



# Lusail Real Estate Development Company

## Health, Safety, Security, Environment, Logistics & Quality Department

### Lusail Construction Safety Procedural Forms/Checklists – Consultant HSE Table Top/Field Review Checklist

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#### COMPANY PROPRIETARY INFORMATION

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## CONSULTANT HSE TABLE TOP/FIELD REVIEW CHECKLIST

<b>Date:</b>		<b>Consultant:</b>	
<b>Contract Title:</b>		<b>HSE Manager:</b>	<b>Project Manager:</b>
<b>Contract % Complete:</b>		<b>Reviewer:</b>	<b>Final Overall SCORE:</b>

<b>SAFETY MANAGEMENT SYSTEM</b>		
<b>POLICY</b>		
01	(4) (3) (2) (1)	Does your company have a clear, written policy for HSE at work, signed, dated and communicated to all employees?
02	(4) (3) (2) (1)	Do you have a manager who has been given overall responsibility for implementing your HSE policy?
03	(4) (3) (2) (1)	Does your policy commit management to prepare regular HSE improvement plans and regularly review the operation of your HSE policies?
04	(4) (3) (2) (1)	Does your policy encourage the involvement of employees and safety representatives in the HSE effort?
05	(4) (3) (2) (1)	Does your policy include a commitment to ensuring that all employees are competent to do their jobs safely and without risks to health?
06	(4) (3) (2) (1)	Does your company have established goals and objectives to which performance can be measured?
07	(4) (3) (2) (1)	Does your company have a HASP? Has the HASP been communicated to all employees?
08	(4) (3) (2) (1)	Does your company have an approved organizational chart?
<b>Comments:</b>		
<b>ORGANIZING – CONTROL</b>		
09	(4) (3) (2) (1)	Have resources, roles and responsibilities of health and safety been defined and allocated to your managers, supervisors and team leaders?
10	(4) (3) (2) (1)	Do your managers, supervisors and team leaders accept their responsibilities for HSE and have the time and resources to fulfill them?
11	(4) (3) (2) (1)	Do your managers, supervisors and team leaders know what they have to do to fulfill their responsibilities and how they will be held accountable?
<b>Comments:</b>		

<b>ORGANIZING – COMPETENCE</b>		
12	(4) (3) (2) (1)	Have you assessed the experience, knowledge and skills needed to carry out all tasks safely?
13	(4) (3) (2) (1)	Do you have a system for ensuring that all your employees, including managers, supervisors and temporary staff, are adequately instructed and trained?
14	(4) (3) (2) (1)	Do you have a system for ensuring that people doing particularly hazardous work have the necessary training, experience and other qualities to carry out the work safely?
15	(4) (3) (2) (1)	Do you have arrangements for gaining access to specialist advice and help when you need it?
16	(4) (3) (2) (1)	Do you have a system for ensuring that competence needs are identified and met whenever you take on new employees, promote or transfer people or when people take on new HSE responsibilities?
<b>COMMENTS:</b>		
<b>ORGANIZING – COOPERATION</b>		
17	(4) (3) (2) (1)	Do you consult your employees and employee safety representative on all issues that affect health and safety at work?
18	(4) (3) (2) (1)	Do you have an active HSE committee that is chaired by the appropriate management and on which employees from all departments are represented?
19	(4) (3) (2) (1)	Do you involve the workforce in preparing health and safety improvement plans, method statements, reviewing our health and safety performance, undertaking risk assessments, preparing safety-related rules and procedures, investigating incidents and problem solving?
20	(4) (3) (2) (1)	Do you have arrangements for cooperating and coordinating with contractors/sub-contractors and employment agencies whose employees work on your site on HSE matters?
21	(4) (3) (2) (1)	Have measures been put in place to ensure effective co-operation between everyone who will be on site?
<b>COMMENTS:</b>		

<b>ORGANIZING - COMMUNICATION</b>		
22	(4) (3) (2) (1)	Have measures been put in place to ensure effective two-way consultation and communication on matters of health and safety?
23	(4) (3) (2) (1)	Do you discuss HSE regularly and is HSE on the agenda of management meetings and briefings?
24	(4) (3) (2) (1)	Do you provide clear information about the hazards and risks and about the risk control measures and safe systems of work to people working on your site?
25	(4) (3) (2) (1)	Is management open and approachable on HSE issues? Do they encourage their staff to discuss HSE matters?
26	(4) (3) (2) (1)	Does management communicate their commitment to health and safety through their behavior and by always setting a good example?
27	(4) (3) (2) (1)	Has contact been made with the relevant emergency services to ensure that they have sufficient information to deal with any foreseeable emergency that might arise?
<b>COMMENTS:</b>		
<b>PLANNING AND IMPLEMENTING</b>		
28	(4) (3) (2) (1)	Do you have a system for identifying hazards, assessing risks and deciding how they can be eliminated or controlled?
29	(4) (3) (2) (1)	Do you have a system for planning and scheduling HSE improvement measures and for prioritizing their implementation depending on the nature and level of risk?
30	(4) (3) (2) (1)	Do you have a system for incident investigation and reporting of incidents?
31	(4) (3) (2) (1)	Do you have arrangements for agreeing measurable HSE improvement targets with your management?
32	(4) (3) (2) (1)	Do your arrangements for purchasing premises, plant, equipment and raw materials and for supplying your products take HSE into account at the appropriate stages, before implementation of the plan or activity?
33	(4) (3) (2) (1)	Do you take the proper account of HSE issues when you design processes, equipment, procedures, systems of work and tasks?
<b>COMMENTS:</b>		

<b>MEASURING PERFORMANCE</b>		
34	(4) (3) (2) (1)	Do you have arrangements for monitoring progress with the implementation of your HSE improvement plans and for measuring the extent to which targets and objectives set under those plans have been achieved?
35	(4) (3) (2) (1)	Do you have arrangements for active monitoring that involve checking to ensure that your control measures are working properly, your HSE rules and procedures are being followed and the HSE standards you have set for yourselves are being met?
36	(4) (3) (2) (1)	Do you have arrangements for reporting and investigating accidents, incidents, near misses and hazardous situations?
37	(4) (3) (2) (1)	Do you have arrangements for dealing with situations that have created risk with priority being given where the risks are greatest?
38	(4) (3) (2) (1)	Do you have arrangements for analyzing the causes of any potentially serious events so as to identify the underlying root causes including causes arising from shortcomings in your HSE management system and safety culture?
<b>COMMENTS:</b>		
<b>AUDIT AND REVIEW</b>		
39	(4) (3) (2) (1)	Do you have regular audits of your HSE Management System carried out by competent internal or external auditors or competent auditor employees by your company who are independent of the department they are auditing?
40	(4) (3) (2) (1)	Do you use the information from performance monitoring and audits to review the operator of your HSE management system and your safety performance?
41	(4) (3) (2) (1)	Do you regularly review how well you have met the objectives in your HSE improvement plans and whether you have met them in the agreed timescales?
42	(4) (3) (2) (1)	Do you analyze the information from performance measurement and use it to identify future improvement targets and to identify particular causes of accident, ill health or poor control of risk to target for future risk reduction effort?
<b>COMMENTS:</b>		

<b>CONTRACTOR SAFETY MANAGEMENT</b>		
43	(4) (3) (2) (1)	Do you conduct on-site assessments of contractor activities, worker behaviors and processes?
44	(4) (3) (2) (1)	Does your management lead the weekly project HSE meetings with contractors/employees?
45	(4) (3) (2) (1)	Do you periodically attend or lead contractor/subcontractor tool box safety meetings?
46	(4) (3) (2) (1)	Do you conduct systematic/comprehensive audits of contractor/subcontractor HSE Programs?
47	(4) (3) (2) (1)	Does your HSE team engage its project management in contractor HSE program management?
48	(4) (3) (2) (1)	Do you participate in PM/CM organized project site HSE assessments?
49	(4) (3) (2) (1)	Do you conduct review and approval of contractor HSE plans, procedures, and programs?
50	(4) (3) (2) (1)	Do you attend or conduct contractor emergency drills?
51	(4) (3) (2) (1)	Do you lead incident investigation and incident review board hearings?
52	(4) (3) (2) (1)	Do you maintain relevant and applicable records to verify contractor management?
53	(4) (3) (2) (1)	Do you track incidents/injuries and hazard observations for trend analysis? Is this data communicated to your contractors for HSE improvement?
54	(4) (3) (2) (1)	Do you prepare weekly/monthly metrics for reporting to Lusail?
55	(4) (3) (2) (1)	Do you create and/or disseminate safety alerts, near miss bulletins, HSE related information and notices to contractors?
56	(4) (3) (2) (1)	Do you have an updated HSE Organizational Chart from Contractor with all resources in place per QCS 2010 and Lusail HSE General Requirements?
57	(4) (3) (2) (1)	Do you have a procedure in place to review on a monthly basis all outstanding deficiencies for which adequate corrective action has not been completed/ implemented?
58	(4) (3) (2) (1)	Do you have a method of collecting contractor HSE metrics and analyzing the data to establish trends?
<b>COMMENTS:</b>		

<b>TOTAL POINTS POSSIBLE – 232pts</b>	<i>Total Score =</i>
<b>Comments:</b>	

**Consultant Representative:**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PM/CM Team Names:**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Scoring Guidelines:**

- 4 – The answer to the question is yes along with supportive documentation (i.e. pictures, audits, training records, receipts, etc.).
- 3 – The answer to the question is yes but supportive documentation is lacking (i.e. lack of training records, audits, receipts, etc.).
- 2 – The answer to the question is yes but there is a serious lack of supportive documentation (i.e. little to no training records, little to no audits, etc.).
- 1 – No documentation to support.

**Total Score – 232pts**

Score from Table Top Audit: \_\_\_\_\_

Lead Auditor Signature: \_\_\_\_\_

<b>SAFETY MANAGEMENT SYSTEM – FIELD OBSERVATION</b>		
<b>WORKING AT HEIGHTS</b>		
<b>– FALL PROTECTION, SCAFFOLDING, ETC. (17pts)</b>		
101	<b>Y ( ) N ( )</b>	Is fall protection evident while employees are working at/above 1.8 meters?
102	<b>Y ( ) N ( )</b>	Is there a system in place for scaffolding? (i.e. tagging, inspections, etc.).
103	<b>Y ( ) N ( )</b>	Does all the scaffolding consist of scaffold grade components?
104	<b>Y ( ) N ( )</b>	Is scaffolding SLP (Straight, Level & Plumb)?
105	<b>Y ( ) N ( )</b>	Are employees wearing harnesses properly?
106	<b>Y ( ) N ( )</b>	Have employees been trained on fall protection?
107	<b>Y ( ) N ( )</b>	Are anchor points of adequate strength?
108	<b>Y ( ) N ( )</b>	Are body harnesses periodically inspected?
<b>ASSESSMENT OF FIELD HAZARDS</b>		
<b>(i.e. JHAs/RISK ASSESSMENT, HOUSEKEEPING, ETC.) (17pts)</b>		
109	<b>Y ( ) N ( )</b>	Have all field hazards been adequately assessed and control in place?

110	Y ( ) N ( )	Is Housekeeping being maintained properly?
111	Y ( ) N ( )	Is hydration being maintained in the field?
112	Y ( ) N ( )	Are tool box talks being conducted? How often (review documentation)?
113	Y ( ) N ( )	Is material handling equipment in properly working condition?
114	Y ( ) N ( )	Is operators properly trained on the material handling equipment they are working with/operating?
115	Y ( ) N ( )	Is there sufficient access/egress to/from the work area?
116	Y ( ) N ( )	Have electrical hazards been identified and controlled? Is there adequate lighting?
<b>EMERGENCY PRACTICES (17pts)</b>		
117	Y ( ) N ( )	Are emergencies drill conducted?
118	Y ( ) N ( )	Is the emergency evacuation area clearly identified?
119	Y ( ) N ( )	Are there an adequate number of individuals trained in CPR/First Aid/Red Crescent?
120	Y ( ) N ( )	Are there any first aid kits available in the field?
121	Y ( ) N ( )	Are welfare areas available for employees (i.e. shade, bathrooms, etc.)?
<b>EXCAVATIONS (17pts)</b>		
122	Y ( ) N ( )	Is the excavation deeper than 1.8 Meters?
123	Y ( ) N ( )	Is there a protocol in place to assess the soil condition? If not is there a default sloping protocol?
124	Y ( ) N ( )	Is there is permit system that requires the signature of the Safety Manager and the Construction Manager?
125	Y ( ) N ( )	Is the excavator operator properly trained? Is there a competent person in the field who assesses the conditions of the excavation during working hours?
126	Y ( ) N ( )	Is properly access/egress being provided?
127	Y ( ) N ( )	Are excavations deeper than 6.0 Meters engineered? (Documentation w/ Engineer's Stamp)
128	Y ( ) N ( )	Is de-watering protocols in place? (If applicable)

129	<b>Y ( ) N ( )</b>	Is there an emergency plan for unforeseen accidents? (i.e. cave-in, water breach, etc.)
<b>TOTAL POINTS POSSIBLE – 300pts</b>		<i>Total Score =</i>
<b>Comments:</b>		

**Consultant Representative:**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PM/CM Team Names:**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FIELD OBSERVATION – 68pts**

- The Field Observation portion of this audit is to evaluate the implementation of a Company’s Safety Management System’s documentation (i.e. Risk Assessments/JHAs, Written Safety Programs, Method Statements, etc.)

A Rating – 90% (270pts & Higher)

B Rating – 80% (240pts – 207pts)

C Rating – 70% (210pts – 206pts)

F Rating – Below 69% (Below 210pts)

**CUMULATIVE SCORES:**

Table Top Audit: \_\_\_\_\_

Field Observation Audit: \_\_\_\_\_

Total Score: \_\_\_\_\_

Lead Auditor Signature: \_\_\_\_\_