



# Lusail Real Estate Development Company

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

### Lusail Construction Safety Management Procedure – Contractor HASP & HSE Staffing Requirements

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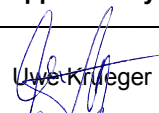
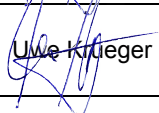
Document No	<u>LUS-HSE-WG3-446-051.01</u>	Rev	<u>1</u>
Uncontrolled Copy	<input type="checkbox"/>	Controlled Copy	<input checked="" type="checkbox"/>
		Date	<u>01-Apr-2015</u>

#### COMPANY PROPRIETARY INFORMATION

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## Amendment Record

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Rev.No	Description / Comments	Prepared By	Checked By	Approved By	Issue Date
1	(Pg. 1) Company Propriety Information – Not controlled if printed has been added.	HSE Working Group	Michael Ford	 Uwe Krueger	1 <sup>st</sup> April 2015
1	(Pg. 2) Revised Amendment Table	HSE Working Group	Michael Ford <i>Michael Ford</i>	 Uwe Krueger	1 <sup>st</sup> April 2015

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### **1. Description**

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This LCSMP element explains the requirements for the development of a Construction Health and Safety Plan (HASP) and the minimum HSE staffing required for implementation. This element applies to all Contractors and subcontractors working on Lusail projects.

## 2.0 Definitions

Term	Description
Job Hazard Analysis (JHA)	A process used to identify hazards or potential hazards associated with each step of a job or work plan to uncover hazards and eliminate, control, or remove them before the work is started.
Risk Assessment	The process of hazard, aspect, impact, identification, assessment of the risk, and identification of the controls required to manage the risk to an acceptable level to ensure the health and safety of those affected by the activity and the protection of the environment from harm.
HASP	Health and Safety Plan
OHSAS 18001	Occupational Health and Safety Management System
Method Statement	The Method Statement is used to ensure that specific work tasks are carried out safely and that persons involved in the tasks have a structured document outlining the process to be carried out and all the control measures which have to be applied.
Lusail Representative	For the purposes of this procedure includes LREDC's HSE Department, Supervising Consultant and/or Engineer.

## 3. Responsibility

The Contractor is fully responsible for the pre-planning, development of Method Statements, Job Hazard Analysis, overall safe work planning and implementation. The Contractor's Project Management is responsible for the assurance that all work is planned and conducted according to the pre-planning document, Contractor and Lusail Health Safety & Environment (HSE) procedures and the Qatar Construction Specifications 2010. Should a conflict occur between procedures/standards or requirements the more stringent will apply.

## 4. CONTRACTOR Occupational HASP

The Contractor shall, as a minimum, implement an Occupational Health and Safety Management System meeting the requirements of OHSAS 18001:2007.

All Contractors shall produce and implement a site-specific HASP which adequately summarizes his scope of works under their Contract, all safety and health hazards to which his personnel will or may be exposed, and methods which will be employed to control and/ or mitigate those hazards to an acceptable level of risk. The HASP shall be site-specific to the Lusail Project.

The HASP shall be submitted to Lusail Representative within thirty (30) days of Contract award. The Contractor shall not mobilize until such time that the HASP is reviewed and approved by the Lusail Representative.

The Contractor shall undertake a full formal review of the he HASP annually on the date of contract award and submit to Lusail Representative within fourteen (14) days of the review with an amended plan should any amendment be required. The HASP shall also be revised when conditions or operations require. All revisions and amendments shall be submitted to Lusail Representative for review. Contractor shall have sole responsibility for enforcement of requirements under this HASP. The HASP shall illustrate adherence to this Procedure, adherence to relevant Qatari laws and regulations, and Qatar Construction Specifications 2010 and provide personnel and Lusail with an understanding of the means and methods that the Contractor will employ in achieving HSE compliance.

The minimum information required to be contained in a Contractor HASP includes:

- Front Cover
- Signature Page (signed by HSE Manager and Project Manager)
- Table of Contents
- BS OHSAS 18001 Certificate (if applicable)
- CONTRACTOR health and safety policy statement
- Project Scope, Requirements and Occupational Health and Safety Objectives
- Subcontractor Occupational Health and Safety
- Management structure, organization chart, and key personnel responsibilities (including Management)
- PPE requirements
- Training requirements
- COSHH Program
- Occupational Health Program
- Emergency Response Program
- Incident Notification and Investigation
- Safety Meeting Details
- Site Security Procedure
- Disciplinary Program
- Workplace Violence Procedure
- Fire Prevention and Protection Plan
- Heat Illness Prevention Program
- Air/ noise/ dust monitoring procedures
- Permit to Work Program
- Procedure for inspections, corrective and preventative actions
- Job Hazard Analysis & Method Statements
- Risk Assessments
- Key Performance Indicators and Continual Improvement
- Reference to and listing of pertinent Company HSE Policies & Procedures
- Appendices
- Reference Documentation

Base upon the project risk assessment, the Contractor may be required to include management arrangements and standards to be used for each of the following:

- a) Scaffolding
- b) Suspended Working Platforms
- c) Fall Prevention and Fall Arrest
- d) Prevention of Falling Objects
- e) Excavations
- f) Electricity
- g) Structural Steel Erection
- h) Demolition and Dismantling

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- i) False work and Formwork
  - j) Reinforcement and Concreting
  - k) Cladding and Roof work
  - l) Confined Spaces
  - m) Lifting Appliances and Lifting Gear
  - n) Mobile Plant and Vehicles
  - o) Mobile Elevating Working Platforms
  - p) Construction Lifts
  - q) Machinery and Equipment
  - r) Power Tools
  - s) Hazardous Substances
  - t) Hot Work and Welding
  - u) Access and Egress
  - v) Housekeeping
  - w) Warning Signs and Barricades
  - x) Material Handling, Transportation and Storage
  - y) Lock Out and Tag Out
  - z) Temporary Works
  - aa) Temporary Facilities
  - bb) Underground and Overhead Utilities
  - cc) Working Over or Adjacent to Water
  - dd) Working Environment
  - ee) Personal Protective Equipment
  - ff) Site Traffic Control

#### **4.1 Subcontractor HASP**

The Contractor shall ensure that all entities subcontracted to Contractor for performance of the works under their Contract prepare and submit to Contractor a site-specific HASP for their scope of work. Subcontractor HASP shall comply with all above requirements, meet or exceed the specifications included in Contractor HASP, and shall comply with all requirements contained in the Lusail Construction Safety Management Procedures.

Subcontractors shall not commence work under their Contract until the Subcontractor HASP has been reviewed and approved by Contractor. Subcontractor HASP shall be retained on file and made available to Lusail Representative for review and/ or comment as necessary.

Contractor shall provide supervision of Subcontractor to ensure implementation and compliance with HASP.

## **5. Staff Qualifications & Staffing**

The Contractor shall ensure that all personnel serving in the health and safety management role on their Contract are qualified with regard to education, certification, and construction safety and health experience on projects of similar size and scope. Contractor Health & Safety Staff shall meet the following minimum education, certification and experience criteria to serve in the health and safety capacity on the Lusail Project.

Note: Health and Safety Staff, in excess of specifications outlined below, may be required at Lusail's discretion should high risk activities warrant, in the opinion of the Client, such additional manpower.

### **5.1 Health and Safety Manager**

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- The Health and Safety Manager shall be western educated, hold a degree to include and/or professional HSE Diploma or its equivalent in a health and safety discipline, with a minimum of eight (8) years of construction health and safety management experience on projects of similar size and scope, OR;
  - Health and Safety Manager shall be western educated with a minimum of ten (10) years of construction health and safety management experience on projects of similar size and scope; and be currently certified by the US Board of Certified Safety Professionals as a Certified Safety Professional (CSP), or equivalent internationally recognized body.
  - Health and Safety Manager shall be current in First Aid certification.
  - The Contractor shall provide a minimum of one (1) qualified HSE Manager per Contract.

### 5.2 Deputy Health and Safety Manager

- The Deputy Health and Safety Manager shall be capable of performing all of the duties of the Health and Safety Manager.
- The minimum education shall be in accordance with QCS 2010 Section 1 Part 10.

### 5.3 Health and Safety Representatives (Supervisors/ Officers/ Etc)

- The Health and Safety Representative shall have a minimum of five (5) years of construction safety and health management experience on projects of similar size and scope, AND;
- Health and Safety Representative shall be educated/ certified through internationally recognized schools/ agencies as having received comprehensive training in construction safety and health.
- Health and Safety Representatives shall be current in First Aid certification.
- The Contractor shall provide a minimum of one (1) qualified HSE Representative for every fifty (50) workers assigned to each Contract.

## 6. Documentation

The Contractor maintains project records at the site for the duration of the project and archives them for a minimum retention time of 10 years from creation date.

## 7. References

Qatar Construction Specifications 2010 Section 1 Part 10.1.3 “Contractor’s Occupational Health and Safety Organization Plan”

Qatar Construction Specifications 2010 Section 1 Part 10.2 “Contractor Occupational Health and Safety Plan”