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H.S.E MANAGEMENT SYSTEM

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1 - INTRODUCTION

This document outlines the H.S.E. management system to be implemented by ALASALA CO..

The philosophy of this document is to conduct its activities in such a way as to take foremost account of the health, safety and environment of its employees and other persons to give proper regard to the conservation of the environment by the utilization of a modern methodology approach in the attainment of its objectives, which are elimination, segregation and / or protection of hazards in line with the HSE policy.

ALASALA CO. HSE Department will follow the ten principle of enhanced safety management.

- Strong safety policy.
- Realistic safety targets and objectives.
- Management commitment to safety.
- Line management safety accountability.
- Competent safety advisors.
- Motivation & communication.
- Effective policies and procedures.
- Thorough accident investigation & follow up.
- Effective monitoring techniques.
- Effective safety training.

2- Purpose

The purpose of the health, safety and environment management SYSTEM is to be a single management system document which will enable ALASALA CO. H.S.E Department to determine how the activities of individuals are managed, in order to comply with statutory and company policies to ensure a safe operation throughout. The HSE SYSTEM defines the company's systems which are implemented to ensure this goal.

The HSE system is also intended to achieve the following :

- A demonstration that within ALASALA CO. HSE Department, the health, safety and environment are being managed in a responsible and professional manner.
- The manual acts as a quality tool for the improvement in management of health, safety and environmental matters, by integrating hazards identification and management of loss control into the company business objectives.

The HSE SYSTEM describes the main elements of the company's HSE procedures which are H.S.E management system.

- H.S.E. System for welding and cutting.
- H.S.E. System for paints, coatings and sand blasting.
- Fall prevention equipment and procedure.
- Safe work procedure.
- Special safety procedure for radiographic testing
- Incident and near miss procedure
- Hearing protection
- Waste management
- Emergency preparedness plan
- Pressure testing procedure
- H.S.E. Permit to work procedure
- H.S.E. Entry into vessels, confined spaces and special areas
- Manual handling
- Compressed gas cylinders, storage, handling and transportation
- Risk management
- Security and access control
- H.S.E. chemical handling
- H.S.E. safety induction and training
- Personal Protective Equipment.



- Temporary hanging scaffolds.
- Man lifting baskets.
- Hazardous material precautionary, measures thinners.
- Material handling procedures.
- Medical treatment & first aid procedures
- Lifting operations & lifting equipment.
- Guidelines for contracts.
- Contractor management strategy .
- Tools, equip , ladders, crans, hoist, and standard signals.

3 - H.S.E Policy

It is ALASALA CO. policy to conduct the activities in such a way that health and safety of the employees and of other persons are safeguarded, and that proper attention is paid to environment protection.

It is also hereby emphasized that HSE is the direct and immediate responsibility of every company employee and subcontractors.

In implementing this policy, the company doesn't merely comply with the requirements of the relevant legislation but promotes constructive measures for the protection of health, safety and the environment for all.

Furthermore, it is the company's policy to:

- 1-Avoid causing harm to the health of, or injury to employees and others, damage to property from their operations including those from sub contractors.
- 2- Promote safety consciousness to company employees and sub contractors, the importance of the involvement and commitment of company employees and contractor staff in developing and applying this policy.
The company employees, sub contractors and relevant authorities will be kept well informed on what the company is doing to improve the quality and safety of the working environment.
- 3- Pay appropriate regard to the environment by keeping air, water, soil, plant, and animal life from adverse effects of company operations or those of sub contractors, acting on company behalf, and minimize any damage which may arise from such operations.
- 4- Take the initiatives necessary to promote work and improve codes of practice, apply regulations which relate to the above matters.
- 5- Encourage, support or conduct studies directed towards the improvement of safety and health at work and towards the abatement of pollution.
- 6- Facilitate the transfer to others of the developed- know in the mentioned fields, future requirements and expected developments in these areas of the companies long term planning.



7- liaise and co-operate with organizations that conduct similar operations in order to improve and maintain health, safety and environment protection.

4. Safety and Environmental Committees

4.1 general:-

H.S.E. committees at sites are organized where the number of the employees exceeds 50. These committees are specialized in discussing work conditions, reasons of accidents, injuries and occupational diseases, setting up conditions and precautions to avoid them. These precautions should be strictly implemented on work sites.

4.2 sub- committees :-

the H.S.E. sub.- committees has the following numbers :

- a. Responsible site manager head.
- b. Production section heads on site members
- c. H.S.E. officers executive
- d. site physician on site member
- e. Head of insurance department “
- f. Workers representatives “

The committee convenes once a month and at least within one week of reported major accident or disease. This meeting should be attended by a majority, of the members with at least one representative of the workers.

The agenda for this meeting includes:-

To insure that safety regulations and precautions previously approved by the committee are implemented on working sites.

Discussion of accidents and injuries that took place in the previous month.

Discussion of H.S.E. officers, work results.

Reviewing main committee recommendations and other suggestions.

Copy of the minutes of meeting is sent to the main committee.

4.3 Main Committee :

The main H.S.E. committee in projects department has the following members:

- a. Branch general manager Head
- b. Head of sub-committeesmembers
- c. sector managers“
- d. Sector safety Manager executive
- e. Executive, of sub-committees members

The committee convenes once a month to discuss the work conditions.

Reasons of accidents, injuries and occupational diseases. The committee sets up requitals and precautions for avoiding reoccurrence of such accidents.

These regulations and precautions should be adopted and implemented in all branch projects.

The agenda for this meeting includes:-



- a. Follow up the implementation of the approved safety precautions.
 - b. Investigation of the accidents injuries occurred within the previous month of this meeting.
 - c. Discussion of other sub-committees recommendations and those of the central committee.
- Copy of the minutes of meeting is sent to central committee.

4.4 Central Committee

The central H.S.E. Committee has the following members: -

- A. The chairman / his delegate head
- B. General manager of H.S.E. Executive
- C. Heads of main committees / delegatesmembers
- D. Executive of main committees “

The central committee convenes once a month to discuss work conditions, reasons of accidents, injuries and occupational diseases. The committee decides on regulations and precautions for avoiding reoccurrence of such accidents.

These regulations and precautions should be adopted and implemented.

The agenda for this meeting includes:-

- a- Follow up of the implementation of the previously approved safety precautions and regulations.
- b. Discussion of the recommended regulation of the main committees and make sure that they are strictly observed in all branches.

A copy of the minutes of meeting is sent to all branches for implementation.

5. Responsibilities:

5.1. Branch / Sector / departments Manager responsibilities:

Branch General Manager, H.S.E sector manager and head of department is responsible for ensuring so far is reasonably practical that the operations of this branch / sector / department prevents a potential unsafe or unhealthy situation and that company rules and national legislation are understood and observed by all staff in this branch / sector / department.

This objective can be achieved by implementing the following items:

- a. Ensure that there is a safe system of work for all operations under his control.
- b. Provide such facilities, tools and equipment to carry out work safely.
- c. Ensure that effective corrective measures are taken to eliminate potentially dangerous conditions and practices.
- d. Formulate safe operating procedures practice's and ensure their compliance.
- c. Ensure that the correct P.P.E. are provided and worn by workmen to protect them from injury and safeguard their health.
- F. Ensure the competence of contractors and his staff in performing their respective jobs.
- g. Ensure that company and contractor supervisors and workmen attend relevant safety training courses.
- h. Ensure compliance with all procedure guides and relevant unsafe practices.
- i. Ensure that accidents are adequately investigated and effective measures taken to prevent reoccurrence.
- j. Ensure that the safety precautions described in the various manuals are followed.

5.2. H.S.E. GENERAL MANAGER RESPONSIBILITIES: -

- Development of HSE policies procedures and regulations.



- Development of emergency preparedness plan in addition to liaison with the geographical - -
 - Committee for coordinating emergency response.
 - Ensures availability of sufficient resources and proper discharge of responsibilities by his subordinates.
 - Identification & development of HSE specific training for all supervisory level personnel in addition to HSE staff.
 - Development and implementation of HSE communication program including the set up of HSE committees, meetings, bulletins etc,
 - Ensures availability of quality PPE including PPE provision & replenishment policy.
- Responsible for the management & administration of the HSE department staff .

5.3. H.S.E. SECTOR DEPARTMENT MANAGER:-

H.S.E. sector department Manger's responsibilities include, but are not limited to:

- the monitoring of the safety management plan used on the projects and its associated procedures.
- The establishment of H.S.E. sector department, including personnel and equipment.
- ✓ Producing H.S.E. training material for the use in training courses carried out on the project.
- ✓ Carrying out safety performance measurement audits on the project.
- ✓ Advising management and supervision on the safety requirements.
- ✓ Preparation of statistical reports, plus the analysis of project safety standards.
- ✓ Reviewing of accident / incident investigations.
- ✓ Preparing the client safety statistics reports.
- ✓ Attending meetings and advising on good safety practice.
- ✓ Control of the H.S.E. sector department administration.

5.4 H.S.E ENGINEER RESPONSIBILITIES.

- ✓ Participation in planning and construction for any new project to ensure implementation of H.S.E. regulations.
- ✓ Participation with specialist to check compliance of equipment and material supplied, which meet requirements of H.S.E.
- ✓ Participation with specialist in the preparation of basic and specific training programs to instruct the employees of the hazards and how to avoid them. Make sure that tests are satisfactorily passed.
- ✓ Attend meetings of H.S.E. committees.
- ✓ Prepare a yearly plan of H.S.E. improvement

5.4.1 DUTIES OF H.S.E. ENGINEER

The duties of H.S.E. engineer shall include but not be limited to: -

1. Regular inspection of all areas under his responsibility including site facilities and other areas where required.
2. Preparation of contractor's daily inspection safety sheet, which shall be retained and available for inspection all times.
3. Accident investigation to ALASALA CO. requirements.
4. Specific training courses as approved in the safety program and supplemented by any additional requirements of the company.



5. Ensuring all records for vehicles drivers and lifting equipment as required by the company.
6. Preparation of emergency procedures.
7. Preparation of safety statistics monthly required by the company
8. Obtain and be fully aware of relevant ALASALA CO. safety documents, and emergency procedures

5.5 H.S.E. TECHNICIAN / SUPERVISOR: -

The HSE technician / supervisor has the responsibility to advice and assist all appropriate managers / supervisory staff to discharge their responsibility for the health and safety of employees and others to whom they have a duty as defined by company practices.

Responsibilities will include:

- ✓ Ensuring that management / supervisory staff are aware of their responsibilities.
- ✓ Advising managers and others of existing and potential hazards to health and safety at relevant places of work.
- ✓ Inspecting and reporting on relevant places of work in compliance with the procedure for inspections.
- ✓ Investigating accidents at relevant places of work and reporting and making recommendations to avoid recurrences,
- ✓ Ensuring that all necessary records, which relate to the relevant places of work, are maintained.
- ✓ Promoting training in training safety matters at all levels throughout the relevant places of work.
- ✓ Liaise with management to ensure that subcontractors and others using premises for which the company is responsible, will be employing safe systems of work.
- ✓ Attend appropriate meetings at site and advice on good safety practice.

5.6 SUPERVISORS AND FOREMEN RESPONSIBILITIES :-

It is the responsibility of ALASALA CO. H.S.E department and sub contractors supervisory personal to ensure that all work being undertaken under their supervision is carried out in a safe, healthy and environmentally sound manner. They shall provide guidance and direction to employees in their day to day roles and lead by example. Their responsibilities shall include:-

- ✓ Demonstrating their concern for health, safety, and welfare at work by personal example and commitment.
- ✓ Ensuring that they are familiar with the safety procedures applicable to the work in which they are engaged .
- ✓ Through their own training and work experience, making their subordinates aware of the hazards involved in their task.
- ✓ Ensuring that statutory regulations, company rules and procedures, are adhered to by regular inspections of the work place.
- ✓ Bringing to the notice of their immediate management any potential hazards to health and safety.
- ✓ Ensuring that safety equipment is made available, kept in good order, used as required and the correct usage monitored.
- ✓ Ensuring all accidents, fires and near miss accidents are reports in accordance with project procedures.
- ✓ Mobilizing the interest and commitment of subordinates, in hygienic, healthy and safe working



practices.

- ✓ Assume at times when appropriate, the responsibility to direct and regulate the work of apprentices / trainees, with due regard to health and safety 0
- ✓ Report any defects with plant or equipment to their relevant managers.
- ✓ Ensuring that general housekeeping and correct storage of materials and equipment is maintained at all times.
- ✓ To follow the advice given by management and safety personal in regards to the statutory and project safety requirements.

5.7 GENERAL EMPLOYEES :-

All employees have a responsibility to themselves and others to:

- ✓ Be aware that responsibility for health, safety and welfare is that of each and every employee.
- ✓ Carry out their activities in a safe manner, with due regard to the health and safety of both themselves and others.
- ✓ Use appropriate protective equipment correctly as required , and report any faults associated with the equipment to their immediate management.
- * Be familiar with, and adhere to, project safety rules and procedures.
- * Be aware and alert to the safety and health hazards of the equipment and materials with which they are concerned.
- * Bring to the notice of their immediate supervision, any potential hazards to health or safety .
- * Maintain a safe working environment by means of good housekeeping, storage and use of equipment and materials.
- * Lead by personal example at all times.
- * Report all accidents incidents immediately to their immediate supervisory staff/ management or safety personal as per project procedures.
- * To follow the advice given by management, safety personnel and site supervisory staff in regards to the statutory and project safety requirements.



Daily Safety Report

1- Main Activities

2- Accidents, Incidents, Near misses

3- Training Safety Meeting, Tool Box Meetings

4- Sub-Standard Acts/ Conditions

5- Emergency and medical preparedness

- **Medical, , Ambulance and 1st Aid Kits** -----

- **Drills/Exercises/ Alarms**-----

- **Fire Pumps and Fire Equipment** -----

6-Miscellaneous

H.S.E. Reps. Name: Signature

تعليمات السلامة والصحة المهنية للعاملين

- 1- عدم قيام أى عامل بعمل آخر غير المخصص له.
- 2- عدم تشغيل أى معدة أو لوحات تشغيل الا بمعرفة المشغل نفسه.
- 3- الالتزام بارتداء مهمات الوقاية الشخصية.
- 4- عدم التعامل مع الأجزاء الكهربائية أو الميكانيكية الا للمتخصصين فقط.
- 5- عند حدوث أى خطأ أو عطل يلزم إيقاف العمل فوراً وإبلاغ الرئيس المباشر بذلك.
- 6- لا تتردد فى السؤال عن أى شئ غامض لك، ولا تحاول أن تجرب أى شئ جديد الا بتعليمات محددة من رئيسك المباشر (أى عدم الفتوى فيما لست متخصصاً فيه).
- 7- عند العمل فى أى صيانة دورية يلزم التحقق أولاً من قفل الدوائر الكهربائية تماماً بنفسك أو بواسطة فنى الكهرباء وبوجود فنى الأمن الصناعى، وإبلاغ المسؤولين للتنبية على العمالة أثناء الصيانة مع مراعاة استخدام العدة المناسبة للعمل.
- 8- على عامل الصيانة التحقق بنفسه من توصيل الدوائر الكهربائية بواسطة فنى الكهرباء بعد انتهاء الصيغة.
- 9- قبل بدء التشغيل يلزم التحقق تماماً بمعرفة المشغل من عدم وجود أى أجزاء مفككة.

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برنامج التوعية اليومية

ملاحظات	اسم القائم بالتدريب	نوع التدريب	التاريخ	اليوم	م

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