Regulation IO-4.0 : Occupational Health & Safety

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4.1 Scope

This Section addresses broadly the major Occupational Health & Safety aspects of industrial operations that need to be adhered to by companies/ establishments 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 injury or occupational disease, fire risks or other kinds of risks which may result from occupational hazards such as the use of machinery and other 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 of their roles, responsibilities, risk out of the activities they will perform and how to overcome these occupational risks.

4.3 Duties of Employees

All employees must:

4.3.1 Follow correct procedure, don't take chances, 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 right tools and equipment for the job, use them safely.

4.3.4 Report all injuries, get first aid promptly.

4.3.5 Use, adjust and repair equipment only when 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 correct manual material handling practices.

4.3.9 Follow 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 a responsibility to provide safe working conditions/environment, Safety Gears/ Personal Protective Equipment for all employees and take necessary actions to prevent incidents and accidents at the workplace.

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4.4.1 Risk Assessment and Communication:

In relation to the above the employer shall carry out suitable and sufficient hazard analysis and risk assessment to identify all related potential risk out of his organizational activities which might lead to certain kind of harm in terms of injury to person or damage to the environment. Suitable and sufficient preventive control measures need to be identified by the employer / his representative to prevent such incidents / accidents.

These occupational risk assessments and applicable preventive / reactive control measures shall be communicated to all relevant employees thru adequate internal / external trainings to make the employees adequately aware of existing occupational risks pertaining to their work activities and how to overcome them practically at workstations. Records of internal / external trainings 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 of the Competent Department which shall be communicated to employees and shall post this manual/policy in prominent locations at the workplace in languages generally understandable by the workers.

The Occupational manual should address the following elements but not Limited to or adequate 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
- Management of non-conformances and corrective actions
- Management review, Communication and Further Improvements

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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 – EHS 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 the protection of the Health & Safety of the workers. Employer shall refer to such changes / amendment in regulation and shall update his organizational OHS management system in order to comply with all latest applicable regulatory requirements.

4.7 Competency and Training

Lessees or their representatives must initially 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 of the risks and dangers involved in the profession they are engaging in, such as but not limited to fire, risk out of machinery, risk from hazardous vapour or dust of toxic substances, danger of falling and relevant occupational diseases etc. Suitable training should be given to all staff involved in any potentially dangerous/hazardous operation/activity and such training shall be ongoing/ periodic.

4.8 Occupational H&S Precautions

Particular attention should be given to the following at the place of work.

4.8.1 The floor of the workplace must have an even surface and be 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 ordinary duties without obstacle, and allowing for repair of their machinery and the transfer of items used at work.

4.8.3 Passages are to be free from goods, holes, uncovered manholes, projecting nails, pipes, cables etc. or other installation, which could cause a hazard.

4.8.4 Fire (emergency) exits/access, fire equipment and/or electrical panels/installations should not be obstructed by any means.

4.8.5 Preventive/Corrective measures should be taken 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.

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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 **Tables 2 & 2A - Appendix.**

4.9.1. **Purpose:** A purpose for establishing acceptable concentrations is to provide a basis for interpretations of the results of air analysis as an indication of the severity of potential exposure. Comparison of air analysis results with acceptable concentrations indicates acceptable conditions or otherwise need, extent & urgency of control measures.

4.9.2. Sampling and analysis shall be performed by Trakhees/ DM registered third party laboratories to provide an independent reliable indication of 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 specified.

4.9.5 The Competent Department may require the Employer/Lessee to undertake studies by an approved Laboratory periodically to ensure compliance with Regulations.

4.9.6 An occupier in control of any workplace covered by a code of practice or handling any substance, for which an exposure standard is specified, shall comply with the technical and management directions stated therein.

4.10 Medical Examinations – Occupational Health Card

The employer shall arrange for a medical examination through TRAKHEES of all workers engaged in Processing / manufacturing activities (See Article 5) that are 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 Competent Department. It remains the employer's responsibility to assess such potential health impacts and take all suitable measures and record workers' health parameters during the period of employment and ensure that any identified problem is addressed immediately.

4.11 Enforcement of Medical Examination Requirement

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The Competent Department may at any time, direct any employer or occupier to conduct a medical examination of workers under his control, at a nominated government clinic or hospital, if, in the opinion of the Competent Department, their health may be at risk. The employer shall ensure that any medical evaluation described in is relevant to the nature of the risks of the job as advised by the Competent Department.

4.12 Warning Signs

Lessees must provide warning signs in all potentially dangerous areas, such as chemical/ gas cylinder storage areas, machinery, drills etc. Lessees must provide safety signs for protective clothing as per working hazard, 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. Areas outside pre-built warehouses, corridors between offices of leased buildings, open areas between plots of land and Authority property are not to 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 lessee’s premises shall not be used for storage/dumping of any wastes/unused materials which either pose an HS&E problem or affect aesthetics.

4.14 Noise Exposure

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

4.15 Electric Welding

4.15.1 A Work Permit should be issued by the Company/Lessee while carrying out any such works.

4.15.2 A welding helmet/ welding visor in good condition is to be used. Ultraviolet radiation from electric arc can cause “WELDERS” blindness and eye inflammation.

4.15.3 Gauntlet gloves of suitable type in good condition are to be used.

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4.15.4 Radiation from electric welding can cause skin injuries and for this reason, the body must be properly covered. The use of overalls and aprons is recommended.

4.15.5 Ear protectors must be used by electric welders and gas torch operators while working in the overhead position or in other positions when welding bead can fall into the ear and cause severe injuries.

4.15.6 Protective goggles must be used when knocking up slag etc.

4.15.7 Live electrodes or electrode holders must always be placed in the correct holder when not in use.

4.15.8 Any welding arc is to be screened as much as possible to avoid other people being affected or exposed by the welding glare.

4.15.9 Welding equipment is to be checked for correct voltage, and the feed, earth and welding cables and electrode holders are to be free from defects. Defective cables and electrode holders are to be replaced.

4.15.10 Welding equipment is to be switched off when not in use.

4.15.11 The current is to 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 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 When X-ray control is being carried out, this work is to be done by an expert and nobody is to stand behind the weld being examined or within a distance of at least 10 meters from the X-ray tube.

4.15.17 Precautions are to be taken to prevent adjacent objects from catching fire due to welding operations.

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4.16 Gas Welding and Gas Installation

4.16.1 All gas cylinders should be treated carefully. Protective covers are to be fitted during storage and transport.

4.16.2 Gas cylinders must not be subjected to impact and must not be placed in intense sunshine or close to any object radiating heat or fire.

4.16.3 Gas cylinders are to be stored in 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, considerable distances of about 6 meters to 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 pause in work, or on work completion. Valve covers are to be fitted when cylinders are not in use.

4.16.8 Acetylene gas hoses are to be red; oxygen hoses are to be blue.

4.16.9 Hoses and other equipment must not be hung on gas cylinders, values 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 join to hoses is to use junction nipples.

4.16.12 Gas cylinders are to be fitted with Flame Arresters & Flash Back fire valves.

4.16.13 It is not permissible to use defective or damaged gauges on gas cylinders.

4.16.14 No welding/cutting work is to be carried out on/near oil/gas/chemical installations, pipelines, tanks, drums etc. Defective sections must be dismantled and taken to a safe place for repairing.

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 a welding/cutting hot work area.

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4.16.18 Approval from the Authority 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 should meet relevant international standards such as NFPA, API, ASME or any other relevant current standards and prior approval from Trakhees should be obtained.

4.16.20 Adequate work permit procedure (hot work, cold work permit) should be implemented by the company management prior to commencement of any hot and cold works.

4.16.21 Welding activity shall be carried out in fabrication shed. All welding areas shall be provided with suitable extraction/filtration systems to dissipate welding fumes.

4.16.22 All gas pipes/hoses are using inside the confined space shall be inspected at the beginning of each shift. Defective hose shall be removed from service also periodically leak tested and tagged to ensure the 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 should 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 All Gas hoses cannot 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) is to be arranged in connection with all types of works involving injurious or irritating gases/smoke/ fumes, which may occur or may form while the work is going on.

4.17.2 Ventilation is to start up before work commences; a check is to be made by Foreman/Safety Officer.

4.17.3 When welding and cutting work is being carried out in tanks and confined spaces, ventilation is to be arranged, preferably with both extraction and feed method with another person outside the tank as lifeguard.

4.17.4 Gases which form in connection with painting of tanks etc. are generally heavier than air and for this reason extraction is to be arranged in the bottom of the tank.

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4.17.5 Spark free fan must be used while ventilating spaces where explosive gases occur.

4.17.6 The ventilation and air-conditioning of any facility should be designed based on ASHRAE Guidelines or any other relevant international standards. However, the ventilation for the hazardous chemicals storage and other critical areas should be re-evaluated by the Competent Department or the registered Risk Assessment Consultants.

4.17.7 Battery charging area shall be provided 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 should 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, License from 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, S1 Form and for Export S2 Form should be filled and submitted to Trakhees – EHS 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 – EHS Department.

4.20 Abrasive Blasting

Abrasive blasting has several Environment, Health & Safety implications and requirements for the same should be adhered to strictly. It should be noted that no fabrication in open area. It should be noted that no

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open to air blasting 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 due to this activity.

4.21 Painting Operations

Painting Operations in Open air/atmosphere is strictly prohibited. Any requirement for painting (e.g. for large structures) outside designated paint booths/rooms/buildings shall necessitate requisite HS&E 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 areas for all paints and solvent should be provided.

4.21.5 All Electrical installation in the painting booth/storage area should be explosion proof category.

4.21.6 Adequate warning signs should be posted at all spraying areas and paints storage rooms.

4.21.7 All PPE related to painting shall be provided

4.21.8 All wastes from such operations shall be treated/recycled/reused as far as possible and any requirement for disposal shall be as per EHS/DM requirements.

4.21.9 Firefighting equipment should be installed as per Dubai Civil Defence requirements.

4.21.10 Maximum 20 litres of paint material should be stored in the painting booth area. More than 20 litres of paint drums/material etc. should be stored outside the painting booth in proper Fire Proof Steel Cabinet or paint storage room designed/constructed with Fire Resistance 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 should be installed / operated without written approval from the Competent Department.

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4.23 Electrical Equipment

All Electrical installations shall be approved by the Authority prior to installation / operations. All Electrical Equipment shall be installed inside 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.

4.24 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 Voltage Power shall be given to such hand tools for its 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 wirings must be covered with appropriate double insulated materials.

4.24.1.4 Selection of Hand Held Power Tools to be with the basis of (i) suitable to the operations/activities decided to perform (ii) suitable 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 diameter larger than 2in. 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. are to be firmly in position before use.

4.24.2.2 Repair or replacement parts shall be examined for possible defects.

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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 risk associated with such operations should be evaluated and accordingly proactive safety measures should be adopted by the Company management prior to commencement of any such operation.

4.25.1 Confined space is limited or restricted means for entry or exit and is not designed for continuous employee occupancy. Confined spaces include, but are not limited to, any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk;

4.25.1.1 Identification of confined space: Employer shall ensure that all activities to require that work within a confined space are identified and recorded.

4.25.1.2 Risk Assessment: Employer shall conduct a suitable and sufficient risk assessment of his employees to which they 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 incorporate with the result of risk assessment for specific activities and nature of confined space.

The main elements to consider while designing a confined space safe working procedure:

- Supervision;
- Competence for confined spaces working;
- Communications;
- 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;
- PPE and RPE;
- Portable gas cylinders and internal combustion engines;

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- Gas supplied by pipes and hoses;
- Access and egress;
- Fire prevention;
- Lighting;
- Static electricity;
- Emergencies and rescue;
- Limited working time;

4.25.1.4 Permit to work System/Confined space entry: Employer shall develop and implement a permit to work system/procedure for all type of confined space entry. Each permit shall be specified date, time, activity and location.

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 An employer must provide or ensure that there is provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid 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 /Construction Sites

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. One should not wait for a serious injury to occur before appropriate steps are taken to control a hazard. Action taken after a “near miss” can prevent future injuries and losses resulting from damage. However, any HS&E accident/incident at the workplace needs to be addressed adequately by the occupier.

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4.27.2 Responsibility

In operating companies/establishments that hire contracting companies / labour, the Management of such companies operating within the PCFC- TRAKHEES areas shall be responsible for ensuring the Health & Safety of the Contract Workers employed at their respective premises during their operations. 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 the respective premises of the Company operating within the PCFC- TRAKHEES areas. It is hence recommended that contracts with such 3rd. parties include relevant clauses on HS&E 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 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 are as follows:

4.27.3.1 Fatality
4.27.3.2 Any fracture other than finger, thumbs or toes
4.27.3.3 Any amputation
4.27.3.4 Dislocation of the shoulder, hip, knee or spine
4.27.3.5 Loss of sight (temporary or permanent)
4.27.3.6 A chemical or hot metal burn to the body
4.27.3.7 Penetrating eye injury
4.27.3.8 Any injury resulting from an electric shock which causes unconsciousness
4.27.3.9 Any injury resulting from an electric shock which requires resuscitation
4.27.3.10 Any injury resulting from an electric shock which requires hospital admittance for
4.27.3.11 Any other injury that results in unconsciousness or the casualty needing resuscitation
4.27.3.12 Any injury resulting in the casualty being admitted to hospital for more than 24 hours
4.27.3.13 Any major injury suffered as a result of an accident arising out of or in connection with any work carried out in the premises.

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4.27.3.14 Any injury suffered by a person not at work (e.g. a visitor, customer, client, passenger, by-stander) as a result of an accident arising out of or in connection with work where that person is taken from the accident site to hospital for treatment.

4.27.3.15 Any chemical/Gas/waste leak/discharge with a potential for HS&E Impacts

4.27.3.16 Accidents that include non-consensual physical acts of violence done to a person at work, suicide in/out of work.

4.27.3.17 Occupational/Reportable/Infectious Diseases (See Table 1 - **Appendix** for Guidance)

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

4.27.4 Over 3 Day Injuries

Also, 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 EHS thru email at Ehs.Fzindop@pcfc.ae or 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 EHS 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 should be taken to prevent any similar accident in the future. The formality and depth of the investigation should be proportional to the severity or potential severity of the accident. The names of witnesses should be recorded and any relevant photographs taken should be identified,

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captioned and dated. The investigation should consider all the relevant evidence. 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 out of or 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 out of or 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 ensure 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.

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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 employee's 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 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 secured and lashed properly for traveling on the road. The Lessee/Licensee shall ensure that the vehicles used for such purposes and the drivers shall be suitably registered / licensed with the respective Police Department(s). Transportation of Dangerous Goods shall follow DM Code of Practice for Management of Dangerous Goods as well as Civil Defence Requirements and lessee/licensee/transporters shall ensure that suitable procedures are established and followed in the same regard. Only suitable vehicles shall be used for this purpose and drivers of such vehicles shall be specially trained on the requirements for transportation of dangerous goods.

4.29 Chemicals & Dangerous Goods

Chemicals are to be handled and stored very 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. All hazardous chemicals and substances must be stored in a protected /secured place with limited access. Chemicals 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 Material 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 records of the Competent

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Department on the same in the 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 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. No storage/handling of chemicals is permitted in the lessee premises unless specifically approved by the Competent Department. There shall be no open storage of any type of chemical in the lessee premises and any such storage/placement (unless specifically approved for a temporary period) shall be considered a serious violation of EHS requirements. Dangerous Goods are not permitted in Standard pre-built units.

Perfumery products, alcohol, tires 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 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 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.

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 environment, health & safety Audit in order to examine whether their operations & systems are in line with the existing Trakhees regulations & standards and to be able to drawing up plan for corrective action whenever necessary.

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4.30.1.2 Establishments will be audited according to 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 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 for environment, health & safety reports

4.30.2.5 Discuss Non-conformance with operating management team

4.30.3 Post-Audit

4.30.3.1 Distribute final report

4.30.3.2 Operating unit evaluates findings and develops 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 the Competent Department with due consideration for setback distances, Fire Protection, emergency access/ egress, safety of vehicles/equipment and dust from vehicle movement areas. All such open storage grounds shall be hard surfaced, concreted, interlocked or asphalted and fenced/covered.

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4.32 Portacabin & Container

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

For Material Storage:

Container/Portacabin shall not be used for any kind of storage purpose; this includes storage of any type/form of materials, within the warehouse and outdoors.

For General purpose:

Container/Portacabin shall not be used for General purpose, such as Office, Security Room, Mess Hall, Accommodation block, Amenities and other purpose, that may endanger Health and Safety of workers, create potential fire and environment hazard.

Empty Containers and/or Portacabin:

Container/Portacabin that is empty shall not be stored in Client premise, harmonized with JAFZA Rules. Unless Client License(s) activity permits such storages, no empty units shall be stored inside the premise. In exceptional cases, temporary storage of Container/Portacabin can be considered as per Trakhees – Inspection Department procedure, where a client has an operational requirement to prevent business interruption, after review by Competent Department, considering the Health & Safety prerequisite, and with approval from relevant authorities. Unauthorized storage/use of Container/Portacabin in Client premise 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 2 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, Container shall be lifted with suitable lifting equipment that applies a vertical force to all its 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.

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- **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 Fork-lift 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, Containers with or without Fork-lift pockets, shall be lifted by Forks under the base of the container.

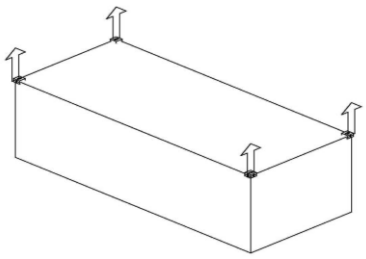

Figure A

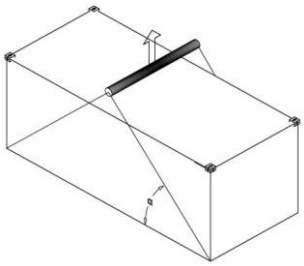

Figure B

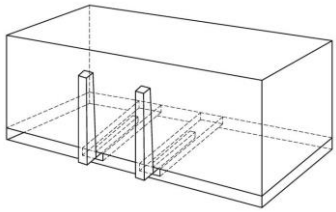

Figure C

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

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4.33.6 Use protective equipment while handling greasy or slippery loads

4.33.7 Avoid steps and slopes, or 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 make sure it is used

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 unit & all applicable locations within the facility. Adequate number of 'No Smoking' sign boards of suitable size should be affixed 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, safe receptacles for smoking materials shall be provided.

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