FOUR SQUARE
STEEL CONSTRUCTION CONSTRACTING LLC

(PART OF BLUE SQUARE GROUP OF COMPANIES)

PRE-QUALIFICATION DOCUMENTS

INDEX

INTRODUCTION

FOUR SQUARE STEEL CONSTRUCTION CONTRACTING L.L.C. Company is a dynamic company that prides itself on providing quality products & work at an expedient level. We have been established since 1991 based in Dubai & Sharjah U.A.E. For the past 22 years, we have a very strong reputation in the field of Commercial & Industrial Fabrication

We are specialized in shaping steel in different forms and fabrication in the field of Commercial & Industrial Fabrication Works, whatever the job, FOUR SQUARE STEEL CONSTRUCTION CONTRACTING. L.L.C. ensures you get the mostfrom your digger.

OurPrimary Goal is to provide reliable and quality services, and to complete them on time, within budget and always to specifications. Our work is admired throughout United Arab Emirates and Central Asia.

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OUR MISSION

It is our remission to provide to our customers value products and services in the field of Steel Fabrication and Blasting & Painting. We will endeavor to achieve this mission by:

- Continually striving to upgrade our products and services keeping in mind the market trend.
- Maintaining good Quality System, providing our workmen safe, healthy and natural environment to work in while observing the rule of the land.
- Training our workmen and providing them an atmosphere for self-actualization.
- Seeking co-operation of all our vendors and associates in fulfilling our mission

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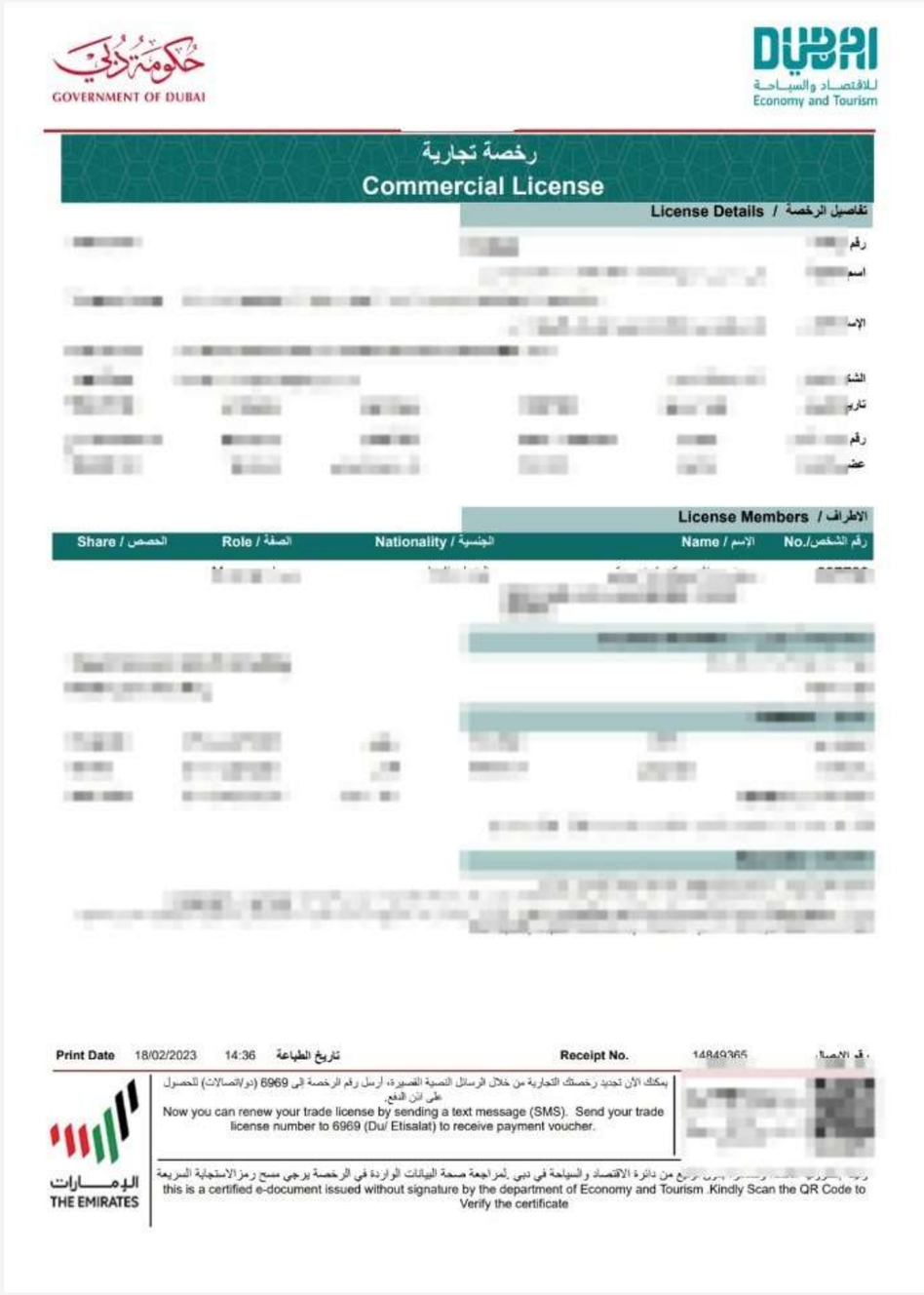
ACCREDITATIONS



حكومة دبي
GOVERNMENT OF DUBAI

DUBAI
لاقتصاد والسياحة
Economy and Tourism

رخصة تجارية
Commercial License

License Details / تفاصيل الرخصة

رقم
اسم
الإ
الشك
تاريخ
رقم
عض

License Members / الأطراف

Share / الحصص	Role / الصفة	Nationality / الجنسية	Name / الاسم	No./رقم الشخص

Print Date 18/02/2023 14:36 تاريخ الطباعة Receipt No. 14849365

يمكنك الآن تجديد رخصتك التجارية من خلال الرسائل النصية القصيرة، أرسل رقم الرخصة إلى 6969 (دو/اتصالات) للحصول على رمز الدفع.
Now you can renew your trade license by sending a text message (SMS). Send your trade license number to 6969 (Du/ Etisalat) to receive payment voucher.

الإمارات
THE EMIRATES

this is a certified e-document issued without signature by the department of Economy and Tourism .Kindly Scan the QR Code to Verify the certificate

SRB
STANDARDS REVIEW BOARD
UNITED KINGDOM

CERTIFICATE

SRB

CERTIFICATE OF REGISTRATION

This is to certify that the Quality Management System of

FOUR SQUARE STEEL CONSTRUCTIONS CONTRACTING L.L.C

Plot No: 131-0, Al Qusais Industrial Area 01, P.O Box: 96784, Dubai - U.A.E

has been assessed and registered by SRB UK-Standards Review Board United Kingdom as conforming to the requirements of:

ISO 9001:2015

For the following Scope

Steel Constructions Contracting and Building Contracting

IAC
ACCREDITED

Authorized Signatory
Standards Review Board
United Kingdom

In the issuance of this Certificate SRB UK assumes no liability to any party other than the client, and then only in accordance with the agreed upon Certification Agreement. This Certificate's validity is subject to the successful annual surveillance audits and organization maintaining their system in accordance with ISO requirements for systems Certification. Validity of this certificate can be confirmed at www.theSRB.com. This Certificate remains the property of SRB UK. Web link: www.theSRB.com Email: contact@theSRB.com Registered Office: Queen Acre Cottage, Windsor Road Water Oakley, Windsor, SL4 5UT, United Kingdom.

CERTIFICATE

SRB

ACCREDITED ENGINEER CERTIFICATES

حكومة دبي
GOVERNMENT OF DUBAI

Certificate no. [redacted] Certificate Issue 28-12-2021

بلدية دبي
DUBAI MUNICIPALITY

رقم الشهادة : ٣٥٩٨٥ تاريخ اصدار الشهادة : ٢٠٢١-١٢-٢٨

ENGINEERING PROFESSIONAL

شهادة سجل مزاولة المهن الهندسية

JAFAR ABDULLA MOIDIN BANGRA MANJESHWAR SHEIK

جعفر عبدالله محى الدين بانجرا مانجيشوار شيخ

Engineer Number:	[redacted]	[redacted]	رقم القيد :
Activity :	[redacted]	[redacted]	النشاط :
Grade :	[redacted]	[redacted]	الدرجة :

Registery Notes : In the event of any modification to the above data, please update the data through the electronic services for the Building Permits Department - Consultants & Contractors Prequalification Section.

ملاحظات السجل : في حال اجراء اي تعديل علي البيانات أعلاه يرجي تحديثها من خلال الخدمات الالكترونية لادارة ترخيص البناء -قسم تاهيل الاستشارين والمقاولين

حكومة دبي
GOVERNMENT OF DUBAI

بلدية دبي
DUBAI MUNICIPALITY

Certificate no. [redacted] Certificate Issue 11-08-2022

رقم الشهادة [redacted] تاريخ اصدار الشهادة : ٢٠٢٢-٠٨-١١

ENGINEERING PROFESSIONAL

شهادة سجل مزاولة المهن الهندسية

JAFAR ABDULLA MOIDIN BANGRA MANJESHWAR SHEIK

جعفر عبدالله محى الدين بانجرا مانجيشوار شيخ

Engineer Number:	[redacted]	[redacted]	رقم القيد :
Activity :	[redacted]	[redacted]	النشاط :
Grade :	[redacted]	[redacted]	الدرجة :

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حكومة دبي
GOVERNMENT OF DUBAI

بلدية دبي
DUBAI MUNICIPALITY

Certificate no. [redacted] Certificate Issue 05-09-2022 تاريخ اصدار الشهادة : ٢٠٢٢-٠٩-٠٥ رقم الشهادة [redacted]

ENGINEERING PROFESSIONAL

شهادة سجل مزاولة المهن الهندسية

RAKSHA JAGADEESH

راكشا جاجاديش

Engineer Number:	[redacted]	رقم القيد :
Activity :	[redacted]	النشاط :
Grade :	[redacted]	الدرجة :

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RESOURCES - STAFF & LABORS

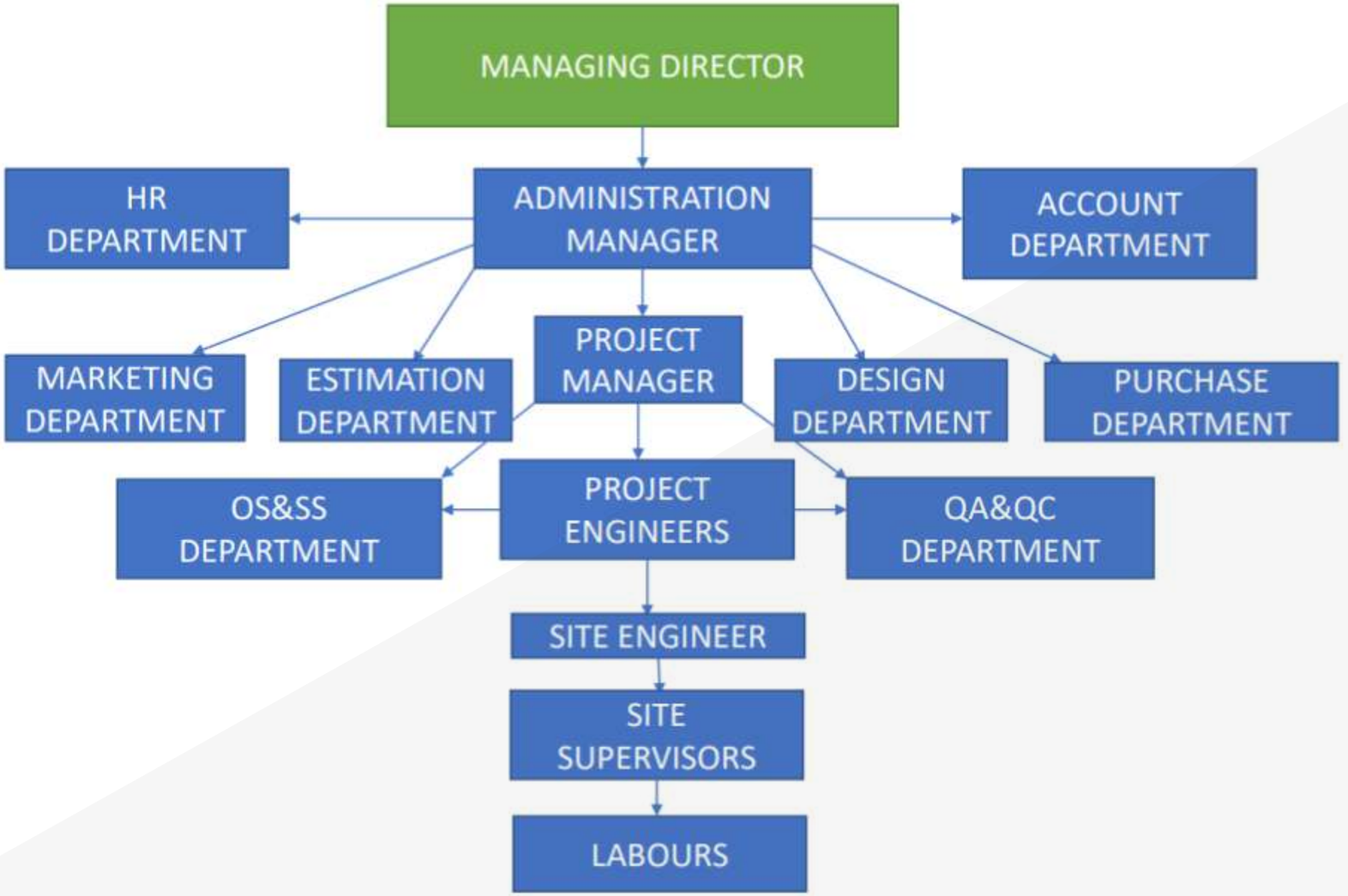
STAFF

Sl no.	Designation	No. of Staff
1	General Manager	01
2	Operations Manager	01
3	Technical Manager	02
4	Projects Managers	02
5	QA/QC Manager	02
6	Purchase Manager	01
7	Business Development Managers	04
8	Structural Engineers	04
9	Estimation Engineers	02
10	QS Engineer	02
11	Production Engineer	01
12	Quality Control Engineer	01
13	Site Engineer	02
14	Technical Engineer	02
15	Safety Officer	01
16	Draughtsman / Modelers	02
17	Supervisors	05
18	Foreman	04
19	PRO / Admin / HR	01
20	Accounts	01
Total Staff		**41**

LABORS

SI No	Designation	No. of Labors
1	Erectors	13
2	Fabricators & Fitters	10
3	Welders	08
4	Painters / Blasters	04
5	Technicians	10
Total Labor		**45**


ORGANIZATIONAL
CHART


MANAGING DIRECTOR
HR DEPARTMENT
ADMINISTRATION MANAGER
ACCOUNT DEPARTMENT
MARKETING DEPARTMENT
ESTIMATION DEPARTMENT
PROJECT MANAGER
DESIGN DEPARTMENT
PURCHASE DEPARTMENT
OS&SS DEPARTMENT
PROJECT ENGINEERS
QA&QC DEPARTMENT
SITE ENGINEER
SITE SUPERVISORS
LABOURS


OUR SERVICES

WAREHOUSE

We Four Square is into the business of warehouse design and build. We build warehouse, warehouse sand with roofing works etc. we also doing warehouse roof repair and waterproofing works. we have inhouse team for staad pro analysis's and draftmen to do all kinds of design and build project. we take turnkey projects also. ware house building is good business investment in UAE. We build in trail and commercial warehouse also.

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CANOPY

A Canopy Steel Structure is an overhead roof or else a structure over which a fabric or metal covering is attached, able to provide shade or shelter from weather conditions such as sun, hail, snow and rain. A canopy can also be like a tent, means without a floor.
We offer different types of high-quality Canopy Steel Structure for residential and commercial purposes all over in Dubai, Sharjah, Abu Dhabi, and other emirates of UAE. So Contact Us our professionals, are trained and experienced to perform flawless installations that meet your expectations in the best manner

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STAIRCASE

We specialize in creating beautiful stairs, various exterior railings, decks, and more. Our stairs and railings are mainly made of stainless steel and provide many different finishes. we are doing supply and installation of the staircase in Dubai, Sharjah, Ajman, Abu Dhabi and other emirates of UAE also

In order to deliver high-quality work, we choose materials that can last a lifetime with the correct (and simple) maintenance. When paired with a stunning design that works well with the given space and area, we can ensure that your satisfaction will be guaranteed. Our professionals are trained and experienced to perform flawless installations that meet your expectations in the best manner

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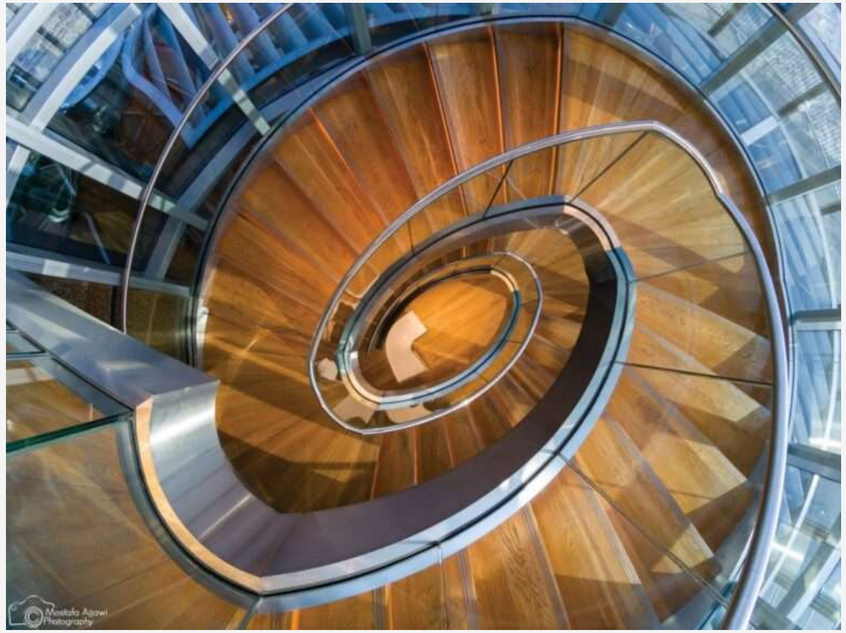

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HAND RAIL

FOUR SQUARE METAL CONTRACTING LLCis the trusted name for quality Hand rail work, we are offering a variety of design depending upon your desire. We provide all kind of Stainless steel and Glass railing work services in Dubai, Sharjah Ajman, Abu Dhabi and other emirates of the UAE also, we have long experience in fabrication works, and we have the best team to do the best work and have lots of satisfied clients,Our innovative range of design and installation services has made us the leading name in for budget-friendly works. Our professionals are trained and experienced to perform flawless installations that meet your expectations in the best manner.

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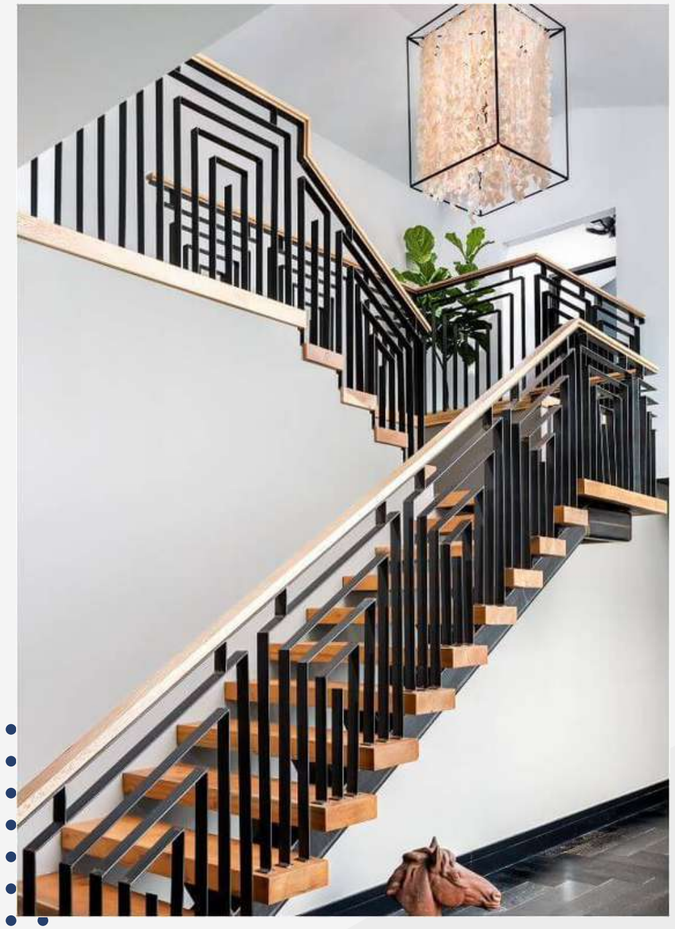

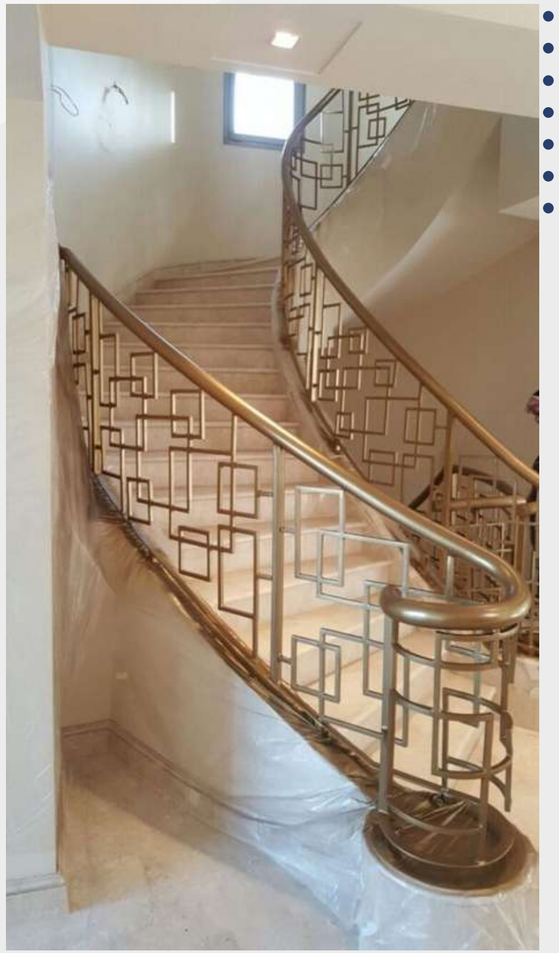

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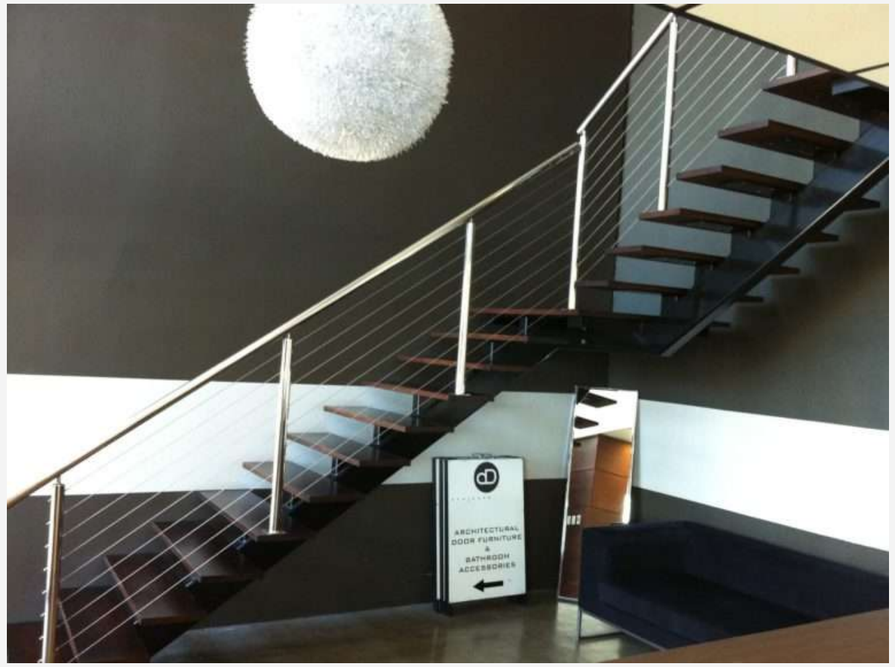

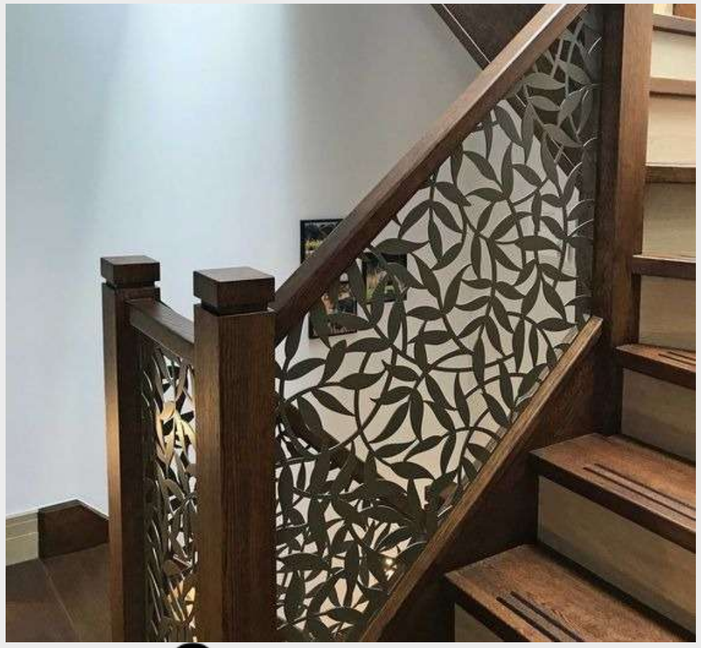

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SPACE FRAME

We are providing Space Frame Structures In Dubai, space frame or space structure (3D truss) is a rigid, lightweight, truss -like structure constructed from interlocking struts Ina geometric pattern in architecture and structural engineering. Space frames can be used to span large areas with few interior supports. Like the truss, a space frame is strong because of the inherent rigidity of the triangle; flexing loads (bending moments) are transmitted as tension and compression loads along the length of each strut.

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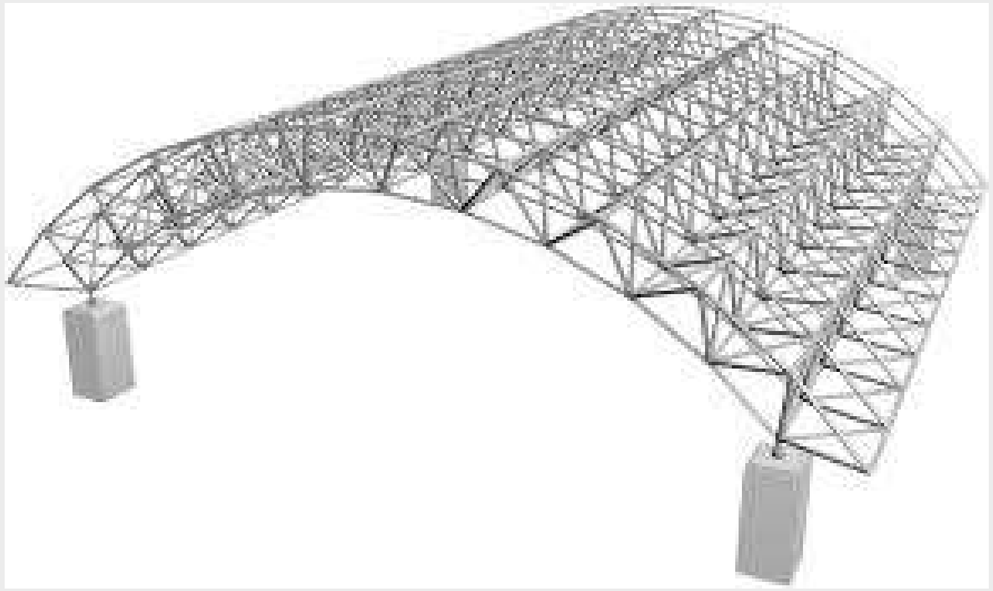

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SKYLIGHT DOME

A dome is an architectural element that resembles the hollow upper half of a sphere. The precise definition has been a matter of controversy. There are also a wide variety of forms and specialized terms to describe them. A dome can rest upon a drum, and can be supported by columns or piers that transition to the dome through squinches or pendentives. A lantern may cover an oculus and may itself have another dome.

The domes of the modern world can be found over religious buildings, legislative chambers, sports stadiums, and a variety of functional structures.

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SKY LIGHT

Skylights and roof windows are glazed openings on a pitched or flat roof designed to provide more light to the home. As well as allowing natural light into your home, they can also allow fresh air to enter if they are openable or vented. As with conventional windows, they can be a major source of unwanted heat gain in the summer and significant heat loss in the winter.

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MEZZANINE FLOOR

A Mezzanine Floor is actually a lifted platform that is supported by steel columns and is completely independent of the host building. It allows you to create additional floor space from wasted air space above your existing work. Also, it can be used to create an extra office, production, storage, or even retail space. This may double, or even triple, the amount of space available.

Mezzanine Floor in Dubai or anywhere in UAE is a very cost-effective and efficient means of significantly increasing your floor space and storage capacity and are a rapid alternative to relocation with minimal disruption. Staircases, hand railings, catwalks, pallet gates, wooden floor panels, steel floor panels, goods chutes, offices & conveyors can also be included in the construction of these rack supported mezzanine systems.

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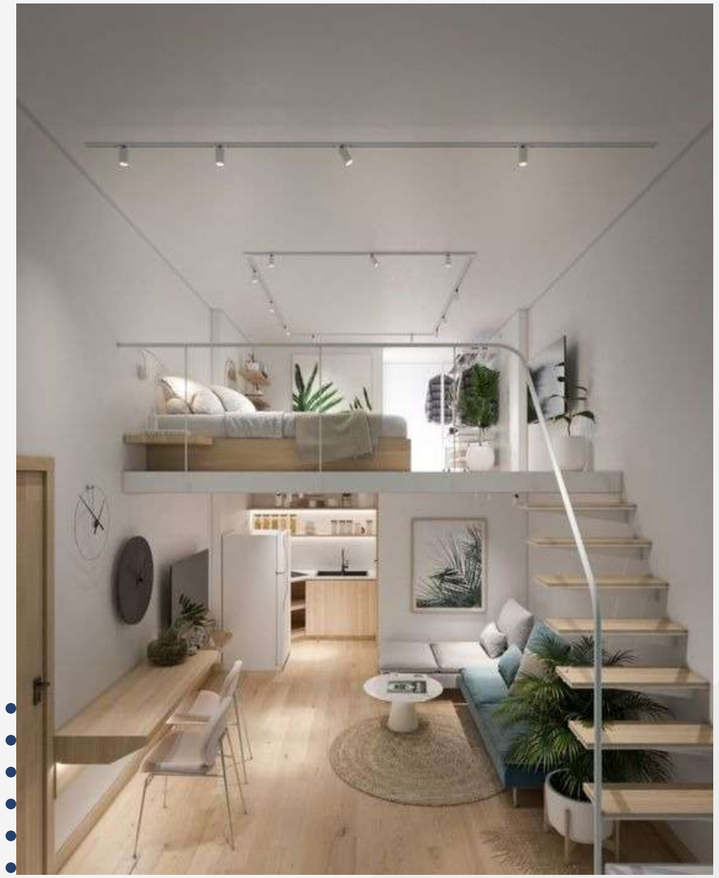

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STORAGE TANK

We are providing storage tank in Dubai and other emirates of UAE. We Guarantee you High Quality, Clean & Hygienic, Bacteria free, fungus free, no temperature fluctuation, Ultraviolet protection, no rust, no corrosion, no leakage, strong pressure and heat resistance, recommended by builders, architects and consultants for portability and purity of water and its strength, convenience and durability in the storage tank. Our product having the highest quality and environmentally compatible Hydrocarbon, products are designed using the latest and fine analytical methods.

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ROLLING SHUTTER

We are providing a rolling shutter in Dubai and other emirates of UAE. Our services and repair works are completely complying with your specific requirement and up to your satisfaction. Roller shutters and exterior blinds increase the value of your house. They make your home safer, you need less energy, your indoor climate improves and your house receives an individual mark. Products like automatic doors, gates, barriers, and shutters are bit complicated and expensive to manage. It has to fix immediately for your best safety. Hence, we draw out affordable packages of annual maintenance contract to provide service at the scheduled periods throughout the year. We know how important is rolling shutter for your business. Customers can get a complete package for maintenance of all kinds of doors and shutters at any time during the year

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ALUMINIUM PERGOLAS

If you are a person who wishes to spend quality time in outdoors, pergolas are the best option for you. We are providing Aluminium Pergolas in Dubai, Sharjah, Abu Dhabi and all other part of the emirates. Why we use aluminium pergola? Are you used to eating only in a dining room? Think differently. Or you can either use it as a place for relaxation, watching the sunset or enjoying a cool breeze. Moreover, you can make it secure. You can envelop it with a screen or curtain to the opposite of the pergola.

Aluminium is the best choice of material for pergolas in UAE as humidity, and salty air can trigger corrosion in other metals. Powder-coated aluminium is an option for extra for safety and color variations for the structure.

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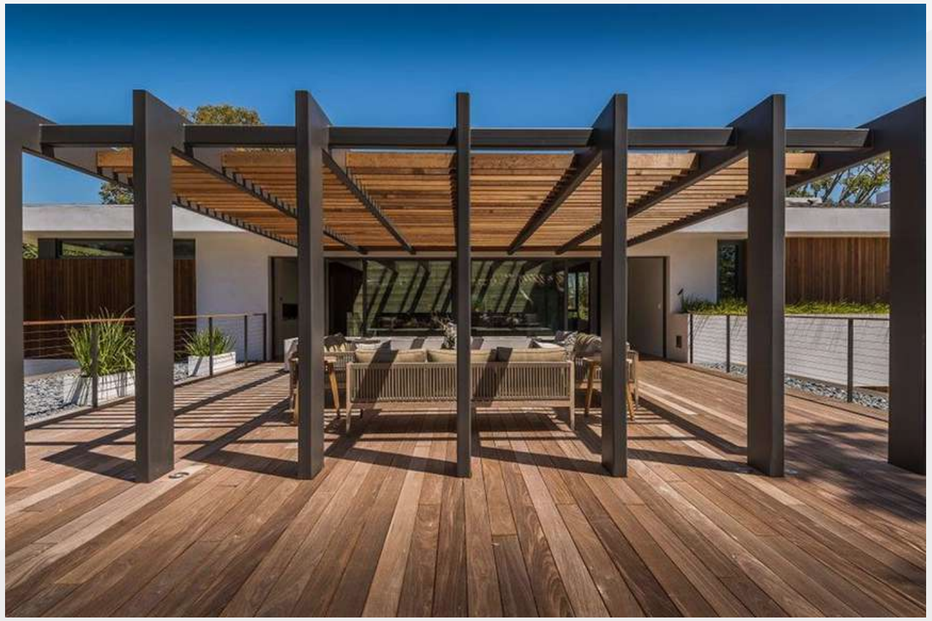

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ALUMINIUM LOUVRES

We are providing aluminium louvres in Dubai and other emirates of UAE. Aluminium Louvres have been an important part of the architecture. People used aluminium louvres systems in the construction of their homes, mostly to protect themselves from the sun. Aluminium louvres are shutters that have horizontal slats that can be put into different angles to shade from the sun. In the present day we mainly place aluminium louvers for decorative purposes and architectural beauty. Louvres we're often made, and sometimes are still made from wood. Modern aluminium louvres systems are built with metals like stainless steel, titanium, and aluminium.
Occasionally louvres are also made of glass or copper. Louvre systems are also used in front doors, closets and ceilings. The use of louvres inside the home is often shading, ventilation, or just decoration. Aluminium louvres can be built to help sun control or temperature control for buildings. Many architects also choose louvres to decorate their design.

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KITCHEN VENTILATION SYSTEM

maintaining quality in works with high-quality materials and highly skilled workers that lead us to the best kitchen hood installation company in UAE. Every renovation Kitchen Hood Installation in Dubai needs regular maintenance, cleaning and if you feel like yours need once free feel to contact us. Our experts are capable of doing servicing and cleaning with quality standards.What our promise is, Kitchen Hood Installation in Dubai is safe to operate and is qualified for fire safety. Aside from ensuring your ventilation system is in accordance with up-to-date legislation, we also provide you the necessary certificate and photography proof of work that was carried out as well as certification that meets your insurance requirements.

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GATES FOR VILLAS

We are providing gate for villas in Dubai and other emirates of UAE. We provide all type of gate for villas and services for automatic gate repair and gate installations. For optimum gate repairs and installations, Villa park Gates & Access Control is the top choice that can provide you with all your requirements. We offer high-end quality and affordable services in all Villa park Cities. Our company has been the trusted name in doing ate installations and repairs throughout the Villa park for many years. Many of our clients find it valuable to put their trust in our hands for managing all their gate difficulties and needs.

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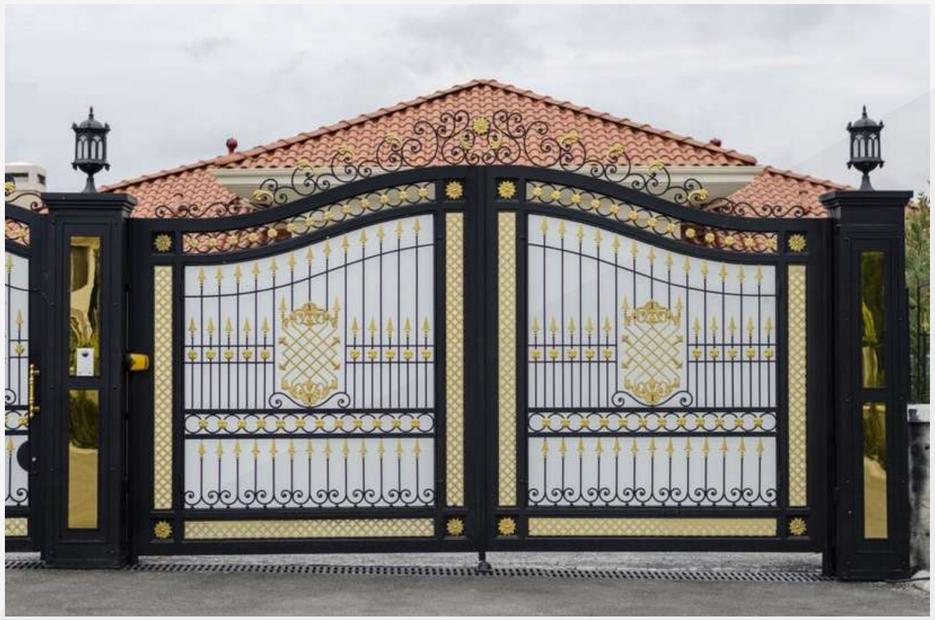

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AUTOMATIC SLIDING GATE

We are providing automatic sliding gate in dubai, Sharjah, Abu Dhabi and all other part of the emirates. We are the leading company by supplying highly automatic sliding gates in Dubai. Sliding gates and openers need careful installation and operation. we have qualified and experienced staff to install and fix the automatic gates. Our services are meant for every single sector. Be it an industrial premise or a residential complex; we install sliding gates that are fully automated.

Any new installation is done by our technicians in a short time. After installation, the automatic doors and gates require proper maintenance. This prevents them from damages caused by daily use and enhances the shelf-life. Hence, Al New Doors is also dealing with regular and on-demand maintenance and repair services. We depute our skilled technicians and engineers to the premises for the repair of automatic sliding gates and doors.

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EPOXY FLOORING

Epoxy flooring is a special type of coating that protects your floors. It is made from a mixture of resin and a hardening agent that forms a plastic-like coat. Usually, more than one layer is applied and when dried, it creates a durable, stain resistant, and easy to clean floor surface.

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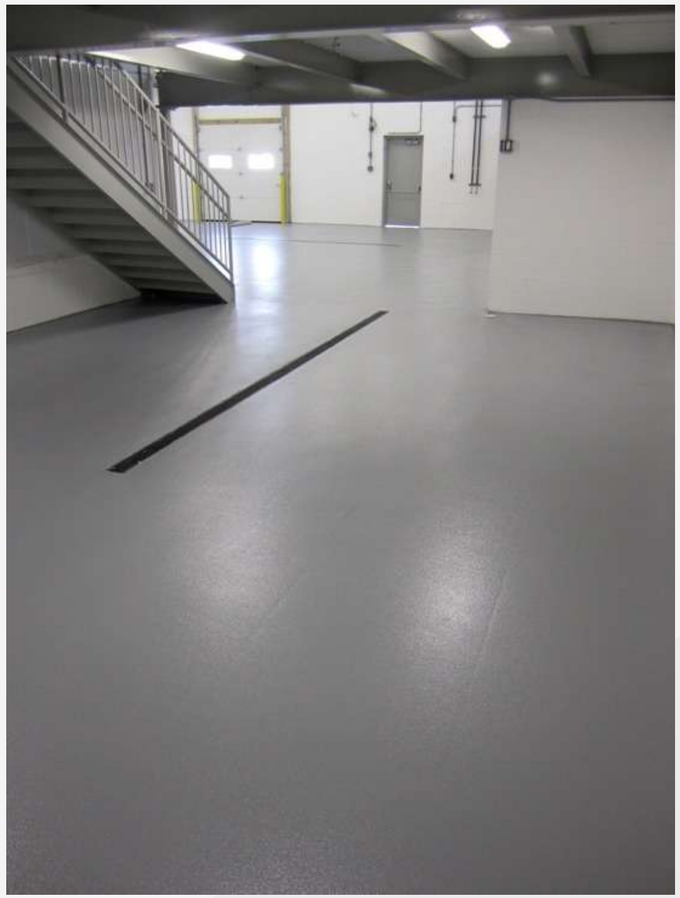

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CASSETTE FLOORING

The construction industry the word ‘cassette’ refers to components of building services systems such as chilled water cassettes, or to modular construction components such as facade cassette panels, floor cassettes, wall cassettes, roof cassettes and so on, which may include timber or metal frame, cladding, insulation and so on in a single unit. Typically cassettes are prefabricated in a factory setting and then installed quickly on site, reducing the need for working at height. They may also be removable without being damaged so they can be re-used.

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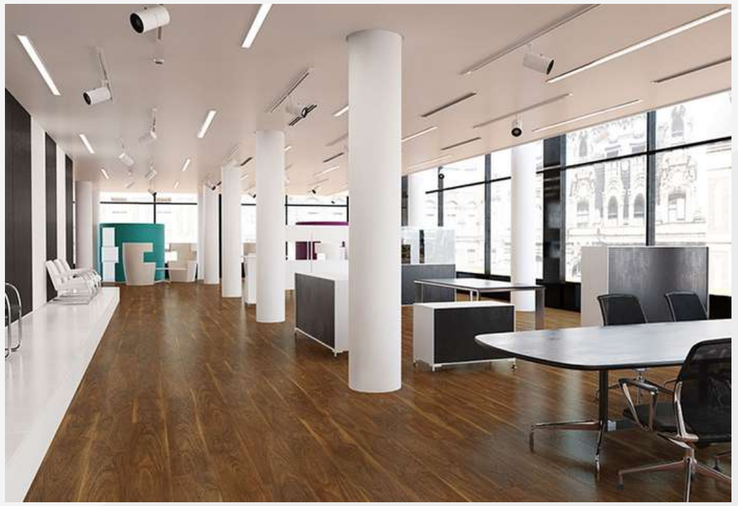

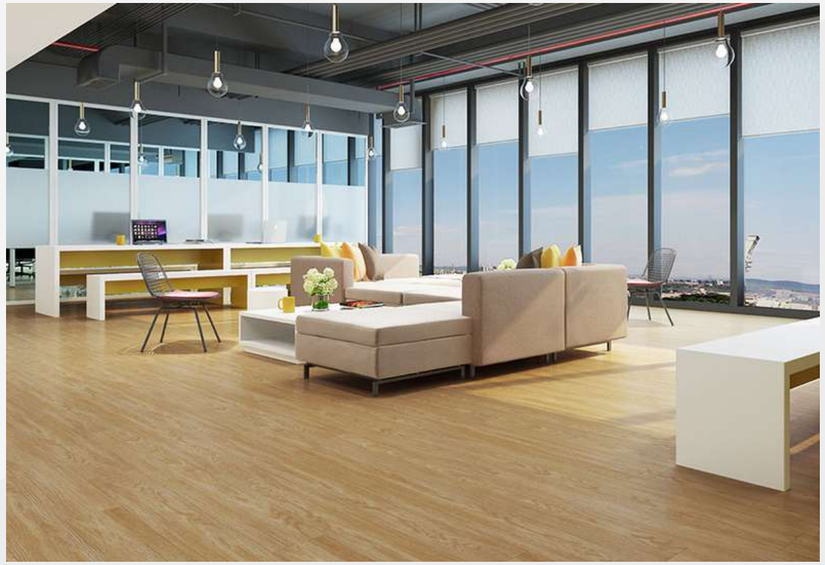

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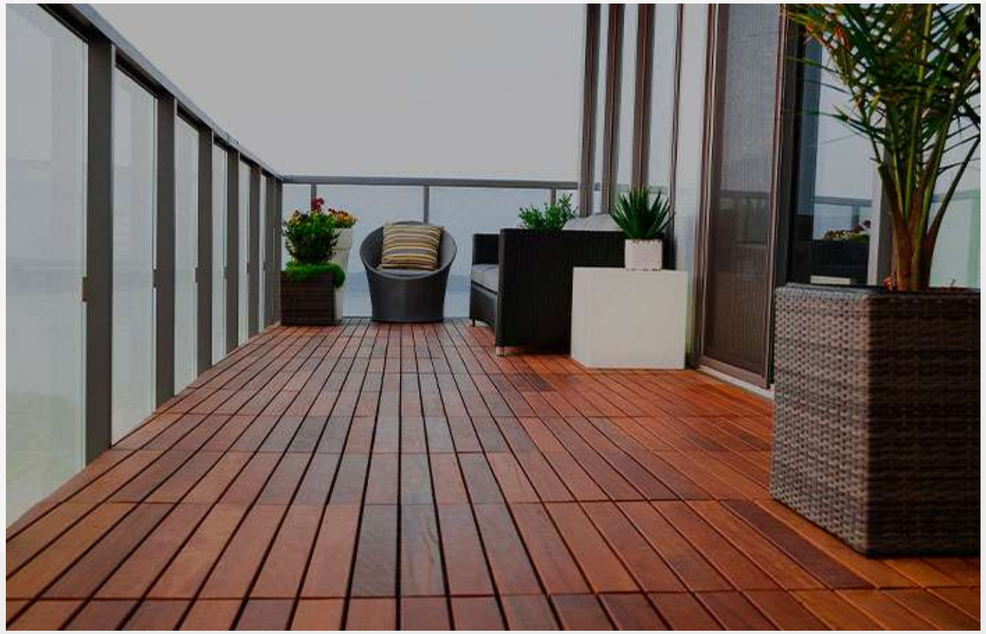

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GARBAGE CHUTE

A garbage chute system is a long vertical space that runs through each of a restaurant's floors. Residents can dispose of their waste in the chute through a door on each floor. On each floor, this door is usually contained in a small room. Garbage falls into a compactor or dumpster at the bottom of the chute.

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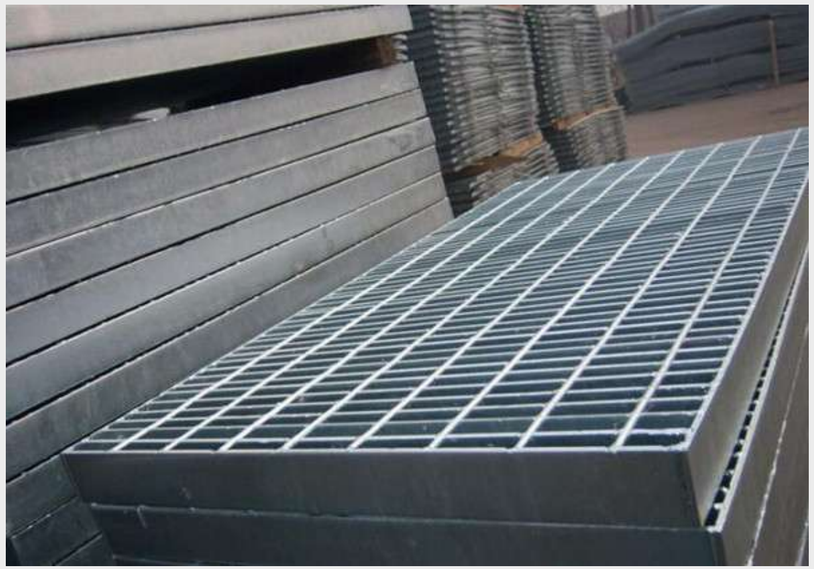
GRID PALETTES

Grid pallets are lightweight and therefore easier to handle and transport. This means that they can be stacked higher in warehouses, which maximizes storage space. The open structure of grid pallets also allows for better air circulation, which helps to prevent the build-up of moisture and mold. Additionally, grid pallets are more durable and have a longer lifespan than traditional solid bottom pallets, which means they are a cost-effective option in the long run.



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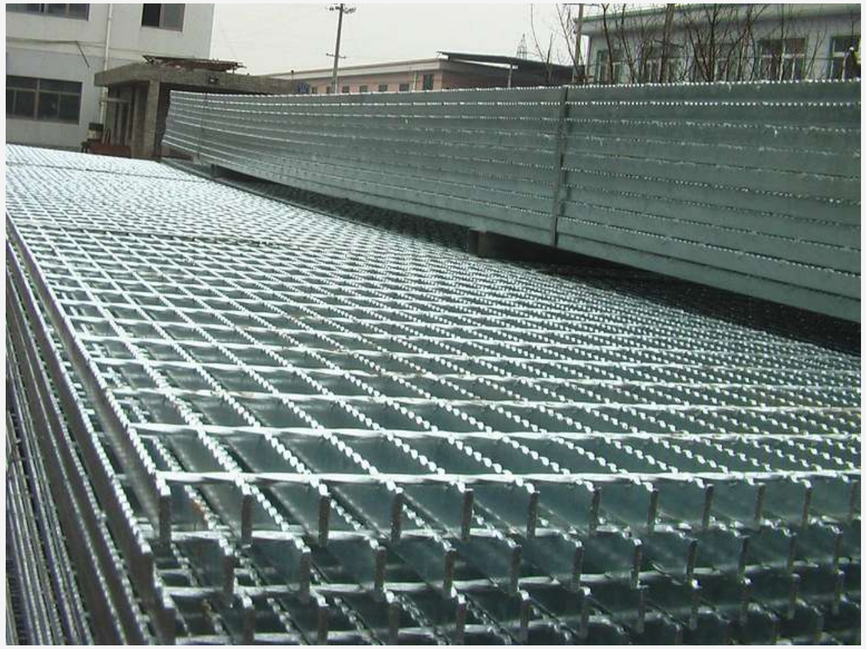

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OUR PROJECTS

PROJECTS

SINo	MAIN CONTRACTOR	DESCRIPTION	LOCATION
1	Silver Street	Supply and Installation of Entrance canopy	Al -Barsha
2	ARMS	Supply and Installation of Canopy	Al-Warqa
3	Moon link	Supply and Installation of Canopy	Al Aweer
4	Silver Crown	Supply and Installation of MS Canopy	Al Khawaneej
5	Solar engineering	Supply and Installation of Carshed canopy	Dubai Hills
6	Al-Rayan contracting LLC	Supply and Installation of Canopy	Al-Rashidiya
7	APOLLO Construction LLC	Supply and Installation of Entrance canopy	Al-Quoz-2
8	ARMS	Supply and Installation of Canopy	Al-Warqa

PROJECTS

Sl No	MAIN CONTRACTOR	DESCRIPTION	LOCATION
1	DHABI CONTRACTING LLC	Supply and Installation of Stainless steel handrail Length-120 Lm	JLT- Clusters
2	LAADS CONTRACTING LLC	Supply and Installation of Mild steel handrail Length-406 Lm	Diera-Dubai
3	ACCURATE VISION CONTRACTING	Supply and Installation of Stainless steel handrail for villa Length-78 Lm	Al Khawaneej
4	AL-JABAR ENGINEERING	Supply and Installation of Stainless steel handrail for Tower Length-700 Lm	Ras Al-Khaimah
5	IBIS HOTEL	Supply and Installation of Mild steel handrail for hotel Length-700 Lm	Diera-Dubai
8	Bin Haider Real Estate	Supply and Installation of Mild steel handrail for Building Length-700 Lm	Ras Al Khor
7	BIN HANEEF	Supply and Installation of Mild steel handrail for Villa fence Length-180 Lm	Ras Al Khor

SOME OF OUR PROJECTS INCLUDE:

COMPLETED & ONGOING

PROJECT :ZIG ZAG Staircase
MAIN CONTRACTOR : City Solar
CONSULTANT : Core view
LOCATION : JAFZA

PROJECT :Centre Stringer Staircase
MAIN CONTRACTOR : Moonlink Building Building Contracting
CONSULTANT : AL-Johar
LOCATION : Al-Aweer

PROJECT : Double Stringer Staircase
MAIN CONTRACTOR : Al-Thaha Contracting
CONSULTANT : AL-Hilal
LOCATION : Palm Jumeirah

PROJECT : Spiral Staircase with Glass Ballustrade
MAIN CONTRACTOR : Vision Contracting
CONSULTANT : AL-Hilal
LOCATION : Palm Jumeirah

PROJECT : Spiral Staircase
MAIN CONTRACTOR : APOLLO CONTRACTING
CONSULTANT : Silver Height
LOCATION : Al Aweer

PROJECT : Spiral Staircase
MAIN CONTRACTOR : Fam interiors
LOCATION : Business Bay

PROJECT : Spiral Staircase
MAIN CONTRACTOR : Lunar Construction
CONSULTANT : Fourat Engineering Consultancies
LOCATION : Al-kouz-2

PROJECT : Dog Legged Staircase
MAIN CONTRACTOR : Silver Crown
LOCATION : Al-Barsha

PROJECT : Centre Stringer Staircase MAIN
CONTRACTOR : Idyliic Interiors
LOCATION : Jumeirah Park

PROJECT : Cantiliver Staircase
MAIN CONTRACTOR : Spectra installation
LOCATION : Arabian ranches

PROJECT : Cantiliver Staircase MAIN
CONTRACTOR : Silver Crown
LOCATION : Al-kouz-1

PROJECT : Centre Stringer Staircase
MAIN CONTRACTOR : Silver Hieght
LOCATION : Nad Al- Sheba-4

Silver street

Al -Barsha

ARMS

Al-Warqa

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Moon link

Al Aweer

Solar Engineering

Dubai hills

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Silver Crown

Al Khawaneej

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Al-Rayan contracting LLC

Al-Rashidiya

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APOLLO Construction LLC

Al-Quoz-2

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Stainless Steel Handrail

Al-jabar Engineering

Diera- Dubai

Mild Steel Handrail

Bin Haider Real Estate

Ras Al Khor

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PROJECT :ZIG ZAG Staircase
MAIN CONTRACTOR : City Solar
CONSULTANT : View Engineering Consultant
LOCATION : JAFZA

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PROJECT :Centre Stringer Staircase
MAIN CONTRACTOR : Moonlink Building Building Contracting
CONSULTANT : AL-Johar
LOCATION : Al-Aweer

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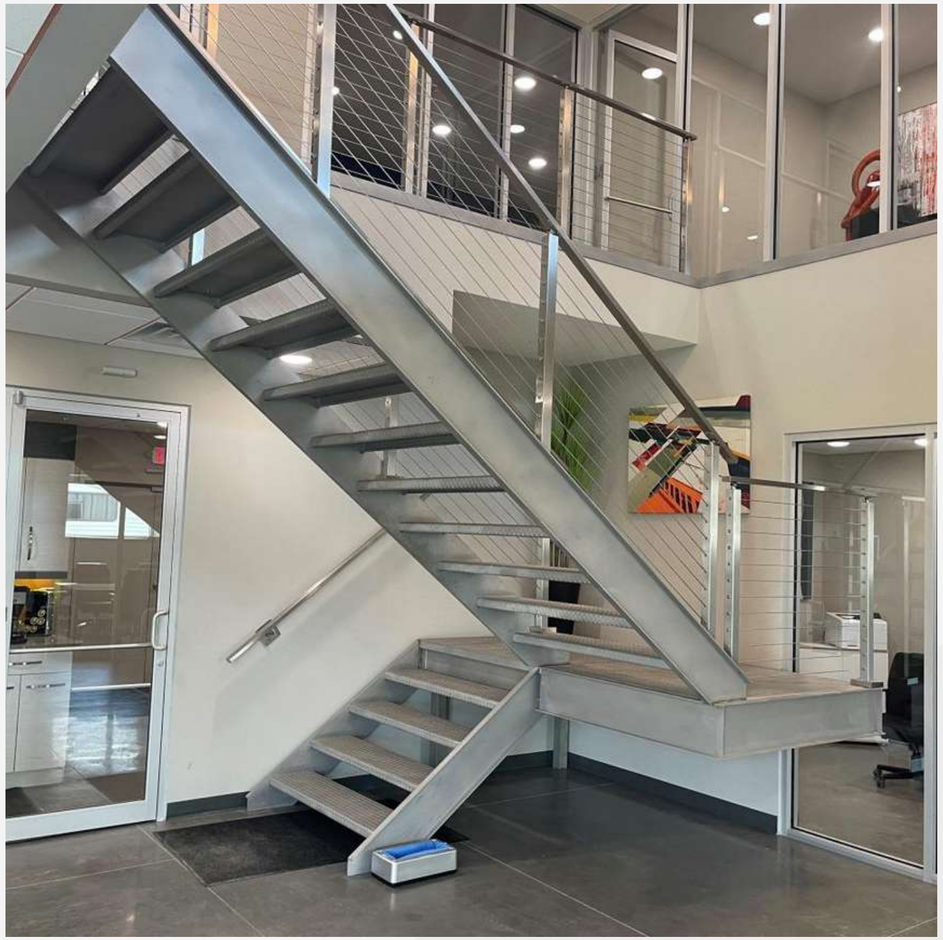
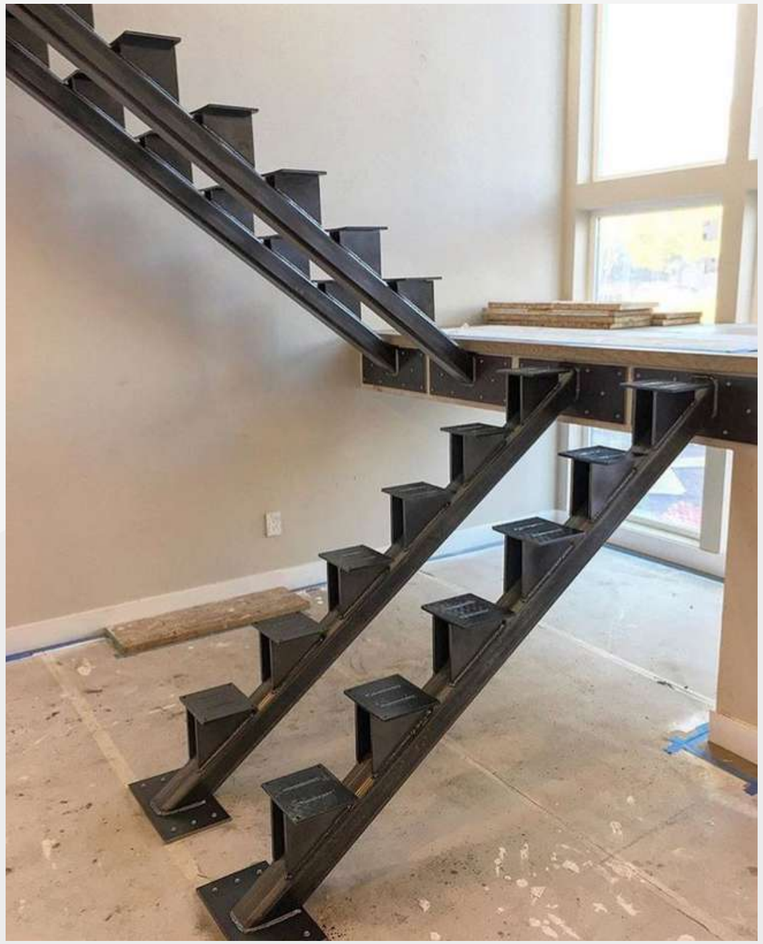


PROJECT : Double Stringer Staircase
MAIN CONTRACTOR : Al-Thaha Contracting
CONSULTANT : AL-Hilal
LOCATION : Palm Jumeirah



PROJECT : Double Stringer Staircase
MAIN CONTRACTOR : Pillar General Trading
CONSULTANT : AL-Hilal
LOCATION : Al-kouz-1

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PROJECT : Spiral Staircase with Glass Ballustrade
MAIN CONTRACTOR : Vision Contracting
CONSULTANT : AL-Hilal
LOCATION : Palm Jumeirah

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PROJECT : Spiral Staircase
MAIN CONTRACTOR : APOLLO CONTRACTING
CONSULTANT : Silver Height
LOCATION : Al Aweer

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PROJECT : Spiral Staircase
MAIN CONTRACTOR : Lunar Construction
CONSULTANT : Fourat Engineering Consultancies
LOCATION : Al-kouz-2

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PROJECT : Dog Legged Staircase
MAIN CONTRACTOR : Silver Crown
LOCATION : Al-Barsha

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PROJECT : Cantiliver Staircase
MAIN CONTRACTOR : Spectra installation
LOCATION : Arabian ranches

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PROJECT : Spiral Staircase
MAIN CONTRACTOR : Fam interiors
LOCATION : Business Bay

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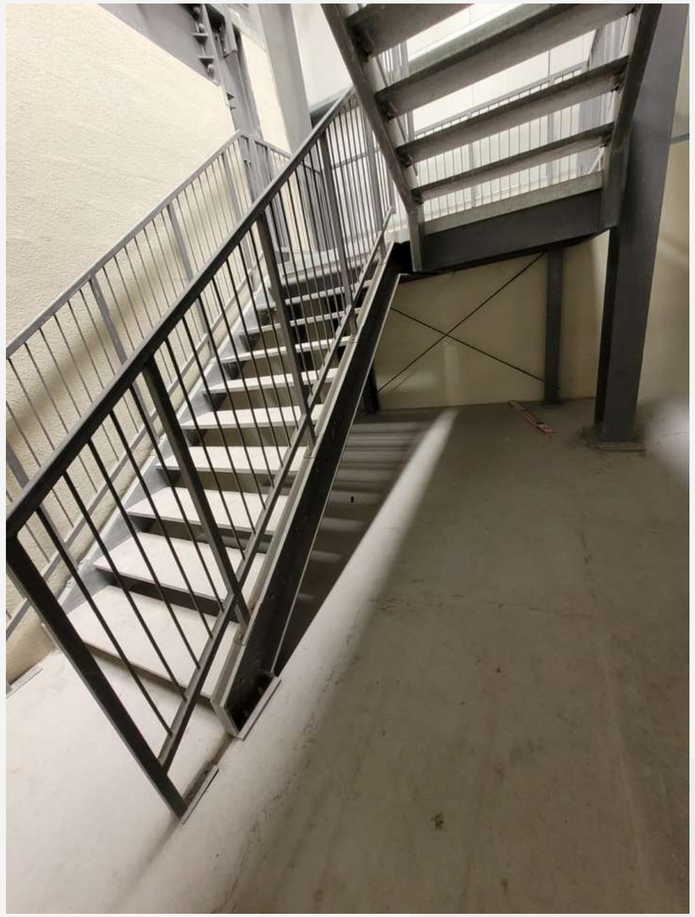

PROJECT : Mezzanine floor
CONSULTANT : Red Crystal Engineering Const
LOCATION : Al Habtoor palace

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PROJECT : Mezzanine
MAIN CONTRACTOR : Mahmasani
LOCATION : Dubai Investment Park

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PROJECT : Mezzanine floor
CLIENT : Al Mansoori
LOCATION : Dubai Investment Park

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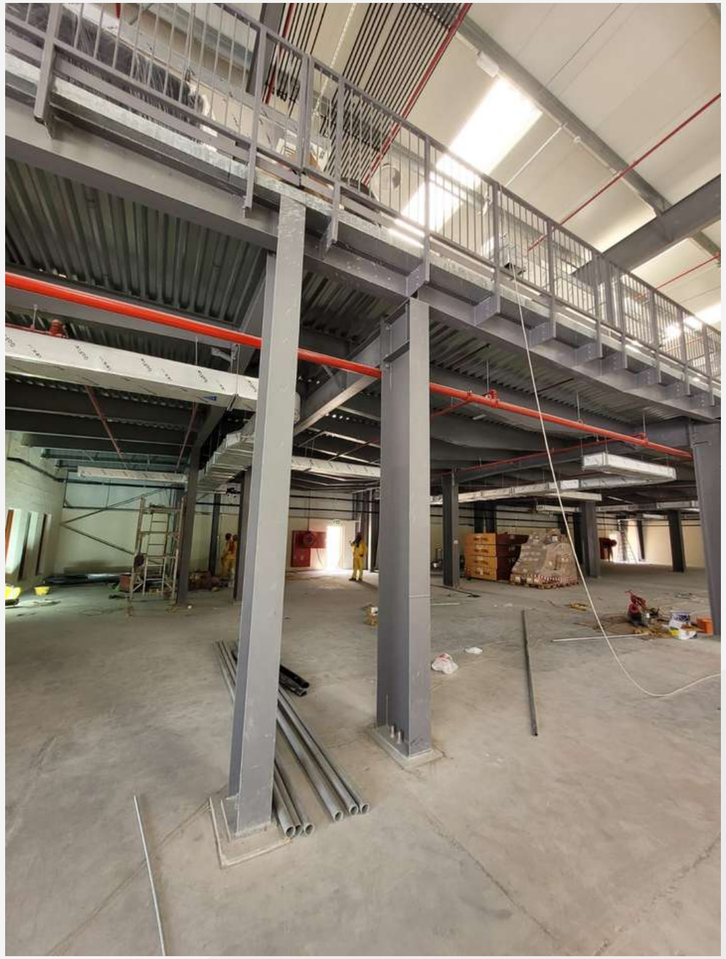

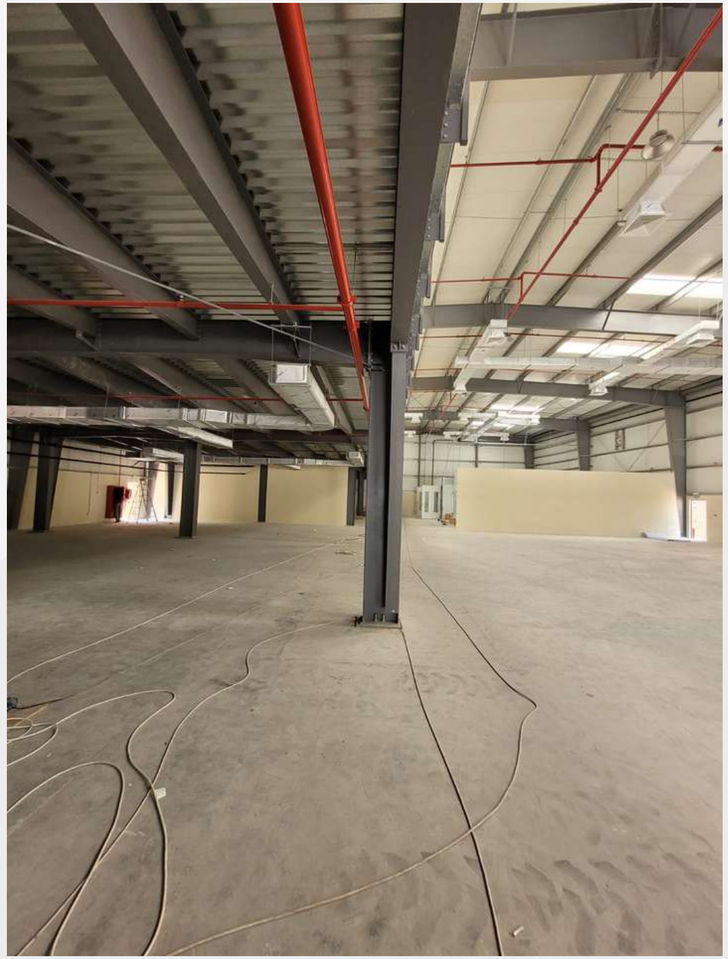

PROJECT : Mezzanine floor
CLIENT : Al Mansoori
LOCATION : Dubai Investment Park

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PROJECT : Garbage Chute
MAIN CONTRACTOR : Akka Metalic
LOCATION : Sharjah

PROJECT : Garbage Chute
MAIN CONTRACTOR : Sabia Engineering Steel
LOCATION : Dubai

PROJECT : Flooring
MAIN CONTRACTOR : Seven Lines contrcting LLC
LOCATION : Dubai

PROJECT : Flooring
MAIN CONTRACTOR : Tulip Developers
LOCATION : Dubai

PROJECT : Flooring
MAIN CONTRACTOR : Italian Signature
LOCATION : Dubai

PROJECT : JOTUN MEIA
LOCATION : Dubai (JOTUN HEAD OFFICE)

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PROJECT : MOTIF INTERIORS
LOCATION : EXPO VILLAGE

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QUALITY PLAN

فور سكوير ستيل لمقاولات تشييد الانشاءات المعدنيه ذ.م.م
FOUR SQUARE STEEL CONSTRUCTIONS
CONTRACTING L.L.C

QUALITY PLAN

FOUR SQUARE STEEL CONSTRUCTIONS
CONTRACTING L.L.C

Document Code No. **GSW-DM-MP11-HSE-0001 REV 4**

Document preparation, verification and approval		Name in print
Prepared by	Quality Control Engineer	
Verified by	Operations Manager	
Approved by PM	Project Manager	

Document revision table		
Date	Rev. No.	Description of modifications / revisions
1 Feb 2012	0	First issue
30-Jan 2013	1	Second Issue
30-Jan 2014	2	Third Issue
30-Jan 2015	3	Forth Issue

فور سكوير ستيل لمقاولات تشييد الانشاءات المعدنيه ذ.م.م
FOUR SQUARE STEEL CONSTRUCTIONS
CONTRACTING L.L.C

FOUR SQUARE STEEL CONSTRUCTIONS
CONTRACTING L.L.C

Name of Company:	**four square steel construction contractingLLC**
Scope of Work:	**Supply, Fabrication, Painting & Erection of Steel Work (MS and SS)**
Applicable Standards:	**BS 5950 and as mentioned to the relevant Project Specifications**

Quality Policy

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Basic Procedures:

Preparation and Approval of Drawings:

- All shop drawings showing general arrangement of structure, connection details, material specification and corrosion protection details shall be prepared based on the assignment drawings and project specification following standard detailing practice.
- In general AutoCAD software shall be used for preparation of the drawings.
- All connection details will be calculated based on the loads indicated in assignment drawings following BS 5950-1:2000.
- Shop drawings and connection design calculations shall be submitted for approval by engineer.
- Fabrication drawings shall be prepared based on the approved shop drawings only.
- All fabrication drawings shall be submitted to client / consultant for information.
- Erection drawings shall be prepared showing complete arrangement of structure, mentioning all erection marks for individual members.
- All erection drawings shall be submitted to client / consultant for information.

Procurement of Material:

- All material to be used shall strictly adhere to the Project specification and drawings.
- Before receipt of material, Mill Test Certificates for the material to be supplied shall be obtained from supplier and compared against Project requirements.
- Details of proposed materials shall be submitted to client/consultant for approval in standard material submittal format.
- All details viz. Supplier, Manufacturer, Grade, Batch etc. pertaining to the raw materials being used for the project shall be recorded in standard form and maintained for future reference.
- Only approved materials shall be used for the project.

فور سكوير ستيل لمقاولات تشييد الانشاءات المعدنيه ذ.م.م
FOUR SQUARE STEEL CONSTRUCTIONS
CONTRACTING L.L.C

- All materials received from suppliers shall be checked with respect to approved Mill Test Certificate and applicable standards for dimensional tolerance. In case of non-conformity the materials shall be marked separately and kept aside completely segregated from the other materials.

Fabrication of steel structure:

- In general all fabrication shall be done in off-site fabrication shop following fabrication drawings prepared based on approved shop drawings and transported to site.
- Fabrication shall be strictly in accordance with the project specification and other applicable standards.
- Oxy Fuel / Plasma cutting technique shall be used for cutting of plates.
- Oxy Fuel / Cold saw cutting technique shall be used for cutting sections.
- Welding procedures as enclosed shall be strictly followed.
- Only approved welders will be used for the project. Any new welder being inducted to the project shall pass through quality check against the approved WPS / PQR carried out by internal Quality Control Group.
- In general SMAW / FCAW techniques shall be used for welding.
- Required edge preparation for different welding positions as indicated in the drawings shall be strictly followed. Special weld test requirements, if any, mentioned in the drawings shall be taken care.
- BS 5950: Part 2 shall be followed for the fabrication tolerance. Any special tolerance requirement mentioned in drawings shall be strictly adhered to.
- All welding shall be subject to testing as agreed in the approved Inspection and Test Plan.
- Procedure for Consumable handling shall be followed for control of consumables in the shop as well as site.
- Detailed record shall be maintained for all materials used for fabrication. Material traceability record form shall be used for the purpose.

Quality Policy

- All fabricated items shall bear identification marks and material traceability marks so that all quality control records associated to any part of the structure can be traced out at any point of time.
- All records of in-house inspection, quality check for the fabricated items shall be maintained in a clearly identifiable manner and shall be produced to client/engineer for their record. Standard In-Process fabrication inspection form, Welding Quality inspection form, Final Inspection forms shall be used for the purpose. Third party weld inspection reports shall be submitted to client / engineer for approval.
- Painting of structure shall be carried out strictly in accordance with the approved paint system submission. Paint manufacturer recommended paint application procedure shall be strictly followed. Record shall be maintained for surface cleaning and all coats of paint applied in specific form and shall be attached to the inspection report.

Transportation of structure to site:

- Fabricated and inspected structures shall be transported to site in suitable transport vehicle in properly packed condition ensuring that no damage occurs during transportation.
- Fabricated material shall be unloaded and stacked at site in designated area in a manner to avoid any damage.

- Contact with soil / floor shall be avoided as much as possible.
- Materials to be stored long time shall be covered to avoid accumulation of sand and dirt on it.

Erection of structure at site:

- A detailed method statement describing all sequential steps, required tools/ tackles and machineries, precautionary measures, safety requirement and risk assessment shall be prepared and submitted to client / consultant for approval.

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FOUR SQUARE STEEL CONSTRUCTIONS
CONTRACTING L.L.C

- Erection shall be carried out strictly in accordance with approved Shop Drawings, Erection Drawings, Erection method Statement and applicable standards.
- BS 5950: Part 2 shall be followed for erection tolerance. Any specific erection tolerance requirement mentioned in drawings shall be strictly adhered to.
- Standard Safe method of rigging and erection shall be followed.
- Any special unprecedented activity shall be supported with a job safety analysis document.
- Any damage to painted surface shall be repaired following procedure specified by paint manufacturer.
- Fire Proof Intumescent paint shall be applied at site following the standard application procedure recommended by paint manufacturer.
- All associated environmental / application records shall be maintained in standard QC form.

Quality Check Details:

Material Traceability:

- All raw materials received from Supplier and to be used for the project shall be recorded with respect to quantity, visual quality check and Mill test certificates. MTC's shall be submitted to Client / Engineer for approval.

Fabrication Fit-Up:

- After structural Fit-up is made all dimensions of the object shall be checked with respect to fabrication assembly drawing and the result shall be recorded in standard In Process Inspection Report form. Items to be checked are as follows:

  a) Marking of Item as per drawing (Hard Punch Impression)
  b) Cutting of individual plates / sections (Finishing & Dimension)
  c) Over all dimension of fitted-up item

  d) Gap required for full penetration welding.

Quality Policy

Welding:

- Electrodes being used in shop shall be controlled properly with respect to conditioning. The following records shall be maintained.
  - Time of charging in baking oven
  - Time of shifting to holding oven
  - Time of issuing to welder
  - Details of electrodes returned from welders

- After welding is finished the following points shall be checked and recorded:
  a) Visual quality of welding along with welder ID
  b) Cleaning of welded joint (Visual)
  c) Final assembly dimension (Visual & Dimensional Check)
  d) Finishing of sharp edges (Visual)

- Sample Non-Destructive testing shall be carried out on the welded joints as per the requirements mentioned in Inspection and Test Plan by third Party testing agency and the same shall be recorded.

Blasting and painting:

- The final fabricated items shall be grit blasted and painted following approved painting method statement. The following check points to be passed before proceeding next stage.
  a) Visual inspection of blasted object for cleanliness and checking blasted profile with Presso-film.
  b) Time of paint application for all different coats, wet film thickness & Dry Film Thickness

  All the above inspection results shall be recorded on Blasting and painting Inspection Report.

Dispatch of fabricated material to site:

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FOUR SQUARE STEEL CONSTRUCTIONS
CONTRACTING L.L.C

- Fabricated and painted items shall be delivered to site with Final QC release report. QC final release certificate form shall be used.

Erection:

- All fabricated items coming from fabrication shop will be checked visually for any transportation / handling damage and QC release note.
- After Erection Check shall be made for
  a) Alignment of structure.
  b) Bolt tightening
  c) Site Paint Application

Job Safety:

- Safety at site will be of top most priority.
- All workers coming to site shall have internal safety induction followed by safety induction training from main Contractor.
- No personnel shall be allowed to enter work site without proper safety induction.
- General Safety Plan shall be followed for standard guidelines. However, Project safety Plan provided by Main Contractor shall dominate the General safety Plan.
- All incidents / accidents shall be recorded in standard forms and will be reported to Main Contractor / Client as per established project procedure.

Waste Management:

- All steel scraps and other wastes generated in shop as a result of the

Quality Policy

fabrication / painting process shall be segregated and disposed off / sent for recycling as per standard procedure approved and enacted by authorities.

- All steel scraps and other wastes generated at site shall be segregated and accumulated in the designated area as fixed by Main Contractor and shall be disposed off / sent for recycling as per established procedure by Main Contractor.

Quality Policy

INSPECTION & TEST PLAN

FOUR SQUARE STEEL CONSTRUCTIONS CONTRACTING L.L.C	Inspection & Test Plan	Inspection Clarification		Inspection Authorities	
		H	Hold Point	1	Inspection Agency
	PROJECT QUALITY SYSTEM PROCEDURE	W	Witness Point	2	Consultant
		R	Review of Documentation		
		A	Actual Inspection		
	DESCRIPTION: Fabrication & Erection of Steel Structure	RI	Random Inspection		
		AP	Approve		
Job Number: XXXX XX	Document Number: FSQ/QSP/ITP/DOC-001 Rev 0				

Item No.	Process Description	Quality Control Activity	Acceptance Criteria	Verifying Documents	Control Code 1	2	3	4	Remarks
1.0	**Manufacture & Fabrication Specification**								
1.1	Shop Drawings	Review client's approved construction drawings	Contract Documents	Contract Drawings	A	R	-	AP	
1.2	Welding Procedure	Check compliance with specification, WPS and PQR	Contract documents	Approved WPS/PQR	A	R	AP	AP	
1.3	Welder Qualifications	Check compliance with specification and certification	AWS D1.1& ASME IX	Approved welder certification	A	R	AP	AP	
2.0	**Materials**								
2.1	Inspection of incoming materials	Check the materials visually & dimensionally; size, scale, damages on surface and bend or twist.	Approved MS,MTC and Material specification	Material Traceability Record (FM NO 26)	A	R	AP	R	

FOUR SQUARE STEEL CONSTRUCTIONS CONTRACTING L.L.C	Inspection & Test Plan	Inspection Clarification		Inspection Authorities	
		H	Hold Point	1	Inspection Agency
	PROJECT QUALITY SYSTEM PROCEDURE	W	Witness Point	2	Consultant
		R	Review of Documentation		
	DESCRIPTION: Fabrication & Erection of Steel Structure	A	Actual Inspection		
		RI	Random Inspection		
		AP	Approve		
Job Number: XXXX XX	Document Number: GSC/QSP/ITP/DOC-001 Rev 0 Date:30/01/2015				

2.2	Conformity of materials	Check the heat number printed or hard punched on the material received. • Check 100 % UT for lamination for plates & pipes sections greater than 29 mm • Check 100% UT for seam weld test for Seam pipes • Mechanical, Chemical test on samples from each heat number of the raw materials	Project Specification and drawings	Mill Test Certificate	A	R	AP	R	

Item No	Process Description	Quality Control Activity	Acceptance Criteria	Verifying Document	Control Code 1	2	3	4	
3.0	**Fabrication Operations**								
3.1	Traceability on Cut out materials	Transfer unique Job number on the cut out materials if cut out > 1 sq. meter.	Workmanship	-	A	-	AP	-	
3.2	Fit-up/Dimensions check	Check the layout, suitable jigs and fit up of structures dimensionally. Weld joints fit -up check	Approved fabrication Drawings WPS,AWSD1.1& Project specification	In Process Fit up/Dimension check & Final Inspection report FM/45,FM/47& FM48	A	R	AP	RI	
4.0	**Welding and Inspection**								
4.1	Consumable Control Issuing of Electrode	Check batch certificates. Manufactures recommendation for storage, handling and drying Check the electrode baked properly before issue.	Approved MS AWS D1.1	Welding Electrode conditioning record. FM no 36 &Welding Electrode issue register FM no.37	A	R	-	R	

FOUR SQUARE STEEL CONSTRUCTIONS CONTRACTING L.L.C	Inspection & Test Plan	Inspection Clarification		Inspection Authorities	
		H	Hold Point	1	Inspection Agency
	PROJECT QUALITY SYSTEM PROCEDURE	W	Witness Point	2	Consultant
		R	Review of Documentation		
	DESCRIPTION: Fabrication & Erection of Steel Structure	A	Actual Inspection		
		RI	Random Inspection		
		AP	Approve		
Job Number: XXXX XX	Document Number: FSQ/QSP/ITP/DOC-001 Rev 0				

4.2	Welding	Approved WPS and welders to be utilized for the work.	Approved WPS/WQT BS EN ISO 5817-LEVEL B	WPS/WQT	A	R	-	R		
4.3	Visual Inspection of Welds	100%Check all welds profile/profile parameters.	Approved Drawings	Welding inspection reports (FM 50).	A	R	AP	R		
4.4	NDT	Conduct NDT as follows at random of the quantity 100% UT for full penetration butt welds joint. 10% Magnetic Particle testing of fillet welds as first round ,might be extended by engineer.	Project Specification AWS D1.1	Inspection report from Third Party	A	R	AP	R		
5.0	**Protective Coating**									
5.1	Blasting after shop fabrication and Galvanisation /painting	Check cleanliness to SA 2.5, Check sweep blast profile and plate surfaces. Check temperature and relative humidity. Readings are recorded. Send for Galvanization (if in our scope and specn)	Project Paint Specification and approved manufacturing procedure Galvanizing	Blasting Report Paint Report (FM/49 Rev 1) Galvanizing record	A	R	A/AP	R	**Note 2:** Surface shall not be painted when the relative humidity is greater than 90% or steel temperature is less than 3° C above due point, OR as specified by the paint supplier	

FOUR SQUARE STEEL CONSTRUCTIONS CONTRACTING L.L.C	Inspection & Test Plan	Inspection Clarification		Inspection Authorities	
		H	Hold Point	1	Inspection Agency
	PROJECT QUALITY SYSTEM PROCEDURE	W	Witness Point	2	Consultant
		R	Review of Documentation		
	DESCRIPTION: Fabrication & Erection of Steel Structure	A	Actual Inspection		
		RI	Random Inspection		
		AP	Approve		
Job Number: XXXX XX	Document Number: FSQ/QSP/ITP/DOC-001 Rev 0				

5.2	Inspection prior to application of each protective coats	Check Dry Film Thickness Check DFT, painted surface finish. Record humidity, steel temperature for each application.	Paint Specification and approved manufacturing procedures	Paint Report for each coat (FM/49 Rev 1)	A	R	A/AP	R	
5.3	Final Inspection	Check final painted surface finish. Release for dispatch.	Approved Shop Drawing & Paint Specification	Release note SE	A	W	A/AP	R	
5.4	Documentation	Complete dossier for final documentation's which include: 1. Material's mill test certificate. 2. Dimensional Inspection Report. 3. Welding Visual Inspection Report. 4. NDT Reports. 5. Painting Inspection Report. 6. Galvanizing Coating thickness Report	Specification and Drawings	SE Inspection Reports Third Party Inspection Reports	A	R	-	R	
6.0	**Erection of structure & checking of bolts prior to erection**								
6.1	Anchor bolt Fixing	1. Checking of anchor bolts prior to the erection. 2. Check line and level of anchor bolts. 3. No. of Anchor bolt at every column.	Section 7 of AISC	SE Inspection Report (FM/54) & Client drawing	A	A	-	RI/AP /H	
6.2	Erection of Structural Steel members	Check alignment of Structural Steel members.			A	W	-	RI/AP	

6.3	Bolt fixing	Verification of Bolt tightening	Project specification		A	R	-	RI/AP	
6.4	Site weld	Follow same process as in "4.0 Welding and inspection" from 4.1 to 4.4	Project specification		A	R	-	RI/AP	

SAFETY PLAN

Health and Safety Plan

FOUR SQUARE STEEL CONSTRUCTIONS
CONTRACTING L.L.C

ISO 9001:2015 BAS OHSAS 18001 REGISTERED

Document Code No. **FSQ-DM-MP11-HSE-0001 REV 01**

Document preparation, verification and approval		**Name in print**
Prepared by	HSE Responsible	
Verified by	Operations Manager	
Approved by	Project Manager	

SECTION 1

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SECTION 2

STATEMENT OF SAFETY POLICY

It is the policy of GERMAN STEEL CONTRACTING LLC to establish throughout the entire organisation a safe and healthful work environment for all employees. We are committed to conducting our operations safely and to prevent loss, whether it is injury or illness to people, damage to property, or interruption of business. We shall be working in-line with the safety plans of our Client/Main contractor

Accidents cause unnecessary pain and suffering to those immediately involved and generates additional costs to our bottom line. Accidents can be prevented, but it will take the collective efforts of all individuals involved.

The following safety program has been developed to accomplish our goal of eliminating accidents from our job sites and to create a safety culture throughout the company. It is of the utmost importance and shall receive top priority, support, and participation.

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SECTION 3

SAFETY AND HEALTH PROGRAM OVERVIEW

It is the plan of GSC LLC to conduct its operations with the utmost regard for its employees and the public. It is the desire of management to protect employees from accidental injury and damage to health while working for our organisation. This matter will receive top priority attention from all levels.

The Health and Safety Programme requires full and comprehensive inclusion of all aspects of the Works. This includes detailing of all safe methods of work (SMOW) & equipment at each stage of construction for review and approval thirty (30) days in advance of scheduled Works. It is therefore the intention that the H&S Plan and subsequent programme will be reviewed on a monthly basis for relevant detail and any further considerations as are deemed necessary may be included in a timely manner.

Safety is the functional responsibility of each supervisor who has the right to demand safe operations. It is the Supervisor's obligation to insure that employees work safely. Not withstanding the responsibilities of supervision, each level of our organization is accountable for safe performance. It is our policy that all supervisors will make all areas of operation a safe place to work by instituting and maintaining the GSC LLC' Safety and Health Program to:

- Eliminate injuries to personnel;
- Eliminate damage to equipment and property;
- Promote efficiency and to effect savings to all concerned by the prevention of unplanned interruption and accidents.

Listed below are various standards, procedures, and plans pertinent to safety and loss control that are an integral part of our program:

- Applicable safety requirements of UAE Federal Law Ministerial Order 32 and any amendments, re-enactments, new acts and regulations of the UAE and the Emirate of Abu Dhabi
- Applicable British Standards as established
- Procedures of safe work practices established by the GSC LLC management

It is the policy of GSC LLC to achieve voluntary compliance to all applicable standards and regulations. Field supervisory personnel are to become familiar with the requirements of these standards and work diligently to meet the stated objectives. As changes relating to this legislation are made, the Safety Manager will institute action as necessary.

SECTION 4

SAFETY RESPONSIBILITIES

Corporate Management Responsibilities

Corporate management of GSC LLC shall demonstrate a positive attitude toward the achievement of a successful safety program with the objective of preventing personal injury and property damage through their direct and active support. Corporate management shall:

- Know the safety records of the cladding / steel fixing at height and insist on accountability.
- Communicate about safety on job visits in the same way you communicate about costs and schedule.
- Request status reports on safety activities and progress cladding installation
- Make the necessary appropriations to meet the requirements of a successful safety program.
- Continually support and actively enforce the GSC LLC Site Specific Safety and Health Program.

Project Management Responsibilities

Management has the major responsibility for establishing definite safety, health, and loss prevention policies, procedures for safe work practices and safe working conditions. Most of what is planned and established will reach the employee on the job by way of the first line supervisor, who is in frequent and close contact with his/her employees. All supervisors will be held accountable for the following safety, health, and loss prevention responsibilities:

- By personal example, communicate and demonstrate to the employees the importance of working in a safe and healthful manner.
- Be knowledgeable of all Site Specific Safety Rules and Safe Work Practices and enforce them.
- Enforce the wearing of required personal protective equipment.
- Insist upon good housekeeping practices and accept nothing less.
- Ensure that employees understand and properly follow all established safe work practices and procedures.

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- Provide both group and individual employee recognition for good safety performance.
- Include safety, health, and loss prevention in all job-planning activities.
- Respond to all employee safety suggestions and take immediate action to correct any unsafe physical condition of which you become aware. The employee should be given feedback on the action taken.
- Immediately correct any unsafe action and work practice observed. Never allow an unsafe act to go unchallenged.
- Instruct each new and/or transferred employee on the hazards of the job or task that the employee will be assigned and document this orientation.

Construction Management Responsibilities

- Be responsible for the supervision of the project in carrying out the duties and responsibilities of their positions.
- Plan and execute all work to comply with the corporate and project safety objectives.
- Comply with all applicable safety codes and regulations.
- Authorize necessary immediate action to correct substandard safety conditions.
- Review and take necessary immediate action on safety records through directives or personal interviews with superintendents, job supervisors or contractor's management.
- Actively support and enforce all corporate, group, and local safety, health, and loss prevention policies, practices, and procedures, giving them equal emphasis and weight with matters of production, costs, and quality.
- Ensure that supervisory personnel have been delegated adequate safety, health, and loss prevention responsibility and authority for which they are held accountable as part of their performance review.
- Include safety, health, and loss prevention issues as part of the established agenda for supervisory staff meetings.
- Assist Safety Management in review of all accident investigation reports to ensure expedient completion to an acceptable level of detail and to establish a subsequent follow-up system to ensure that recommended corrective actions are implemented.

- Monitor site safety inspections reports to ensure an acceptable level of quality and timely implementation of corrective actions.
- Monitor the effectiveness of the sites Safety and Health Committee activities by regular review of meeting documentation and periodically observing and participating in these activities.
- Monitor the effectiveness of the site's safety and health training programs by regular review of training documentation and periodically observing and participating in these activities.
- Develop and implement incentive programs in recognition for good performance.

General Supervisor Responsibilities

- Responsible for implementing and enforcing the Site Safety and Health Program at the job site.
- Correct unsafe practices, enforce appropriate safety regulations, assure proper safety training for all personnel and conduct required safety meetings of field personnel.
- Inspect the job site regularly to ensure compliance with UAE Federal Law Ministerial Order 32 and company regulations.
- Be responsible for the line supervision of the project in carrying out the duties and responsibilities of their positions.
- Plan and execute all work to comply with the stated safety objectives.
- Comply with all applicable safety codes and regulations.
- Authorize necessary immediate action to correct substandard safety conditions.
- Review and take necessary immediate action on safety records through directives or personal interviews with superintendents, job supervisors or subcontractor's management.
- Actively support and enforce all corporate, group, and local safety, health, and loss prevention policies, practices, and procedures, giving them equal emphasis and weight with matters of production, costs, and quality.

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- Review and approve all accident investigation reports to ensure an acceptable level of quality and timeliness and establish a follow-up system to ensure that recommended corrective actions have been implemented.
- Monitor site safety inspections reports to ensure an acceptable level of quality and timely implementation of corrective actions.
- Monitor the effectiveness of the sites Safety and Health Committee activities by regular review of meeting documentation and periodically observing and participating in these activities.
- Monitor the effectiveness of the site's safety and health training programs by regular review of training documentation and periodically observing and participating in these activities.

Safety Manager Responsibilities

- To ensure there is full compliance with applicable UAE Federal Law Ministerial Order 32 regulations.
- Provide all levels of management with the services and technical advice needed for proper administration of the Safety and Health Programme.
- Conduct new employee orientations for all personnel inclusive of subcontractors.
- Assist in purchase requisition, control and issuance of all necessary safety equipment including employee personal protective equipment.
- Develop technical guidance and interim programs to identify and remove physical hazards from work areas.
- Formulate, recommend, and administer approved changes to the accident prevention program.
- Make safety inspections of job sites and take necessary immediate corrective action to eliminate unsafe acts and/or conditions. Record observations in compliance with required reporting procedures.
- Review accidents and recommend immediate corrective action.
- Provide job supervisors with appropriate material for use in conducting weekly "tool box" safety meetings.
- Review safety meeting reports submitted by job supervisors and ensures that meetings are being conducted effectively.

- Periodically attend supervisor "tool box" safety meetings and evaluate effectiveness.
- Assist in the preparation of all accident investigation and reporting procedures.
- Implement all training programs for supervisors and employees as applicable to their specific responsibilities.
- Be responsible for the control of and availability of the necessary safety equipment, including employee personal protective equipment.
- Coordinate his activities with those of the insurance company's safety representatives and take necessary steps to implement their appropriate recommendations.
- Prepare and submit to the Engineer a report in such a form as the Engineer may require.
- Recommend and implement programs and activities that will develop and maintain incentives for and motivation of employees in health and safety.
- Review relevant incoming medical bills for accuracy and authenticity before recommending processing for payment.
- Maintain all records of occupational injuries and illnesses in accordance with UAE Federal Law Ministerial Order 32 requirements.
- Plan emergency evacuation and fire drills at least once in every six months at each of the Site Safety officer's supervised project site.

Safety Representative (Situated at site)

- Reportable to the HSE Manager and shall be responsible for defined project sites and for communicating instructions to their associated Site Safety supervisors / inspectors as required.
- Act as immediate HSE Line Manager and assist and report to HSE Manager on all forms of HSE matters.
- Conduct expedient accident investigation and prepare all necessary reports for review
- Supervise (and provide) safety training inclusive of external arrangements.

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- Advise the management team on matters in respect of safety requirements and site implementation.
- Assist HSE Manager in preparation of Monthly Safety Reports and the Monthly Progress Reports with regard to their particular project site Safety and Health matters.
- Carry out a scheduled site inspection at least once per week accompanied by the Site Safety supervisor(s) of their site(s).
- Join the Weekly / Monthly Safety Patrol as assigned by the HSE Manager.
- Controls, maintains and updates all safety documents, as required for review by the HSE Manager, prior to advising the Construction Manager whom shall arrange any subsequent submission revisions to the Engineer and Subcontractors.
- Assist the HSE Manager in planning emergency evacuation and fire drills at least once in every six months at the Site Safety officer's supervised project site.
- Assist the Site Safety Supervisor(s) in conducting emergency evacuation and fire drills at least once in every six months at the Site Safety officer's supervised project site.
- Assist superintendants, foremen, supervisors and field engineers in their daily activity briefings, safety toolbox talk meetings and safety coaching of the work force.

Job Supervisor Responsibilities

- Instruct workers under their supervision with daily activity briefings detailing safe work practices and work methods at the time men are given work assignments.
- Supply and enforce the use of proper protective equipment and suitable tools for the job.
- Continuously observe the work area to see that no unsafe practices or conditions are allowed to exist on any part of his job.
- Acquaint their crew with all applicable safety requirements and seeing that they are enforced.
- Set a good example for his crew.
- Report all accidents immediately to the Safety Officer.
- Ensure that prompt first aid is administered to an injured employee.

- Assist in investigation of accidents by the H&S Management to aid determination of events and subsequently to take corrective action.
- Promptly supply information for completing the Accident Investigation Report Form (as directed by the Safety Manager, General Superintendent and/or Project Manager).
- Hold weekly "tool box" safety meetings with his crew.
- Prior to the start of work each day, conduct a brief "Pre-Shift Work Planning Meeting" with his/her crew to review work and known hazards.
- Attend a weekly, formal safety inspection of the job site/location by the H&S Management Team and fully document this inspection. Ensure that proper corrective measures are initiated and that progress is being made by consistent follow-up.

Employee Responsibilities

- An effective and viable safety, health, and loss prevention program will be attained only when all employees are safety conscious and keenly aware, both mentally and physically, of the potential hazards of their environment.
- Each employee has a responsibility for their own safety, the safety of their co-workers, and the community in which they are operating.
- In the performance of their duties and responsibilities, they are expected to observe all safety, health, and loss prevention rules, practices, and procedures, as well as specific instructions related to the safe and efficient performance of their work.

SECTION 5

Work Planning and Job Safety Analysis

- A Separate Risk Assessment/Management Plan will be compiled and submitted to the Main Contractor

All work activities shall be subjected to work planning and job safety analysis (JSA). Part of work planning is creating a list of all:

- Operations and Tasks

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- Major Equipment and Tools

The work plan process consists of six elements:

- job site walk down
- hazard analysis
- pre-job briefing
- performance of the work
- post-job review
- JSA record retention

Pre-Job Briefing

- The competent person assigned and the employees performing the job shall discuss the work plan to ensure everyone is aware of how the job will proceed. For low-risk tasks, the briefing may be a quick exchange between the supervisor and employee(s), or a mental review by the employee. For more complex and higher-risk tasks, a more detailed and formal pre-job briefing is required. The JSA form can be used to conduct this briefing. The pre-job briefing shall consist of the following:
  - Summarizing the critical steps and materials
  - Anticipating what can go wrong or where errors can occur
  - Review past experience
  - Review of Equipment (PPE, equipment necessary for the job, engineering controls, and equipment controls)
  - All who review the written JSA will document the review by signing the form

Performance of Work

- The work activity must be completed in accordance with the JSA. If there is a change in the work scope, if work conditions change or if new hazards are identified, or the controls prove inadequate or ineffective, the work activity shall cease immediately. The JSA shall be reviewed by the employees and supervisor, revised as necessary, and approval/concurrence obtained before the work is continued.
- After the activity has been completed, the JSA should be updated to include improvements that were identified while performing the work. This will help assure better planning and a safer work experience the next time the job has to be performed.

JSA Record Retention

- The Project Safety Office will keep a copy of the JSA for training employees.

SECTION 6

GENERAL SAFETY PRECAUTIONS

- Each activity got its own hazards and every effort to eliminate or mitigate the risks associated with these hazards shall be made. In particular, all the personnel shall wear appropriate personal protective equipment. In addition to safety helmets and protective footwear, safety equipment such as safety glasses, rubber gloves, ear protectors, goggles or face shields, self rescuers, dust masks, breathing apparatus shall be made available for use as and when required.
- Safe access to the Works shall be provided at all times. Thus, all platforms, covers, ladders, stairways, staging, scaffolding and other provisions for access required shall be installed and made available for use in a timely manner.
- Where designated access routes are indicated in the Contract documents, no other means of access route shall be used without the agreement of the Main Contractor.
- Any horseplay, practical jokes, fighting, etc shall be strictly prohibited at the work site.
- GSC LLC people have to work inline with the safety regulations / requirements laid by the Client/Main Contractor
- Smoking shall be strictly prohibited in the site.

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SECTION 7

SAFETY ENFORCEMENT

- The success of the GSC LLC Safety Program will be, largely, dependent upon employee cooperation and strict compliance with established safety rules, regulations, policies, etc. While management and labour share safety responsibilities, management must establish and enforce a policy by which habitual safety offenders are disciplined.

- Safety Enforcement Procedures
  - First Offense - Verbal Warning
    - In those instances where an employee is observed committing an unsafe act, the worker is to be informed that his actions are jeopardizing his or her fellow workers' safety. The exact nature of the violation and what is acceptable is to be thoroughly detailed to the employee utilizing the Safety Violation Notice form.
  - Second Offense - Warning Letter
    - In the event that an employee is observed committing a second unsafe act, a formal written warning will be issued utilizing the Safety Violation Notice. This form will explain, in detail, the nature of the safety violation.
  - Third Offense - Removal From Project
    - If an employee continues to engage in unsafe work practices and/or wilfully violates safety procedures, he is subject to immediate removal from the jobsite or termination. A Safety Violation Notice must be completed and placed in the employee's personnel file.

- At all levels of the listed offenses copies of the Safety Violation Notice must be distributed to the employee, the General Superintendent, and the employee's file. The employee must sign the form acknowledging receipt

SECTION 8

PERSONAL PROTECTIVE EQUIPMENT

- Project Management must ensure that all employees are provided maximum protection against the inherent hazards of the construction industry. The use of personal protective equipment is an effective barrier between a person and potentially dangerous objects, substances, processes, etc.
- GSC LLC will furnish gloves, boots, hard hats, hi-vis vest, safety harness, self-rescuers, eye and hearing protection, respirators, and any other personal protective equipment as required for the specific activity.

Requirements

- Minimum PPE Attire:
  - Safety helmets, high visibility vests, safety glasses and safety shoes/boots of a type tested and approved by an internationally recognised testing body, for all persons who are performing work or services on the site.
  - Long pants or trousers; (short pants are unacceptable)
  - Shirts with sleeves (a minimum of ¼ sleeves) must be worn at all times.
  - The wearing of hard hats will take place at all times.
  - Safety glasses will be worn as deemed applicable to the task.
- These PPE requirements will be actively monitored and enforced by site supervisory personnel.
- When working six feet or more off the ground (except scaffolding is ten feet) the use of a safety harness and lanyard is mandatory when proper guardrails are not present. In addition, when working in aerial lifts, the employee(s) in the bucket must be tied off via safety harness and lanyard secured either to the bucket or boom.
- Goggles or full-face protection is mandatory when engaging in any cutting, welding, chipping, grinding, sawing, etc. This protection is also mandatory when working other trades doing this type of work and/or when our employees are doing any hot work or overhead work.
- Hearing protection will be required for employees working in areas of excessive noise or with tools that generate excessive noise. In most instances, earplugs are acceptable hearing protectors.
- Respirator protection shall be used when employees are or may be exposed to hazardous concentrations of gasses, vapours, smoke, fumes, mists, or dust. The wearing of contact lenses during the use of respiratory protection in contaminated atmospheres shall be prohibited.

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SECTION 9

HOUSEKEEPING

Requirements

- GSC LLC shall use the waste bin provided at site by the main contractor
- Trip hazards via tools, materials, cords, hoses will be avoided whenever possible.
- Waste and rubbish will be cleared daily from work area.
- Metal containers will be provided to assist in good housekeeping maintenance.
- All materials are to be stacked neatly and clear of walkways.
- Spilled oil and grease will not be allowed to accumulate to reduce slipping and avoid fire hazards.
- Rags, waste, etc. will be placed in closed metal containers for daily disposal.

SECTION 10

FALL PROTECTION

Workers 6 feet or higher above lower levels must be protected from falling by using fall protection systems, such as guardrails, nets and fall arrest systems.

Fall hazards typically exist in situations in which employees are working:

- Near walking/working surfaces with unprotected sides or edges
- Near leading edges
- Near holes and floor openings
- On the face of formwork or reinforcing steel
- Above dangerous equipment
- When reaching more than 10 inches below the level walking/working surface on which they are working
- Workers near wall openings 6 feet or higher above lower levels and less than 39 inches above the walking/working surface must be protected from falls by guardrails, nets or personal arrest systems.
- Workers on walking/working surfaces 6 feet or higher above lower levels that are not otherwise addressed must be protected from falling by guardrails, nets or personal fall arrest systems.

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SECTION 11

WELDING AND CUTTING

- The procedures for welding and burning operations are established to prevent fire, explosion, and injury to employees by controlling the use of flame and heat producing devices. These safe work practices apply to all personnel using or exposed to welding and burning equipment.

Requirements

- Gas Welding and Cutting
  - Employees whose work involves the use of compressed gasses are to be indoctrinated as to the safe method of handling, storing, and the utilization of compressed gas cylinders (acetylene is listed as a hazardous substance).
  - When transporting, moving, and storing compressed gas cylinders, valve protection caps shall be in place over the valve and secured. When stored, they must be positioned in the upright position and properly secured via rope, chain, heavy gage wire, etc., in a well ventilated, dry area away from combustible materials.
  - When cylinders are hoisted they shall be secured on a cradle, sling board or pallet. They shall not be hoisted or transported by means of magnets or choker slings. Valve protection caps shall not be used to hoist cylinders.
  - All fuel gas cylinders shall be placed with valve end up whenever they are used or stored. They shall not be located in close proximity of the torch head or where they are subject to open flame, hot metal, or electrical arc.
  - Compressed gas cylinders must never be taken into permitted confined spaces (refer to Confined Space Entry section of this manual).
  - Inspect the regulator, gauges, hoses, and torch before each use. Damaged or clogged items must be replaced immediately. Oil or grease accumulations on any components of the cylinders, fittings, or torch must be cleaned off before use.
- Arc Welding and Cutting
  - All arc welding and cutting cables shall be of the completely insulated, flexible type. Any damaged cables or equipment must be repaired or replaced immediately.
  - All ground connections shall be inspected to ensure that they are mechanically strong and electrically adequate for the required current.
  - Pipelines containing gasses or flammable liquids shall not be used as a ground return.
  - When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contact with employees or conducting objects.

- Fire Prevention
  - No more than the amount of fuel gas and oxygen cylinders necessary to perform welding, cutting, or other hot work during the next 24-hour period shall be permitted underground.
  - Non combustible barriers shall be installed below welding, cutting, or other hot work being done in or over a shaft or raise.
  - No welding, cutting, or heating shall be done where the application of flammable paints or the presence of other flammable compounds or heavy dust concentrations creates a hazard
  - Suitable fire extinguishing equipment shall be immediately available in the work area and shall be maintained in a state of readiness for instant use.
  - At the conclusion of welding, cutting, or heating operations, inspect the work area to be sure there are no smouldering embers or materials present.

- Personal Protective Equipment
  - Be sure welding or cutting operations take place in a well-ventilated area or provide adequate mechanical ventilation.
  - Whenever practicable, all arc welding and cutting operations shall be shielded by non combustible or flameproof screens which will protect employees and other persons working in the vicinity from direct rays of the arc.
  - All employees engaged in welding, cutting, or heating operations must wear appropriate eye/face shield protection, long sleeve shirts and pants, non-combustible gloves, and appropriate foot wear.
  - Know what you are cutting and welding, i.e. cutting lead-based paint coated metal will produce lead fumes. When exposed to metals or materials producing lead, cadmium, chromium, beryllium, etc., the appropriate filter-type respirators shall protect the employees performing such operations. The employees must follow the Activity Hazard Analysis for the task and be trained on the hazards before they start cutting or welding operations.

- Cylinder Storage
  - Gas cylinders shall be stored in proper racks at ground level. The storage areas shall be in a position that will not cause obstruction to passageways or be near any source of ignition.
  - All cylinders must be stored secured in an upright position with an appropriate cap protecting the gas outlet.
  - Gas cylinders or unlike gasses must be separated by 20' or by a 5' high half-hour fire-rated partition.
  - Compressed gas cylinders must be stored in designated areas outside of buildings in a fenced-in area or other open air secure area.
  - Gas cylinders shall be transported using proper equipment.
  - Gas cylinders shall not be lifted by the valve stems.
  - The Contractor shall provide, install and maintain approved flashback arrestor at the bottle and non return check valve at the torch end.

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  - The Contractor is forbidden to take and use any cylinder of gaseous hydrocarbons except acetylene, in underground works.
  - Liquid petroleum gas shall not be used below ground under any circumstances.

At the end of each working shift, the gas cylinders shall be transported and stored in the designated surface storage areas.

SECTION 12

DRILLING OPERATIONS

- A competent person shall inspect all drilling and associated equipment prior to each use.
- Equipment defects affecting safety shall be corrected before the equipment is started.
- The drilling area shall be inspected for hazards before the drilling operation is started.
- When a drill machine is being moved from one drilling area to another, drill steel, tools and other equipment shall be secured and the mast shall be placed in a safe position.
- Drills on columns shall be anchored firmly before starting drilling and shall be retightened as necessary thereafter.

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SECTION 13

TOOLBOX TALKS

Scaffolding

1. Do not remove or interfere with any part of scaffolding, ties, guardrails, bracing, toe-boards and ladders.
2. Check scaffold tag.
3. Report scaffold defects to a supervisor.
4. Use the provided ladder access or stairs.
5. Do not build make-shift platforms.
6. Ensure you know the loading capacity of the scaffold you are working on and do not exceed this under any circumstances.
7. When stacking materials, always leave a passageway of at least two boards wide for the other people to pass.
8. Ensure materials are stacked correctly and cannot fall, use brick guards or netting where required.
9. Do not leave tools or materials lying about on the platform.

Slinger / Signaler

Slinger:

1. Wear helmet, safety footwear, gloves and High Visibility vest.
2. Only use tested and correctly marked lifting gear.
3. Ensure all parts of the load are secure, and crane hook positioned centrally over the load.
4. Use packing, if necessary, to prevent damage to equipment.
5. Do not shorten chains by tying knots in them.

Signaler:

1. Stand where the load and driver are clearly visible during the complete lift.
2. Ensure no one is in the path of the load.
3. Never allow the crane encroach near to overhead lines.
4. Use clear and distinct signals.
5. Be clearly identifiable to the driver.

Portable Electric Tools

1. Check that the supply and the tool are both 110V with the appropriate plug and socket.
2. Before using, a portable electric tool check to see it is properly earthed, unless it is an approved type that does not require earthling.
3. Before using an electric tool, make sure that the casing is undamaged. If it is damaged, do not use the tool.
4. Make sure that all cables, plugs or connectors are sound and properly wired up.
5. Ensure that switches are working smoothly and freely before connecting to the supply.
6. Make sure that the power cable is long enough to reach your working place without straining it.
7. Keep power cables off the floor. They may get damaged or cause a trip hazard.
8. Never stand on a damp or wet surface when using electrical equipment, and keep equipment clean and dry.
9. Portable electric tools should only be used for their designed purpose.
10. Never connect a portable electric tool to a lighting socket.
11. Never use worn, blunt or damaged bits or other accessories.
12. Disconnect tools when not in use.
13. Electrical power tools should be regularly inspected and maintained by a competent electrician.
14. Wear eye protection even when drilling downwards.

Electric Arc Welding

1. Make sure that your shield, helmet or goggles contain the correct glasses.
2. Wear adequate protective clothing including leather gauntlet gloves and clear goggles for chipping.
3. When necessary, use screens to protect neighboring workers and passers-by from the arc.
4. Ensure that cables and connections are in good condition and firmly attached.
5. Make certain that the welding equipment; bench or work piece is properly earthed.
6. Check that the electrode holder is fully insulated and always place it in an unearthed surface when not in use.
7. Stand on an insulated mat when the ground is damp.
8. Arrange good ventilation in the welding area, but do not use oxygen to ventilate confined spaces.

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9. Avoid welding near flammable materials.
10. Never weld enclosed vessels, drums or tanks that have contained flammable materials unless they have been purged by steaming or boiling, or filled with inert gas, and tested and certified safe to work on.
11. Do not weld inside enclosed vessels unless precautions have been taken for your safety.
12. Keep trailing welding cables clear of roads and walkways. Secure to overhead fixtures where possible.

Ladders

1. Use clear varnish to protect a ladder; paint may cover a defect.
2. Never use an unsound ladder.
3. Be sure the ladder is set on a firm level base.
4. Ladders should be secured at base or footed when securing is not practical.
5. Make certain the ladder reaches a sufficient height above landing platform, unless as alternative handhold is provided.
6. The correct pitch of a ladder is 1ft. (300mm) out at the base for every 4ft (1.210M) vertical height.
7. Use the right length ladder for the job. Never lash two short ladders to make a longer one.
8. Do not carry loads on ladders – use a hoist line.
9. Do not lean sideways from a ladder – it is safer to move the ladder.
10. Face the ladder when climbing or descending.
11. Beware of wet, greasy or icy rungs.
12. Inspect ladders before use and regularly when stored.
13. Work should only be carried out from a ladder when the job is of short duration and can be carried out safely.

Hand Tools

1. Always use the correct tool for the job.
2. See that every file has a handle.
3. Chisels and punches should be ground to prevent mushrooming.
4. Keep hammer heads tightly wedged on their shafts.
5. Renew wooden handles that are split.

6. Keep the edges of cutting tools sharp.
7. Hands behind the cutting edges when working.
8. Do not use screwdrivers on work held in the hand.
9. Keep tools in boxes or racks when not in use.
10. Protect sharp edges of tools that are to be stored or carried.
11. Scrap tools that are worn or damaged beyond repair.
12. Use the right size of spanner to fit the nut.

Abrasive Wheels

1. The speed of the machine must not exceed the maximum permissible speed of the wheel. 33% of accidents are caused by over-speeding.
2. Don't exert heavy pressure on the wheel.
3. Never use the side of the wheel.
4. Keep your fingers away from the cutting edge of the wheel.
5. Ear and eye protection must always be worn.

Using Portable Abrasive Wheels

1. Do not mount an abrasive wheel unless authorized in writing and trained to do so.
2. Only reinforced discs to be used on hand-held machines.
3. Check that the maximum wheel speed is greater than the maximum spindle speed before fitting.
4. Adjust the guard to expose the minimum wheel surface necessary for the operation.
5. Be aware of other workers in your area; don't put them at risk by your actions.

Using Bench-Mounted Abrasive Wheels

1. Adjust the tool rest as close as possible to face wheel.
2. Keep the glass screen in the safety position.
3. Keep your fingers below the tool rest level.
4. Use the correct grade of wheel for the work in hand.
5. Keep the face of the wheel evenly dressed.
6. Run a replacement wheel for a full minute after fitting before attempting to use it. Stand clear during the test.
7. Stop the wheel when not in use.

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Gas Welding

1. Are you aware of the requirements of any permit systems?
2. Oil or grease must not contact oxygen fittings.
3. Use goggles, face-shields or helmet with dark lenses.
4. Open cylinder valve slowly/ Close valve when not in use.
5. Before commencing welding, ensure all rubbish is removed.
6. When welding near flammable materials, beware of flying sparks and hot slag. Keep fire extinguishing equipment's available and check area before leaving.
7. Do not attempt to weld in enclosed vessels or tanks until safety precautions have been taken.
8. Do not use gas cylinders as work supports.
9. Do not leave torch in enclosed vessels when not in use.
10. Do not weld material degreased with solvents unless it is absolutely dry.
11. Do not allow any source of heat to reach cylinders.
12. Do not weld galvanized or coated metals without taking proper precautions against fumes.
13. Use screens to protect other personnel.
14. Keep hose lines clear of traffic lanes.

* Use in conjunction with compressed gas cylinders (No. 16)

Manual Handling

1. Where possible, gloves should be worn to protect against cuts, scratches or punctures.
2. Wear safety boots or shoes to protect toes from falling loads.
3. Ensure you know the approximate weight of the load before lifting. Maximum load is 32 Kg. per man .
4. Do not attempt to lift alone any load that is too heavy, too large or awkward.
5. See that there are no obstructions in the direction you will be going.
6. Take up position, feet hip width apart, one foot slightly advanced pointing in direction it is intended to move.
7. Bend the knees, back muscles should be relaxed.
8. Gat a secure grip of the load.

9. Lift, keeping the back straight, arms close to body, leg muscles taking the strain.
10. Step off in direction advanced foot is pointing, load held close to body.
11. Do not carry a load which obscures the vision.
12. When lifting to a height from the floor do it in two stages.
13. Avoid twisting the trunk whilst lifting or carrying a load.

Eye Protection

1. A tiny fragment in your eye can cause disaster.
2. Do not watch welding processes unless your eyes are properly protected.
3. Do not go into areas where eye protection is required unless you are wearing protective equipment.
4. Take care of any protective equipment issued to you.
5. Have any damaged, lost or unserviceable protective equipment replaced immediately.
6. Make sure your eye protectors are suitable for you and for the work being done.
7. The place for eye protectors is over your eyes – not on your head or round your neck.
8. Remember – eye protectors are replaceable; your eyes are not.

Lifting Gear

1. Check SWL on equipment prior to use.
2. Know the weight of the load before lifting.
3. Ensure a current test certificate is available for the equipment in use (6 months).
4. Ensure there is no damage to the equipment. Reject any that are damaged.
5. Return lifting equipment to the store after use.

Slings

1. Do not use fiber or wire rope slings for hot loads and keep them away from welding or burning.
2. Protect slings from sharp edges.
3. Ensure there are no broken ends in wires or chafing on fiber slings.
4. Lower load onto suitable battens to prevent damage to slings.

Chains

1. Ensure chain is not kinked or twisted.
2. Do not shorten a chain by knotting it.
3. Never lengthen a chain by joining pieces together.

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4. Do not lubricate chains. Oil can pick up abrasive materials such as sand and grit.
5. Do not expose chains to acids or corrosive substances.

Shackles, Hooks and Eyebolts

1. Use the correct type for the job.
2. Ensure pin is free, but not loose, in tapped hole.
3. When using shackle with 'nut and bolt' the bolt should be free to rotate when nut is tight.
4. Swivel hooks should rotate freely.
5. Hooks without a safety catch, must be mused.

Trainees & Young Persons

1. Dress tidily and safely. Close fittings overalls, tie tucked in, and short or rolled-up sleeves, safety boots or shoes.
2. Pay attention to your instructors. They will teach you the safe way to work.
3. Do not remove guards from machines. They are provided for your protection.
4. Always operate your machine as instructed. If you have never used a machine, leave it alone.
5. Do not operate any plant or equipment until you have been properly trained and authorized in writing to do so.
6. Do not handle any substances for which you have had no instruction about its use and possible hazards.
7. Wear all specified personal protective equipment which is provided for your use.
8. If you have to use compressed air, do not direct it at yourself or your workmates. It can be a painful "killer".
9. Short cuts often lead to shorter lives. Use the recognized routes.
10. Horseplay is fool's play. Behave sensibly while on the job site.

Slips, Trips and Falls

1. Over a third, or 33% of all accidents are caused by slips, trips or falls.
2. If there are trip hazards DO NOT ignore them. Remove or report them.
3. Keep your work area tidy. Accidents are nearly always caused by people tripping over their own tools, equipment's or materials.
4. Ensure that working platforms are kept clear. Scaffold walkways must allow free passage.

5. Do not leave uncovered holes or openings. In particular raised floors present a problem when panels are left out.
6. Do not trail cables or festoons across walkways. Walkways and passages must be kept clear and not be used for stacking or storage of materials.
7. Ensure your shoes or boots are free from mud or other substances which would cause you to slip, especially when climbing ladders.
8. Always look for the most level route when crossing site. Steep inclines or batters do not afford a safe passage.
9. Clear up any spills immediately.
10. Do not carry loads single handedly that are too heavy or obstruct your view, get help.

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SECTION 15

EVALUATION AND RISK ASSESSMENTS

PURPOSE

This procedure describes methodology for ongoing identification of hazards arising from the company's activities, the assessment of risks and the implementation of necessary control measures in order to control the OH&S risks on an ongoing basis.

SCOPE

This procedure applies to all activities of German Steel Contracting during fabrication, erection, painting and other activities

EFINITIONS

Hazard:

Source or situation with a potential for harm in terms of human injury or ill health, damage to work place environment, or a combination of these.

Hazard identification:

Process of recognizing that a hazard exists and defining its characteristics.

Incident:

Work related events in which an injury or ill health or fatality occurred, or could have occurred.

Risk:

Combination of the likelihood and consequences of a specified hazardous event occurring

Risk assessment:

Overall process of estimating the magnitude of risk and deciding whether or not the risk is acceptable

RESPONSIBILITY FOR APPLICATION

1. Managing Director
2. General Manager
3. Project Manager

4. Construction Manager
5. HSE Officer

PROCESS

Hazard Identification:

An initial review shall be conducted wherein all activities of the Organization are considered. Routine, non-routine and night shift activities are to be considered while carrying out this review.

During this review, the following are also to be considered:

a) Legislative and other requirements
b) Review of existing OH&S management practices, processes and procedures.
c) Evaluation of feedback from investigation of previous incidents, and emergencies.

The Organization should also consider risks to Staff under situations where the organization's employees work in a Client or other external party premises or areas of control. In such cases, the Organization may have to enter into consultation with the external party.

Methodology for hazard identification:

Step 1. Each manager is to map the processes in their Department and identify the tasks associated.

Step 2. Identify hazards that could occur while carrying out this activity. Routine and non-routine and night shift activities shall be considered for hazard identification and risk evaluation

Normal, abnormal and potential emergency conditions are also to be considered. Examples of hazards are:

a) Slipping/ tripping hazards e.g. Poorly maintained stairs, floors and ladders
b) Fire e.g. From flammable materials
c) Chemical storage, blending and handling
d) Moving parts of machinery e.g. Blades
e) Work at height e.g. Painting, maintenance work
f) Ejection of material e.g. From Blasting and CNC Machines
g) Pressure system e.g. Compressed air receiver tank
h) Vehicles e.g. Forklifts, trucks
i) Electricity e.g. Poor wiring

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j)Dust e.g. From grinding
k) Manual handling e.g. Heavy objects handling
l) Noise
m) Poor lighting
n) Low/ high temperature.
o) Work place environment e.g. Sound level, dust level etc.
p) Hazards during occasional work such as plant cleaning and maintenance, plant start up/ shut down.
q) Hazards due to materials, plant or equipment that degrade over time, particularly when such materials, plant or equipment are in storage.
r) Hazards that may occur if a new plant is set up.
s) Hazards when new or modified equipment are used.

Step 3. Identify kind of harm when exposed to the hazard, e.g., electric shock, falling from stairs, human injury etc.
Step 4. Identify who is at risk due to this hazard. Examples of personnel that may be harmed due to this hazard are:

a) Office Staff
b) Maintenance personnel
c) Contractors
d) People sharing the workplace
e) Operators
f) Cleaners
g) Members of the public
h) Staff with disabilities
i) Visitors
j) Inexperienced Staff
k) Lone workers

The two variable risk matrixes shall be used as follows.

Step 1: Consider the consequence of exposure to the hazard. Using the table below, determine as realistically as possible, the consequence resulting from exposure to the hazard.

Consequence category	Consequence
Catastrophic	Multiple fatalities, or significant irreversible effects to >2 persons

Major	Single fatality and/or severe irreversible disability to one or more persons
Moderate	Moderate irreversible disability or impairment to one or more persons.
Minor	Objective but reversible disability requiring hospitalization/First aid.
Insignificant	No medical treatment required.

Step 2: Consider the likelihood of the exposure to the hazard occurring.

Using the table below, determine the likelihood of exposure to the hazard resulting in the consequence determined in Step 1. Consider the how frequently the activity is conducted in determining the likelihood.

Probability ranking	Descriptor	Description	Indicative Frequency (expected to occur)
5	Frequent	The event will occur on an annual basis	Once a year or more frequently
4	often	The event has occurred several times or more in your career	Once every three years
3	Likely	The event might occur once in your career	Once every ten years
2	Possible but unlikely	The event does occur somewhere from time to time.	Possible but unlikely Once every thirty years
1	Rare	Heard of something like the occurring elsewhere	Once every 100 years.

RISK RANKING MATRIX

Probability	Consequence Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Rare (1)	1	2	3	4	5
Possible (2)	2	4	6	8	10
Likely (3)	3	6	9	12	15
Often (4)	4	8	12	16	20
Frequent / Almost certain (5)	5	10	15	20	25

15-25	Extreme Risk	Activity should not proceed in the current form
8-12	High Risk	Activity should be modified to include remedial planning
4-6	Moderate Risk	Activity can operate subject to management and modification
1-3	Low Risk	No action required

Risk is the multiple of probability and consequence

Risk Control

Identify control measures currently in place to prevent the occurrence of the hazard. E.g. Existence of guard rails to prevent Staff from falling down the stairs, PPE (personal protective equipment), washing of facilities to prevent contamination, Staff training etc.

For risk rating in the category of 6 to 25, identify additional control measures and if possible, action must cease till these additional control measures are in place. Operational control measures to be defined, which may be in the form of additional training, work instructions or procedures. To the extent possible, training is to be given priority. In order to ensure that the control measures are implemented, these shall be converted to objectives.

In the event of non-compliance to applicable legislative requirements, control measures shall be defined for the activity under consideration. The control shall preferably be compliance to the legislative requirement, along with other Organization requirements, if any.

For risk rating in the category of 4 to 6, additional training to be given to Staff to create awareness of the risks associated with carrying out the tasks. In certain cases, additional control measures to be identified.

For risk ratings in the category of up to 4 a general awareness training course is considered sufficient

Hierarchy of risk control

The preferred hierarchy of risk control measures is to prevent the hazard occurring in the first place, then to minimize the consequences of exposure to the hazard.

The preferred hierarchy is:

- Eliminate the hazard or substitute equipment / machinery / substance / etc. with less hazardous ones;
- Combating risk at source by engineering measures to reduce the likelihood;
- Reduction of risk by design of suitable systems of work – reduce exposure to the hazard;
- Mitigating consequences by the use of PPE, blast proof walls, emergency procedures, etc.

Control Measures

Control measures shall be introduced for the identified significant impacts.

When determining controls, or considering changes to existing controls, considerations are given to reducing the impacts /risks according to the following hierarchy:

- elimination of hazards;
- substitution;
- engineering controls;
- signage/warnings and/or administrative controls;
- personal protective equipment(PPE)

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SECTION 17

EMERGENCY SITUATION SAFETY PROCEDURE

RESCUE PLAN

Normal and auxiliary elevating work platform (man basket) will allow the crane operator to Bring safely to ground level under controlled conditions. (Man basket to be provided by Main Contractor)

Following are the plan for people those who working at height for structural steel erection. Location of use:

Emergency Situation	Proposed Action
Failure of overhead functions while work at height	Where the normal overhead functions fails, man basket will used to evacuate the people safely through Tower crane / Crawler Crane / Mobile crane
Person suffering from heat stress	Provide sufficient drinking water and evacuate the person to the rest area
Normal access blocked due to any other modification or overhead activities	Find alternative means of access or man-basket to be used by crane
Names of the crane operator(s) on site, familiarized and authorized to operate the crane using man basket	

The persons in the basket will wear full body harness with shock absorber and the lanyard will be attached to the anchor point on the man-basket. Care will be taken not to overload the man-basket during transfer. This may mean making More than one journey to complete the rescue.

EMERGENCY RESPONSE PLAN

Project Emergency Planning & Emergency Response Procedure

1. Emergency Planning

To govern potential un expected incidents, to ensure a systematic response to manage emergencies and to ensure compliance with HSE management system in every case, the following procedure will be implemented in any of the operator areas of our organization This plan refers to those emergencies that pose potential to sufficient threats to personnel, property or public at large.

The emergency response procedure involve accessing the hazard and risk to the potential unplanned incidents and aims to ensure the systematic response to manage an emergency. The plan identifies the procedure to be followed in the event of emergency. All new workers will be provided with emergency response information, during the safety induction and orientation. This will be done prior to commencing work. Awareness of these procedures will be maintained by including them in regular tool box talks, HSE Meetings, Audits and as a result of the previously mentioned, Emergency Drills.

Emergency response shall be in according with the MAIN Contractor (Al Naboodah)

2. Emergency Precautions

Alarms

Ensure that the employees are fully aware of and conversant with the respective alarms associated with the emergency procedures on the Job site and with, the measures to be taken in the event of an alarm being sounded.

Evacuation plan

Ensure that the employees are fully aware of, and conversant with the plan for evacuation of the job site should the occasion arise . Rescue drill shall be organized to acquaint all staff/worker with the procedure.

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Fire Precautions

In the event of a fire ,the HSE officer will ensure that all site personnel and visitors have knowledge of the location of the fire to ensure that no one attempt to enter effected parts of the site.

Personnel will only be directed to tackle outbreaks of fire that can be easily contained. Priority Shall be given to ensuring the evacuation of personnel and to informing the civil defense Authorities of any such outbreaks.

The relevant Authorities telephone number are prominently displayed at site. The site facilities/office and working area will be regularly inspected by the HSE Officer. The sufficient number and types of suitable fire Extinguishers are available at different location of the site & buildings and elsewhere, particularly at work faces.

No burning of rubbish of debris will be permitted on the job site.

"Danger" and "NO SMOKING" signs will be displayed at all applicable locations.

Assembly point shall be established and clearly identified at the assembly location (main contractor, on the site plan and the personnel shall be informed of their designated assembly area l case of emergencies.

Until the arrival of the Civil Defense, The Project Engineer and the HSE Officer has full authority for firefighting, evacuation and emergency procedures.

3. MEDICAL EMERGENCY:

If involved in any medical Emergency, below procedure will be followed

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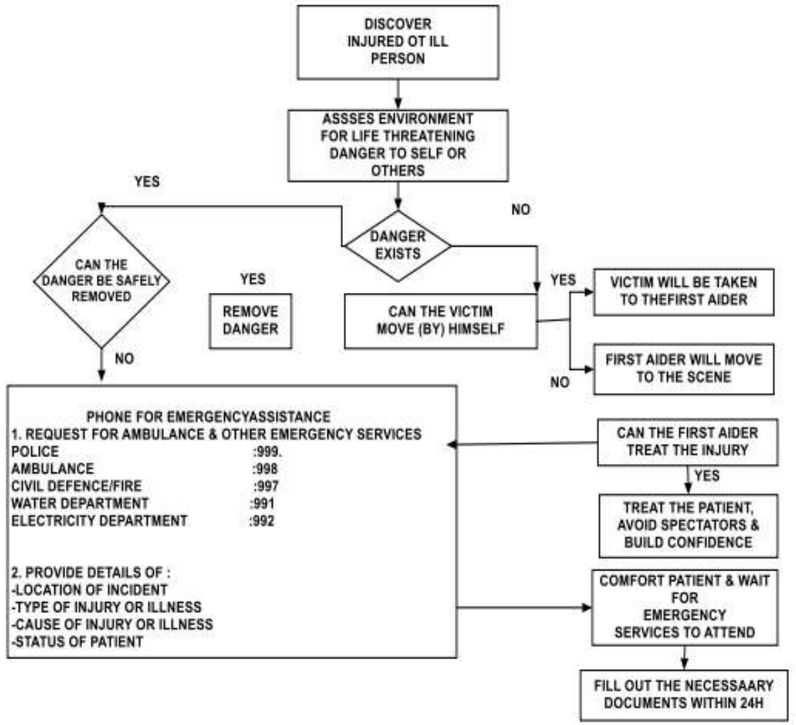

Notes;

- The victim should not be removed unless there is an imminent danger.
- Where available, someone should wait outside the site to direct emergency services to the Incident spot.
- Immediately report the incident to the Supervisor /HSE Officer/ PROJECT Engineer.
- Fill out the necessary incident investigation report within 24 hours of the accident

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