



Lusail Real Estate Development Company

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

Lusail Construction Safety Management Procedure – Recordkeeping and Reporting

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1. Description

This element of the Lusail Construction Safety Management Procedures (LCSMP) details guidelines for maintaining project health and safety records. This Procedure applies to all Lusail personnel, Contractors, Developers, Consultants and subcontractors working on the Lusail project.

2. Definitions

Term	Description
Exposure Records	The documents that log the sampling levels and monitoring levels of possible health hazards.
Medical Records	The documents associated with personal physical conditions resulting from exposure to toxic substances.

3. Project Records Summary

The Contractor shall maintain employee training records and oversee maintenance of all project health, safety and medical records.

Contractors must maintain the following documents and records in a central controlled location and update them routinely to ensure that Client or regulatory agency auditors, inspectors, and officers have ready access to current and complete information:

- Construction health, safety and environment (HSE) procedures
- Written project health and safety plan (HASP)
- Annual safety, health, and risk management program evaluations, site audits, corrective action tracking; and other audit documents
- Routine internal self inspections and formal audits
- Employee HSE induction, safety training programs, and attendance records
- Incident, injury and illness reporting for the site and for all subcontractors
- Incident investigation reports
- Reports from employees of safety problems and documentation of management response(s)
- Health and safety committee minutes of meetings
- Records of industrial hygiene monitoring for chemical, biological, and physical agents; analytical results, exposure calculations, analyses, and summary reports
- Job hazard analyses (JHA)
- Employee involvement activities
- Other records that provide relevant documentation, or which are required by specific code, standard, or regulation

4. Incident Injury Illness Reporting

The Contractor is responsible for completing and maintaining timely and accurate reports of job-related incidents, injuries and illnesses.

An Incident, Injury & Illness Log must be kept on all lost time, recordable and first aid medical cases; vehicle accidents, property damage, and environmental impact incidents.

At the completion of the project, the Contractor shall archive the Incident, Injury & Illness Log file with the other files in the project general file.

5. Medical & Occupational Exposure Records

Records verifying employee medical qualification, exposure monitoring, audiometric testing, and personal medical records shall be maintained by the Contractor employer during the project and archived in individual employee files.

Physicians' reports must be kept in a file separate from the employee's personnel records. Access to the physician's report is limited to the Human Resources representative, unless access for others is authorized in writing by the employee.

6. Medical & Occupational Exposure Records Release

Employee occupational exposure and medical data must be released to employees, their designated representatives, and/or health professionals upon request by said person(s). Except in an emergency situation, employee medical record requests must be in writing.

- Health care professionals must obtain specific written consent to gain access to employee personal medical records, but they may examine exposure records without consent. However, they must state the specific record(s) being requested and the medical purpose for requesting the information.
- One (1) copy of an employee's medical and/or occupational exposure record(s) is made available to the employee within fifteen (15) days of the request, and with the written concurrence of the Human Resources representative.
- Employees shall be informed of the location of their records. This is accomplished at the new employee HSE induction and by adequate posting of information on site safety bulletin boards.
- Upon completion or termination of a project, a notice shall be posted/communicated informing employees of the location of their medical and occupational exposure records.

7. Records Disposition at Project End

The Contractor maintains all relevant project records at the site office for the duration of the project and archives them for 10 years from creation date.

8. References

Qatar Construction Specifications 2010 Section 11 Part 2.3.8 "The Report and Investigation of Accidents and Incidents"

Qatar Construction Specifications 2010 Section 11 Part 2.3.2 "COSHH [Control of Substances Hazardous to Health]"