subject for training and safety meetings as part of this programs. With conjunction of SCECO and other government related agencies, drivers will be scheduled to take refresher course of traffic safety training

III – N UNSAFE CONDUCT AND WORK PRACTICES

It is a direct supervisors responsibility to check and prevent unsafe conduct/work practices committed by his crew members. Discipline among all employees should be strongly applied to act against unsafe conducts and work practices at all times.

Supervisor can recommend a disciplinary actions against employees who repeatedly doing unsafe conducts and work practices.

A well maintained car plus a good , safe defensive driver will avoid/prevent motor vehicles collision a all times. The following guidelines had been set to meet such situations.

If you had a minor MVC, which involves another vehicle, be calm and inspect extent of damage, both yours and him. Place early warning devices in front and rear of accident scene to warn other vehicles of the present situations and avoid subsequent accidents.

If you cannot leave the area let somebody or your companion to contact Head Office Project Coordinator of Auto Work-Shop, clearly stating the exact areas of accident and the



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

nature of it.

Head office project Coordinator/Auto Work-Shop, will immediately response and send representative to the area for further assistance.

Necessary vehicle documents should always be available in the car's compartment.

If you are involved in MVC within SCECO area, report the accident or injury to main gate, the following numbers will help you:

MAIN GATE	SECURITY	
YANBU	-----	-----
DHAHRAN	-----	-----
RASTANURA	-----	-----
SAFANIYA	-----	-----
UDHAILIYAH	-----	-----
JEDDAH	-----	-----

If yours involved in a MVC outside SCECO areas, report the accident to the nearest traffic police officer or station. Telephone number is 993.

Driver should cooperate fully with the traffic investigating officer.

Driver should cooperate fully with the traffic investigating officer.

All motor vehicle collision (even minor) should be reported at once to Site Angry./Project Coordinator /Auto Work shop for proper corrective actions.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

III – P TRAFFIC VIOLATIONS

Drivers were all remained about traffic rules and regulations a all times. Before acquiring a drivers license, such rules and regulations were applied strictly by the authority and there is no excuse for the driver if he commit one. A penalty will be imposed to drivers that committed a traffic violation.

III – Q ON JOB INJURY

On job injuries varies from cuts, falls, bruises, and other job related accidents, site supervisors/ foremen will act decisively to response to any on-job-injury. First Aid Kits were made available to places as required and of a serious, life threatening on-job-injury, an emergency medical services should be call immediately. Call 110 if you're at SCECO area and when you're on other areas company medical services (Al-you if hospital) can be reached at telephone No.8642736. As part of this program, foremen/supervisors, with the conjunction of SCECO safety Department will be scheduled to take up First Aid/ CPF courses and to save life of others.

III- R LADDERS AND STEPLADDERS:

The safety ladder depends on four important factors: selection, condition, position, and use. Ladders shall comply with the referenced ANSI codes.

Selection

Ladder must be of the proper length for the job to done. If it is to be used for access or as a working place, it shall rise to a height of at least 0.9 meter (3 feet) above the landing place or above the highest rung to be reached by the feet of the man using the ladder.

Metal ladders with metal reinforced side fails, and ladders which are wet shall not be used near electrical equipment with exposed live conductors. Such ladders shall have a warning notice attached to guard against use near electrical equipment.

Aluminum ladders shall not be used where there in likelihood of contact with materials harmful to aluminum, such as caustic liquids, damp lime, wet cement, and sea water.

Condition



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

Each ladder shall be examined before use. Those with split or broken side rails, missing, broken, loose, decayed or damaged rungs or cleats, or with other faulty equipment shall be tagged and removed from service.

Rungs shall be properly mortised into side rails. Cleats shall be inset by one-half inch, or filler blocks used on the side rails between the cleats. Cleats shall be uniformly spaced 30.5 centimeters (1 foot) from top to top.

Position

The side rails of a ladder shall be equally supported on a firm level surface. Boxes, blocks barrels, etc. shall not be used as a means of support. The area at the base of a ladder must be kept clear. Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.

Ladders shall not be supported on their rungs or cleats. Rungs or cleats shall not be used to support scaffold planks.

Whenever possible, ladders shall be set at an angle of 75 deg. (one out to four up). (figure attached)

Metal reinforcing shall be on the underside of the rungs and where reinforcing is on only one side of the side rails, that too shall be on the underside.

Both side rails of a ladder shall be evenly supported at the upper resting place. Side rails must be securely tied off to prevent movement. Where secure fixing is impracticable, other measures must be taken to prevent movement by securing at the base, using side, guys, or stationing a man at the base. It must be understood, however, that a man stationed at the base will be unable to control a ladder more than 6 meters (20 feet) in length.

Where there is a possibility of a ladder being struck by moving vehicles or equipment, a man should be placed on guard or a space at the base should be securely fenced off. If a ladder is erected close to doorway, the door should either be locked shut or be secured in the open position with a man on guard or properly barricaded.

Ladder landing places shall be provided at least every 9 meters (30 feet) of height and shall be fitted with guardrails and toe boards. Holes in decking through which ladders pass shall only be enough to permit passage of the man using the ladder.

A ladder should always be placed so that there is space behind each rung or cleat for a proper foothold. There should be no obstruction in the way of a man's foot, particularly at the landing platform. Here the rung or cleat should be level with the platform.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

Where ladders have to be suspended, both side rails shall be lashed top and bottom so as to provide equal support. Where long ladders are used they shall also be lashed at the center to prevent lateral movement.

Use

Where an extension ladder is used fully extended, the minimum overlap of section shall be four rungs. Splicing or lashing ladders together shall not be permitted.

Single rung and single cleat ladders should be used by only one man at time. When ascending or descending, the user should face the ladder. The width of single cleat ladders shall be at least 38.1 centimeters (15 inches) but not more than 50.8 (20 inches) between rails at the top.

Men ascending or descending ladders shall not carry tools and materials in their hands. Tools may be carried in pockets or on special belts provided there is no risk of injury and moment is not impaired. Material shall be lowered securely tied or in a basket.

A man working on or from a ladder must always have secured handhold and both feet on the same rung or cleat. If the work to be done requires the use of both hands, a safety belt is required. Only one person shall be on a ladder at a time.

Job-made ladders shall be constructed for intended use. If a ladder is to provide the only means of access or exit from a working area for 25 or more employees, or if simultaneous two-way traffic is expected, a double cleat ladder shall be installed.

Double cleat ladders shall not exceed 7.2 meters (24 feet) in length.

Single cleat ladders shall not exceed 9 meters (30 feet) in length between supports (base and top landing). If ladders are to connect different landings, or if the length required exceeds this maximum length, two or more separate ladders shall be used, offset with a platform between each ladder. Guardrails and toeholds shall be erected of the exposed sides of the platforms.

It is preferable that side rails be continuous. If splicing is necessary to attain the required length, however, the splice must develop the full-strength of a continuous side rail of the same length.

5.08 by 10.16 centimeter (2 by 4 inch) lumber shall be used for side rails of single cleat ladders up to 4.88 meters (16 feet) long ; 8.62 by 17.24 centimeters (3 by 6 inch) lumber shall be used for single cleat

KHOBAR OFFICE TEL: 03-8676669

EMAIL: info@algazeel.com - URL: www.algazeel.com



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

ladders from 4.88 by 9.14 meters (16 feet) in length.

Wood cleat shall have the following minimum dimensions when made of Group 1 wood

LENGTH OF CLEAT	THICKNESS	WIDTH
Up to and including 50.8 cm (20 in)	(75 in.)	7.62 cm.(3 in.)
Over 50.8 cm (20 inc.) and 3.75in)	1.9cm (5 in)	9.52 cm (
8.20	Up to and including cm. (30 in.)	

Cleats may be made species of any other group of wood provided equal or greater strength is mentioned.

Cleats shall be inset into the edges of the side rails one-half inch, or filler blocks shall be used on the rails between the cleats. The cleats shall be secured to each rail with three 10d common wire nails or other fasteners of equivalent strength. Cleats shall be uniformly spaced, 30.48 centimeters (12 in) top-to-top.

Stepladders

Generally, the foregoing remarks on selection, condition, and use of ladders apply equally to stepladders. The following requirements also apply:

To ensure stability, stepladders shall be spread to their fullest extent when in use. Whenever possible, they should be placed at right angles to the work with either the front or back facing the work.

The top shall not be used.

General

Ladders and stepladders shall be maintained in good condition at all times. Joints shall be tight, all hardware and fittings shall be securely attached and movable parts shall operate freely without binding or undue



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

play.

Ladders and stepladders must not be painted.

Where a ladder is carried by one man, the front end should be kept high enough to clear men's heads and special care shall be taken at corners and blind spots.

III – S SCAFFOLDING COMPONENTS

All scaffold structures shall be erected with approved metal components. Scaffolds shall be erected to prevent damage and to permit easy access for use.

Tubing

Ordinary scaffold tubing is 4.8 centimeters (1-29/32 inches) in diameter and is referred to as two- inch tubing. It is mild steel and free of other defects. The ends shall be cut to lengths of 6.4 meters (21 feet) tubes must be free of other defects. The ends shall be cut square and cleanly. A tube shall not deviate from a straight line by more than 1/600 if its length measured at the center.

Aluminum Tubing

Although aluminum tubing is dimensionally interchangeable with steel tubing, It must not be used in the same structure of the two materials results in greater deflection in aluminum tubing for the same loading conditions.

Aluminum tubing shall not be used where there is likelihood of contact with materials harmful to aluminum such as caustic liquids, damp lime, wet cement, and sea water.

Fittings

All fittings (couplers, clamps, etc.) shall be of approved metal type. They shall be examined regularly and care must be taken to ensure that moving parts are sound and well lubricated, and that threads are not stripped.

TYPICAL SCAFFOLD FITTINGS

Base plate A 15 (6 inches) by 15 centimeter (6 inches) steel plate providing a flat bearing surface for load distribution from standards. It has an integral spigot and fixing holes for use with sole plates.

Adjustable: Used for compensating variations in ground levels. Also base plate used for strutting and shoring.

Double : Also known as a right Angle or 90 deg. Coupler. A load bearing coupler used for connecting two tubes together at right angles.

Universal : Load bearing coupler used for connecting two tubes at

KHOBAR OFFICE TEL: 03-8676669

EMAIL: info@algazeel.com - URL: www.algazeel.com



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

coupler together at right angles or in parallel.

Putlog : A no-load bearing coupler used for mixing two tubes at Coupler right angles, sag. intermediate putlogs or board bearers to ledgers.

Putlog: this coupler, while primarily designed for securing Coupler putlogs to ledgers, can also be used as a bracing S.G.B type coupler.

Swivel : Used for connecting two tubes together at any angle Couple through 360 deg. Not to be used where a load bearing double coupler is required.

End to End : Also known as a Sleeve Coupler. Used for connecting Coupler two tubes end to end.

Reveal Pin Instead into the end of a tube and adjusted to form a rigid horizontal or vertical member between two opposing surfaces. It forms solid anchorage to which a scaffold can be tied.

PLANKS

Planks shall be of rough timber, 5 cm.(2 inches) thick by 23 cm (9 inches) wide, and shall conform to the following specifications:

On the face of the plank, the ends shall not be split up more than 30.5 co. (1 foot) without fixed banding or the end bolted through.

On the face of the plank, not more than one third the width in any one place shall be knot wood.

3. On the edge of the plank, not more than half the depth shall be knot wood.
4. On the edge of the plank, the grain shall not cross from face to face within a distance of less than 30.5 cm. (1 foot)
5. From end to end, the plank must not be twisted by more tan 1.3 cm (½ inch)

Planks shall not be painted or treated in any way that would conceal defects.

Planks which are split, decayed, or warped shall not be used, but the



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

parts affected may be cut off to produce shorter planks with the ends banded or bolted through.

Planks should be stacked on a suitable foundation. Where the height of a stack exceeds 20 planks, measures should be taken to tie or bond succeeding layers.

Planks should not be stood on end unattended.

Scaffold planks shall not be used for shuttering for concrete shoring for trenches, or as sole plates for scaffolding. Planks shall be inspected for defects, including decay, prior to each use.

9.4 REQUIREMENTS COMMON TO ALL SCAFFOLDING

Foundations

A sound base is essential: therefore, the ground or floor on which a scaffold is going to stand must be carefully examined. Sand or made-up ground may need consolidating to ensure there are no cavities. Such bases as floors, roofs, etc. may need shoring from underneath.

Timber sole plates at least 23 centimeters (9 inches) wide by 3.8 centimeters (1-1/2 inches) thick (not scaffold planks) will be required to spread the load on sand, made up ground, asphalt pavement, wooden floors, and slippery surfaces. A sole plate shall extend under at least two standards.

Where scaffolding is erected on solid bearing such as rock or concrete, small timber pads may be used in place of sole plates to prevent the base plates striking off.

Concrete blocks, barrels, and other loose or unsuitable material shall not be used for the construction or support of scaffolding.

If used to compensate for variations in ground level, the adjustable base plate shall not be adjusted to more than two-thirds of the total length of the thread. The base plate shall be of type approved for supporting scaffolding standards.

Standards

Standards shall be pitched on 15 centimeters (6 inches) by 15 centimeters (6 inches) steel base plates. Joints in standards should be staggered, i.e. joints in adjacent standards should not occur in the same lift. All standards shall be vertical.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

The inner row of standards shall be placed as possible to the face of the building or structure. To avoid projections, the standards may be up to 38 centimeters (15 inches) away from the wall or structure as necessary, provided that , when there is room to do so, the gap between the wall or structure and the inner standard shall closed with a single plank on extended board bearers. The outer row of standards shall be approximately 101 centimeters (3 feet , 4 inches) from the inner row to allow for four 23 centimeter (9 inch) planks between them.

Ledgers

Ledgers shall be securely fixed to standards with 90 Deg. Load bearing couplers and shall be horizontal. Joints in ledgers should be staggered, i.e. joints in adjacent ledgers should not occur in the same bay. Ledgers should be secured end to end by sleeve couplers and not by joint pins.

Ledgers shall be vertically spaced at 1.8 meters (6 fear) to 2.1 meters (7 fear) to give adequate headroom along the platforms.

Transoms

Transoms shall be placed on the ledgers within 30.5 centimeters (12 inches) of each standard and secured with 90 Deg. Load bearing couplers. These ransoms must remain in position as they are a structural part of the scaffold.

Board Bears

Board bears shall be secured to the ledgers between transoms where necessary to support decking. These may be removed when no longer required to support decking.

Bracing

Ledger bracing at right angles to the building or structure at alternative pairs of standards in necessary for the full height of the scaffold. These braces should be fixed to the ledgers with 90 deg. Load bearing couplers as close to the standards as possible. Where such a fixing is impracticable, swivel couplers may be used to fix the braces to the standards.

Longitudinal baking o the full height of the scaffold is necessary. This may extend diagonally across the face of a scaffold at an angle as close to 45 deg. As possible, or it may be the " do leg" type at each end of the scaffold. A maximum distance of 30.5 meters (100 feet) allowed between each line of "dog leg" bracing. Only 90 deg. Load bearing couplers or swivel couplers may be used. Joints in braces shall be made with end to end or parallel couplers.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

Temporary bracing will normally be required to brace the scaffold against the ground when struck out. These bracing are replaced by permanent bracing when the scaffold has been plumbed, leveled, and tied.

Ties

It is essential that all scaffolds, with the exception of certain tower and bobble scaffolds (see 9.7 and 9.8) be securely tied to the building or structure throughout their length and height to prevent movement of the scaffold either towards or away from the building structure. This should be done by connecting a tie tube to both ledgers or standards and coupling this to a through tie or column box tie assembly.

Where the foregoing is impracticable, tubes may be securely wedged between opposing surfaces of the building or structure by the use of reveal pins and coupled to the tie tubes. Where reveal ties are used, they shall not exceed 50% of the total number of ties. To ensure the security of reveal ties, it is necessary to check frequently for tightness.

Ties shall occur at least every 4 meters (13 feet) vertically and 6 meters (20 feet) horizontally. All tie assembly connections shall be made with 90 deg. Load Bearing Couplers.

Decking

All decking shall be close planed with wherever practicable, each plank resting on at least than 15 centimeters (6 inches) and not more than 30.5 centimeters (12 inches).

Supports for scaffold planks shall be spaced with due regard to the nature of the platform and the load it will bear. Supports for 5 centimeters (2 inches) planks shall never be more than 3 meters (10 feet) apart)

Except on decking contiguous to the surface of a cylindrical or spherical structure, planks shall be laid flush.

Adequate space for men to pass in safety shall be provided and maintained wherever materials are placed on decking or if any higher platform is erected thereon.

Decking shall be kept free of unnecessary materials, and projecting nails.

Decking shall be kept free of unnecessary obstructions, materials, and projecting nails.

Decking which has become slippery with oil or any other substance shall be sanded, cleaned, or otherwise treated as soon as possible.

Slopes in decking shall not exceed 1 vertical to 4 horizontal and stepping cleats at 0.3 meters (1 foot) intervals shall be provided.

Light Duty : for painting, cleaning, etc.

KHOBAR OFFICE TEL: 03-8676669

EMAIL: info@algazeel.com - URL: www.algazeel.com



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

General Purpose : When materials are deposited on the platforms

Heavy Duty : where the deposited material is of a more substantial nature.

Light Duty : Independent tied Scaffold.

For general requirements, see 9.5

Design loading and Dimensions

A light Duty Interdependent Tied Scaffold shall be only one working platform in use at an one time, and the maximum distributed load on the platform shall be 718 kpa (15 lb / sq ft) with standards 2.7 meters (9 feet) apart longitudinally. Not more than one other platform may be planked out for the purpose of erecting, dismantling, or access.

Decking

The decking between the standards shall not be more than four 23 centimeters (9 inches) planks wide. It is permissible to place an additional plank between the inner standards and the building or structure if the space allows, and properly secured.

Limitations

Light Duty Independent Tied Scaffolds erected in accordance with these directions, with not more than one working platform and one additional platform, may be used up to a maximum height of 61 meters (200 feet) light Duty Independent Tied Scaffolds departing from these directions shall be specially designed.

General Purpose Independent Tied Scaffold

For general requirements , see 9.4

Design, Loading and Dimensions

A general purpose Independent Tied Scaffold may have up to four working platforms in use at any one time. The maximum distributed load on each platform shall not exceed 1.8 kpa (37 lb /sq ft) with standards not more than 2.1 meters (7 feet) apart longitudinally. Not more than one other platform may be planked out for the purpose of erecting, dismantling, or access.

Decking

The decking between standards should not be more than five 23 centimeter (9 inches) planks wide. It is permissible to place one plank between the inner standards and the building or structure if space allows, and if properly secured. All decking shall be closed planked for the full width of the scaffold structure and shall never be less than three 23 centimeter (9 inches) planks width.

KHOBAR OFFICE TEL: 03-8676669

EMAIL: info@algazeel.com - URL: www.algazeel.com



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

Guardrails and towards

Guardrails and toeholds shall be fitted at edges of decking from which men or materials could fall a distance of more than 1.8 meters (6 feet). Guardrails shall be 106 centimeter (42 inches) in height. Toe boards shall not be less than 15 centimeters (6 inches) in height. Guardrails and toe boards shall be securely fixed to the inside of standards to prevent outward movement. Guardrails shall be securely attached at 106 centimeters (42 inches) and 51 centimeters (20 inches) with 15 centimeters (6 inches) toe boards.

Access

Access to working platform is best achieved by providing a separate ladder tower or a cantilevered access platform so as not to obstruct the working platform and to minimize the risk of persons falling through the gap in the guardrail or decking. Access must be provided to working platform.

Workmanship

Scaffolding shall be erected, altered, and dismantled by experienced men working under the direction of a competent supervisor.

Standards shall be set accurately in place and checked vertically by using horizontal lines on the building or structure.

Scaffolding couplers should be tightened with proper scaffolding spanners. The use of an ordinary spanner or tool giving greater leverage is apt to damage the screw threads and tender coupler unserviceable.

Scaffolding materials shall not be thrown or dropped from heights.

Inspection

All scaffolding materials shall be inspected regularly and after weather that is likely to have affected stability. Main points to be checked are as follows:

BASE: Standards pitched on base plates and adequate timber sole plates:

STANDARD: Correctly aligned and not damaged or displaced.

LEDGERS: No undue deflection.

TIES AND BACES : Adequate and secured.

KHOBAR OFFICE TEL: 03-8676669

EMAIL: info@algazeel.com - URL: www.algazeel.com



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

COUPLERS : Correct type in use and properly tightened.
PLANKS : Sound, closely laid, properly supported, and secured.
GUARDRAILS AND TOEBOARDS :In place to prevent falls wherever men or materials could fall more than 1.8 meters (6 feet)

9.5 **SYSTEM SCAFFOLDING**

System scaffolding also known as Unit Frame, Tubular Welded Frame, or patent scaffolding, is composed wholly or partly of prefabricated sections. There are many types of erection. However, the same basic principles set out in 9.4 apply and the following matters warrant particular attention.

To be erected altered and dismantled by experienced men, under the direction of a competent supervisor.

Periodic inspections shall be made of all parts and accessories. Broken, bent altered, excessively rusted, or otherwise structurally damaged frames or accessories shall not be used.

All system Scaffolding shall be constructed and erected to support four times the maximum intended loads.

Scaffold legs shall be pitched on pitched on steel base plates and on timber sole plates or pads as necessary. Adjustable base plates shall be used to compensate for variations in ground level.

Scaffolds shall be properly braces or diagonal braces, or both for securing vertical members together laterally. The cross braces shall be of such length as will automatically square and align vertical members so that the erected scaffold is always plumb, square, and rigid. All brace connections shall be made secure.

The frames shall be place one on top of the other with coupling or stacking pins to ensure proper vertical alignment of the legs.

Where uplift may occur, panels or frames shall be locked together vertically by pains or other equivalent suitable means.

System scaffolding over 38 meters (125 feet) in height shall be specially designed.

INDEPENDENT TIED SCAFFOLDS (Tube and Coupler Construction)

An independent tied Scaffold (also commonly known as a Double pole scaffold) consists of a double row of standards connected together longitudinally with ledgers and with transoms at right angles to the ledgers. Braces and ties are essential for stability. This is the most common form of access scaffolding and is divided into three groups.

LIMITATIONS

General Purpose Independent Tied Scaffolds erected in accordance with these



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

directions, with not more than four working platforms, may be used up to maximum heights of 46 meters (150 feet). General purpose Independent Tied scaffolds departing from these direction shall be specially designed.

HEAVY DUTY INDEPENDENT TIED SCAFFOLDS

For general requirements, see 9.5

Design, loading, and dimensions

A heavy Duty Independent Tied scaffolding may have up to two working platforms in use with a maximum distributed load of 2.8 kappa (60 lb/sq ft) on each platform. An additional two general purpose platforms may be used. The standards shall be on more that 1.8 meters (6 feet) apart longitudinally. Not more than other platform may be planked out for the purpose of erecting, dismantling or access.

Decking

The decking shall be five 23 meter (9 inch) planks wide. It is permissible to place a sixth plank between the inner row of standards and the face of the building or structure if the space allows, and if properly secured.

LIMITATIONS

General Purpose Independent Tied Scaffolds erected in accordance with these directions, with not more than four working platforms, may be used up to maximum heights of 46 meters (150 feet). General purpose Independent Tied scaffolds departing from these direction shall be specially designed.

TOWER SCAFFOLDS

A Tower Scaffold consists four of more standards connected together longitudinally with ledgers, and transoms at right angles to the ledgers, forming a square or rectangular tower. Alternatively a tower scaffold may be constructed of system scaffolding (see 9.5). It has a single working platform and is a common form of access scaffolding for painters and others and others who do work of a light nature and of short duration.

General Requirements

For general requirements , see 9.4 and where system scaffolding is to be used, see 9.5

Design, Loading, and Dimensions

A Tower scaffold shall have only one working platform and the maximum distributed load shall be 1.4 kappa (30 lb/sq ft) distributed over the working platform.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

The height from the base to working platform of a Tower scaffold shall not exceed four times the minimum base dimension. In no case shall the minimum base dimension be less than 1.2 meters (4 feet)

Ledgers and transoms

The vertical spacing of ledgers and ransoms shall not exceed 2.7 meters (9 feet) or be greater than the minimum base dimension of the tower. The lowest ledgers and transom shall be as possible . ledgers and transoms shall be secured to the standards with load bearing couplers.

Bracing

Sway bracing is necessary on all four elevations to the full height of the scaffold. Plan bracing is also required at the base, at the top and at every third lift to prevent racking.

Ties

Tower scaffolds more than 9.8 meters (32 feet) in height shall be adequately tied to a building or structure. Where tying to a building or structure is impracticable. One of the following methods of ensuring stability shall be used.

Guy wires at a slope of approximately 45 deg. Connected to the tower at high level.

Bottom corners of the tower securely anchored.

Adequate weights at the base of the tower.

Outriggers extending to the ground shall be used

The strength of the guy wires or of the anchorage or the weight of the Kent ledge used shall be calculated, having de regard to the horizontal wind forces and other known forest which will be applied to the tower.

Decking

The single working platform of tower scaffold shall not project beyond the base area.

Access

Where the means of access to the working platform is outside the tower structure due consideration must be given to the effect of such means of access on the stability of the scaffold. Where a sloping ladder would cause instability a securely fixed vertical ladder may be used.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

Limitations

Tower scaffolds erected and used in accordance with these directions and with one working platform may be used up to a maximum height of 12 meters (40 feet). Tower scaffolds departing from these directions shall be specially designed.

MOBILE TOWER SCAFFOLDERS

The requirements for Tower Scaffold in 9.7 apply also to mobile Tower scaffolds with exception that wheels are used in place of base plates and sole plates.

Foundations

Wheels of casters, not less than 12.7 centimeters (5 inches) in diameter, and fitted with brakes which cannot be released accidentally, shall be securely fixed to the bases of the standards by lock pins or dowels.

A mobile tower scaffolds shall only be used and moved on surfaces sufficiently firm and level to ensure stability. Where the scaffold is to be used on a suspended floor it shall be designed to apply loads no greater than the bearing capacity of the floor.

Temporary foundations or track shall be level and properly secured.

Operations

A mobile tower scaffold shall be moved only by pushing or pulling at the base. Force must not be applied at a height greater than 1.4 meters (4 feet 6 inches) above the base. No men equipment or materials shall be on the working platform or elsewhere on the structure while it is in motion. Wheel brakes shall be applied at all times men are on the scaffold.

Limitations

Mobile tower scaffolds, erected and used in accordance with these directions, supported on four wheels and with one working platform, may be used up to a maximum height of 12 meters (40 feet). Mobile Tower scaffolds departing from these directions shall be specially designed and properly secured.

Scaffolds for tanks and vessels

Independent Tied scaffolds for tanks and vessels shall be erected in accordance with 9.8 Secure tying to the structure is essential for stability.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

Bracket Scaffolds

Brackets and bracket straps shall be constructed, fixed and erected.

It is essential that the brackets, straps and welds are of sufficient strength to support the weight of the scaffolds, men tools, and materials.

The bracket straps shall be welded to the wall of the tank by a certified welder. The weld shall be a full 5 millimeters (3/16 inches) fillet and be made as shown in figure.

The weld shall be made with the same electrode as is used for main weld joints. The ends must be backed up to fill the crater. Before the bracket is attached to the strap the weld shall be inspected by a competent welding inspector or welding supervisor who will approved and accept the weld.

Brackets shall be inspected prior to each use and damaged or defective brackets removed from service. Brackets shall be vertical and spacing shall not exceed 2.5 meters (8 feet)

Rigid guardrails, and toe boards shall be securely fixed to the uprights of the brackets at 1.06 centimeters (42 inches) and 51 centimeters (20 inches) from the platform respectively, 3/8 inch wire ropes may be used in place of guardrails providing that they are securely fixed and kept tight by the use of turn buckles.

Wherever men are working, the decking shall be fully planked with at least three 2.3 centimeter (9 inch) planks.

Excessive storage or accumulation of material or decking shall not be permitted.

Special Scaffolds

Scaffolds to suit special applications, such as shores, cantilevers, drop and slung scaffolds for pipe bridges etc. and those required for unusual height or for use in abnormal circumstances shall be approved by SCECO Engineering Design section and Loss Prevention Department.

Elevating and rotating platforms shall comply with ANSI A92 – 2 – 1996.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

EDUCATION & TRAINING SAFETY

Training is one of the most important responsibilities of management and accordingly, there should be continuing effort to help our supervisory personnel in carrying out the management function.

The safety Department has the responsibility, in accordance to its program, to ensure that employees are trained and oriented with respect to the safe procedure, rules and regulations necessary in the performance of job or function.

SUPERVISORY SAFETY TRAINING

The responsibility of preventing accidents rest on line supervision. With this, it is important that the supervisor be given as much education, training and assistance on the fundamentals and concept of accident prevention. The objectives of the supervisory safety training are:

- a. To familiarize them with the safety policy of the company and its program
- b. To emphasize the importance of the supervisor as the key man in the accident prevention.
- c. To provide supervisors with the knowledge and information regarding accident causes and methods of prevention.

Areas on safety that the supervisor should be familiar with are:

- a. Job instruction on safety (work permit procedures etc.)
- b. Accident investigation and reporting.
- c. Supervisory and motivating for safety.

EMPLOYEE/ CRAFT TRAINING



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

While the daily safety contact with the craftsmen is regarded as the most effective way of training as employee , pre-deployment indoctrination, toolbox meeting and on unusual operations, a pre-job safety instructions are among the any effective means that can be employed in training an employee/craft on safety. New employee/worker prior to deployment at site passes through a safety induction given by the safety induction given by the safety department where the following subjects are discussed.

- a. Company's interest on safety.
- b. Company safety program.
- c. Individual responsibilities towards safety.
- d. Company safety rules and regulations.
- e. Personnel protective equipment maintenance and proper use.

The employee's first day in the project, whether he is a transferee or newly-hired, is used in safety orientation conducted by the safety engineer and the worker's immediate supervisor.

SPECIALAIZED SAFETY TRAINING:

In the with it's other agency/ specialist, are holding various specialized training/seminar for selected personnel. The following seminars/training are being initiated by the safety department.

- a. Work permit seminar.
- b. Fire training.
- c. Defensive driving seminar.
- d. Safe crane and rigging operating practices.



شركة جزيل للمقاولات المحدودة
GAZEEL CONTRACTING COMPANY LTD.

LOOS PREVENTION PROGRAM

WEEKLY SAFETY MEETING

MOTH/YEAR _____
PM.WK.NO. _____

UNIT/

GENERAL NOTES:

(SAMPLE TOPICS)

- * SL-1- (SAFETY LETTER # 1) IN CASE OF FIRE
- * SL-2- (SAFETY LETTER # 2) KNIFE SAFETY
- * SL-3- (SAFETY LETTER # 3) HEARING PROTECTION
- * SL-4- (SAFETY LETTER # 4) WHEN YOU HAVE TO WORK IN THE HEAT
- * Finishing unit/ RMD painters and carpet layers – combined in each Meeting
- * Renovation unit/# 1craftsmen and carpet layers –combined in each meeting
- * Renovation unit # 2 craftsmen and carpet layers – combined in each meeting
- * Presenter will pulley discuss assigned safety topics to respective crew members
- * Supervisors/Foremen will be assigned as presenter and topics will be prepared to ensure that every crew member will know the subjects.

WEEKLY SAFETY MEETING ATTENDANCE

DATE :-----
LOCATION :-----
PRESENTER :-----



شركة جزيل للمقاولات المحدودة
GAZEEL CONTRACTING COMPANY LTD.

WEEKLY SAFETY MEETING

MOTH/YEAR:-----

PM.WK.NO. -----

UNIT/ DIVISION	PRESENT ER	1 ST WK.	2 ND WK.	3 RD WK.	4 TH WK.	REMARKS

GENERAL NOTES:

(SMPL E TOPICS)

- *SL-1- (SAFETY LETTER # 1) INCASE OF FIRE
- *SL-2- (SAFETY LETTER # 2) KNIFE SAFETY
- *SL-3- (SAFETY LETTER # 3) HEARING PROTECTION
- *SL-4- (SAFETY LETTER # 4) WHEN YOU HAVE TO WORK IN THE HEAT

Finishing unit/RMD painters and carpet layers – combined in each Meeting

Renovation unit # 1 Craftsmen and carpet layers – combined I each Meeting

Renovation unit # 2 craftsmen and carpet layers – combined in each Meeting

Meeting to be set every Thursday of each week w/ 10 –15 minutes duration.

Presenter will pulley discuss assigned safety topic to respective crew members

Supervisors/Foremen will be assigned as presenter and topics will be peppered to ensure that every crew member will know the subjects.



شركة جزيل للمقاولات المحدودة
GAZEEL CONTRACTING COMPANY LTD.

WEEKLY SAFETY MEETING ATTENDANCE

DATE : _____

LOCATION : _____

PRESENTER : _____

S.N	NAMES	CO.ID	SCECO BADGE NO.	DESIGNATION



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

SAFETY TRAINING PROGRAMS AND SCHEDULES

1. WEEKLY SAFETY MEETINGS

This safety meeting will be set every Thursday of each week covering at least 4 various safety topics. Presenter will fully discussed assigned topic to his crew and will last 5-10 minutes. Presenter will be scheduled by company safety officer and topics will be given as well. Locations will be assigned where crews availability is easy to converge and time delays be avoided. Meeting will be year through out. (Sample of WSM from and attachments enclosed and will be in used if approved)

2. MONTHLY QUARTERLY AND ANNUAL SAFETY MEETING

These safety meeting will be scheduled by duty safety officer with various important topics. Site En's supervisors, foremen, clerks and material men will be the attendees. Presenter will be from SCECO Unit, Loss Prep. dept. or any other safety related agencies.

3. Safety Training schedules will be made with the confirmation of SCECO Safety Unit/ or other Agencies.

SAFETY INSPECTIONS

1. Periodic safety inspections will be made by safety officer, scheduled or unscheduled to all, jobsites at random, it is the duty of the site En's & foremen ,to assess and maintain existing safety situations on every project.

2. Inspection scheduled by SCECO safety Unit will be given top priority over other schedules. It will be jointly with other inspectors as required by SCECO.

COMPANY SAFETY POLICY

The following company policies had been adapted to ensure safety awareness among all employees.

1. Issuance of all basic personal protection equipments i.e. safety shoes, hats, hand gloves, eye glasses goggles and respirators. To all employees. Likewise, employees are advised to take care of all issued protective equipment. Non or misusing of said issued items will be dealt accordingly. Uniforms was also included and at any rate, misusing and non-using it will be subject for disciplinary action.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

Drivers with committed traffic violations will be penalized as follows:

- a. With his first violation, driver will be given a written warning and to be advised on the existing Company/Government/SCECO Driving Rules and regulations.
- b. With his second violation occurred 60 days from date of his offense, driver will be fined accordingly as decided by the management.
- c. With his third violation, driver will be taken out from the project and his proposed/future promotions/upgrading be withheld.

ACCIDENT REPORTING AND INVESTIGATION (Personnel injury)

The purpose of accident investigation is to provide information to the management so that preventive measures can be investigated to abort similar incident in the future.

All that accidents including "near misses" should be investigated so that appropriate action to prevent recurrence can be made.

OBJECT OF ACCIDENT INVESTIGATIONS:

- a. Determine causes of accidents.
- b. Correction of unsafe conditions.
- c. Elimination of unsafe acts.
- d. Improvement of worker capability.
- e. Improvement of supervision.

Supervisors/Foremen

The supervisor/Foremen is held responsible for the initial/immediate investigation of accident, which occurs in his area of responsibility. Contractors prevention division and after occurrence to NMW main office and other concerned departments, personnel and government affairs.

REPORTING AN ACCIDENT:

- a. wherever an accident happens, the supervisor in charge and SCECO Safety engineer should be notified immediately for the conduct of initial investigation.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

- b. In case of major accident where an immediate medical attention is required, the injured shall be brought directly to the clinic or treatment.
- c. All employees who met an accident shall be required be certified "if to work" by the Medical department before he will be allowed to resume his job.

2. **EQUIPMENT / TOOLS BOX MEETING:**

This meeting shall be held at least on a weekly basis before the start of each work. It should last for approximately 10 to 15 minutes and shall be under the direction of the supervisor/Firemen in charge.

Topics to be discussed during the meeting shall include the following:

- i. Accident and or "near misses" and preventive measures/acts to be undertaken.
- ii. Unsafe acts or unsafe conditions noted at site that requires rectification.
- iii. Safety related comments, suggestions and information's.
- iv. Valuable general information's.

SAFETY MEETINGS

1. PRE-JOB (KICK-OFF) MEETING

After the bid has been obtained, key personnel that will be handling the project shall meet to discuss mobilization requirements, job layouts, plans and schedules, and accident prevention requirements such as personnel protective equipment, fire fighting appliances, first aid, as well as site facilities, among others, necessary for the protection of the workers, equipment, and materials.

2. OPERATIONS MEETING:

The project manager shall hold regular operations meeting with his supervisory personnel including the site safety engineer.

Among other items for discussion shall include the following:

1. Review of accidents that occurred during the prior weeks and recommendation to prevent recurrence
2. Noted site deficiencies and the recommended corrective measures.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

3. Work to be done in the future which requires safety measures, contemplated controls, prospective devices and training.
4. Findings and connects of the safety engineer.
5. Special subjects to be covered at tool box meeting.

MONTHLY ACCIDENT SUMMARY AND RECORD:

Assessment of safety Performance

Monthly the accident record is assessed through computation of disabling frequency rate and severity rate. The safety engineer is responsible in the preparation of pertinent reports in his project and the submission to the area safety supervisor , which in turn responsible to the safety manager who provides top management information of the safety performance.

The site safety engineer shall prepare and submit to the client's loss prevention department through proponent's safety representative a monthly report consisting of the following:

- a. Monthly statistical report.
- b. Monthly injury report.
- c. Monthly motor vehicle accident report.
- d. Monthly summary of tool box meetings.

SAFETY PROMOTION & AWARDS

Maintaining interest on safety is a factor of major importance on the success of the safety program. Cognizant/ award program and uses it as tool for effective results of the safety program.

BULLETIN BOARDS & POSTERS:

Safety bulletin boards and poster are strategically installed and posted to serve as safety reminders and are as media by which the employees becomes safety conscious

Bulletin boards and posters are to be updated/replaced charged periodically and are to include general safety specification hazards, safety slogans, announcement and other items of safety interest.

SAFETY FILMS



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

Showing safety films are the most impressive method in the safety, education and training as well as in the promotion and maintaining interest on safety.

SAFETY CONTEST:

It is the intention of management to preserve interest and healthy attitude towards safety by supporting a constructive.

Actins shall be specially designed and properly secured.

Scaffolds for tanks and vessels

Independent Tied Scaffolds for tanks and vessels shall be erected in accordance with 9.8 secure tying to the structure is essential for stability.

Bracket Scaffolds

Brackets and bracket stapes shall be constructed, fixed and erected.

Competition or special campaign where by the deserving project and or personnel are awarded tokens of appreciation and recognition. To stimulate accident prevention program, the safety department administrates contest such as Inter project safety completion. 'safety slogan contest' antlike which are programmed for effective results.

FERE PREVENTIONAND CONTROL/ EMERGENCY PROCEDURE

Fire prevention is a term to indicate measures especially directed towards preventing the eruption for fires. Its main purpose is main purpose is to protect life, properties and continuity of operations

The hazard of fires could be minimized or removed by good housekeeping practice are regular inspection of the funeral area.

BASIC REQUIREMENT:

01. Fire control plan
A fire control plan shall be established and shall be updated as necessary as the job progresses. Evacuation/ emergency procedure in case f fire shall be properly coordinated and explained to all employees at the job site.
02. Jobsite Fire brigade Team
A fire brigade team shall be organized and its members trained on basic fire fighting procedure.
03. Fire Protection Equipment
Adequate fire protection equipment shall be installed and maintained near the identified or determined fire hazard or areas or potential fire sources.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

GENERAL FIRE SAFETY RULES AND PRECAUTIONARY MEASURES:

01. Secure a work permit prior to the commencement of work in a restricted area. Strictly follow all the restriction and requirements as stipulated in the permit.
02. Keep the site tidy and properly house kept. Scrap material wood shavings rags, saw dust and other residue of construction operation should be properly.
03. Provide and maintain fire fighting equipment. Fire extinguisher of suitable type and size for the hazard present should be tragically placed and marked.
04. Schedule regular checkup inspection and maintenance of all temporary electrics. Machineries and equipments.

EMERGENCY PROCEDURE:

On being informed of the emergency or upon hearing the "stop the work Alarm" all supervisors shall ensure that:-

01. All works are stopped at once.
02. All equipment are shut off.
03. All men under his command are readied for evacuation to a pre-determined assembly area.
04. No one shall be permitted to return to work until notification is received from operation or either authorized personnel that it is safe to go.

FIER BRIGADE MEMBERS :

Upon being informed of the emergency or upon hearing the alarm shall-

01. Stop working and immediately shut off all equipment in his area.
02. Proceed to the assembly area for the team and wait for instruction incorporating the fire from the designated fire marshal or leader.
03. Appraise the situation, if the fire is uncontrollable or is endangering the neighborhood. Call for the local fire department and ensure proper evacuation procedure are observed.
04. Help in restoring displaced items after the emergency of perform other assigned duties.

ALL WORKERS:

01. First person who notices the fire shall-
 - a. immediately turn on the fire alarm or shall/ yell to inform other of the fire.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

- b. the fire. Drab the nearest fire extinguisher in the area and extinguish
- c. Clear the area as soon as the fire fighters arrive.
02. Other employees after being notified of the emergency, shall –
 - a. Stop working immediately shut off all equipment.
 - b. Avoid panic of confusion, carry out on priority basis important items in the work area.
 - c. Walk first to the fire exit and assemble to the predetermined assembly / evacuation area.
 - d. when the fire fighters arrive, clear off the area.
 - e. Wait for instruction and no one shall return to work until safe and return to work order received.

TRAFFIC SAFETY PROGRAM

PURPOSE:

This program was formulated with the intention of increasing company drivers/ employees awareness of the company and SAG driving policies.

COVERAGE:

All employees of the company when by the nature of there job are required to drive or have been issued a company vehicle shall be covered by these guidelines.

OBJECTIVES:

Establish safe driving guidelines aimed to attain a lower vehicular accident rate causing personal injury and damage to property.

Familiarize drivers to the SAG and company driving policies.

Control usage and reduce cost on repair and maintenance of company vehicle.

Establish guidelines in the imposition of penalties for unsafe driving practices.

USE OF COMPANY VEHICLE:

The basic purpose of company provide vehicle is to provide transportation in and between work areas. The use therefore, of company vehicles shall be confined on officials business related purposes.

TYPES OF LICENSE:

Private Driving license (PDL).
Good only light vehicles (pickups, Sedans etc.)

Truck Drivers License (TDL)
Good for all types of motor vehicles expect heavy equipment (Houses, Trucks Stake beds, etc.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

Heavy Equipment Operators License (HEOP)
Good only for operating articulated heavy equipment (crane,payloader, grader)

Note For crane operators assigned at SCECO project. Crane operation permit is required
From said
Inside HELO. Both license and permit should be in the possession of the operator while
Safety operating
SCECO facilities. Crane used inside SCECO permits should have a valid SCECO
green
Sticker issued by SCECO standard personnel prior to its use.

SECURING DRIVER'S LICENSE:

The following procedure shall be observed for securing driver's license and operators permit:

Applicants shall be required to fill up SAG license application from available at safety office.

Initial screening of applicants shall be conducted at the safety office. Screening shall include preliminary interview to determine previous driving experiences and other pertinent data for record purposes.

Drivers safety introduction shall be given to orient drivers to the adverse driving conditions and familiarize them to the existing SAG and company policy on driving.

Written test to determine applicants driving knowledge.

the driver should not over load the vehicle:

Heavy items such as tools and equipment must be properly loaded and securely tied Dow.

There must not be extended load on the side of the vehicle. Extended load on the rear must have red flag attached.

The driver shall not transport unauthorized person. Unauthorized person means non – SAY personnel and /or those not officially connected with the trip.

It is the responsibility of the driver/operator to equip his vehicle/equipment with the necessary safety appliances (fire extinguisher, HWD Triangle, and flag, etc.)

DEFENSIVE DRIVING CODE:

The object of defensive driving is to drive without having a preventable accident.

Defensive driving requires the knowledge and strict adherence to all traffic rules and regulations applicable to the area in which the vehicle is being operated.

Defensive driving requires a constants alertness for the illegal acts and driving errors of other drivers and driving errors of their drivers and willingness to make timely adjustment in one's own driving so that these illegal acts and errors will not involve him in an accident.

Defensive driving requires a knowledge of and an intelligent adjustment of such driving to the special type of road surface, weather, degree of light, kind of traffic and one's physical conditioning and state of mind.

Actual testing shall be conducted by the PMOD. Or it's duly authorized representative.

KHOBAR OFFICE TEL: 03-8676669
EMAIL: info@algazeel.com - URL: www.algazeel.com



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

- 06 Approved application form shall be forwarded/endorsed to PD licensing section for final processing.
- 07 If so required or warranted, HE operators should undergo qualifying examination to be given by the clients testing unit before they can be allowed to operate equipment.

DRIVERS/OPERATORS RESPONSIBILITIES:

- 01 The driver/operator shall abide by company wide rules for speed limits. Standard on road and highway vehicle speed is 100 KPH (for light vehicle and 80 KPH for trucks and buses.
- 02 It is the responsibility of the driver/operator to submit his vehicle/equipment for the periodic preventive maintenance and servicing.
- 03 It is the responsibility of the driver/operator to assure that his vehicle/equipment.
- 04 The driver/operator must see to it that his vehicle/equipment is in good condition. Specific items the driver must check are:-

- Battery/brakes.
- Light (all)
- W- Water
- Air pressure (air brakes, tire pressure)
- G- Gas or fuel
- Steering Mechanism
- Safety belts/accessories

- 05 The driver/operator of the vehicle is fully responsible and accountable for his vehicle/equipment. He must report any damage above normal wear and tear immediately.

UNSAFE DRIVING PRACTICES:

All drivers/operators should be familiar with the company consider as “unsafe driving practices” and avoid these errors at all times.

The following is a list of “ Unsafe Driving Practices”

- 01 Driving/operating without a valid SAG driving license.
- 02 Driving at speed too high for traffic, road and weather condition or at speed exceeding SAG traffic law or posted limits (overspeeding)
- 03 Driving in a reckless manner.
- 04 Failure to make a complete stop at STOP sign or red traffic's light.
- 05 Failure to yield right of way.
- 06 Failure to use hand signal or indicator
- 07 Obstructing by stopping in a traffic lane for conversation or to load or unload passenger or material



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

- 08 Driven in a wrong direction of one-way streets, on the left side of toe arrest or in opposite direction to NO ENTRY or NO EXIT signs.
- 09 Failure to give right-of-way to a pedestrian who is crossing.
- 10 Improper parking:
 - Parking in NO PARKING zone.
 - Parking on left side of divided street facing traffic.
 - Double parking.
 - Parking in narrow alleys and blocking passage of other vehicles.
 - Obstructing entrance to building and driveways.
 - Obstructing access to fire hydrants.
 - Leaving vehicles with key in ignition switch.
 - Parking without setting parking brakes.
- 11 Driving "out-of-position"
 - Overloading of passengers
 - Maximum of 2 passengers for single sweater pick-ups and trucks.
 - Maximum of 5 passengers for sedan cars (two in front and three at the back seat.)
 - Standard seating capacity for buses coasters and suburban
- 13 Carrying passengers in trucked or outside the passenger compartments of vehicle.
- 14 Droning in foggy or sandstorm weather without headlights on.
- 15 Driving vehicle that has know mechanical defects which could affect safety.
- 16 Driving with extended or overhanging load without escort or flag.
- 17 Transporting unauthorized person.
- 18 Failure to dim lights for oncoming traffic.
- 19 Droning with high beam when less then 300 ft. behind another vehicle at night causes eye distraction to the other driver.
- 20 Failure to wear seat belt at al times or failure to make sure the passengers do the same.

UNSAFE DRIVING PRACTICES NOTICES/SYSTEM OF PENALTIES:

- 01 Unsafe driving practices notice can be served using the safety violation ticket/notice. such forms are available in the safety office.
- 02 All supervisors are responsible to initiate action when unsafe driving practices are observed.
- 03 Any employee has the authority to report an observed unsafe driving practices.
- 04 Unsafe driving practice notice shall, aside from accident involvement by a driver, has



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

grounds in restricting a driver from further driving.

B. DUTIES OF THE MEMBERS

Personnel

See to it that the decisions rendered are in accordance with the SAG and Philippine and Indian laws and company policy.

Safety

prepare a thorough and impartial report within preliminary recommendations.

Furnish each member a copy of the accident report before meeting and estimate of damage.

Serves as the chairman of the committee.

Equipment Services

Serves as a consultant on matters of technical in nature.

FIRST AID MEDICAL SERVICES:

It is the company's policy to provide first aid , medical services and emergency transportation for employee who involve in occupational injuries or illnesses.

RESPONSIBILITY:

The responsibility for evaluating the scope of first aid and medical services required to meet the safety health needs of the project is shared by he safety department, project manager and the company's chief of clinics.

FIRST AID FACILITIES:

The company shall provide and maintain an adequate size first aid facilities complete with standard equipment and supplies. Such facilities should be readily accessible to the majority of employees and to emergency transportation.

EMERGENCY TRANSPORTATION:

A jobsite service vehicle shall be provide where the location of the project has on immediate means of communication to to the nearest hospital or clinic for transporting seriously ill or injured.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

VIII OTHER SAFETY PROCEDURES FOR VARIOUS CRAFTS/AREAS

SAFETY PROCEDURES FOR MACHINES SHOP AND PLUMBING MAINTENANCE:-

A. Machine shop safety Procedures:

Gloves should be worn when it is necessary for the worker. Gloves should also be worn when the worker is to handle metal chips or any size or shape and when pouring liquids that are injuries.

Everyone working in the machine shop must wear safety glasses as flying particles can cause injury and in some cases injury and in some cases blindness.

Do not attempt to lift any heavy weight by yourself if it is too heavy. Obtain help from others.

Cleanliness and neatness makes a safe shop.

Always be sure that the tool you are using is the correct tool for the job.

Sharp-edged or pointed tools should never be carrycot tool for the job.

Always wear your safety shoes and helmets.

Welder must always wear leather goggles, aprons and maintain correct range in welding metals.

B.

Always ensure that flammable supplies are stored in the correct place.

Safety procedures in the correct Maintenance of Plumbing System:

Always use the right tools for the right job.

Avoid discourteous acts while at work.

Provide signs at the place of work when needed.

Use flammable supplies in safeguarded places.

See nos. 3,4,6,7,8,& 10 on shop safety procedures.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

SAFETY PROCEDRES FOR MAERIALS DEPARTMENT

01. Supplies of flammable liquid will be stored in cabinets at a safe distance form heating element other flammable materials, bulk supplies will be stored in individual containers and will not exceed 10 gals. (38 liters.) and total supplies will not exceed 60 gal. Gasoline cans will be stored only in designated areas, all containers will be tightly sealed when stored.
02. Buildings being used for storage of hazardous materials like oxygen and acetylene will have correct placards on building in accord dance with NFPA standards.
All materials department personnel will be trained in the use of fire extinguisher equipment in case of any emergency.
03. Cylinders containing compressed or liquefied gas will not be dropped of exposed to serve impact: this will be isolated from open flame that heat and direct sunlight even possible.
05. The valve of all compressed gas cylinder will be used through pressure reducing regulators. Never allow oxygen to enter regulators suddenly. Mixing gases in cylinders is prohibited. Do not use cylinders with improperly operating valves or defective regulators.
06. Combustible packing materials will be stored in a safe manner.
07. All buildings storing hazardous material will be properly vented to ensure minimum allowable concentrations are not exceeded.
08. Fire doors will not be obstructed at any time not will materials be stored within 36 inches (0.9 M) of a fire door. No warehouse doors will be blocked.
09. Effective fire controls and good housekeeping practices must prevail, all storage will conform to NFPA Standards.
10. Smoking and heat-producing devices will be prohibited in hazardous areas.
11. All material must be stored in manner that will minimized hazards and protect materials being stored.
12. Materials or warehousing methods shall not hazards or block fire aisles, means or egress, fire extinguishers or fixed fire protection system , utility or water systems.
14. A 24- inched (0.6 M) clearance between stored materials and wall will be maintained when hazardous materials are stored in general purpose storage building or in warehouse having substandard (a rating oaf less then four hrs.) fire walls.
- 15.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

SAFETY PROCEDRES FOR EQUIPMENT / MACHINE SHOP

A. For machine:

Do not smoke in the non-smoking areas.

Do not smote while working on a running machine.

Always use the right roil on the right job.

Ensure that you are wearing your safety shoes at all times while at work.

Do not inflate a tire before all components are in their correct position. Be sure the tire is placed in the safety cage and do not inflate above recommended operating pressure.

Keep your area as clean as possible. Do not allow rags. Etc. to remain on the floor. Pack them up and place them in bin.

Remember : You are responsible for the safety of machine upon which

B. You are working the drivers life will often depend upon your Workmanship.

For the Driver/Operators:

Before moving your vehicles always check water, oil and fuel levels.

02. Always visually check your tires.

03. Obey the traffic rules and regulations at all times

If you are in control of a loader always make sure that wells are in safe distance from the edge when dumping or pushing.

Avoid overheating of the machine.

C. Remember: Do not smoke if you are exposed to any type of fumes.

Handling of fuels:

When emptying a drum or storage tank, agitate as little as possible and always leave approximately 1" of fuel in the bottom of the tank or drum.

Always clean all storage tanks at regular intervals at a well ventilated area.

Do not handle fuel in open containers where dust and dirt are liable to enter the fuel.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

FIRE PREVENTION GUIDELINES

A. SMOKING

Prohibitions:

Smoking or open flame in areas of building designated as "NO SMOKING" areas.

Smoking or open flame are prohibited within 50 feet of paint shops, gasoline storage or similar flammable liquids, fuel-dispensing vehicles or re-fueling operations, garages or similar occupancies, or activities in an extra HAZARDOUS environment.

All unused buildings are "NO SMOKING AREAS"

ELECTRICAL WIRING AND APPLIANCES

Use of open coil not palpate is prohibited. Approved appliances, that is coffee percolators, portable heaters, etc. must be in good working condition and bear approval label of underwriters laboratories or equal. Coffee pots must be placed on non-combustible surface.

All electrical extension cords will be equipped with non-conductive plugs, cord will not be spliced or draped over nails. Metal objects, or rafters. The use of extension cords by means of multiple outlets is prohibited. Extension cords will not be used as permanent, fixed wiring in facilities.

Non essential electrical equipment and appliances will be disconnected or turned off when not in use.

All electrical services removals alterations, and equipment installations will be performed by an authorized electrician.

FLAMMABLE MATERIALS

Store flammable liquids in covered in designated, separate storage cabinets, do not keep flammable liquid in any building, except in small quantities of low volatility, or lubricating grease for immediate consumption. Cabinets will be painted yellow and labeled in conspicuous letters, FLAMMABLE KEEP FIRE AWAY.

Domestic Use when flammable or combustible liquid must be stored for continued use in domestic areas, that is, offices or dormitories, a metal or wood cabinet will be used to store more than gallons (38 liters) of flammable or 20 gallons (76 liters) of combustible. The cabinets will be painted yellow and labeled in conspicuous letters; FLAMMABLE KEEP FIRE AWAY.



شركة جزيل للمقاولات المحدودة GAZEEL CONTRACTING COMPANY LTD.

03. Industrial Use; when flammable or combustible liquid must be stored for construction or operational use, such as maintenance shops, corrosion control paint shops etc. a suitable storage cabinet will be used when more than 10 gallons (38 liters) of flammable or 20 gallons (76 liters) of combustible liquid must be stored .

no more than 60 gallons (228 Liters) of flammable or 120 gallons (456 Lets) of combustible will be stored in each cabinet. These cabinets will be constructed of wood or metal as outlined in NFPA –30 and approved by SCECO Fire Representative.

04. Do not use any flammable liquid for cleaning purpose.

05. Do not use flammable floor wax.

06. Plastic and glass containers are strictly prohibited for cleaning purpose.

All containers used or storing flammable liquids will be approved type and labeled gasoline, paint thinner, alcohol, etc. in one inch letters.

D.

WASTE REMOVAL

Waste paper containers will be emptied when full or at the close of each work day or shift. Trash will be placed in established points at a safe distance from any building to prevent fire exposure.

Facility having limited janitorial services, managers are responsible for removing all combustible waste to outside pickup areas.

Waste materials will not be accumulated in areas such as warehouses, welding shop and paint spray rooms, when flammable liquids or gases are stored or used.

F

DECORATION

Open flames, including candles are prohibited.

Use only fire retardant stage curtains, drapes, tinsel streamers, cotton batting, or any other type of decorative materials.

Electrical devices or lighting used for decorative purpose will be approved by underwriters laboratories of equal. Installation will be in accordance with the national electrical code.

H. HEATING AND COOKING APPLIANCES



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

Coking is not permitted in any office, dormitory etc. except those quarters equipped with kitchen facilities and approved.

Kitchen ranges, hoods, dusts, and surrounding areas, will be maintained free of excessive grease deposits.

Charcoal grease deposits. Will be maintained free of during use (minimum 15 feet from building)

I. CONTROLLED BURING AND OPEN FLAMES

The burring of any combustible materials other than in incinerators is prohibited without obtaining permission.

Open fires, such as camp fires are prohibited outside an approved welding booth or room unless approved.

Cutting welding, and open flames operations, are prohibited outside an approved welding booth or room unless approved.

STORAGE AREAS & WAREHOUSING

A. DEFINITION

An area of facility used for the storage of supply items necessary for construction or operational requirements as outlined in subjects contract with the royal commission.

B. LOSS PREVENTION GUIDELINES

General requirements:

All warehouse supervisors will ensure their personnel are trained in emergency procedures associated with fire, safety and health hazard inherent to their respective areas.

Effective fire controls and good housekeeping practices must prevail, all storage will conform to NFPA standards.

Smoking and heat producing devices will be prohibited in hazardous areas.

All material must soared in a manner that will minimize hazards and protect the material being stored.

Quantities of materials stored will be limited to the operational requirement of the agreement, any additional storage of material must have approval.

Materials or warehousing heptodes shall not increase hazards or block fire aisles, means of egress, fire extinguishers or fixed fire protection systems, utility or water systems.

A 24 inch. (0.6 M.) clearance between stored materials and walls will be maintained when hazardous materials are soared in general purpose storage buildings or in warehouse having substandard (a rating of less than four hours) fire walls.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

A minimum clearance of 24 inches (0.6 M.) will be maintained below joints, rafters, beams exceed 15 feet (4.6 M) when hazardous commodities are involved or when material is stored in non "sprinkled" buildings, a 36 inch (0.9 M) clearance will be maintained above stacked material.

Fire doors will not obstructed at any time nor will materials be stored within 36 inches (0.9 M) of a fire door. No warehouse doors will be blocked.

Combustible packing materials will be stored in a safe manner.

Flammable liquids will be limited to one day's use and will not exceed 60 gallon (288 L) which will be soared in an approved flammable liquid cabinets as described in NFPA standard No. 30.

BUILDING

- A . An area of building where flammable or hazardous materials are soared of handled. The fire characteristics of the product, primary flash point, will be the basis for classification and storage requirements.

LOSS PREVENTION LIQUIDS

- B . 01. Flammable liquids will be handed and stored in accordance with the least NEPA Standards

Sources of ignition, including smoking will be prohibited in all hazardous areas.

All electrical installation & equipment will be in accordance with applicable NFPA standards.

Only approved containers and portable tends shall be used for storage and installation of flammable and combustible liquids. For quantities of one gallon or less only the original containers of approved metal safety cans shall be used.

Quantities used by any maintenance, processing or similar operations will not exceed daily requirements.

All bulk quantities of flammables liquids shall be stored in a septet building or located at least 50 feet (15 M) from any other building.

When storing materials, clear sisal space will be maintained as approach lanes, to fire- fighting equipment, sprinklers control valves, valves, fuse boxes, and switch panels. in no case will materials be piled higher than 24 inches (0.6 M) below sprinkler heads or electric lights fixtures.

Flammable liquids in unauthorized containers will be kept in metal safety cans or in metal containers with tight fitting covers. Dispensing cans for



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

gasoline, thinner and similar high flammable liquids will be of a self-closing safety design.

No damaged or leaking containers will be permitted in work or storage areas. Containers of flammable liquids will be regularly inspected for leakage around sealer gaskets.

Supplies of flammable liquids for work areas will be stored in approved cabinets at unsafe distance from heating elements and other flammable materials. Bulk supplies will be similarly stored, but the amount in individual containers will not exceed 60 gallons (288 L) 10 gal. (38 L) gasoline cans will be stored only in designated areas. All containers will be tightly sealed when stored.

All bulk dispensing containers for flammable liquids will be grounded and provided with a grinding strap for the containers filled from the dispenser. Drums used for dispensing flammable liquids will be equipped with approved delft-closing faucets and approved automatic relief valves.

Manteca and processing shops will use only safety approved cleaning tanks for flammable liquids when cleaning parts or items.

Building s being used for storage of hazardous materials , will have correct placards on buildings in accordance with NFPA standards.

COMPRESSED GASES AND VAPORPRODUCING MATERIALS

General Information:

All compressed gases and valor producing materials will be stored and handled in accordance with the applicable SFPA standards.

01. Cylinders containing compressed or liquefied gas will not dropped, or exposed to sever impact. The will be isolated from open flames, heat and direct sunlight when possible.

02. Cylinders containing acetylene, sulfur dioxide and liquefied petroleum or fuel will be kept upright whenever possible to prevent valve damage and separation.

Propane, butane and other liquefied petroleum gases will be handled according to instructions in applicable nape standards.

Gas from cylinders must be used through pressure reducing regulators. Never allow oxygen to enter regulators suddenly. Mixing gases in cylinders is prohibited. Do not use cylinders with improperly operating valves or defective regulators.

All unsafe or questionable concentrations of gas or vapor will be immediately reported. Explorer concentrations of dust will be similarly



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

reported. When gas leaks are detected or suspected. Notify the fire department.

Bulk storage of acids and chemicals which produce hazardous vapors will be stored in a separate building at least (50 ft.) 15 M. from any other building.

Bulk storage of acids and chemicals must be controlled due to product capability, expected vapor concentrations and potential explosive environment.

All buildings storing hazardous materials will be properly vented to ensure minimum allowable concentrations are not exceeded.

ELECTRICAL WIRING AND EQUIPMENT

Temporary electrical wiring is strictly forbidden.

02. All electrical wiring and equipment shall conform to nape no. 70, the national code. In sections of the plant where dust accumulates or is present in suspension in the air, all equipment of article 502, of NFPA 70, the national electrical code.

PAINTING OPERATIONS

Spray painting will be accomplished in accordance with nape standards.

All spray booths will be provided with depute mechanical ventilation which will be turned on whenever thru booth is in use.

02. No equipment producing sparks under normal conditions and no unenclosed electric lamps will be permitted within a designated spray area.

03. All metal parts of a spray booth exhaust ducts and piping systems conveying flammable liquids will be provide with permanent electrical grounds.

04. All spray areas will be kept as free from flammable and combustible materials as in practiced. The user will, if necessary remove daily accumulations of combustible paint residue from spray booths, stacks, ventilating fans and painting areas.

05. Only approved safety cans or tanks will be used for cleaning paint spray guns and paint brushes.

06. Paint, varnish, lacquer and thinner will be kept in approved metal containers with tight fitting covers. Paint, thinner and similar materials in work areas will not exceed daily requirements.

07. Touch-up paint, used in connection lithe mechanical repairs will be kept in approved metal cabinets when not required at job site.



شركة جزيل للمقاولات المحدودة

GAZEEL CONTRACTING COMPANY LTD.

08. Rejected paint, scrapings, empty pain containers and waste masking tapes will be disposed of daily before close of operations.
09. Paint brushes, unless clean and dry, will be kept in covered metal containers.
10. All rags used for wiping and painting will be kept in covered metal containers
11. Painters clothing, limited to one change, will be stored in ventilated metal lockers. No rags will be left in pocket when clothing is stored.

HOUSEKEEPING

01. All waste material, wood, sawdust, chips, etc. shall e removed from the building at ate end of each day. This material will be disposed of in an appropriate container outside of the premises and not closer than 10 ft. from the building or area.
02. Provision shall be made for systematic, through cleaning o the entire plant at sufficiently frequent intervals to prevent the accumulation of any considerable amounts of finely divided wood dust which must be dislocated by a minor explosion.
03. Cleaning that is likely to result in production of dust clouds shall not be done while machinery is in operation to the possibility of the dust being ignited.
04. Blowing fawn of any surface by compressed air is prohibited.
05. Welding repairs: No open flames or any operation or repairs resulting in sparks or utilizing direct fire heat shall be permitted until all equipment has ceased operating and the room has been carefully cleaned including the wiping down of equipment near the point where it is necessary to use open flame or direct fire heat. Care shall be taken to see that the air in the room is free from dust and that the first air fire protection in the room of fire extinguishers is close at hand during such periods.



شركة جزيل للمقاولات المحدودة
GAZEEL CONTRACTING COMPANY LTD.

CONTRACTOR PERSONAL INJURY ACCIDENT REPORT

DATE : _____

Name & Address of contractor	Job site:
Name of injured Employee:	Badge No. injury:
Part of body injured:	Nature on injury:
Date/ Time of Accident:	Place of Accident:
Calcification of Accident:	Source of injury:
First-Aid treatment: YES [] NO []	Clinic or Hospital
Supervisor Approval:	SCECO Representative:

Immediate cause/s of Accident:

Corrective actions taken:

Recommendations:



شركة جزيل للمقاولات المحدودة
GAZEEL CONTRACTING COMPANY LTD.

CONTRACTOR'S PRELIMINARY MOTOR VEHICLE DAMAGE REPORT

DATE: _____

JOB NO CONTRACT NO. :	JOB TITLE:
NAME OF CONTRACTOR/ BUSINESS ADDRESS :	LOCATION SITE:
NAME OF DRIVER:	BADGE NO:
SAG DRIVING LICENSE NO. :	DATE/ TIME & PLACE:

ESTIMATED COST OF REPAIR

INDICATE BY DIAGRAM WHAT HAPPENED:	
DESCRIPTION OF WHAT HAPPENED:	
CORRECTIVE ACTION TAKEN:	
LOSS PREVENTION'S REPRESENTATIVE: RECOMMENDATION: _____	CONRACDOR SIGNATURE



شركة جزيل للمقاولات المحدودة
GAZEEL CONTRACTING COMPANY LTD.

MONTHLY INJURY SUMMARY REPORT

NAME OF CONTRACTOR : _____ MONTH OF _____

JOB NO/ CONTRACT NO. _____ LOCATION _____ SITE: _____

CONTRACOR REPESENTATIVE :

SIGNATURE

DATE : _____



شركة جزيل للمقاولات المحدودة
GAZEEL CONTRACTING COMPANY LTD.

MONTHLY DAMAGE SUMMARY REPORT

NAME OF CONTRACTOR: _____ MONTH _____ :

JOB NO./CONTRACT NO. : _____ LOCATION _____ SITE _____ :

DATE/ TIME OF ACCI DENT	BERIEF DESCRIPTI- ON OF INCIDENT	INJURY TO PERSONS YES/ NO		DESCRIPTION OF DAMAGE	ESTMATE COST DAMAGE

CONTRACTOR REPRESENTATIVE

SIGNATURE