





	QEWC-2.1.1.1.13	
Contractor HSE Management Procedure Associated Documents	Rev : 00	Date: Jan. 2022
HSE Regulations for Contractors		

## HSE REGULATIONS FOR CONTRACTORS

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## 1 INTRODUCTION

The purpose of this procedure is to specify the requirements for managing safety when contracting work. This safety procedure is based on the best practices for managing contractor safety in the utility industry.

Contractor shall perform all work required by his Contract in a safe, healthy and environmentally friendly manner. During the course of work, the Contractor is directly responsible for; shall comply with; and enforce all laws, rules, regulations of the State of Qatar and those of QEW that are relevant to the work being performed. Contractor will manage all subcontractors on site and will be accountable for subcontractor performance with respect to Health, Safety and Environment (HSE).

## 2 OBJECTIVE

That this and other associated procedures guide people's behavior during work for QEW. They are needed to control hazards that can affect everyone. This manual has been developed to assist both QEW and Contractor Managements to control these hazards and ensure that high standards of safety to which QEW is committed have been met.

## 3 SCOPE

This Manual lays down the safety related requirements and guidelines and provides advice based on local experience and legal requirements for safe working practices for all construction, operations, maintenance, and repair Contractors and their agents employed by QEW.

## 4 DEFINITIONS AND INTERPRETATIONS


In the Contract, the following words and phrases have the meaning hereby assigned to them:

<b>Shall:</b>	The word 'shall' is to be understood as mandatory.
<b>Should:</b>	The word 'should' is to be understood as strongly recommended.
<b>May:</b>	The word 'may' is to be understood as indicating a possible course of action
<b>Restricted Areas:</b>	A Restricted area is defined as that area over which QEW exercise control of all movements and operations and where entry is granted only with permission from QEW
<b>Hazardous Areas:</b>	An area in which there exists or may exist flammable or other hazardous atmospheres.
<b>Safety Document:</b>	Is a formally written document used to control the Risks associated with the works performed in QEW premises.
<b>Electrical Equipment:</b>	Any producer, carrier or consumer of electrical energy.


## 5 Methodology

### 5.1 General Safety Rules:

1. Contractors on QEW premises must obey QEW safety rules, signs and instructions.
2. All contract employees have a responsibility for their own safety and the safety of others.
3. Report every unsafe act, unsafe condition and injury to your supervisor who shall communicate to QEW Contact person immediately.

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4. Do not engage in practical jokes or horseplay.
5. Safety equipment and notices are provided for protection, all contractor employees should follow the guidance and instruction.
6. Do not remove guards or de-activate safety devices unless equipment is isolated and a Safety Document obtained.
7. Do not enter an area that has been barricaded off with a temporary barrier or safety chain unless authorized to do so by the QEW-2.1.1.1.13 Contact Person.
8. Never operate an energy isolation device that is locked and/or tagged out. Never remove a lock and/or tag from an energy isolation device without authorization from the QEW-2.1.1.1.13 Contract Person.
9. Never work within minimum safe electrical clearances without following all live-line procedures. If a line is not grounded, it must be considered energized and treated as such when working in its proximity.
10. Never enter a confined space without valid confined space entry permit.
11. Never work at an elevated work positions such as scaffoldings without using an approved personal fall arrest system.
12. Never enter trenches and/or excavations without the authorization of QEW-2.1.1.1.13 Contact Person and the required safety permit. Such places shall be considered as confined space.
13. Contractors must ensure that they do not create an imminent danger situation. (An imminent danger is any condition where there is reasonable certainty of death or serious physical harm). If an imminent danger issue occurs, the work activity must be halted and employees removed from the hazard immediately. Measures must be taken to correct the situation before work can commence.
14. The Contractor may not charge or back charge QEW-2.1.1.1.13 for any delays, work stoppage, or scheduling issues resulting from non-compliance of the QEW-2.1.1.1.13 HSE Rules.
15. Contractors are responsible for establishing control measures to protect their own employees and direct or indirect employees working under their control from exposure to hazards, including but not limited to chemical, health and physical hazards present at the work location.
16. Contractor shall furnish, erect, and maintain warning notices, signs, signals, lights, protective guards, enclosures, platforms, Barricades and other devices as necessary to adequately protect all personnel on site; including but not limited to employees, subcontractors, other contractors, QEW-2.1.1.1.13 people and the public.
17. If the scope of work requires the removal of existing guardrails, handrails, floor grating or other physical barrier, contractor shall have approved safety document from QEW-2.1.1.1.13. Barriers that have been removed to facilitate work must be properly replaced as soon as the work is completed. Unguarded openings must be attended at all times.
18. Contractor must refer to the safety documents issued for the purpose of the job and if required raise their concern through the HSE department/concerned QEW-2.1.1.1.13 departmental person directly involved with them.

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19. If covers are required to protect floor openings, excavations, trenches, pits, then the contractor must ensure the cover is capable of supporting, without failure, at least twice the weight of any employee, equipment and/or material that may be imposed on the cover at one time.

## 5.2 Site Entry Procedure:

The Contractor must comply at all times with the requirements of QEW-2.1.1.1.13 regarding Site Security.

For all personnel requiring admission to the Site, a Security gate pass request must be processed 24 hours before the date of actual visit to the site.

Initially QEW-2.1.1.1.13 will issue a temporary gate pass to facilitate entry up to the admin building only for safety induction purpose. Subsequently only after completion of the HSE induction and successful completion of safety induction test, the contractor employee shall be allowed to enter the work site. It will be the duty of the contractor that they do not enter the work site unless their safety induction process is completed.

All Contractors' staff must enter and leave the site via the Security Gatehouse small entrance gate.

All Contractors' staff must login and logout with Security when entering and leaving site showing their gate passes to the security guard. This applies at all times.

If any of the Contractor's or Sub-contractors staff is found unjustifiably outside the working areas, then they will be removed from Site.

Ensure your name is recorded on the appropriate Contractors daily attendance page.

## 5.3 Commitment Policy

The Contractor acknowledges QEW-2.1.1.1.13's strong commitment to HSE and affirms that it has a written HSE policy which has been signed and is actively supported and endorsed by Contractor's management.

Contractor further affirms that its HSE policy is widely disseminated and understood among Contractor's employees.

This policy should be in English language.

## 5.4 Health and Fitness

The Contractor shall ensure that all its employees engaged in the work are medically fit and healthy.

Any medical disabilities including such disabilities which Contractor may consider will not adversely influence the employee's ability to perform his role in the work should be reported to QEW-2.1.1.1.13 prior to the start of the Work.


Contractor, if requested by QEW-2.1.1.1.13, shall provide health certificates for personnel.

## 5.5 Hygiene

The Contractor shall ensure that its personnel shall maintain the highest standards of hygiene in connection with the performances of any contract for works or services it may have with QEW-2.1.1.1.13.

## 5.6 House Keeping and Clean site

The Contractor shall ensure that the site of the works is kept free of surplus, waste or redundant materials or items and shall maintain a clean and tidy site throughout the duration of the work.

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Access ways and emergency exits and access to fire/safety equipment shall be kept clear from obstructions at all times.

Combustible scrap and debris shall be removed at regular intervals during the course of project. All solvents shall be kept in approved, properly-labeled containers

## 5.7 Environment

The Contractor shall pay due regard to the environment by acting to preserve air, water, human life, animal and plant life from adverse effects resulting from its work or operation and to minimize any nuisance which may arise from such work or operations.

The contractor shall strictly comply with MME regulations and Labour Ministry Regulations.

## 5.8 Safety Equipment

The Contractor shall, at its own expense, provide adequate safety equipment of an approved type and amount as is required for the execution of the contract works.

The Contractor shall maintain this equipment in a professional manner as dictated by legal and industry standards.

In addition, the Contractor shall keep up-to-date records of all said equipment.

## 5.9 Protective Personnel Clothing and Equipment

The Contractor shall, at its own expense, supply its personnel employed at the working area with adequate protective personal clothing and other protective equipment which shall be maintained in good condition or replaced, and shall be worn on all relevant occasions as specified by the task risk assessment, QEW-2.1.1.1.13 and good practice. It is the responsibility of the contractor management to:

- Provide adequate instruction/training for the correct usage and maintenance of these equipments.
- Personal Protective Equipment is adequately inspected and maintained.
- Suitable facilities are provided for storage.

The following PPEs are mandatory in the plant areas except in designated offices and Non PPE zones irrespective of the task being performing.

- Head:** Hard hat with chin straps. Chin straps shall be used while working at heights or where ever the chance of the hat falling exists.
- Eyes:** Appropriate industry standard safety glasses to be used for eye protection. Sun glasses and prescription glasses are prohibited to use. Those who are using prescription glasses shall either wear over glasses or a protective face shield.
- Feet:** Steel toe capped safety footwear shall be worn for the protection of feet. Foot protection shall be appropriate for the material handling and condition of work.

Additionally required PPEs shall be used for specific activities as per the task risk assessment and British or OSHA standards

**Hearing Protection:** The station is posted with safety signs indicating where noise hazards exist.

Regulations categorize noise into two levels (based on an 8hr working day).



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Below 85dB (A): No hazard, no action required.  
Above 85dB (A): Hearing protection mandatory.

It is strongly advised that hearing protection is worn whilst working in all Plant areas.

Sign boards indicating noise levels are provided near the major equipments.

In the event that the Contractor fails to supply or provide adequate safety equipment, QEWC reserves the right to issue such safety equipment to the workforce provided by the Contractor from QEWC warehouse and back charge the cost of the safety items from the Contractor with an additional amount of 15% of the cost of item as administration fee for every item issued.

The Contractor is also responsible for ensuring that the PPE is used and maintained in good working condition in accordance with the manufacturer's specifications.

### 5.10 Pre-Job Briefings

Contractors shall conduct pre-job briefings (toolbox talk/safety talks) with employees under their control prior to work each day. Additional job briefings shall be held if significant changes occur during the course of the work that might affect the safety of the employees.

### 5.11 Competency of Contract Employees

Contractor shall assign competent employees as per the requirement of the job.

Supervisors and team members shall have common language for communication.

Supervisors shall be able to communicate in English.

### 5.12 Restricted Areas

All Contractors must receive authorization from the QEWC Contact Person before performing work in areas posted "DANGEROUS" or "HAZARDOUS" or "RESTRICTED" or some other warning signs.

Contractors shall install warning tape for areas that require additional warning because of the work being performed there.

### 5.13 Alcohol and Drugs


The Contractor shall ensure that its personnel do not at any time, during the performance of the Work, partake of or be under the influence of any alcohol, drug or other intoxicating substance, while on duty, other than for bonafide medical reasons certified by qualified medical practitioner.

### 5.14 Driving and Parking

The Contractor shall maintain and enhance the awareness of safe driving among its employees and for providing vehicles in compliance with the safety standards. All heavy vehicles and other related machinery required in connection with the Work shall be fit for purpose, prior to and during the period of the work.

The Contractor shall provide vehicles in compliance with Qatar Traffic Rules and QEWC Safety standards.

The Contractor shall ensure that only permitted personnel (by way of valid Qatari Driving License) are able to operate vehicles as per the classification of vehicle. A valid site vehicle entry pass shall be required to enable entry of any contractor vehicles.

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Only persons who have been permitted by QEW Contact person to bring the vehicle inside the plant territory are authorized to drive vehicle inside the plant. A vehicle pass is issued by security which shall be displayed all the time.

Contractor shall strictly comply with Speed limit of 15 Km/h in all areas inside the plant in normal conditions. In case of diversions, road closures, excavation etc a lower speed limit may apply. Contractors are to follow the signage for speed limits in such cases.

Parking of vehicles is allowed only in the designated areas. No vehicle should be parked on road sides or inside the Operating area/close to work shop or offices. Deliveries of materials, tools and/or equipment shall be coordinated with Project Manager. After the delivery is made to the job site, the delivery vehicle must be parked in the designated parking area or must exit the job site. QEW has the strict practice of reverse parking of vehicles in the parking lots which the contractor shall oblige in all cases.

Operators of mobile equipment must wear hard hats and safety glasses unless the equipment has a fully-enclosed hard top cab. Seat belts must be worn when operating equipment. No Contractor shall permit earthmoving or compacting equipment that has an obstructed view to the rear to be used in reverse gear unless the equipment has in operation a reverse signal alarm distinguishable from the surrounding noise level or unless a Contractor-designated employee signals that it is safe to do so.

No unauthorized usage of transport shall be tolerated. The Contractor shall ensure that all forms of transport are correctly fitted with the appropriate safety equipment.

The Contractor undertakes to ensure that all drivers comply with the following basic rules:


- a) Always wear a seat belt;
- b) Always observe traffic rules, especially speed limits;
- c) Never drive after consuming certain medicines/drugs;
- d) Never drive when very tired or under the influence of drugs, alcohol or certain medications.
- e) Never overload the vehicle;
- f) Ensure any loads being carried are secure;
- g) Drive carefully; and
- h) Be sure that before starting the vehicle the area near and under the vehicle/trailer is free from persons asleep).

## 5.15 Safety Meetings

The Contractor shall be responsible for maintaining and enhancing the safety awareness of its personnel including arranging its own safety meetings and participating as appropriate in safety meetings held by QEW.

## 5.16 Safety Inspection/Audit

The Contractor shall inspect the work site, equipment and tools on regular basis for compliance with these rules and regulations, and shall be obliged to take the necessary measures to correct unsafe conditions and unsafe practices.

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The Contractor shall allow QEW representative access at any time to plant, equipment, personnel and records when requested, to enable QEW to inspect aspects of Contractor's operations relevant to safety and working environment.

The Contractor shall allow QEW representative access at any time to plant, equipment, personnel and records when requested, to carry out formal investigations of compliance with regulations, procedures, and safe work practices.

### 5.17 Reporting and Investigation

The Contractor shall report all near misses, incidents or accidents to QEW contact person or control room or the HSE department immediately.

The Contractor shall allow QEW representative access at any time to plant, equipment, personnel and records when requested, to carry out formal investigations to find out the root causes and there by identify the required corrective actions to avoid the reoccurrences.

Upon completion of the Work under contract and/or on a monthly basis, whichever is more frequent, the Contractor shall prepare a summary report of its safety performance together with accident statistics and submit to QEW.

### 5.18 Injury Management

Basic Life support facility is available in QEW.

- In case of an injury to a contract worker, please inform immediately available QEW personnel or control room using (Phone 44684 222).
- Only trained and certified people shall provide first aid to the injured
- In case of doubt, injured personal shall not be moved or transported in improper vehicles because it may complicate the injury more and some cases may lead to death.
- Only Designated vehicles (Ambulance) shall be used for transportation of seriously injured patients.

### 5.19 Safety Documentation

The Contractor shall adopt the QEW Safety Document (Permit to Work) System.

All hazardous work in QEW shall have the appropriate kind of Safety document.

The QEW Safety Document System is applicable in all QEW facilities.


The Contractor shall ensure that its supervisors and are fully conversant with QEW Safety document System.

Contractors shall comply with the Safety Document rules when carrying out work or testing, whether instructions are issued orally, or in writing by the issue of a safety document.

Under no circumstances must work be started until the appropriate safety documentation has been received by the competent person from the contractor or in-charge of the work from QEW and they complete the Pre-job briefing.

Competent person from the contractor or in-charge of the work from QEW shall conduct the Pre-job briefing to all members.

Competent person from the contractor or in-charge of the work from QEW shall ensure all crew members sign the pre-job briefing before work starts.

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Competent person from the contractor or in-charge of the work from QEW shall make available a copy of the safety document at site.

## 5.20 Emergency Procedures

The Contractor shall follow the QEW Emergency Response and Contingency Plan (ERCP) during the period of the work and shall ensure that its staff are fully familiar with the actions to be taken in case of an emergency.

## 5.21 Evacuation Procedure

Identify the escape routes available before commencing work. Know the assembly points and directions to reach there in case of emergency.

When the alarm (high-Low Pitch continuous siren) sounds, immediately leave the area by your nearest evacuation route and go to the Emergency Assembly Point. If you are using power equipments or vehicles you must switch it off and make it safe before evacuating.

Do not run and do not stop to collect your belongings.

Report to the emergency assembly Point as per the instructions given on loud speakers/public address system.

Obeys instructions given by the security staff and assembly point coordinator.

Remain at the assembly point until instructed otherwise. Do not re-enter evacuated areas until the 'All Clear' announcement is made by the Central Control Room.

Work only may start with the permission of the QEW Designated person.

Alarm tests are carried out Mondays at 1000 hours for two minutes followed by announcements about the test and require no action. However, if the alarms comes without any announcement or continues for more than two minutes, alarm shall be treated as an emergency and must follow the evacuation procedure.

In case of announcement of evacuation for emergency situation, all safety documents automatically become invalid; please coordinate with the QEW Shift Charge Engineer / Planning Department to re-validate any safety document under which the contractors are working on any specific work.

## 5.22 Reporting Emergency


If you discover a fire, or any other serious incident/emergency phone 222/223 using the site telephones, this will connect you to the Plant Central Control Room emergency telephone. If dialing through mobile or external phone use (0974) 44648222, 44648223 to report emergency.

- Give your name, location, and the details of the emergency. Follow any instructions given
- Only take emergency action if competent to do so, e.g. Resuscitation, First Aid and Fire Fighting etc.

## 5.23 Safety Supervisor

If the numbers of contract workers are more than 50, the Contractor shall be required to provide a full time Safety supervisor who will be responsible for ensuring the Work is performed in accordance with the applicable safety requirements.

For every 100 employees there shall be one safety supervisors.

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The On-Site Contractor Safety supervisors must have appropriate knowledge and skills, to ensure job site safety.

## 5.24 Communications

Communication with QEW

- The Project Manager shall be the point of communication for all HSE issues arising under this contract.
- Contractor shall contact Project Manager twenty-four hours prior to any "activity" that could adversely affect QEW. Examples of these "activities" include but are not limited to welding, painting, fire protection system maintenance/repair and any activity impacting emergency systems/egress routes.
- Project Manager will make all reasonable efforts to inform any parties potentially impacted by the "activities".
- Contractor shall immediately inform the Project Manager of all state, and local safety inspections, citations, and penalties associated with the work.

## 5.25 Coordination with other Officials

Contractor is fully responsible for coordinating with the proper authorities for moving heavy equipment, location of underground utilities, erecting barricades, traffic control, and other safety measures, unless otherwise specified.

## 5.26 Communications with Media Restricted

In the event of an accident or other condition on site, Contractor shall not communicate with the media or any other entity without the expressed consent of QEW.

## 5.27 Equipment Certification

The Contractor shall, at its own expense, ensure that all Portable electrical appliances, lifting equipment or other equipments required inspection or calibration has been inspected/certified by an authorized and a liable inspection/certification authority/company prior to its use in the works.


## 5.28 Restricted Articles

The Contractor shall be required to ensure that written approval signed by QEW contact person has been obtained prior to taking dangerous items such as drugs, firearms, knives, explosive devices, radioactive, corrosive, poisonous or toxic materials onto QEW premises.

## 5.29 Prohibited Materials

Contractor is strictly prohibited from using any of the following types of materials in performance of the work:

- Asbestos, Asbestos Containing Material (ACM) or other known carcinogenic materials.
- Material containing Mercury.
- Surface coating systems that contain lead, cadmium, chromium, barium or mercury.
- Alcohol, tobacco or derivatives.

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### 5.30 Hazardous Substances

Before delivery of any hazardous materials to QEW site, Contractor shall provide Material Safety Data Sheets (MSDS) for all anticipated hazardous materials.

All containers containing hazardous materials must be suitable and clearly labeled indicating their contents and appropriate hazard warning information.

Hazardous materials must be stored in a secure location agreed with the QEW Contact person.

All hazardous materials must be returned to this designated storage area at the end of each working day and should be secured properly when not in use.

Don't dispose hazardous substances into drainage system and please inform any spill on the floor or on any personnel.

Be aware of nearest safety shower and Eye wash station.

All operatives must understand the hazards of the materials they have to handle before use, some can be dangerous when used carelessly or when safeguards are overlooked. If in doubt, consult your own supervisor or QEW Contact person for the relevant Hazard Data Sheet for specific health & safety information.

Contractor shall be responsible for the identification and proper management of contractor generated hazardous waste and its disposal according to the Ministry of Environment regulations.

Contractor is solely responsible for all spills or leaks caused by Contractor or its subcontractors or sub consultants while on the job site, or otherwise during performance of, or in connection with performance of the Work.

Contractor shall notify QEW Contact person of any accidental spills or discharge of any hazardous material. Such notification shall be made promptly after discovery.

Contractor shall provide a written report to QEW that identifies the substance, quantity released, location of the spill.

Hazardous waste must not be dumped in general waste skips.

QEW shall be responsible for all notifications required by any local law or state regulation for work performed on QEW's property or easements.


At no cost to QEW, Contractor shall contain, remediate, and restore the site of the spill according to applicable state laws and regulations.

### 5.31 Smoking

Smoking is in general prohibited in all areas of the premises. It is ONLY permitted in designated 'SMOKING BOOTHS' which are located near the Car parking shed (outside RAF station entrance gate). In between C&A building and RAF B workshop and besides RAF B station garage near station canteen. All other areas in the plant are designated as No Smoking Zone. Violator(s) shall be expelled from site and their gate pass will be cancelled with immediate effect. Even Non PPE zones are also not permitted for smoking.

### 5.32 Sub-Contractor

The Contractor should ensure that sub-Contractors shall be responsible for safety requirements as specified by QEW. The Contractor shall regularly check sub-Contractor's compliance with safety requirements.

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### 5.33 Lifting Machinery and Equipment

Lifting Tackle (also known as lifting/loose gear)

Any item used to connect a load to the lifting appliance, but which is not in itself, capable to lift, lower, transport or suspend the load, such as; Chain, wire rope and webbing-slides, Rings, links, hooks, shackles, eye bolts, swivels, blocks, snatch blocks, Beam clamps and plate clamps, Lifting beams, frames, baskets, Waste skips, tool boxes, cargo nets, containers, pallets, etc.

### 5.34 Standard Requirements

All lifting tackle shall be Tested and certified by a recognized third party inspector approved by QEW.

The Contractor shall make available, as necessary, any certificates and inspection records.

Lifting tackle shall not be issued or used without a current test certificate.

All lifting tackles shall be visually inspected before use to identify any damage. Damaged or defective equipment shall be immediately removed from service.

Only equipment, which has been properly tested and is clearly marked, may be used. The SWL (Safe Working Load) or WLL (Working Load Limit) must be clearly marked on all equipment and must be adhered to.

Makeshift lifting devices formed from bolts, rods or reinforcing steel shall not be used.

Slings shall not be shortened with knots, bolts or other makeshift devices.

Synthetic web slings shall be marked or coded to show the manufacturer, the rated capacities for each type of hitch and the type of material.

Synthetic web slings shall be immediately removed from service if any of the following conditions are present:

- Acid or caustic burns
- Melting or charring of any part of the sling surface
- Snags, punctures, tears or cuts
- Broken or worn stitches
- Distortion of fittings

No heavy loads or excessive strain may be placed on ropes.


Rope should not be driven over, ground into cinders or mud, wrapped around sharp or abrasive objects or burned by "snubbing off" too fast.

Wire ropes or wire slings, shall not be used for raising, lowering or as means of suspension if any fraying, kinking or broken wires are apparent.

All hooks fitted to lifting machinery and equipment must be of the Safety Hook type.

All lifting machinery and equipment maybe subject for inspection by QEW representative before being put into service.

The required intervals for inspection pertaining to lifting machinery and equipment are summarized in Table-5.42 (page no. 19)

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Inspection of lifting machinery and equipment includes:

- a) Visual thorough examination
- b) Functional test, as required
- c) NDT whenever required
- d) Examination of internal parts after dismantling, whenever required.

Lifting machinery and equipment shall be retested by a recognized third party inspector approved by QEW-2.1.1.1.13 after any major alteration or repairs.

Lifting machinery and equipment shall not be issued or used without a current test certificate.

The Crane operator shall have a valid operating certificate from a recognized authority and a valid relevant Qatari driving license.

EOT crane operation shall be carried out by person with valid rigger certificate from a recognized authority with familiarization to operate the EOT cranes.

All lifting operations are to be suitably planned and carried out with trained and qualified personnel. It shall be the duty of the Contractor to ensure that all employees under its control know and are able to apply hoist signals and their uses.

One qualified employee shall direct the rigging operation. This person shall give signals for the group. No crane operation will take place without an appointed and identifiable "SIGNAL MAN".

All lifting equipment shall be visually inspected before use to identify any damage. Damaged or defective equipment shall be immediately removed from service.

Only equipment, which has been properly tested and is clearly marked, may be used. The SWL (Safe Working Load) or WLL (Working Load Limit) must be clearly marked on all equipment and must be adhered to.

All lifting operation should be carried out in the barricaded area; no one should be allowed to walk underneath of suspended load.

It is the Contractors responsibility to satisfy the QEW-2.1.1.1.13 Contact Person that all lifting equipment and machinery conforms to the relevant statutory provisions.

All lifting machinery and equipment and all parts and working gear thereof, both fixed and mobile shall be of good construction, sound material and free from patent defect and shall be maintained and operated to comply with QEW-2.1.1.1.13 standards.


Every dangerous moving part of lifting machinery should be guarded.

The hoisting mechanism of a crane shall not be used for any purpose other than lifting a load vertically.

Cranes shall not be used to transport loads, unless specifically designed for this purpose. The hook of a crane shall be secured to prevent it swinging when the crane is in "Transit".

Mobile Jib Cranes, side booms and "A" frames shall not work in the vicinity of overhead Power lines unless a safe working distance of total Length of the Jib + 10 feet is maintained.

Cranes with more than one ton lifting capacity shall be fitted with a safe working load indicator and a crane capacity chart displayed inside the operators cabin.

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Contractor shall not operate the cranes of QEW-2.1.1.1.13 without permission from QEW-2.1.1.1.13 Contact person.

Critical lift plans must be developed by a qualified person, and then submitted to the QEW-2.1.1.1.13 contact person for review and approval.

A Contractor shall designate a person to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.

Tag lines shall be used unless their use creates an unsafe condition.

Cranes with fixed or derricking jibs should be fitted with effective automatic safe load indicators which should be provided with appropriate visual and audible signals, Properly maintained and tested by a competent person after the erection or installation of the crane.

Vehicular equipment, if provided with outriggers, shall be operated with the outriggers extended and firmly set as necessary for the stability of the specific configuration of the equipment. Before lowering outriggers, the contractor must verify the surface is firm and will support the weight of the equipment and operation to be performed. The Contractor shall place outrigger pads if conditions require.

While extending, lowering outriggers and retracting the outriggers, the operator shall visually inspect the area to verify it is clear of all personnel and obstacles.

Instructions issued by the manufacturer, specifying weather and wind speed conditions which would be likely to affect the safety of the operation, lifting appliance should either not be used or used subject to limitations, should be followed.

The use of lifting machinery and equipment shall be restricted to those persons given the task of using it and repairs, modifications, maintenance or servicing of lifting machinery and equipment shall be restricted to those persons who have been specifically designated by the Contractor to perform operations of that description.

### 5.35 Lifting Equipment or Appliances

The generic term - "Lifting equipment" shall mean any machine, driven by manual or mechanical power which is able to raise, lower, suspend or transport loads and includes the supporting structure and all Plant, Equipment appliance, structures. This may include but not limited to Continuous mechanical handling devices (i.e. conveyors). Cranes (mobile, tower, pedestal, etc.), Wall/pillar cranes, derricks, Runway beams, pad eyes, gin pole and gin wheels Winches, hoist (air and electric), Powered working platforms, overhead cranes.


The simultaneous use of more than one lifting appliance to raise, suspend, support or lower a single load should be avoided.

Where the simultaneous use of more than one lifting appliance is unavoidable; contractor shall perform the lifting only with QEW-2.1.1.1.13 approved Risk assessment, Method statement and Rigging plan.

### 5.36 Personnel Baskets and Man Hoist

Personnel baskets should be of good design construction, sound material, and adequate strength, free from obvious defect and certified and clearly marked with the maximum number of persons permitted.

Where a man hoist is operated by means of a winch, or where person is carried in a cage, skip or similar plant or equipment designed to lift persons, the winch should be so constructed that the brake is automatically applied at all times except when the controls are in the operating position.

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No winch should be fitted with a pawl and ratchet gear on which the pawl has to be disengaged before the platform or cage can be lowered.

### 5.37 Self-Propelled Mobile Access Platforms

Only persons who have been formally trained will be allowed to operate self-propelled Mobile Access Platforms on site.

The self-propelled Mobile Access Platforms shall be inspected and certified by a competent inspector

### 5.38 Industrial Fork Lift

Industrial fork lift trucks shall not be used to lift a load greater than the maximum safe working load permitted for the truck.

Passengers are forbidden to ride on vehicles, mobile plant or forklift trucks not specifically designed or fitted out for passengers use.

The Forklift operator shall have a valid operating certificate from a recognized authority and/or a valid Qatari driving license.

### 5.39 Containers

Every container for raising, suspending, supporting or lowering articles, tools, equipment, and other materials should be of good construction, sound material, and adequate strength, free from obvious defect and suitable for the purpose for which it is required.

Provided with adequate and suitable arrangements for securing the container to the lifting appliance or to lifting gear, as appropriate

Marked with its tare weight and the weight of the load which it may carry with safety;

So constructed as to prevent the accidental displacement of its load.

Loose materials or articles that could be displaced should be secured or covered to prevent such displacement.

### 5.40 Lifting Equipment Certification

It is QEW's mandatory requirement that all Contractors or suppliers who have undertaken QEW work shall have their lifting equipment certified by an approved inspection/certification authority/company in Qatar.

Table 5.42

'LIFTING EQUIPMENT' TYPE	FREQUENCY FOR	
	PROOF LOAD TEST	INSPECTION
1. All Lifting Tackle: <ul style="list-style-type: none"> <li>Chains and wire ropes</li> <li>Rings, links, hooks, shackles, eyebolts,</li> <li>swivels, blocks, snatch blocks</li> </ul>	<ul style="list-style-type: none"> <li>On initial supply</li> <li>After substantial alteration or major repair</li> <li>At the discretion of the Surveyor</li> </ul>	Every six (6) months



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<ul style="list-style-type: none"> <li>Beam and plate clamps, frames, pallets, lifting beams and cargo nets</li> </ul>		
2. Waste skips, tool boxes, containers, Baskets, etc.	<ul style="list-style-type: none"> <li>On initial supply</li> <li>Every four (4) years</li> <li>After substantial alteration or major repair</li> <li>At the discretion of the Surveyor</li> </ul>	Every six (6) months
3. Lifting Appliances: <ul style="list-style-type: none"> <li>Pedestal cranes, mobile cranes, forklifts, tower cranes</li> <li>Overhead traveling cranes, wall / pillar cranes, derricks</li> <li>Winches, hoist (air and electric), powered working platforms, vehicle lifts or hoists etc.</li> <li>Mobile or movable jacks and associated 'Lifting Equipment'</li> </ul>	<ul style="list-style-type: none"> <li>On initial supply</li> <li>Every four (4) years</li> <li>After reinstallation, substantial alteration or major repair</li> <li>At the discretion of the Surveyor</li> </ul>	Every twelve (12) months
4. Runway beams, pad eyes, gin pole and gin wheels	<ul style="list-style-type: none"> <li>On initial installation.</li> <li>After reinstallation, substantial alteration or major repair</li> <li>At the discretion of the Surveyor</li> </ul>	Every twelve (12) months
5. Chain blocks, pull lifts, trolleys	<ul style="list-style-type: none"> <li>On initial supply</li> <li>Every four (4) years</li> <li>After substantial alteration or major repair</li> <li>At the discretion of the Surveyor</li> </ul>	Every six (6) months

#### 5.41 Hand Tools

Tools shall not be placed on any type of energized equipment or where a tool might fall and become a hazard.

Unacceptable placement includes on ladders, stairs, railings, mobile equipment, lying on the floor, on the scaffold, in walkways or cluttering work benches.

Tools shall not be placed next to open trenches, manholes or vault openings.



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Tools, materials and parts used in elevated work locations shall be tied in place or kept in containers secured so that nothing can accidentally fall.

Select the right tools for the job.

Train your workers to select the right tools for each job, and ensure that the tools are available.

Inspect the tool and ensure that it is in good condition and keep it in good condition.

Unsafe tools include wrenches with cracked or worn jaws; screwdrivers with broken tips, or split or broken handles; hammers with chipped, mushroomed or loose heads and broken or split handles; mushroomed heads on chisels; dull saws; and extension cords or electrical tools with broken plugs, improper or removed grounding systems, or split insulation.

Use all tools correctly.

Keep tools in a safe place.

Carry the tools to and from the work site in a tool box, cabinet, or other appropriate tool holder or pouch.

Store the tools in the proper storage area.

Tools should not be carried up or down ladders by hand. Appropriate pouches shall be used. Where pouches are not available, tools shall be lifted and lowered by hand lines.

Tools should not be thrown from one level to another, nor should they be thrown from one location to another on the same level.

Spark proof tools should be inspected regularly to ensure that there are no steel splinters.

## **5.42 Portable Electrical Appliances**

All appliances should be (Portable Appliance Tested) PAT tested and identified; records of test/re-test dates should be available.

Equipments which do not have the test detail label will not permitted inside QEWC premises.

Any equipment which is in poor condition will not be permitted inside the QEWC premises.

Where any portable hand tool requires a supply above 110 volts AC obtain permission from your QEWC Contact Person. If permission is granted, a residual current device (RCD) must be connected in the circuit.

Joining of cable is allowed only with industrial male and female sockets of IP67 rating. No twisting or taping of conductors is allowed.


Bare cable/conductors shall not be inserted to sockets.

Contractors must ensure that electric equipment connected by cord and plug in good condition.

Each employee must be properly trained before using tools or equipment requiring special instruction or training (e.g., power tools, vacuum equipment, etc.).

Extension cords used with portable electric tools shall be of the 3-wire type unless the tool or appliance is double-insulated or operated from an isolated power service. The ground wire must be permanently connected to the tool frame for grounding means.

Extension cords lay across walkways or driveways must be covered by protection or warning devices to prevent pedestrian or vehicle hazards.

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Ground Fault Circuit Interrupters (GFCIs) are to be used whenever a portable electric tool must be used in wet conditions.

Electrically-powered tools may not be used on energized conductors.

If a machine guard is removed in order to work on equipment, it shall be replaced before the equipment is placed back in service. Lockout/Tag out procedures shall be followed.

Power tools should be used, in accordance with the manufacturer's instructions.

#### 5.43 Scaffolding and Means of Access

All scaffolding and staging shall comply with OSHA standards. Prior to using any scaffolding, it shall be approved by QEW. A "GREEN SCAF-TAG" indicating QEW acceptance will be attached to the scaffolding, the scaffolding is not to be used until the approval is given. The scaffolding shall meet the following minimum requirements:

Timber uprights and ledger shall not be used.

Metal parts used for scaffolds shall be in good condition and free from corrosion.

All poles, planks and general materials, used for scaffoldings, shall be kept in good condition and be inspected by a competent person appointed by the Contractor on each occasion before being used for erection.

No materials, other than those specifically designed for the purpose, shall be used for scaffolding.

Scaffolding shall be erected only by men trained and certified in the job, working under the immediate supervision of a competent foreman, who knows the purpose of the scaffold and how it should be constructed to carry the loads which will be placed upon it.

Scaffolding shall be securely supported or suspended and where necessary braced to ensure stability. Unless constructed as independent scaffolding, it shall be rigidly connected to the building or structure.

In the case of partially erected or dismantled scaffolds still capable of being used, access thereto should be effectively blocked and prominent warning notices shall be posted with a "RED SCAF-TAG".

All platforms, scaffolds and other workplaces, from which persons may fall more than 1.8m (6 ft) shall have edge protection which consist of an upper rail not less than one meter (3 ft 3 inches) in height above the walkway and have at least one intermediate rail.


Toe boards shall be fitted to all scaffolding.

When permanent hand rails have to be removed from elevated platforms, rope or wire hand rails shall be fitted in their place.

Any load-bearing scaffolding should be constructed to a design previously submitted to and approved by a QEW representative.

Parts of staging, tools and other articles and materials shall be properly lowered and shall not be thrown down from a height. They shall be raised by rope or other suitable means and not carried on the person.

The Contractor's Representative shall ensure that no loose articles and materials are left lying about in any place from which they may fall on persons working, or passing beneath.

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#### 5.44 Requirements for Boards and Planks

Boards of 51 mm (2 inch) minimum thickness shall be used. These shall be at least 210 mm (8 inches) wide.

The spacing of board supports shall depend on the thickness of the boards used and the load to be carried. There shall be at least three supports. Support for 51 mm (2 inch) boards shall not be more than 2.5 m (8 feet 6 inches) apart. All boards shall be supported at the ends.

Boards shall be end-butteted and close boarded throughout. Overhanging of boards of any thickness shall not exceed four (4) times their thickness and not less than 50 mm.

#### 5.45 Working Platform

All working platforms should be close boarded and all boards should be lashed or secured.

Widths of platforms vary according to scaffolds purpose.

As a general rule, if the platforms are to be used only as a footing, they shall be at least 610 mm (24 inches) wide. If small quantities of materials have to be put on them, the platform width shall be increased to 813 mm (32 inches) wide.

#### 5.46 Mobile Tower

The height of a mobile tower should never exceed three times the length of the shortest side.

There should be only one working platform on a mobile tower.

Mobile scaffolds should only be used on ground which is firm and level.

Moving the tower should only be done by pushing or pulling the base.

The working platform must be clear of men and materials when the tower is being moved.

Wheels should be turned outwards and brake must be on and locked before use.

It is advised to tie the tower to the structure whenever possible.

Never ride on a scaffold that is being moved.

#### 5.47 Independent Towers

The tubular scaffold used most often is the independent tower. The independent tower apart from necessary ties, stands completely free from buildings or structures and is used mainly for access pipe bridges or high maintenance jobs where only a small working area is required.

The foundation must be capable of carrying the weight of the tower, equipment and men.


Base plates must be placed under all standards and if there is any danger of lateral movement they must be securely fixed, substitutes must not be used.

Special precautions must be taken to provide stability on soft soil, or surfaces likely to be damaged.

Standards must be vertical and joints must be staggered. The distance between standards must be no more than 2.5 m (8 feet 6 inches).

Ledgers must be horizontal and fixed to the standards with load bearing clips.

Generally ledgers will be vertically spaced at about 2 m centers for easy erection; also providing ample headroom if an intermediate working platform is required.

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Diagonal bracings must be fitted on all lifts on all sides and a cross bracing should be fitted at the base and at other levels where necessary to keep the tower rigid, but at least every alternative lift.

If the height of the tower is more than 3 1/2 times the length of the shortest side it must be adequately tied.

It is good practice to tie scaffolds to the adjacent structure whenever possible irrespective of height.

#### 5.48 Ladders

All ladders used in the plant except in scaffoldings shall be made of GRP/ FRP.

Shall be factory made and shall be of sound construction.

No ladders with treads nailed to the stringers or which are in any other way faulty or unsound shall be used.

Unless QEW-2.1.1.1.13 has granted prior written consent no ladder shall exceed 3.7 m (12 ft) in height.

Ladders shall not be painted. Clear varnish or polyurethane is acceptable.

All ladders shall only be used for the purpose for which they were designed.

The Contractor shall ensure all ladders under their control are inspected for safe, clean and proper working parts before they are used.

Defective ladders shall not be used, but instead shall be tagged and made inaccessible for use.

Ladders should be placed upon a level, firm, solid and safe base and leaned against or hung from solid, safe structure.

When it is necessary to place a ladder on a non-level, smooth or slick surface, the base of the ladder shall be tied, blocked in place or held by another worker.

The base of a straight or extension ladder shall be placed back from the wall at a distance equal to one-fourth of the ladder's working length.

The top of an extension ladder shall be tied off when possible.

No one shall go up or down a ladder without the free use of both hands.

If material must be lifted, a hand line must be used.

Employees shall face a ladder while ascending or descending.

A ladder used to transfer to a landing must have side rails that extend at least 3 feet above the landing.


Contractors shall ensure employees under their control are properly trained in ladder safety.

Where the chance of the ladder being struck by moving traffic or some other equipments exists, adequate protections must be provided with additional warnings signs

#### 5.49 Hot Work

Any activity which involves naked flames or can produce heat energy or sparks shall be considered as Hot work. e.g. Welding, Burning, Grinding, Cutting.

The Contractor must coordinate hot work activities with the QEW-2.1.1.1.13 Contract Monitor.

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All welding, burning, or other hot work will be carefully planned and safely executed by completion of a Hot Work Permit from QEW.

When 'Hot Work' is in progress precautions must be taken as per the Hot Work Permit issued by QEW to minimize the risk to other persons, particularly from fire.

Appropriate fire extinguishers shall be made available for the duration of the specific activities as mentioned in the Hot Work permit.

The Contractor shall provide fire watches during hot work activity that are approved by QEW.

Contractors shall ensure firewatchers are trained on the use of fire extinguishers and other appropriate firefighting gear.

The Contractor shall ensure that firewatchers are equipped with appropriate equipment and dedicated only to the duties of the fire watch.

The Contractor shall ensure that adequate guards and barriers are used to ensure sparks and hot slag are confined to the immediate area and do not contact flammable or combustible materials.

All open areas and floor grating/wall openings shall be protected so that sparks or slag cannot reach flammable or combustible materials at any lower level.

Hot work areas must be barricaded to prevent people from coming into contact with sparks and slag from hot work activities.

The Contractor must store flammable and combustible chemicals where they are not subject to hot work or other sources of ignition.

Use appropriate PPE for the job as determined by the task risk assessment.

## 5.50 Confined Spaces

A Confined Space is any space of an enclosed nature which is not designed for continuous human occupancy and presents a risk of death or serious injury from hazardous substance or dangerous conditions.

The Contractor must coordinate Confined Space Entry work activities with the QEW Contract Monitor.

Confined Space Entry Permit shall be obtained to enter any Confined Space for any kind of work inside.

Contractor shall not perform any duties that might interfere and disturb the accepted safe working conditions in a confined space.


Contractor shall maintain all safety barriers around the Entry Point.

Appropriate PPE as per the Confined Space Entry Permit and risk assessment shall be used.

A dust mask shall be worn by the Entrant if significant quantities of dust are present within the Confined Space.

Head and eye protection shall be worn at all times by the Entrant unless specified otherwise by the risk assessment or Control Room Engineer (PTW issuer).

A body harness may be required by the Entrant if work is to be performed above ground level. An air purifying respirator and cartridge or Self Contained breathing Apparatus (SCBA) shall be used by the Entrant if Entry into a Confined Space containing a Hazardous Atmosphere is required and it

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is not physically possible to entirely remove the Hazardous Atmosphere. Anyone using SCBA must be trained and certified.

Contractor shall use the safety equipment as per the Confined Space Entry Permit.

Fire extinguishers suitable for the type of fires those are appropriate to the hazards that maybe present in the Confined Space.

Contractor shall provide a Method Statement and Risk Assessment which describes how the Confined Space Entry is to be performed and how any risks are to be controlled.

Contractor shall comply strictly with the following Electrical safety precautions

- Electrical equipment supplied from the mains should only be used where there are no practicable alternatives. Battery powered electrical equipment or pneumatic powered equipment shall be used whenever possible.
- If there are no practicable alternatives to using electrical equipment supplied from the mains, then they should be less than 50V. If this is not possible then they should be 110V supplied through a centre tapped transformer with the centre tap earthed or less than 50V.
- Electrical equipment supplied from the mains should contain Ground Fault Circuit Interrupters/ Residual Current Devices.
- Electrical equipment supplied from the mains shall have a valid Portable Appliance Test (PAT) certificate.

#### 5.51 High Pressure Water/Service Air Cleaners

Improper use of water jets/service air can cause serious injury. The contractor may only use high pressure washing apparatus with the permission of the QEW Contact Person.

The contractor must satisfy the QEW Contact Person as to the training of the operators, the arrangements for the place of work and a safe system of work.

#### 5.52 Gas Cylinders

The following regulations apply to all industrial transportable gas cylinders including containers for dissolved acetylene.


Cylinder Identification

- Gas cylinders shall be color coded in accordance with BS 349 i.e. OXYGEN - Black, ACETYLENE - Maroon; NITROGEN - Gray Body with Black Top
- Full and empty cylinders must be clearly distinguished and stored apart.


Storage of Cylinders

- No flammable materials shall be stored on gas cylinder storage area or in the immediate vicinity. Cylinders must be kept at a safe distance from any heat source.
- Cylinders shall be stored in such a manner that they can be readily removed in the event of fire.
- They shall be adequately secured to prevent falling over.
- Cylinders shall be stored vertically and secured.

Handling and Movement of Cylinders

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- a) Cylinders shall not be subjected to rough usage, or excessive shock, or used as rollers, or supports.
- b) Cylinders shall not be dropped from a height.
- c) A proper carriage, or platform and not a sling, shall be used for moving cylinders, whether empty or full.
- d) When cylinders are being transported, they shall be loaded and firmly wedged to prevent violent contact when the vehicle moves.
- e) On no account shall cylinder trolleys be towed by motor transport. The transportation of any gas filled cylinder shall always be in a proper rack, regularly maintained and properly inspected at least biannually.
- f) The Contractor shall ensure that cylinders with faulty valve joints, immovable valve spindles, or valve leakage are immediately removed from the site immediately.
- g) Only standard valve keys shall be used.
- h) Only standard automatic pressure regulators and pressure gauges shall be fitted to cylinders.
- i) Regulators and gauges shall be checked once a year to ensure they are functioning properly and damaged gauges or regulators shall be removed from service.
- j) RED hose shall only be used for Acetylene, and BLACK hose shall be used for Oxygen and Nitrogen.
- k) Hoses shall be pressure tested annually and examined monthly to ensure that they are free from cuts, cracks, burns and excessive wear.
- l) Only secured hose connectors shall be used.
- m) It is strictly prohibited to bind hose connections with wire.
- n) All Oxy-acetylene sets which are portable shall be wheeled on a trolley.
- o) When not in use, blow-pipes and hoses shall not be left in confined spaces or enclosed areas.
- p) Where this cannot be done, the Oxygen and Acetylene/LPG connections shall be disconnected at the cylinders situated outside. Merely closing the valve is not a disconnection.
- q) Empty cylinders and cylinders no longer required shall be removed from the Site as soon as practicable, caps shall be in place.
- r) Flashback arrestors shall be fitted at the outlet of the regulator.
- s) When not in use, all cylinders shall have protecting caps screwed on.
- t) Cylinder valves shall be closed immediately when gas is not required, or when the cylinder is empty and the hose depressurized.
- u) The Contractor shall be required to provide a valid Test Certificate for all gas cylinders and Acetylene containers which will be used in connection with the Work. The Test Certificate shall contain the following information as a minimum requirement.
  - Serial number of cylinder
  - Type of gas
  - Tare weight

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- Test pressure (not applicable to dissolved acetylene containers)
  - Expansion
  - Permanent Expansion
  - Percentage Permanent Expansion
  - Date of last test
  - Results of visual and hydraulic test (hydraulic test not applicable to dissolved acetylene container).
- v) The Contractor shall, be required to withdraw from service all cylinders that have reached the maximum interval between periodic inspection and testing.

### 5.53 Radiography and Radioactive Substances

Radiography shall be done only after achieving a valid safety document. Proper barricading of the area and paging on the loud speakers should be done.

All operations involving the use of radioactive substances shall be supervised by the Contractor to ensure that protective measures are properly maintained and to check the extent of the protection afforded in practice.

The Contractor is required to provide QEW-2.1.1.1.13 with a list of radioactive sources held by the Contractor and all employees who use or store these radio-active sources on QEW-2.1.1.1.13's property.

The Contractor shall be responsible for the supply, operation and regular testing of all necessary monitoring equipment and to ensure that all protection barriers are placed and altered as a result of survey radiation level readings in accordance with internationally acceptable levels.

All radioactive substances not in use shall be kept securely in a dedicated storage place. The storage place should be clearly marked with the warning sign and the wording: "DANGER - RADIOACTIVE MATERIAL" in clear and indelible print. Its access hatch or door should be provided with a lock, the keys of which should be kept by the authorized radiographer.

Only authorized personnel should handle radioactive materials. An appropriate permit/safety document shall be required for activities involving radioactive materials.

Before any radiography work is started, the Contractor shall be required to establish procedures dealing with potential accident/incidents and foreseeing an emergency.

The procedure shall clearly define responsibilities and actions/measures to be implemented.

The emergency procedures shall be submitted to QEW-2.1.1.1.13 HSE Department for review and approval.

The Contractor shall also ensure that all personnel involved have been carefully instructed.


#### 5.531 Radioactive Materials Transportation

Transport vehicle should be provided with at least one portable fire extinguisher of the dry powder type.

One portable orange-colored flashlight and fire-proof warning notices in front and rear.

The warning notices should be clearly displayed, showing the telephone number(s) of authorities to be notified, and the steps to be taken in the case of an accident.

Transport routes should be short and safe and the vehicle should never be left unattended.

	<b>QEW-2.1.1.1.13</b>	
<b>Contractor HSE Management Procedure Associated Documents</b>	Rev : 00	Date: Sept 2021
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Before commencing the journey the driver shall ensure that the radioactive source container is adequately shielded, closed containers and secured against movement.

During transport, radioactive substances should be kept in sealed sources for radiography with the exposure container should be kept inside a lead-lined box which has the radiation warning sign on the outside.

QEW shall escort any vehicle used for transport of any radioactive materials when moving on the site; please check with HSE department for the applicability.

### 5.532 Handling Procedure and Personal Protection

Keep maximum distance from the source.

Provide maximum shielding

Keep exposure time down to a minimum.

A safety document shall be obtained on each occasion radiography work is carried out.

A barrier shall be erected around each area where the source is exposed so that the level of radiation at the barrier does not exceed 0.75 Microseiverts per hour in air.

Suitable warning notices for display at barriers shall have the wording "RADIATION - DO NOT ENTER". The notices shall also include the radiation symbol.

All persons using radioactive substances shall be trained and certified in the use of such substances.

The perimeter of the area shall be patrolled during the period of source exposure.

An exposed source must be immediately returned to its safe container on the request of the operating personnel, or in the event of a fire or other emergency occurring

Any worker liable to be exposed to ionizing radiation shall wear on the appropriate part of his body a film badge to measure the amount of radiation accumulated.

### 5.54 Excavation

The Contractor shall ensure that no Excavation work shall be carried out without the issue of an appropriate Safety Document.

Any buried cables or pipelines unexpectedly encountered during excavation work shall be reported immediately to the QEW Control Room and the work shall cease.

Where, because of the nature, shape and slope of the excavation, if material is liable to fall more than 1.3 meters (4 ft.) onto a person working, the sides of the excavation must be adequately shored.


Shoring shall be rigid and without holes or opening, and be properly braced with support structure.

The shoring of every excavation where men are to work shall be examined each day by the Contractor's Representative.

Excavated earth shall not be stored close to the trench edges and a minimum distance of at least one and a half times the depth of the trench shall be observed.

No load, plant or equipment should be placed or moved near the edge of any excavation where it is likely to cause the collapse of the side of the excavation.

Excavations in which persons are working and into which a person is liable to fall shall be suitably or protected by a barrier.

	<b>QEW-2.1.1.1.13</b>	
<b>Contractor HSE Management Procedure Associated Documents</b>	Rev : 00	Date: Sept 2021
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If the excavation is to remain open after dark, warning lights shall be placed around the excavation to warn others of its presence.

Temporary crossings over the trench shall be at least 600 mm (2 feet) wide and sufficiently strong with a railing on one side.

The Contractor shall be responsible for the provision of all barricades, roping off and the provision of flashing lights as is required for the safety of persons and vehicles.

#### 5.55 Scrap/Waste Disposal

Skips are provided on site for wooden scrap, metal scrap, paper waste, plastic waste and general controlled waste. Prior approval for the use of these skips by the Contractor must be given to the Contractor, in writing, by the QEW Contract Person. Special or Hazardous Materials must not be dumped in these skips. Consult with QEW Contract person for more details.

#### 5.56 Surplus Materials

Unless otherwise directed through written instructions issued by QEW, Contractor shall promptly remove all excess surplus material from the jobsite. Final payment for performance of the Work shall not be due and payable until such materials are removed from the jobsite. If surplus materials are not removed from the job site within fifteen (15) days of completion of the Work, QEW may dispose of the materials and offset the cost associated with disposal against the unpaid balance of the Contract Price.

#### 5.57 Access to Transformer and other Restricted Areas

Contractors will remain outside of all fenced electrical transformer and restricted areas unless authorized by the QEW Contract Monitor to enter.

If it becomes necessary to enter these areas, the Contractor must notify the QEW Contract Monitor so that arrangements can be made to secure a safe work area.

#### 5.58 Suspension of Work and Limitation of Liability


QEW reserves the right through the project contact to suspend all or any portion of the work being performed in violation of these provisions.

QEW shall not be liable in contract, tort (including without limitation negligence and strict liability) warranty or under any other legal theory for damages, costs or expenses related to any suspension or stoppage of work, loss of business, or other special, incidental, consequential or punitive damages in connection with any failure on the Contractor's part to establish, enforce, or adequately monitor its Health and Safety Program.

#### 5.59 Unsafe and/or Inappropriate Behavior

Any Contractor employee who appears unable to perform his job in a safe manner or exhibits any type of behavior inappropriate for the work place will be reported to the Contractor's on-site supervisor for evaluation and possible removal from the site.

QEW will not tolerate at any time any conduct that threatens, intimidates or coerces a QEW person, another Contractor or any member of the public.

	<b>QEW-2.1.1.1.13</b>	
<b>Contractor HSE Management Procedure Associated Documents</b>	Rev : 00	Date: Sept 2021
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## 5.60 Site Office and Stores

The Contractor maybe allowed a working area on the site which shall be maintained by the Contractor for his site offices etc and on completion of the contract shall reinstate this area at his own expense, to the satisfaction of QEW.

The Contractor will also be given access to any reasonable area around the site.

## 5.61 Construction Plant Tools, Equipment, Power etc

The Contractor shall provide all construction plant tools and equipment, including lubricants, all storage facilities necessary to enable him to carry out the work at his own cost in accordance with QEW Standards.

QEW may provide power generation, however, if the Contractor wishes to provide their own power generation, installations and pre-start checks shall be subject to QEW approval.

# 6 TRAINING

## 6.1 HSE Orientation

The Contractor shall ensure that all its personnel have been given the necessary safety, survival and job related training required by QEW regulations and good practice prior to starting work.

Contractors will be responsible for providing their employees and any subcontract employees with all safety information provided to it by QEW including, but not limited to:

- Project-specific occupational health and safety expectations;
- Exposure to atmospheric health, serious physical or chemical hazards; and
- Precautionary measures and procedures for performing the work.