



Integrated Management System
Environment, Health, Safety and Quality Department
PROCEDURE



Subcontractor's EHS Code of Practice

Imdaad Subcontractor's EHS Code of practice

Imdaad -EHSQ – Subcon. COPs- P36-2009-Rev08

REVISION RECORD SHEET		
REV	DESCRIPTION OF REVISION	DATE
00	Issue for implementation	Jan 2009
01	Annual Review / No changes	Jan 2010
02	Annual review/ No changes	Jan 2011
03	Reformat in align with Imdaad IMS, Imdaad brand guidelines, and EHSQ Policy Statement.	February 2012
04	Annual Review / No changes	March 2013
05	Annual Review / No changes	May 2015
06	Change of Imdaad and DNV GL logo.	July 2016
07	Change of Imdaad logo	June 2017
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**Imdaad's
Subcontractor's Code of Practice
For
Environment, Health & Safety**



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1 Introduction

The purpose of this Code of Practice is to give information and guidance to Imdaad Sub Contractor's employee

Responsibilities of Imdaad Sub Contractor's Personnel

They will undertake to comply at all times, with the statutory and mandatory requirements of all relevant UAE legislation, Approved Codes of Practice and Imdaad LLC / Client Safety Policy and Procedures when working on any Imdaad LLC premises. Additionally they are instructed to:

- a. Refrain from willfully interfering with or mis-using anything provided for the safety of any persons employed on Imdaad's premises.
- b. Use approved means or appliances provided for their own and other persons' safety.
- c. Avoid doing anything likely to endanger themselves or other persons employed or otherwise on Imdaad's premises.
- d. Take all practical measures to prevent injury to personnel and damage to Imdaad property.
- e. Use and maintain Personal Protective Equipment (PPE) where provided by their employer.
- f. Comply with the Health, Safety and Environment information and instructions given to them

2 Health, Safety and Environment

2.1 Compliance with Legal and Other Requirements for Health, Safety and Welfare.

All work must be carried out in accordance with the legal requirements laid down for Health, Safety and Welfare as detailed in Federal Law 8 and Ministerial Order 32 of the UAE Labour Law.

It is the responsibility of the Imdaad Sub Contractor to ensure that he complies with all legislation applicable to the work which he is contracted to undertake for Imdaad.

2.2 Accident Prevention

All practical measures must be taken by the Imdaad Sub Contractor to prevent injury to personnel and damage to Imdaad property, e.g. accidents relating to falling objects, excavations, badly stacked materials, movements of vehicles, spillage of chemicals, etc. Extreme care **MUST** be taken to protect third parties or anyone else who may be affected by the work activity.



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2.3 Maintaining Site Safety

The site, including plant, must be checked and left safe by the Imdaad Sub Contractor Staff at the end of each working day or shift, as well as during normal working hours including lunch breaks.

2.4 Use of Protective Clothing and Equipment

The Imdaad Sub Contractor shall supply adequate and suitable PPE for his workmen and ensure that it is used.

2.5 Safe Systems of Work

Imdaad operates various Permit-to-Work procedures in support of its safe systems of work for hazardous areas or activities. Imdaad Sub Contractor Staff will be informed by the Imdaad representative where a Permit is required.

2.6 Guarding of Machinery

- a. Authority must be obtained before any safeguards are removed from Imdaad plant or equipment. Any such safe guard must be replaced and secured immediately the work has been completed. Permission will only be given for essential maintenance.
- b. It is the Imdaad Sub Contractor's responsibility to ensure that all machinery and plant brought on Imdaad premises by the Imdaad Sub Contractor Staff shall be fully safeguarded.
- c. No guards will be removed from any machine unless the machine has been satisfactorily isolated by a competent person and authorisation has been sought from Imdaad Manager or responsible representative.

2.7 Electrical Standards

All electrical work and work involving the use of electrical equipment must be carried out in accordance with the current Standards and DEWA rules.

All portable tools and plug in appliances must be maintained.

2.8 Use of Cranes, Hoists, and Lifting Equipment

- a. Imdaad's lifting equipment must not be operated by Imdaad Sub Contractor Staff without the Managers permission and will be borrowed at the Imdaad Sub Contractor Staff own risk.
- b. Any such equipment supplied by the Imdaad Sub Contractor Staff must be of good mechanical construction, sound material, adequate strength and properly maintained. Records of statutory examinations and tests made shall produced for inspection to Imdaad representative.

2.9 Construction of Temporary Scaffolding, Floors, Passages, Stairs and Ladders, etc.

The Imdaad Sub Contractor Staff must comply with the following:

- a. All scaffolds, platforms and ladders shall be erected using safe systems of work.



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- b. Floors, steps, passages and gangways must be soundly constructed, properly maintained and, so far as is reasonably practicable, kept free from obstructions and any substance likely to cause persons to slip. Handrails must be provided for stairs.
- c. All ladders, steps, trestles and lightweight stagings must be soundly constructed and properly maintained. All such installations used for working at height **MUST** be inspected on a regular basis by a competent person and a register must be kept to record this.
- d. Openings in floors must be securely fenced. Adequate warning notices must be posted and where necessary, lighting provided in hours of darkness.
- e. All the works above two meters height to be carried out after obtain permit to work system.

2.10 Safe Place of Work Including Access and Egress

So far as is reasonably practicable the following conditions must be maintained by the Imdaad Sub Contractor Staff:

- a. There must be provided safe means of access and egress to every place of work.
- b. Every such place must be made and kept safe for anyone working or otherwise present there.
- c. Secure fencing or other means with appropriate signage must be provided to ensure the safety of any person who is to work at a place from which he would be liable to fall more than two metre and which does not afford a secure handhold.

2.11 Compressed Gas Cylinders

The Imdaad Sub Contractor's employees must comply with local rules and procedures appertaining to compressed gas cylinders which are being used or stored on Imdaad property.

3 Hazard Identification/Risk Assessments/Method Statements

3.1 Hazard Identification and Risk Assessment

Prior to working on Imdaad premises the Imdaad Sub Contractor Staff **MUST** have completed an adequate written risk assessment relating to the work activities to be performed.

The Imdaad Sub Contractor's employees to be monitored under the supervision of a contractor's competent person throughout the duration of the work to ensure that they are complying with the risk assessment and to ensure that the assessment is continuously updated and reviewed as site circumstances vary.

3.2 Substances Hazardous to Health Assessment

The Imdaad Sub Contractor Staff will be required to provide suitable assessments for the intended use of or work with any substances (including sewage and legionella in water systems) that are to be brought onto or already exist on Imdaad premises.



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4 Excavation & Demolition

4.1 Excavation

- a. Before any excavation work is started suitable steps must be taken to avoid damaging electrical cables, drains, gas or water mains which are likely to be affected by the work.
- b. Excavators and other lifting appliances must comply with all statutory requirements.
- c. Barriers must be provided around excavations.
- d. During the execution of any work, the surrounding areas must be maintained in an orderly and tidy condition, loose material of any kind must not be left in gangways or in working spaces.
- e. The work must be carried out at all times under the supervision of a competent person (eg. An experienced banksman).
- f. Adequate precautions against the spread of dust and sand during excavation must be taken.
- g. Protective head and foot wear ie. helmets of an approved pattern and approved safety shoes/boots, must be supplied by the Imdaad Sub Contractor and worn by all persons working in the designated area.
- h. Excavation work to be started after obtaining permit to work system.

4.2 Demolition

- a. No overhead work shall be carried out until effective measures to protect all personnel have been taken.
- b. No work shall be carried out in the vicinity of overhead electrical conductors without recourse to a permit to work system.
- c. All waste material shall be disposed of in accordance with the current legislation.

5 Fire Instructions and Precautions

5.1 Fire Instructions

These are posted at all Imdaad premises.

ENSURE THAT YOU ARE FAMILIAR WITH IMDAAD OR CLIENT (WHICHEVER IS OPERATED) FIRE PRECAUTIONS, EMERGENCY EXITS, FIRE DRILLS, AND ASSEMBLY POINTS BEFORE COMMENCING WORK.

IN THE EVENT OF A FIRE:

CALL DUBAI CIVIL DEFENCE - PHONE 997 AND STATE CLEARLY THE LOCATION OF THE FIRE.

5.2 Fire Precautions

- a. All means of escape in case of fire must be kept free from obstruction.
- b. Fire fighting equipment i.e hoses should not be used to obtain water supplies for contract work.



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- c. Imdaad Sub Contractor will ensure that all persons employed by him understand and comply with any fire drills that may be held whilst they are on site.
- d. Imdaad Sub Contractor Staff are responsible for ensuring that they do not create, nor allow to exist, any fire hazard in areas in which they are working. Additionally, it is imperative they ensure that no fire danger exists in the area in which they have been working, before vacating the site.

6 Security

6.1 Parking of Private Cars

Imdaad Company vehicles must only be parked in defined parking spaces where practicable. Private or Imdaad Sub Contractor's Cars are parked at their risk.

6.2 Passes

- a. All Imdaad Sub Contractor Staff visiting Imdaad premises must obtain a Pass from the Pass office.
- b. Imdaad Sub Contractor Staff's personnel must report to the Security gate on arrival. Passes must be carried at all times and handed into Security when they leave site.

6.3 Shopping Bags, Baskets, Haversacks and Similar Containers

Imdaad reserves the right to search any shopping bags, baskets, haversacks or similar containers brought onto Imdaad premises.

6.4 Removal of Materials from Imdaad Premises

No material, including scrap, may be taken off Imdaad premises unless authority is obtained and produced when leaving the premises.

6.5 Liability for Loss or Damage to or by Private Property

Imdaad does not accept liability for any loss or damage (whether personal injury or otherwise) caused to or by, private property of a Imdaad Sub Contractor or his employees (including motor vehicles) whilst on Imdaad's premises, except where proof can be provided that such damage was occasioned by Imdaad's servants or agents, in pursuance of their duty.

6.6 Unauthorised Possession of Imdaad Sub Contractor Owned Goods on Premises

- a. Any person discovered in the act of unauthorised taking of Imdaad owned products may be asked to leave the premises forthwith and will not be re-engaged by Imdaad on any subsequent contract.
- b. Where any unauthorised person is suspected of attempting to remove goods from Imdaad premises, the matter will be reported to the Manager. The Manager will also inform the Imdaad Sub Contractor of any of their employees suspected of such action.
- c. Notwithstanding criminal proceedings, the Imdaad Sub Contractor and/or his employees will be expected to indemnify Imdaad against any loss which they may incur in consequence of unlawful acts – such liability resting with the Imdaad Sub Contractor, where he could reasonably have anticipated such occurrences and has failed to properly control his personnel.



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6.7 Taking of Property (Theft)

Any case involving the disappearance of private or personal property belonging to any employee of Imdaad or any Imdaad Sub Contractor on Imdaad Premises, will be reported to the Manager. The Manager will review the case with the individual or individuals from whom property has been taken. Where appropriate the Imdaad Sub Contractor will be notified.

6.8 Unauthorised Driving of Imdaad Vehicles

Any unauthorised person found driving Imdaad owned vehicles may be asked to leave the premises forthwith and may not be re-engaged by Imdaad on any subsequent contract. The Imdaad Sub Contractor will be notified.

6.9 Willful or Malicious Injury/Damage to Persons, Plant, Buildings, Machinery, Vehicles or Property.

A person suspected of causing willful or malicious injury/damage to persons, plant, buildings, machinery, vehicles or property, will be asked to leave the premises forthwith pending investigations by the Manager. Where appropriate, the Imdaad Sub Contractor will be notified.

6.10 Notification of Number of Imdaad Sub Contractor's Personnel Engaged at the Work Location

As early as possible during the week preceding that in which the work is to commence, the Imdaad Sub Contractor must notify Imdaad Manager responsible for the work, of the numbers of persons employed and the hours to be worked.

6.11 Obtaining Keys to Departments Not Manned When Work is to be Carried Out

The Imdaad Sub Contractor Staff must give prior information to the Manager, so that authority to issue the necessary keys can be relayed to the person(s) responsible.

6.12 Restriction on the Movements of Imdaad Sub Contractor's Employees and Vehicles

- a. Imdaad Sub contractor's employees must not enter any premises other than those which are essential for the execution of the work.
- b. Drivers of vehicles must observe entrances, exits, speed limits, internal routes and road signs.
- c. In the event of any abnormal load due to arrive at the site the Manager must be contacted so that arrangements may be made for the passage of the vehicle.

6.13 Imdaad Sub Contractor's Responsibility for Plant, Equipment and Materials

The Imdaad Sub Contractor shall be responsible for the safe-keeping and security of his own plant, equipment and materials left on site, at all times.

7 Welfare

7.1 Site Facilities

Imdaad Sub contractor must make available to his staff:-

- a. Drinking Water
- b. Washing and Toilet Facilities



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c. Canteen Facilities or suitable area to eat.

7.2 First Aid

Imdaad Sub Contractor shall be responsible for the work-related medical welfare of their employees and shall provide:

- a. First aid equipment,
- b. Suitable first aid training in accordance with relevant UAE legislation.
- c. Periodical medical examination where required
- d. Arrangements for professional medical treatment
- e. Hospitalization

7.3 Reporting Accidents

ALL accidents, incidents and near misses (including environmental) however slight, occurring on Imdaad premises **MUST** be reported to a responsible representative of Imdaad.

8 General Conditions

8.1 Arrival / Departure

Reporting to Imdaad's Manager Responsible for the Work on Arrival and on Completion

8.2 Compliance with Imdaad Specifications

Detailed specifications and drawings issued by Imdaad must be complied with in full. Any deviation must be agreed with the Manager responsible for the project and confirmed in writing by both Imdaad and the Imdaad Sub Contractor.

8.3 Supply of Tools, Equipment and Materials

The Imdaad Sub Contractor shall be responsible for providing **ALL** tools, equipment and materials necessary. All electrically operated portable tools shall operate at the lowest voltage.

8.4 Insurance

- a. The Imdaad Sub Contractor Staff must have the appropriate insurances
- b. Such insurance should also indemnify Imdaad Sub Contractor as employer/principal and take into account not only the liabilities upon the Imdaad Sub Contractor Staff but also within the written terms of this Code of Practice and any contract which Imdaad and Imdaad Sub Contractor employees may enter into for services.
- c. Imdaad reserves the right to examine insurance policies held by the Imdaad Sub Contractor.

8.5 Conduct of Imdaad Sub Contractor's Employees

The Imdaad Sub Contractor's employees must conduct themselves in an orderly manner. Persons conducting themselves in a manner unacceptable to Imdaad will be asked to leave forthwith.



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8.6 Alcohol/Proscribed/Prohibited Substances

Imdaad Sub Contractor's employees must not bring alcohol, or prohibited substances onto Imdaad sites.

8.7 Persons Unacceptable to Imdaad

Imdaad reserves the right to refuse admittance to persons they consider to be unacceptable.



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Contractor's Acknowledgement

Company Name

We acknowledge receipt of Subcontractor's EHS Code of practice and we acknowledge that Imdaad LLC has informed us of our responsibilities for :

- Health & Safety
- Hazard Identification/Risk Assessments/Method Statements
- Fire Instructions and Precautions
- Security
- Welfare
- General Conditions

Whilst working on site / contract.

Authorised Signature

Name (Print) Date