

Regulation IO-4.0 : Occupational Health & Safety

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4.1 Scope

This regulation broadly addresses the major Occupational Health & Safety aspects of the industrial operations that need to be adhered to by Clients/Contractors/ 3rd Party Companies during their operations in Trakhees jurisdictional areas.

4.2 Protection of Employees

Employers must provide adequate & appropriate proactive and preventive measures for protection of their employees from risk of injuries, occupational disease, fire risks, risks which may result from occupational hazards such as the use of machinery, equipment, handling of chemicals/ toxic substances or performing any other-task at the workplace. Prior to engaging them in work activities, employees must be informed about their roles, responsibilities, risks associated with assigned activities and how to overcome these occupational risks.

4.3 Duties of Employees

All employees must:

- 4.3.1 Follow safety procedures; don't risk yourself; if you don't know, ask.
- 4.3.2 Correct / Report unsafe conditions and help to keep everything clean and orderly.
- 4.3.3 Use the right tools and equipment for the assigned job safely.
- 4.3.4 Report all injuries and follow the first aid procedures promptly.
- 4.3.5 Use, adjust and repair equipment if you are authorized and competent to do so.
- 4.3.6 Use appropriate equipment, wear required personal protective equipment, and keep them in good condition.
- 4.3.7 Don't horseplay; avoid distracting others.
- 4.3.8 Follow the safety manuals for material handling practices.
- 4.3.9 Follow safety instructions and signs posted for the protection of employees from occupational hazards

4.4 Safe Working Conditions

The employer and occupier of any workplace/industry/factory/construction site has the full responsibility to provide safe working conditions/environment, Safety Gears/ Personal Protective Equipment for all employees and to take the necessary actions to prevent incidents /accidents at the workplace.

4.4.1 Risk Assessment and Communication:

- In relation to the above, the employer shall carry out suitable/sufficient hazard analysis and risk assessment to identify the potential risks resulting from his organizational activities such as injury to person or damage to the environment. Suitable and sufficient preventive control measures shall be identified by the employer / his representative to prevent work-related incidents/accidents.
- Occupational risk assessments and applicable preventive/reactive control measures shall be communicated to all relevant employees through adequate internal/external training to make the employees adequately aware of the existing occupational risks about their assigned work activities. Records of internal/external trainings, toolbox talks and MOMs shall be maintained.

4.5 Safety Policy

The employer/ occupier of any workplace employing over 100 staff and/or carrying out activities with potential risks shall prepare a suitable & sufficient occupational health and Safety policy and HS&E manual to the satisfaction level of the Competent Department, which shall be communicated to employees and shall be posted in prominent locations at the workplace in languages generally understandable by the workers.

The Occupational manual shall address the following elements but not Limited to:

- OHS Policies and strategic objectives
- OHS Organization chart and their roles and responsibilities
- Hazard Analysis
- Legal requirements and compliance
- Incident reporting and Investigation
- Onsite / Off site Emergency management procedures

- Risk evaluation and management procedures
- Implementation, Monitoring and Reporting
- Inspection management and Audits
- Emergency response plan
- Management of non-conformances and corrective actions
- Management review, Communication and Further Improvements

4.6 Safety Management

Depending on the needs or any changes in regulation and standard requirements issued by Local & Federal Authorities or International Bodies (as applicable), Trakhees – EHSS Department may formulate, adopt and/or modify relevant guidelines and suitable codes of practice (not included in this document) or Issue additional guidelines to ensure sustaining the Health & Safety of the workers. Employer shall refer to such changes/amendment in regulations and shall update his organizational OHS management system to comply with all latest applicable regulatory requirements.

4.7 Competency and Training

Clients/Contractors/ 3rd Party Companies must ensure that the employee(s) are qualified, trained, licensed (where applicable) and competent in the nature of work, and brief their employees before starting work regard the risks and dangers involved in the assigned tasks/activities such as but not limited to fire, risk out of machinery, hazardous vapour, toxic substances, falling and relevant occupational diseases etc. Suitable training shall be given in ongoing/ periodic manner to all staff involved in dangerous/hazardous operations.

4.8 Occupational H&S Precautions

Particular attention should be given to the following at the workplace.

- 4.8.1 The floor of the workplace shall be even and trip-free.
- 4.8.2 Sufficient space must be provided around machinery (Minimum 1 meter from extendable machinery parts) and between machinery/storage and walls, giving the workers room to move and carry out their regular duties without obstacles, and allowing them to operate safely.
- 4.8.3 Passages are to be free from goods, holes, uncovered manholes, projecting nails, pipes, cables, etc. or any other installation that could cause harm.
- 4.8.4 Fire (emergency) exits/access, fire systems, electrical panels/installations shall not be obstructed by any means.

- 4.8.5 Preventive/Corrective measures shall be implemented in areas/activities with potential occupational health risks. This could include (but not limit itself to), indoor air quality monitoring, noise monitoring, staff medical evaluations, etc.

4.9 Indoor Air Quality - Occupational Health - Exposure Standards

For the maximum indoor concentration levels of gas, fumes, vapour or dust at any industrial operation, refer to **Tables 2 & 2A - Appendix**.

- 4.9.1. **Purpose:** The purpose for establishing acceptable concentration levels is to provide a basis for interpretations of the results of air analysis as an indication of the severity of the potential exposure. Comparison of the air analysis results taken with the acceptable concentration level indicates the conditions of the taken sample.
- 4.9.2. Sampling and analysis shall be performed by PCFC Trakhees Lab-approved registered third-party laboratories to provide an independent, reliable indication of the potential exposure.
- 4.9.3. The “Acceptable concentrations” are the highest allowable concentration in the normal working atmosphere.
- 4.9.4. Employer/Lessee shall hold responsibility to maintain the required concentration levels as per PCFC rules & regulations.
- 4.9.5 The Competent Department may require the Employer/Lessee to undertake studies as necessary by an approved Laboratory periodically to ensure compliance with Regulations.

4.10 Medical Examinations – Occupational Health Card

The employer shall arrange /conduct medical examinations through PCFC TRAKHEES for all the workers engaged in Processing/manufacturing activities (See Article 5) that are classified as hazardous and/or pose a potential risk to the health of workers at the expense of the employer every 12 months and maintain a record of these results. All medical examinations carried out for this purpose shall be conducted at the clinic or hospital endorsed by the Competent Department. It remains the employer’s responsibility to assess the potential of the health impacts and take all suitable measures and record workers’ health parameters during the period of employment and ensure that any identified health issue is addressed immediately.

4.11 Enforcement of Medical Examination Requirement

The Competent Department may at any time direct any employer or occupier to conduct a medical examination for workers managed/supervised by him, at the nominated government clinic or hospital, based on the Competent Department risk evaluation. The employer shall ensure that any medical evaluation described is relevant to the nature of the risks of the job as advised by the Competent Department.

4.12 Warning Signs

Clients/Contractors/ 3rd Party Companies must provide warning signs in all potentially dangerous areas, such as chemical/ gas cylinder storage areas, machinery, drills etc. safety signs shall be provided for protective clothing according to the exposed hazards, such as “WEAR SAFETY GEAR” for noisy areas, “WEAR MASK” for dusty operational areas, in addition to other signs like “NO SMOKING”, FLAMMABLE STORAGE AREA” etc.

4.13 Housekeeping

Proper housekeeping and stacking of materials within the buildings/warehouses must be practiced. Authority property, areas outside pre-built warehouses, corridors between offices of leased buildings, open areas between plots of land shall not be used for placement of equipment, materials, waste or other items. All such open storage grounds shall be hard surfaced and fenced/covered to maintain good aesthetics. Open areas within a leased premises shall not be used for storage, dumping of any wastes and unused materials which either pose an HS&E hazard or affect aesthetics.

4.14 Noise Exposure

Noise Exposure – The maximum continuous exposure level is 85 dB (A) for 40-hour working a week. For levels above 85 dB (A), the allowable exposure duration is reduced. (Refer to Table 4-Appendix)

4.15 Hot Works- Welding and Cutting

- 4.15.1 A Work Permit shall be applied for by the Clients/Contractors/ 3rd Party Companies while carrying out welding activities.
- 4.15.2 Staff involved in hot works shall be provided with the needed personal protective equipment (PPE) to be protected from the associated hazards of hot works. Example: appropriate personal protective equipment may include: shield or helmet with a filtered lens, fire-resistant glove, a safety boot, leather apron, etc.
- 4.15.7 Electrode holders must always be placed in the correct holder when not in use.
- 4.15.8 Any welding arc shall be screened as much as possible to avoid others from being affected or exposed by the welding glare.
- 4.15.9 Welding equipment shall be checked for correct voltages, and the feed, earth and welding cables and electrode holders must be free from defects.
- 4.15.10 Welding equipment shall be switched off when not in use.
- 4.15.11 The current must be switched off when the welding cable is being pulled from one place to another.
- 4.15.12 Welding cable should not be laid on gas cylinders, oil containers or through wet areas etc.
- 4.15.13 It is forbidden to lay welding cables over hot steam boilers, steam pipes, etc.
- 4.15.14 Welding cables are to be cleaned and coiled when welding work is finished.
- 4.15.15 Welding activity shall be carried out in the fabrication shed. Proper ventilation and welding fumes extraction system for confined places and factory buildings should be provided as per Authority requirements.
- 4.15.16 To conduct radiography activities, a Radiography permit shall be secured as per Client Procedure to obtain Radiography permit PCFC-TKS-EHS-IO-CP-09 to control the entry of radioactive sources and ensure safe execution of radiography work at client facilities.
- 4.15.17 Precautions shall be taken to prevent adjacent objects from the welding operations catching fire.
- 4.15.18 The Clients/Contractors/ 3rd Party Companies employees involved in hot works shall inspect the work equipment before each use, and report any defect relating to the equipment which could endanger the safe completion of the work.

- 4.15.19 The Clients/Contractors/ 3rd Party Companies employees involved in hot works shall be trained and competent for hot works activities.
- 4.15.20 Employers shall ensure the following fire precautions are taken:
- Remove any combustible materials (such as flammable liquids, wood, paper, textiles, packaging or plastics) from within 10 meters of the hot work.
 - Protect any combustible materials that cannot be moved from close contact with flame, heat, sparks or hot slag. Use appropriate guards or covers such as metal sheeting, mineral fibre-boards or fire-retardant blankets.
 - Use guards or covers to prevent hot particles passing through openings in floors and walls.
 - Keep firefighting equipment (e.g. fire extinguisher) near the hot work.
 - Maintain a continuous fire watch during the period of the work, and for at least 120 minutes afterwards the work is completed (30 minutes intervals).

4.16 Gas Welding and Gas Installation

- 4.16.1 All gas cylinders shall be treated carefully. Protective covers are to be fitted during storage and transport.
- 4.16.2 Gas cylinders shall not be subjected to sudden impacts.
- 4.16.3 Gas cylinders shall be stored in a shaded area, away from heat and ignition sources, placed upright and accessible from at least two sides.
- 4.16.4 Oxygen and other gas cylinders should not be kept together; a considerable distance of about 6 meters should be maintained if possible.
- 4.16.5 Defective gas cylinders are to be marked “DEFECTIVE” and must be returned to the supplier as soon as possible.
- 4.16.6 Oxygen cylinders and oxygen equipment must not be placed in oily locations and handled with oily hands or gloves.
- 4.16.7 Valves on all gas cylinders must always be closed during a pause in work or work completion. Valve covers are to be fitted when cylinders are not in use.
- 4.16.8 Acetylene gas hoses shall be red; oxygen hoses shall be blue.
- 4.16.9 Hoses and other equipment must not be hung on gas cylinders, valves or other fixtures.
- 4.16.10 Gas hoses must not be laid over hot steam boilers or steam pipes etc.
- 4.16.11 Defective gas hoses must not be used. The only permissible way to join the hoses is to use junction nipples.
- 4.16.12 Gas cylinders shall be fitted with Flame Arresters & flashback fire valves.
- 4.16.13 It is not permissible to use defective or damaged gauges on gas cylinders.
- 4.16.14 No welding/cutting activities shall be carried out near oil, gas, chemical installations, pipelines, tanks, drums, etc.
- 4.16.15 It is prohibited to manufacture acetylene gas by means of Calcium Carbide in a gas cylinder.
- 4.16.16 Fire extinguishing equipment must always be available during welding/cutting work.

- 4.16.17 Flammable, combustible substances, materials must be kept at a safe distance from welding/cutting activities.
- 4.16.18 Approval from the PCFC TRAKHEES is required for transporting vehicle of gas cylinder/bulk gas to PCFC areas.
- 4.16.19 The design, construction and installation of bulk gas storage tanks shall meet relevant international standards such as NFPA, API, ASME or any other relevant current standards and prior approval from PCFC Trakhees shall be obtained.
- 4.16.20 Adequate work permit procedure (hot work, cold work permit) shall be implemented by the Clients/Contractors/ 3rd Party Companies prior to commencement of any hot and cold works.
- 4.16.21 Welding activity shall be carried out in the fabrication shed. All welding areas shall be provided with suitable extraction/filtration systems to dissipate welding fumes.
- 4.16.22 All gas pipes/hoses used inside the confined space shall be inspected at the beginning of each shift. Defective hoses shall be removed from service and periodically leak tested and tagged to ensure safe condition in order to prevent oxygen enrichment and explosion.
- 4.16.23 The use of pipes/hoses for conveying oxygen or flammable gases into a confined space shall be controlled to minimize the risks.
- 4.16.24 All gas supply valves for pipes/hoses should be securely closed before the pipes and hoses are withdrawn from the confined space to a place that is well ventilated.
- 4.16.25 Gas hoses shall not be removed inside the confined space; they should be disconnected from the gas supply at a point outside the confined space and their contents safely vented.

4.17 Ventilation

- 4.17.1 Adequate Local Ventilation (with filtration/mitigation arrangements where required) shall be arranged in connection with all types of works involving injurious or irritating gases, smoke, fumes, which may occur or may result while the work is going on.
- 4.17.2 Ventilation shall start up before work commences; a check is to be made by Foreman/Safety Officer.

- 4.17.3 while welding and cutting work is being carried out in tanks and confined spaces, ventilation shall be arranged, preferably with both extraction and feed method with another person outside the tank as lifeguard.
- 4.17.4 Gases which resulted from painting of tanks etc. are generally heavier than air and for this reason extraction must be arranged in the bottom of the tank.
- 4.17.5 fire proof fan must be used while ventilating spaces where explosive gases occur.
- 4.17.6 The ventilation and the air-conditioning of any facility shall be designed based on ASHRAE Guidelines or any other relevant international standards. However, the ventilation for the hazardous chemicals storage and other critical areas shall be re-evaluated by the Competent Department or the registered Risk Assessment Consultants.
- 4.17.7 Battery charging area shall be provided with appropriate exhaust ventilation @ 8-10 air changes/hour.

4.18 Lighting

Employers shall provide adequate illumination in the workplace to ensure the safe conduct of work. Minimum illumination intensities shall not be below those specified in **Table 5 - Appendix**. Further, lights and light fittings should avoid dazzle and glare and be so positioned that they do not cause hazards. Moreover, where persons are particularly exposed to danger, in the event of failure of artificial lighting, emergency lights must be provided.

4.19 Radioactive Works

- 4.19.1 Radioactive/Radiography work permit (on S3 Form) from Trakhees – EHS Department is required before carrying out radiography work involving radioactive materials.
- 4.19.2 For import/export of any radioactive sources, a license from the Federal Authority for Nuclear Regulation (FANR) website: www.fanr.gov.ae Email: fanr.licensing@fanr.gov.ae Tel: 02 6516666 shall be obtained by filling and submitting the relevant forms /details.

- 4.19.3 For importing, Exporting, Storage and handling of radioactive isotopes in the PCFC- TRAKHEES jurisdictional areas, approval from the Authority is required. The current IAEA, local rules and regulations shall apply. For import of radioactive isotopes, the S1 Form and for export, the S2 Form shall be filled and submitted to Trakhees – EHSS Department.
- 4.19.4 Monthly report for all import and export of Radioactive Isotopes from PCFC-TRAKHEES jurisdictional areas is to be submitted to Trakhees – EHSS Department.

4.20 Abrasive Blasting

Abrasive blasting has several Environment, Health & Safety implications and requirements. The following shall be adhered to strictly. No fabrication/blasting in open area shall be carried out under any circumstances, and such uncontrolled activities shall invite serious action from the Authority (See Article 14 of Section 1). All measures shall be taken to protect workers, land and ambient air from any contamination resulting from the blasting activity such as :

- A. All abrasive blasting operations shall be performed in approved blasting booths or a blasting cabinet.
- B. Where it is not reasonably practicable to do the abrasive blasting in a booth or cabinet, if it is carried out in a building or structure other than a confined space, the building or structure shall not be in open areas, and a mechanical exhaust system shall be used to prevent the buildup of dust or hazardous materials
- C. Employers shall monitor abrasive blasting operations to ensure that employees are using appropriate equipment, safety devices and personal protective equipment.

4.21 Painting Operations

Painting Operations in Open air/atmosphere are strictly prohibited. Any requirement for painting (e.g. for large structures) outside designated paint booths/rooms/buildings shall necessitate requisite EHSS Controls and written approvals from the Competent Department on a case-to-case basis. Otherwise, all painting Activity should be carried out thus:

- 4.21.1 Painting booth/room/building approved by the Competent Department (**See Regulation DD 25.0 Paint/Blast Booth/Room**)

- 4.21.2 Painting booth shall be substantially constructed of steel or other non-combustible material, securely and rigidly supported.
- 4.21.3 Designed to sweep air current towards the exhaust outlet.
- 4.21.4 Adequate storage area, fire proof cabinets where applicable shall be provided for paints and solvents storage.
- 4.21.5 All electrical installations in the painting booth/storage area should be explosion-proof category and trunking to be applied where necessary.
- 4.21.6 Adequate warning signs should be posted at all spraying areas and paint storage rooms.
- 4.21.7 All PPE related to painting shall be provided
- 4.21.8 All wastes from painting operations shall be treated/recycled/reused as applicable, and any requirement for disposal shall be as per EHSS requirements.
- 4.21.9 Firefighting equipment should be installed as per Dubai Civil Defence requirements.
- 4.21.10 Painting booths shall maintain an internal negative pressure during operation to prevent spread of contaminants into surrounding work areas.
- 4.21.11 Before starting the painting activity, potential sources of ignition shall be removed.
- 4.21.12 Unprotected electrical sources shall be removed or isolated.
- 4.21.13 During any mixing/pouring of painting materials, the client shall ensure:
- Safety Data Sheets are available
 - Containers are appropriate, grounded, bonded and labelled;
 - Appropriate ventilation is maintained.
 - Spill kits and equipment are available; and spills are cleaned up immediately.
- 4.21.14 Maximum 20 litres of paint material should be stored in the painting booth area. More than 20 litres of paint drums/material, etc. shall be stored outside the painting booth in a proper Fire Proof Steel Cabinet or paint storage room designed/constructed with fire-resistant material, spillage collection, Ventilation, lighting, and Fire detection/protection arrangement

4.22 Boilers

Installation and operation of boilers/oil heaters etc. shall meet the Guidelines (See Table 6 - Appendix) of the Authority and no such equipment shall be installed/operated without written approval from the Competent Department.

4.22.1 Safety relief valves installed on boilers shall be constructed, installed, and maintained in accordance with relevant international standards.

4.22.2 Pressure-relieving safety device in service shall have a serial or identification number stamped upon it and in addition a metal plate/tag shall be attached to each such device and shall show the pressure setting and the date of the service.

4.23 Electrical Equipment

All Electrical installations shall be approved by the Authority before installation/operations. All Electrical Equipment shall be installed inside the workshop/fabrication shed. It shall remain the responsibility of the lessee/licensee/Consultant/Main contractor (where applicable) to obtain relevant approvals from DEWA for such installations.

4.23.1 The Clients/Contractors/ 3rd Party Companies' employees involved in any work activity on or in the vicinity of electrical systems shall have the competency gained from training, technical knowledge and experience of the precautions to be taken against the risk of death or personal injury.

4.24 Portable Tools

Each employer of the Company shall be held responsible for providing safe condition of tools and equipment used by employees, including tools and equipment which may be furnish by employees/contractors of the company.

4.24.1 Power Tools

- 4.24.1.1 Electrical hand tools are to be connected only to appropriate safe-voltage outlets.
- 4.24.1.2 110-volt power shall be given to such hand tools for their intended operations whenever possible.
- 4.24.1.3 For the case where a 220 Voltage Power hand tool is being used in the operation, ~~its~~ wiring must be covered with appropriate double-insulated materials.

- 4.24.1.4 Selection of Hand-Held Power Tools to be in line with the basis of (i) suitability to the operations/activities decided to perform (ii) suitability to the environment in which they are used (iii) employees' capability to handle them.
- 4.24.1.5 Power Tools shall be maintained in an efficient & working condition and also in good repair.
- 4.24.1.6 All portable circular saws fitted with a blade having a diameter larger than 2 in. must be equipped with suitable guards above & below the base plate or shoe.

4.24.2 Hand Tools

- 4.24.2.1 Handles on hammers, sledgehammers, hand tools, etc. shall be firmly in position before use.
- 4.24.2.2 Repair or replacement parts shall be examined for possible defects.

4.25 Dangerous Operations and Hazardous Works

All dangerous operations such as deep excavations, confined space entry, higher elevation works, hot works, etc should be controlled by proper work permit procedures, and the risks associated with such operations should be evaluated, and accordingly proactive safety measures should be adopted by the Company management before commencement of any such operation.

- 4.25.1 Confined space is a limited or restricted means for entry or exit and not designed for continuous employee occupancy. Confined spaces include, but are not limited to, chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by the shape of its enclosed nature, the potential of risk is high.
 - 4.25.1.1 Hazard Identification associated with confined space: Employer shall ensure that all activities that require working within a confined space are identified and recorded.
 - 4.25.1.2 Risk Assessment: Employer shall conduct a suitable risk assessment for his employees who are exposed to work in a confined space. Risk assessment shall be specific to the activity and the location. Risk assessment shall also include any emergency situation that may occur as a result of work in a confined space.

4.25.1.3 Safe System of Work: Employer shall develop and implement a safe working procedure incorporating the result of the risk assessment for specific activities and the nature of the confined space.

The main aspects to consider while developing a confined space safe working procedure:

- Specific procedure guidelines SOPs
- Application of PTW
- Training / Competence for confined spaces working;
- Effective Supervision
- Communications tools
- Testing/monitoring the atmosphere (inside confined space)
- Gas purging
- Ventilation
- Removal of residues
- Isolation from gases, liquids and other flowing materials
- Isolation from mechanical and electrical equipment
- Selection and use of suitable equipment
- Portable gas cylinders and internal combustion engines
- Gas supplied by pipes and hoses
- Access and egress
- Fire prevention
- Lighting
- Static electricity
- Emergencies and rescue
- Limited working time
- PPE and RPE

4.25.1.4 Permit to work System/Confined space entry: Employer shall develop and implement a permit to work system/procedure for all types of confined space entry. Each permit shall specify the date, time, activity details, location and the required PPE.

4.26 First Aid

- 4.26.1 All premises must be provided with adequate first aid facilities with at least two trained first aiders during working hours.
- 4.26.2 As per PCFC TRAKHESS EHSS, the employer must provide first aid requirements/facilities and to ensure their readiness for any emergency purposes. First aid is to be rendered to his employees if they are injured or become ill at work.
- 4.26.3 An employer must provide or ensure that there are an adequate and appropriate number of suitable persons for rendering first aid. A first aider is a person who has received training and who holds a current first aid certificate from an organization or employer whose training and qualification for first aiders are approved by authority. See **Table 7 - Appendix** for more details on First Aid Training.

4.27 Accidents/Incidents at Workplace

4.27.1 General Requirements

Accident Prevention measures should be given maximum importance, which may be achieved by regular Risk Assessment, Safety Audits, medical screening, etc. The involved parties shall be proactive and not wait for a serious injury to occur; instead, the procedures of hazard identification, risk analysis and identifying the appropriate control measure shall be already executed and in place. Action taken after a “near miss” can prevent future injuries and losses resulting from damage. However, any EHSS accident/incident related to the workplace needs to be addressed adequately within 24 hours to PCFC TRAKHESS EHSS by the occupier.

4.27.2 Responsibility

Upon commencing the operation, companies/establishments' management that hire contracting companies/labour, operating within the PCFC- TRAKHEES areas, shall be responsible for ensuring the Health & Safety of the Contract Workers employed at their respective premises during the assigned operations to them. Irrespective of whichever Contracting Company is involved, the concerned Management of companies operating within the PCFC- TRAKHEES areas shall also be

accountable for any accident/incident that may involve the external company workers within their premises hence, it is recommended that contracts with such 3rd. parties include relevant clauses on EHSS Responsibilities. However, at construction sites, it remains the responsibility of the Main contractor to follow the provisions of this regulation.

4.27.3 Duty to Notify

The occupier/client/main contractor will ensure that the following types of accidents/incidents (including Fire incidents) are reported to the Command-and-Control Centre immediately by telephone on 80049 and to Trakhees – EHS Department. This number is available 24 hours a day, 7 days a week.

The types of accidents that require immediate notification (within 24 hours) from the time of occurrence:

- a. Fatality: The client must report fatalities within 24 hours from the person being pronounced dead. This also includes deaths that occur in hospital or at a later stage due to a work-related incident.
- b. Injuries including:
 - Amputation
 - Fracture
 - Dislocation (Shoulder, Knee, Hip, etc.)
 - Loss of Sight
 - Burns (Heat or Cold)
 - Occupational Health as per Ministerial Decree No. 33 for the year 2022
 - Electric Shock
 - Crush injuries leading to internal organ damage.
 - Any degree of scalping, i.e. separation of skin from the body requiring hospital treatment.
 - Illness
 - Unconsciousness
 - Any other injury arising from working leads to hypothermia or heat
 - induced illness or requires resuscitation or admittance to hospital for

- more than 24 hours.
- Any injuries resulting the person to an absence from work / being
- unable to undertake normal active duties for more than 3 days”
- c. Fire
- d. Explosion
- e. Radiation incidents
- f. Incidents have significant Environmental Impacts (Air/ Water/ Land Contamination)
- g. Facility Structure Collapse

The above injury conditions must also be reported to PCFC Trakhees – EHSS Department within 24 hours from the accident on the relevant Accident/Incident Notification Form. The completed form must be submitted to EHS through email at Ehs.Fzindop@pcfc.ae or submitted through the TRAKHEES Online portal. It remains the responsibility of the Occupier/Owner/ Contractor to ensure that the notification form is received by Trakhees – EHS Department. Employers and employees are obliged under duty & law to disclose accident data to Safety representatives and Authorities. Please refer to Client Procedure for Accident/ Incident Notification and Reporting PCFC-TRK-EHS-IO-CP-08

4.27.4 Over 3 Day Injuries

The occupier/main contractor must report all accidents where a worker is absent from work for more than 3 days, not including the day of the accident. The completed form must be submitted to EHSS through email at Ehs.Fzindop@pcfc.ae or to submit notification through TRAKHEES Online portal, within 24 hours of the accident becoming reportable.

4.27.5 Minor Injuries

In addition to the requirements specified under the title of " Duty to Notify and Over 3 Day Injuries" in this clause, any injuries requiring or not requiring first aid treatment ~~(or damaged only)~~ or injuries resulting in an absence from work / being unable to undertake normal active duties for less than 3 days shall be reported by the occupier / main contractor to EHSS within 72 hours of the accident through email with filled-up Accident/Incident Notification Form or submit notification through TRAKHEES Online portal.

4.27.6 Investigation of Accidents

All accidents should be investigated with a view to determining their cause and to determining the action that shall be taken to prevent any similar accident in the future. The formality and depth of the investigation should be proportional to the severity or the potential severity of the accident. The names of witnesses should be recorded and any relevant photographs taken should be identified, captioned and dated. The investigation should consider all the relevant evidences. This may include the site where the incident occurs, plant, the type of cargo being handled or substances being used, systems of work, responsibilities and people involved, including their physical or mental condition, training and competencies. It is important to investigate not only the direct cause of an accident, but also to determine the underlying cause or causes, which are often the real cause of an accident.

4.27.7 Accident/Incident Records

The occupier of any workplace shall establish and maintain an accident/incident record system at the workplace and shall make this record available to Trakhees – Inspection Department. This system shall contain the following information.

- 4.27.7.1 Nature of accident
- 4.27.7.2 Description and cause
- 4.27.7.3 Name/details of worker affected
- 4.27.7.4 Treatment given
- 4.27.7.5 Days of absence
- 4.27.7.6 Corrective action taken

In addition, they must keep for a minimum of three years records that should contain the following:

- 4.27.7.6 Reportable deaths/injuries arising in connection with work
- 4.27.7.7 Reportable Occupational diseases
- 4.27.7.8 Reportable dangerous occurrences
- 4.27.7.9 Road accident/injuries arising in connection with work
- 4.27.7.10 Gas/chemical/environmental incidents

4.27.8 Sanctions & Penalties

Contravention of any of the provisions above is an offence. Inability by the owner/main contractor/occupier to maintain accident-free operations shall also invite sanctions/penalties from the Authority, especially where it is established that adequate safeguards were not taken to prevent the accident/incident. The maximum penalty is a fine of AED Dh. 200,000/ as per current Trakhees Rules.

4.27.9 Compensation for Fatalities/ Work Injuries/Diseases

An employee who is the victim of an accident at work (Industrial accident) which results in total or partial disability will be eligible for financial compensation in accordance with current Legal/Administrative Rules of the respective Business Unit.

An employee who suffers from an occupational disease related to a particular activity or process as specified in Table 1 - Appendix will be eligible for financial compensation once he/she receives a written statement from the doctor who diagnoses the disease as an occupational disease that has resulted due to the employee's assigned duties. In case of a deceased person, it is required that the death certificate must include particulars as to whether death might have been due to or contributed to by the deceased's employment. Such particulars must be supplied by the doctor who attended the deceased during the last illness.

4.28 Transportation of Goods/ Material

Before departing from the lessee's premises, the truck/trailer/pickup with general load/cargo, the lessee/licensee should ensure that all loads are well-stabilised, secured and lashed properly for travelling on the road. The Lessee/Licensee shall ensure that the vehicles used for its designated purposes and the drivers are suitably registered/licensed with the respective Department(s). Transportation of Dangerous Goods shall follow SIRIA / DM Code of Practice for Management of Dangerous Goods as well as Civil Defence Requirements. lessee/licensee/transporters shall ensure that suitable procedures are established and followed in the same regard. Only licensed vehicles shall be used for this purpose, and drivers of such vehicles shall be specifically trained on the requirements for transportation of dangerous goods.

4.29 Chemicals & Dangerous Goods

Chemicals shall be handled and stored carefully. The employer /lessee shall be fully responsible for the Handling/storage and transportation of his Chemicals/dangerous Goods. Best International Practices shall be followed for Management of Dangerous Goods, including mandatory Local/state regulations. hazardous chemicals and substances must be stored in a protected /secured place with controlled access. Chemical handling, storage and Chemical Safety Data Sheets/manuals, supplied by the manufacturer or supplier, must be observed strictly. It is the responsibility of the lessees to obtain Safety Data Sheets, share them with the

concerned employees and display them. The lessee shall maintain at all times records of dangerous goods used/stored/traded and shall regularly update the records of the Competent Department on the same prescribed format. **(Refer to Regulation IO – 8.0: Chemical & Petroleum Products).**

No chemicals and/or dangerous goods are permitted for storage/handling without prior approval from the Competent Department. The storage area has to be approved by the Authority, and accordingly a Risk Assessment (RA) study has to be carried out by the client through a Trakhees Registered Consultant prior to commencement of construction. The RA study requirements (including site suitability) shall need to be assessed by the EHSS Competent Department based on quantity and flammability/ toxicity/ hazardous nature of the chemicals/products. All Risk Assessment Studies shall assess relevant Environment, Health and Safety Risks associated with the project. There shall be no open storage of any type of chemical in the lessee premises and any such storage/placement (unless processed and approved for a temporary period through an exceptional permit application) shall be considered a serious violation of EHS requirements. Dangerous Goods are not permitted in Standard pre-built units.

Perfumery products, alcohol, tyres, and other highly flammable products storage/manufacturing, such as cigarette lighters, etc should be stored in a controlled temperature, and all the electrical fittings should be under a classified category as per international standards. The fire protection requirements shall be as per Dubai Civil Defence requirements.

Dubai Municipality Code of Practice for Management of Dangerous Goods is to be referred to and adhered to. It should be noted that from time to time various U.A.E. Government Departments issue Controlled and Prohibited Chemicals. It remains the responsibility of the lessee/trader to ensure that he does not deal with such substances without requisite approvals from the various Departments and/or EHS.

Restricted & Controlled Chemicals (quoted from licensing SOP)

- In regard to importation of Restricted, Controlled Chemicals and Dangerous Goods, the following must be adhered to:
- Prohibited Chemicals as listed by “Ministry of Climate Change & Environment” shall not be imported into the UAE.

- Explosives which are restricted by the “Ministry of Interior” shall not be imported into the UAE.
- To import Dangerous Goods (chemicals) into Dubai, compliance with Dubai Municipality Rules & Guidelines is a must.
- To import Controlled Chemicals as listed by “Ministry of Health & Prevention” (MOH), prior approval must be obtained from “Ministry of Health & Prevention – UAE
- It is the sole responsibility of the Client to obtain all necessary approvals from the concerned Competent Authorities (such as the Ministry of Climate Change and Environment, Ministry of Health (MOH), Ministry of Interior, SIRA, etc.), in cases where the Chemicals proposed for storage fall under the Restricted / Controlled / Prohibited Chemicals category of the respective Authorities”

4.30 Occupational Health & Safety Management Audit

4.30.1 Audit Requirements

4.30.1.1 Establishments which operate & handle large quantities of hazardous substances or equipment, including those establishments with critical environment, health & safety issues, are required to undergo an environment, health & safety Audit to examine whether their operations & systems are in line with the existing Trakhees regulations & standards and to be able to draw up a plan for corrective action whenever necessary.

4.30.1.2 Establishments will be audited according to a predetermined agenda, at least once every three (3) years. However, more frequent audits may be necessary for facilities where potential environment, health & safety risks, liabilities and compliance issues exist.

4.30.2 Audit Process

- 4.30.2.1 Evaluate facility environment, health & safety Management System
- 4.30.2.2 Interview Personnel to ensure their understanding/knowledge of the EHS requirements and the available systems are deployed to appropriate levels
- 4.30.2.3 Check facility workplace compliance with JAFZA and Trakhees requirements
- 4.30.2.4 Review accuracy of data submitted against the EHS requirements.
- 4.30.2.5 Discuss Non-conformance with operating management team and areas for improvement

4.30.3 Post-Audit

- 4.30.3.1 Distribute final report
- 4.30.3.2 Operating unit evaluates findings and develops an action plan for closure of findings
- 4.30.3.3 Follow-up on completion of corrective action

4.30.4 Audit Summary

Summary of the Audit will be submitted to the client with:

- 4.30.4.1 Audit criteria
- 4.30.4.2 Organization Strengths
- 4.30.4.3 Level of compliance with JAFZA and Trakhees regulations
- 4.30.4.4 Areas of EHS concerns
- 4.30.4.5 Improvement recommendations
- 4.30.4.6 Re-audit comments.

4.31 Open Yard Storage

Open storage within a lessee premises can be permitted for storage of material such as Steel Pipes, Steel Rolls, Steel Sheets, Cement blocks, Glass, Timber, Cable Drums, Abrasive materials, Heavy Construction Equipment, Vehicles and Cars but shall necessitate approvals from Competent Department with maintaining setback distances, Fire Protection, emergency access/ egress, safety of vehicles/equipment and dust from vehicle movement areas as per EHSS rules and guidelines. All such open storage grounds shall be hard surfaced, concreted, interlocked or asphalted and fenced/covered. Please refer to Client procedure to obtain exceptional study permit PCFC-TRK-EHS-IO-CP-15

4.32 Container

Use of Container, during operations, is generally not permitted on a Client's Premises, under the following categories:

For Material Storage:

Container shall not be used for any kind of storage purpose; this includes storage of any type/form of materials, within the warehouse and outdoors unless prior approvals obtained from the EHSS department. Please refer to Client Procedure to obtain Approval for Temporary use of Shipping Container

PCFC-TRK-EHS-IO-CP-07

For General purpose:

Containerized offices shall not be used for general purposes, such as Office, Security Room, Mess Hall, Accommodation block, amenities, and other purposes unless prior approvals obtained from the BRP department.

Empty Containers:

An empty container shall not be stored on Client premises, harmonized with JAFZA Rules. Unless Client License(s) activity permits such storage, no empty units shall be stored inside the premises. In exceptional cases, temporary storage of Container can be considered as per PCFC TRAKHESS EHSS procedure, where a client has an operational requirement to prevent business interruption, after being reviewed by Competent Department, considering the Health & Safety prerequisite, and with approval from relevant authorities. Unauthorized storage/use of Container in Client premises shall result in imposition of fines and/or sanction.

4.32.1 Container Handling

Where licensed activity permits handling of container/ISO container in plot of land, maximum of 3 loaded containers or 5 empty containers height is permitted – giving consideration on the base/floor capable of sustaining the weight exerted on it by the stack and wind effect.

In General, containers shall be lifted with suitable lifting equipment that applies a vertical force to all four corner fittings. Applying out-of-vertical lifting force will apply stresses to the containers that they are not designed to withstand, and horizontal compression stresses will be imposed on the container structure.

All loaded containers shall be lifted by Standard Methods, including the allowable lifting configurations, procedures, inspection and rigging requirements.

- **Top Lift Spreader Method (Figure A)**

The container is lifted by means of a spreader, designed to lift containers by the top apertures of the four top corner fittings. These spreaders have lifting devices specifically designed to connect to the top corner fittings of Containers.

- **Bottom Lift Sling Method (Figure B)**

The container is lifted from the side of the four bottom corner fittings, using standard lifting lugs (picture below), attached by slings to a spreader beam.

- **Forklift Method (Figure C)**

The container, if provided with forklift pockets only, shall be lifted by means of Forks ideally extending to the whole width of the container. This method normally applies to 20- or 10-foot-long containers. Under no circumstances shall containers with or without forklift pockets be lifted by Forks under the base of the container.

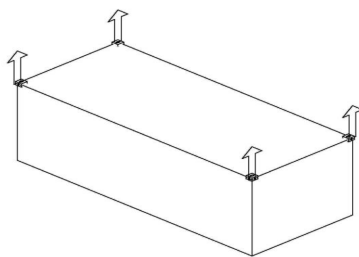


Figure A

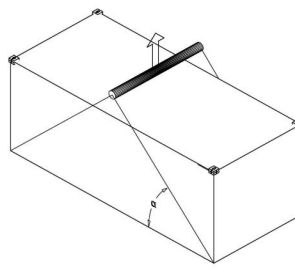


Figure B

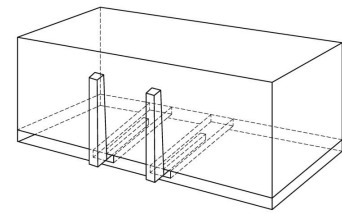


Figure C

4.33 Manual Handling

Control measures shall be in place to manage manual handling hazard:

- 4.33.1 Split the load into more manageable sized packages
- 4.33.2 Use mechanical means to handle loads
- 4.33.3 Improve the stability of the load by repacking, redesign or redistribution
- 4.33.4 Use slides, rails, roller tracks or castors to reduce friction and therefore reduce force

- 4.33.5 Replace uneven or damaged floor surfaces in areas
- 4.33.6 Use protective equipment while handling greasy or slippery loads
- 4.33.7 Avoid steep and slopes, or apply modifications to make them less hazardous
- 4.33.8 Consider the task requirements with respect to age, fitness or other special needs
- 4.33.9 Provide appropriate personal protective equipment and ensure the proper way of usage/fittings.
- 4.33.10 Reduce handling distances and duration

4.34 Smoking

- 4.34.1 'No Smoking' policy to be strictly enforced inside the warehouse/factory units & all other applicable locations within the facility. Adequate number of 'No Smoking' sign boards with suitable size shall be fixed at prominent places.
- 4.34.2 Smoking shall be prohibited at or in the vicinity of hazardous operations or combustible/flammable materials
- 4.34.3 Smoking shall be permitted only in designated areas
- 4.34.4 Where smoking is permitted, ash bins for smoking materials shall be provided.