



Fame Arabia
General Contracting Company

HEALTH SAFETY & ENVIRONMENT (HSE) MANUAL

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SAFETY IS OUR PRIORITY

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شركة فهد سامر المطيري للمقاولات العامة
س.ت ٢٠٥٥١٠٢٤٥٦ - هاتف: ٠١٣٣٦٢٦٦٩٦ - ص.ب ٤٤٢٠
شارع مكة - الجبيل ٣١٩٥١ المملكة العربية السعودية

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Health, Safety & Environment Policy سياسة الصحة , السلامة والبيئة

FAME is committed to working Safely and protecting Health of its employees and others that may be affected by our operations and also minimize impact of their activities on the Environment. We believe that all accidents are Preventable. MIB will strive for continuous Improvement of its HSE performance by the efficient Management of HSE System.

A approach to HSE management to be applied which shall:

1. Acceptance of direct individual to comply with HSE management system requirements.
2. Establish and maintain procedure for reporting, investigation, recording and analyzing accidents and incidents.
3. To encourage employees to work safely and empower them to stop work when the conditions and action are unsafe.
4. Set objectives and targets, measure and reporting HSE activities.
5. Adhering to company procedure of securing a safe work place.
6. Reduce potential long term liabilities.

The purpose of this HSE policy is:

1. Provide and maintain to ensure safe work place.
2. Prevent all incidents and accidents by implementing adequate control measures.
3. Protect the health and safety of our employees and other person associated with our activities.
4. Provide proper personal protective equipment and supervise their use.
5. To ensure substance are safe without any risk when being used or handled.

تلتزم شركة فهد سامر المطيري للمقاولات العامة بالعمل بأمان وبحماية موظفيها والآخرين الذين قد يتعرضون من أنشطتنا والتقليل من الأنشطة التي قد تتعرض لها البيئة. نحن نؤمن بأن جميع الحوادث يمكن الوقاية منها. وسوف نسعى جاهدين من أجل التحسين المستمر لأداء الصحة , السلامة والبيئة من خلال كفاءة إدارة الصحة , السلامة والبيئة .

هناك نهج متمم لإدارة الصحة , السلامة والبيئة. فيما يلي البعض منها :-

- ❖ قبول الفرد بالامتثال لمتطلبات إدارة الصحة والسلامة.
- ❖ إنشاء والحفاظ على إجراءات التطبيق وتقديم التقارير وتسجيل وتحليل الحوادث والأحداث.
- ❖ تشجيع الموظفين على العمل بأمان وتمكينهم من توقيف العمل عندما تكون الشروط والإجراءات غير آمنة.
- ❖ تحديد المقاصد والأهداف , قياس وإبلاغ أنشطة الصحة , السلامة والبيئة.
- ❖ التزام الشركة بإجراء و تأمين مكان آمن للعمل بدون أي مخاطر.
- ❖ خفض محتمل الإلتزامات على المدى الطويل.

الغرض من سياسة الصحة , السلامة والبيئة هو :-

- ❖ توفير وصيقة لضمان سلامة مكان العمل .
- ❖ منع جميع الحوادث من خلال تنفيذ تدابير الوقاية الكافية
- ❖ حماية صحة وسلامة موظفينا والآخرين الذين يرتبطون مع أنشطتنا
- ❖ توفير معدات الوقاية الشخصية المناسبة والإشراف على استخدامها
- ❖ يجب ضمان المواد آمنة بدون أي مخاطر عندما يتم استخدامها أو التعامل معها .

FAHAD S. AL-MUTAIRI
Chairman

Safety, Health & Environment objectives:

- Strike to reduce the probability of the accidents which have the potential to cause injury, disablement, loss of life & property.
- Take measure to minimize health impairment of people involved in loading as well as unloading of bitumen.
- To minimize degradation of the general environment in & around the location, by controlling probable situations which have the potential to adversely effect the environment.
- To minimize undue wastage of the material resources including water and other solvents, which help in preventing environment pollution.
- To educate the employees so that they can be aware of their own safety, health & well being as well as their responsibility towards the environment.
- To train , retrain & thereby motivate the employees so that they are able to identify & eliminate prevailing unsafe practices as well as we able to improve, upgrade & mention their workplace free of unsafe action & condition.



Basic Safety Rules

- All workers are must to wear cover all uniform, helmet and hand gloves while on duty.
- Smoking is strictly prohibited in plant.
- For handling chemicals workers must use face mask and goggles.
- Materials used in the plant like Bitumen is very expensive and hazardous make sure that there is no spillage and wastage.
- Keep the barricades in front of the trucks while on loading.
- Do not enter any vessel or equipment, without proper permit.
- No hot work in plant without a fire permit.
- For doing any maintenance work, the work permission is necessary.
- Do not use any fire alarm or fire extinguisher when there is no emergency situation.
- Do not start any work without a proper PPE.

These are amending for emergency use:

- Job safety analysis to be followed.
- Work as per instructions only, know the instruction is to be followed in case of emergency.
- Keep PPE in clean and suitable condition.
- Report any abnormal conditions, sound or vibration to your HSE officer. When you hear the fire alarm siren. Leave the building/area immediately and proceed to designated assembly area.

General Safety Rules:

Housekeeping:

- Workplace and surrounding area shall be kept clean and free from obstructions.
- On job completion all tools, equipment's and left-over material shall be collected at designated storage place.
- Waste bitumen material and other intermediate material shall be removed and kept in covered containers.
- Slipping substances such as grease, bitumen or oil spilled on floor, shall be wiped and cleaned immediately.

Approval:

- **A.** Wearing apron, no person working on or near moving vehicles shall be loose clothing.
- **B.** The worker who involved in loading or unloading shall put on tight fitting apron, shoes, boots must be tightly lashed.
- **C.** Casual clothes should not wear by the worker at the time of work.

Personal Protective Equipment's:

- PPE like goggles, face mask, apron, gloves, safety shoes, helmet etc. are issued for personnel protection for jobs where special hazard exhaust and it is mandatory by the personnel while engaged on such work.

Stacking materials:

- a) All material shall be stacked tightly and up to safe height to prevent them from falling or causing some other piles to fall.
- b) No material shall be stacked in passages and emergency exit.

Eye protection:

- Goggles or face shields must be used by all personnel engaged in operations involving hazards to eyes these operations shall be identified by the HSE officer.

Defective tools:

- All defective tools like chisels with irregular heads, spanner with worn jaws, broken hammers shall be brought to the notice of the HSE officer and discard it.

Guards:

- Machine guard and other safety devices shall not be removed except for making repairs lubricating or cleaning by authorized person. These must be replaced before starting machines.

Clearance Certificate:

- Incidents often occurs when maintenance work or project work is carried out in a half hazard way. Before taking any maintenance work each job should be analyzed in details to find out what are possible hazards involved in the executing job and identifying methods to be adopted to prevent incidents.

Type of certificate/Permit used in the plant clearance system:

- 1) Work request and standard certificate
- 2) Vessel entry permit
- 3) Hot work permit
- 4) Temporary electrical connection permit
- 5) Work on height permit

Plant modification authorization:

- Any modification to plant or equipment shall be carried out only after obtaining PMA.

Starting and repairing machinery:

- a) No person shall attempt to operate or certain motion or equipment unauthorized.
- b) Oiling, cleaning and repairing of machinery shall not be normally carried without first stopping machinery completely
- c) No person switch on electricity, turn on gas, bitumen or air or acid or certain motion and machinery without first making sure that no one in position to be injured.
- d) All expose moving parts of machinery such as pulleys , belts, couplings, chains, flywheels, rotating collars with projecting shield etc, shall be properly guarded.

Electricity

- a) No work shall be done in close proximity to electric supply line and operations without the approval of components authority.
- b) The use of defective plugs, socket and flexible cable shall be avoided.
- c) No one except a person duly authorized by electrical shall operate any switch gear or other electric equipment's except for routine starting and stopping motors and switching on or switching off lights, fans etc.

Ladders:

- a) Ladders with broken and missing rings or split side rails or otherwise defective shall not be used.
- b) No metallic ladders shall be used for electrical work or any work to be executed in close proximity to the electric supply lines or apparatus unless it has rubber shoes.

Handling and storage of gas cylinders:

Cylinders of compressed gas either flammable or otherwise can be lethal if they are mishandled or misused. Care must be taken in all aspects of their use, particular attention must be paid to the care of valves or regulator, and these are perhaps a cylinder's most vulnerable parts. If, during careless handling, damage occurs to the valve or regulator, an innocuous cylinder can turn into a deadly missile. The vast store of energy contained in a gas cylinder can culminate into a powerful jet propulsion unit if there is nothing to control its release.

Flammable gases and oxygen case particular problems especially if leakage occurs and instant recognition of cylinders is vital for the course of action to be followed.

The following precautions are mandatory.

- a) The oxygen and acetylene cylinders shall not be stored together except during use.
- b) Gas cylinder shall be stored upright.
- c) Full and empty cylinders shall be kept apart to prevent confusion and mistake.
- d) No valve or lading on a gas cylinder shall be lubricated. The cylinders shall be kept away from oil and grease during storage and handling.
- e) The LPG cylinder shall be stored under cover. Away from the direct rays of the sun and the storeroom shall be properly ventilated.
- f) Filled gas cylinders shall not be rolled on the ground. These shall be moved on cylinder cars or trolleys.

OUR AIM - ZERO ACCIDENTS

Trucks

- a) All vehicles shall comply with traffic regulations within the site, and they shall not exceed the speed limit of 15 Kmph.
- b) Stop the engine while loading or unloading.
- c) Don't start the engine until loading man takes the barricades away.
- d) Riding on a running vehicle or any part of the vehicle except on a proper seat is strictly prohibited.
- e) Sitting on the side laps or standing in a truck while in motion is strictly prohibited.
- f) Drivers shouldn't go on the top of the loading area it's highly forbidden.

Smoking:

- Smoking is strictly prohibited in the site premises and any location shall be a punishable offence. All the personnel shall deposit the match boxes and lighters at the front office in case of visitors.
- It is the person/section visited, who shall ensure that the visitors does not have that smoking things.

First-aid boxes

- First-aid boxes shall be provided in suitable places in the site and office.

Health

- Any contagious or communicable disease suffered by the employee shall be intimated to the management by the individual. Food, water and beverages shall be taken designated place only.

Reporting of accidents

- Whenever an injured person is required to be sent to the hospital for treatment, the executive on duty should prepare the copies of accident form as per the procedure and give to the HSE officer. In case of serious accident information should be passed at once to location head.

Investigation of accidents:

The essential requirements of successful accidents prevention practice are:

- a) Every accident is investigated expeditiously and causes are analyzed critically.
- b) Remedy for avoiding recurrence is recommended and applied

Unusual occurrence:

- These are learning incidents which have the potential of accidents / mishaps / spillages. These shall be reported, investigated and remedial actions thereof shall be expeditiously implemented to prevent recurrence.

Horse play:

- Horse play of any kind is prohibited inside the site. Do not distract the attention of others at work.

Emergency:

- An emergency shall be declared if an untoward incident (fire, major solvent/inflammable material spill or major injury accidents) occurs and requires the mobilization of all possible resources to tackle it. Regular drills shall be conducted to familiarize everybody on their roles in the event of such emergency. Participation in these drills is mandatory as per procedure.

Follow Safety Ever, Accident Will Be Never

Emergency instructions:

**In the case of an emergency like fire, gas leak etc. /
On hearing a bell or alarm**

- Stop work if any, switch off gas hot plate / all equipment's.
- Leave the room / kitchen / store / office etc., with visitors if any.
- Close door behind you.
- Report to assembly point.
- Do not enter the room / kitchen / store / office etc., before emergency coordinator gives you permission.
- Check and ensure that all occupants have been vacated
- If all have been vacated proceed to assembly point and report to emergency coordinator.
- Perform roll call / head count.
- Do not allow occupants and visitors to return to the room / kitchen / store / office etc., until advised by the emergency coordinator
- Contact MIB staffs / HSE officer.

[Do not do anything that may endanger yourself or others]

Emergency action in fire incident:

In the event of a fire follow the following general rules: After discovering the fire:

1) Assess the situation to determine if onsite resources are adequate to respond. If YES, initiate response.

- ➔ **SHOUT FIRE, FIRE.....!!**
- ➔ **SOUND THE BELL/ALARAM.....!!**
- ➔ **ATTACK THE FIRE WITH APPROPRAITE FIRE EXTINGUISHER.**
- ➔ **Contact PDO Supervisor / HSE officer.**

2) If NO, immediately call 5555 , 9999. The operator will ask the following questions:

- ➔ **What happened?**
- ➔ **Where it happened?**
- ➔ **What is your name?**
- ➔ **What is your current location?**
- ➔ **What is your telephone number?**
- ➔ **Do you need an ambulance?**
- ➔ **Do you need the fire brigade?**

3) If fire is in building/accommodation:

- ➔ **CLOSE THE DOOR OF THE ROOM WHERE THE FIRE IS**
- ➔ **LOCATED.**
- ➔ **REPORT TO THE ASSEMBLY POINT NEAR GATE.**
- ➔ **IF YOU HAVE VISITORS, YOU MUST TAKE THEM WITH YOU.**
- ➔ **DO NOT RE-ENTER THE ROOM BEFORE THE EMERGENCY GIVES YOU PERMISSION.**
- ➔ **CONTACT MIB Staffs / HSE officer.**

[Make site safe, provide first aid and preserve the site]



Emergency numbers

Site Area	:	053 762 1520	(Rizwan)
Site Area	:	055 274 1967	(Mohiuddin)
Yard Area	:	055 480 5196	(Nazrul)
Admin Area	:	054 121 4902	(Shabeeb)

Action to be taken in the event of major leakage / spillage of chemicals:

1. Using appropriate PPE, try to stop the source of leakage/spillage, taking appropriate measures as mentioned in the MSDS of the chemicals.
2. Collect the spilled material (in case of bitumen) in suitable containers.
3. If the spillage is on floor, make a barricade with sand to prevent further spread.
4. If the liquid cannot be collected it should be soaked with sand/waste. The sand/waste soaked with material shall be sent for incineration later on.
5. If the liquid or its flushing has entered the storm water drain or any other drain, inform the effluent treatment department personnel.
6. Flushing with water may also be carried out to clean the area.
7. Point Nos.1 to 6 will apply for leakage from any tanker, vessel, container, storage tank etc. within the premises of the company.
8. Collection of spilled material as mentioned in point 2 should be carried out in the dedicated collections arrangements where provided.
9. In case of spillage of solid material, the material will be collected in container; if the material cannot be re-used it shall be sent for incineration or suitable disposal after consulting with the authority.

Hazards of bitumen:

Bitumen in service on for example roads, roofs or pavements are virtually solid and do not present any known health or environmental hazard Bitumen is normally manufactured, stored, transported and handled hot. Hence the most significant hazard is the potential to cause severe burns. Hot bitumen gives off fumes. These can cause respiratory tract or eye irritation. Much scientific research has been carried out to establish that, apart from this irritation, there is no evidence that bitumen is hazardous to worker health. Good temperature control and work practices can prevent or minimize worker exposure to fumes from bitumen.

How can worker exposure to fumes from bitumen be minimized?

Worker exposure can be minimized by the use of good working practices, such as:

1. Keeping the temperature of the material as low as practically possible.
2. Working in well ventilated conditions (including simple practices e.g., standing upwind of the source of fumes);
3. Job rotation around the worksite.
4. Use of personal protective equipment, especially in confined spaces.

First aid for bitumen burns:

NOTES FOR GUIDANCE OF FIRST AID AND MEDICAL PERSONNEL

All persons working with hot bitumen should be familiar with these recommendations in order to administer first aid to burn victims. This document should accompany the patient and be placed in a prominent position before transport to doctor or hospital.

NO ATTEMPT SHOULD BE MADE TO REMOVE THE BITUMEN AT THE WORKSITE

• FIRST AID

When an accident has occurred the affected area should be cooled immediately to prevent the heat causing further damage. The burn should be drenched in cold water for at least ten minutes for skin and at least 5 minutes for eyes. However, body hypothermia must be avoided. No attempt should be made to remove the bitumen from the burned area.

- **FURTHER TREATMENT, FIRST AID AND MEDICAL CARE**

The bitumen layer will be firmly attached to the skin and removal should not be attempted unless carried out at a medical facility under the supervision of a doctor. The cold bitumen will form a waterproof, sterile layer over the burn which will prevent the burn from drying out. If the bitumen is removed from the wound there is the possibility that the skin will be damaged further, bringing with it the possibility of complications. Furthermore, by exposing a second degree burn in order to treat it, there is the possibility that infection or drying out will make the wound deeper.

BITUMEN BURNS

- **SECOND DEGREE BURNS**

The bitumen should be left in place and covered with a Tulle dressing containing paraffin or a burn ointment containing paraffin, e.g. Flamm zine (silver sulphadiazine). Such treatment will have the effect of softening the bitumen enabling it to be gently removed over a period of days. As a result of the natural re-epithelialization of the wound any remaining bitumen will peel off in time.

- **THIRD DEGREE BURNS**

Active removal of the bitumen should be avoided unless primary surgical treatment is being considered due to the location and depth of the wound. In such cases removal of the bitumen is best carried out in the operating theatre between the second and fifth day after the burn occurred. By the second day the capillary circulation has usually recovered and the bed of the wound is such that a specialist can assess the depth to which the burn has penetrated. There are normally no secondary problems such as infections to contend with before the sixth day. However, it is essential to commence treatment using paraffin based substances from the day of the accident to facilitate removal during surgery.

• CIRCUMFERENTIAL BURNS

Where hot bitumen completely encircles a limb or other body part the cooled and hardened bitumen may cause a tourniquet effect. In the event of this occurring the adhering bitumen must be softened and/or split to prevent restriction of blood flow.

• EYE BURNS

No attempt should be made to remove the bitumen by unqualified personnel .the patient should be referred urgently for specialist medical assessment and specialist medical assessment and Considerable effort has been made to assure the accuracy and reliability of the information contained



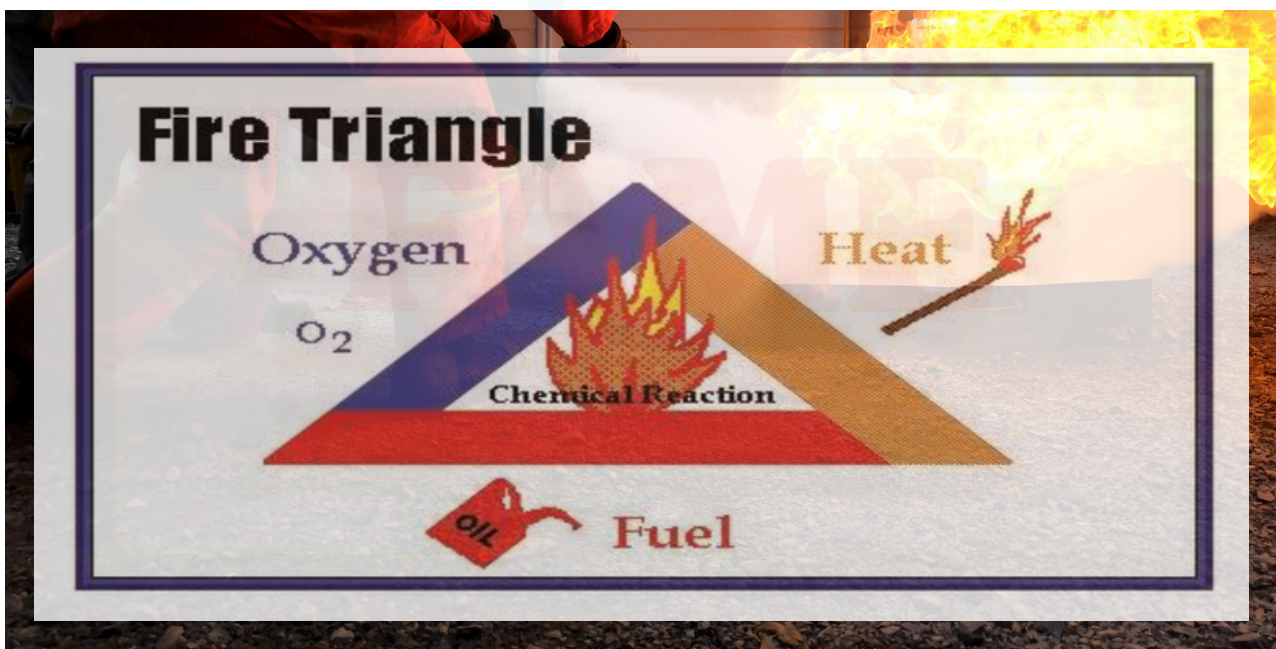
Fire Protection System:

Fire remains a threat to the plant and property, particularly as we use a number of flammable chemicals; all big fires are initially small and are best prevented if detected & extinguished in the incipient stage. Hence each one of us should be alert about fire and know how to extinguish it.

A fire takes place if a flammable material gets heated up to its ignition point in the presence of air. The fire further propagates due to the chain reaction taking place between the molecules of the fuel & oxygen. The energy released as a result of the chemical reaction is in the form of heat light and flames.

Thus a fire will start if all the three elements Heat, Fuel and Oxygen come together in right proportions. This is also known as fire triangle. A fire will continue to burn if the chain reaction is also present. This is known as tetrahedron of fire.

Fire can be prevented if the three sides of fire triangle are never allowed to meet together.



Fire extinguishment is based on the following four methods:

1. Cooling - Removal of heat
2. Starving - Removal of Fuel
3. Blanketing/smothering - cutting of oxygen supply
4. Breaking the chain reaction - Introduction of chemicals which interfere & break the chain reaction

• Fires are classified into five categories:

Class A – Solid fires (wood, paper, cloth etc.)

Class B – Liquid fires (petrol, methanol, IPA etc.)

Class C – Gas fires (hydrogen, LPG, Acetylene etc.)

Class D – Metal fires (Na, K, aluminum, zinc etc.)

Class E – Electrical fires (panel, motors, cable etc.)

• Various fire extinguishing agents are:

1. Water
2. Foam
3. Co2
4. Dry chemical powder (DCP)



Water:

- We can use water to extinguish fires of class A. water extinguishes a fire by cooling. Water spray gives better cooling; water jet is used to extinguish fire from a distance

Foam:

- It is used to extinguish fires of class b i.e. Fires in solvent/chemicals which are lighter than water. Foam being lighter, floats on solvent surface and extinguishes the fire by cooling and smothering. Foams are of two kind's chemicals foam & mechanical foam. Chemical foam is produced by the reaction of two chemicals solutions. Mechanical foam is produced by mechanical impact on a solution of foam compound in water.

CO2:

- It is used to extinguish fires of class E, electrical fires. It may also be used to extinguish class B fires in containers

DCP:

- Dry chemical powder extinguishes fires of class A, D & E. it extinguish by blanketing/smothering action.
- At MIB, we have portable fire extinguishers and a fire alarm system.
- A dry powder fire extinguisher must be provided in close proximity to the delivery flange Guidance.
- At least one 6kg dry powder extinguisher must be provided in close proximity to the loading and unloading point. Minimum distance of 6 meters with maximum distance of 20 meters
- Extinguishers should be housed in suitable weather-proof boxes or shrouds to ensure serviceability at all times.
- Extinguishers must be inspected regularly and a permanent record maintained.

Personal Protective Equipment:

Personal protective equipments protect the human being from exposure against various kinds of hazards. PPE themselves do not eliminate accidents or the hazard, but protect against the effects there of.

The best of engineering provisions at one time or other can fail, hence the use of PPE is a must.

PPE are available for protection of various parts of body against each type of hazard. PPE should be usable, reliable, economical and maintainable in a clean hygienic condition. It should be borne in mind that PPE add to the cost of production. If these are not used appropriately, it would affect the availability of PPE.

- a. PPE must be in good condition and fit for purpose.
- b. PPE must be provided by the hauler for all drivers whilst inside the site.
- c. All PPE should be regularly checked and cleaned or replaced whenever their function to protect personnel cannot be judged as fit for purpose anymore.
- d. Responsibility lies with the user as well as with the company providing the PPE.



These protect against physical injury to the external parts of the body as well as absorption into the skin causing systemic effects

ENVIRONMENTAL – POLLUTION

- The surroundings in which we live is called environment. It is basically constituted of the air we breathe, the water we drink and the soil from which we get our food. The heat and rays of the sun also have a bearing on the environment.
- Due to various human activities and over population our environment is being adversely affected. This is called Pollution. It is a serious threat to the very existence of human life on the earth.
- In order to tackle pollution, each one of us should know how actually pollution takes place and what can be done to prevent it.

Air Pollution:

Emissions from industries, automobiles etc., pollutes the air, we get sick if we breathe polluted air.

Water Pollution:

Effluents and discharges from industries, domestic sewage etc. mixes with the natural & ground water causing water pollution. If we drink water without proper treatment, we would fall sick.

Soil Pollution:

Waste from industries, human consumption etc. contain material like plastic, metals, glass, chemicals etc. when the waste is disposed ruthlessly it damage the soil. This causes loss of vegetation. The food product growing on such soil will harm our health if we eat them.

Global Warning:

Due to increase in carbon-dioxide content of air the temperature of the atmosphere is increasing gradually. This causes discomfort to the living beings. The polar snow caps would melt due to the rise in temp. As the result there is a fear of land masses getting submerged when the level of water in the oceans rises.

Ozone Depletion:

There is a protective layer of ozone at the uppermost portion of our atmosphere. This protects the entry of harmful ultraviolet rays from coming to the earth. Due to increase of chlorinated hydrocarbon gases in the atmosphere, this ozone layer is getting damaged. Ultraviolet rays kill living beings. This is a serious threat to the life on earth.

Various forms of pollution listed above if not checked will increase human sufferings and our future generation will have a miserable life.

We can help in preventing further pollution by contributing in the following ways

- Avoid wastage of water, energy, chemicals & usable.
- Grow more and more trees, plant etc.
- Avoid overconsumption of materials.
- Use everything to the maximum extent possible.
- Use only environment friendly goods & materials.
- Follow all pollution controls rules and regulations in a systematic manner.
- Air emissions, water discharges & solid wastes should be minimized as far as possible. Before throwing away, these should be treated and made innocuous.
- As far as possible recycle & reuse water, waste & natural resources.
- Share environmental awareness & manage for pollution prevention with all and one, as far as possible.

HEALTH & SAFETY POLICY STATEMENT

It is the policy of COMPANY that the safety of our employees is the most vital aspect of our operations. Employee safety must be considered above anything else when planning, carrying out a job, or purchasing equipment for jobsite use.

As an employer, we fully intend to comply with required OSHA standards, recognize hazards on the jobsite, establish this policy along with other policies and procedures that allow our employees to work safely, and to correct any hazardous conditions which present a danger to our employees

Management is committed to provide the leadership, training, and funds necessary to carry out all operations in a safe manner. We are committed to eliminate unsafe practices and conditions on the jobsite. This manual is designed to be used as a guide to jobsite safety.

Since all unsafe conditions or scenarios cannot be covered, common sense must guide all employee actions. We wish to eliminate employee injuries to ensure employee health, to maintain employee's ability to support their family, to eliminate any loss of production, to maintain our excellent safety record, and to minimize insurance and worker's compensation costs.

FAME

- President / Owner

GENERAL SAFETY RULES AND POLICIES

Rules for C & D Facility

A. Safety Rules and Practices

- 1- COMPANY requires all employees to follow all necessary precautions to ensure safety. Establishing these rules and reviewing with new employees will assist in reducing the number of on-the-job incidents.
- 2- These safety rules are guidelines and cannot address every situation. Each employee is responsible to stay alert, follow the safety rules and avoid situations that are obviously hazardous. Every employee has the right and responsibility to stop work and contact your supervisor if you feel it is unsafe.
- 3- Violation of these safety rules may result in disciplinary action, up to and including dismissal.

B. General Rules

- 1- If in doubt about the meaning of safety requirements, ask your immediate supervisor. Ignorance of safety instruction is no excuse.
- 2- Only perform the job you have been assigned to conduct. If anyone asks you to perform work you are not assigned to do, report it to your supervisor.
- 3- If you are injured on the job, report the injury immediately to your supervisor, no matter how slight. If the injury is serious, you will be directed to the proper outside medical treatment facility.
- 4- Use of alcohol or drugs is prohibited and may result in disciplinary action, up to and including termination. It is recommended that all prescription drug use or any conditions that may hinder work performance be reported to your immediate supervisor prior to work.
- 5- Know the location of emergency exits in your work area or at the location you are working.
- 6- Report to your supervisor immediately any unsafe condition you observe in the workplace(s), including defective equipment and/or tools.

- 7- Do not use defective equipment or tools. If the proper tool is not available, request assistance from your immediate supervisor / project manager before proceeding.
- 8- Good housekeeping and proper hygiene practices should always be applied. Keep work areas neat and clean at all times.
- 9- Be familiar with the location and contents of Safety Data Sheets (SDSs).
- 10- Absolutely no horseplay is ever permitted.
- 11- Obey warning tags and signs. They are posted to point out hazards.
- 12- Do not access elevated locations (rooftops, mezzanines, equipment, containers, etc.) unless a safe means of access exists. Safe access will include use of a secured ladder, stairway, fixed ladder, etc.
- 13- Wear or use personal protective equipment in any area for which it has been issued.
- 14- Never enter the areas between shakers. This area is off limits to all employees.
- 15- Never enter the areas underneath the C&D chutes.
- 16- Use of radios or iPods is not allowed as it can interfere with communication and will affect safety.
- 17- Scavenging material from any location of the facility or dumpsters, trucks is not allowed.

C. Tipping Floor Rules

- 1- Speed limit on the property is 10mph for trucks.
- 2- Tipping floor speed is 5mph.
- 3- No employees may work on the tipping floor including bag sorting when the loader is in operation.
- 4- Loader will not operate when trucks are depositing load.
- 5- No employees may stand underneath a raised tailgate of a truck.
- 6- Do not allow employees to ride on the back of vehicle or walk along side of a vehicle while it is moving.
- 7- Avoid the rear area of the vehicle when it is dumping its load.
- 8- Stop at the entrance to the tipping floor and wait for instruction.
- 9- Never leave your vehicle unattended.
- 10- Yield to other vehicles entering and working the tipping floor.
- 11- Employees are advised to stay clear of tipping floor while trucks are depositing loads. Continue to be aware of employees and possible foot traffic.

D. Emergency Response

- 1- In the event of an emergency you will be notified by your supervisor to evacuate the building or seek shelter during adverse weather condition.
- 2- Emergencies may be but are not limited to: severe storms, fires, and chemical spills.
- 3- If you see a fire, injured employee, or any other type of emergency, you must report it to your supervisor immediately.
- 4- Always know the closest location of a fire extinguisher.
- 5- In the event of a FIRE:
 - a. Proceed to the nearest exit.
 - b. Shut down equipment if you are designated personnel.
 - c. Proceed to the designated evacuation point.
 - d. Do not leave until a supervisor tells you it is okay.
 - e. The designated evacuation point for a fire is
- 6- In the event of SEVERE WEATHER:
 - a. You will be informed by a supervisor or company official.
 - b. Shut down equipment if you are designated personnel.
 - c. Proceed to the designated severe weather meeting point.
 - d. Do not leave unless instructed to do so by a supervisor or company official.
 - e. The designated meeting point is _____.

E. Personal Protective Equipment

- 1- All employees must wear safety glasses at all times.
- 2- Approved hard hats must be worn at all times.
- 3- Arm guards must be worn at all times when working on a sorting line.
- 4- When working on the sorting line approved protective gloves must be worn by all employees.
- 5- Hearing protection must be worn when inside of the sorting facility, on the sorting line, while operating heavy equipment or when advised by a supervisor.
- 6- Respiratory Protection:
 - a. Approved Dust masks provided by COMPANY may be worn if needed. Employees may not furnish their own respirator.
 - b. You must have read and signed "Appendix D" of the Respiratory Protection to wear a respirator.

- 7- Over-the-ankle work boots will be required.
- 8- Footwear must be equipped with protective / steel toes and puncture-resistant insoles.
- 9- High visibility vests must be worn at all times when on the tipping floor, sorting line, the exterior of the building.
- 10- Clothing:
 - a. Loose-fitting or torn clothing is not allowed.
 - b. Long pants are required at all times.
 - c. Shirts with sleeves are required.
 - d. Sweat pants are not allowed on the job.
 - e. Dangling jewelry is not allowed. Facial jewelry is not allowed.

F. Heavy Equipment Safety

- 1- Only authorized and trained persons may operate equipment (including skid steer, forklift, scissors lift, and end loaders).
- 2- Only authorized and trained persons may enter or access the sorting screen for any reason. Lock-out procedures must be in place.
- 3- Only authorized and trained persons may perform lock-out activities.
- 4- All employees are authorized to pull the emergency stop on equipment if they feel there is a safety issue.
- 5- No persons may ride on the exterior of equipment.
- 6- Employees must remain aware of any heavy equipment operation.
- 7- Never approach heavy equipment from the rear or cross in front of a piece of equipment without making eye contact with the operator.
- 8- The four illustrations below indicate “blind spots” of commonly used heavy equipment.

G. Lockout/Tagout

Note that a full Lock Out procedure is in place and located in another section of the safety manual.

- 1- Lockout/tagout is a procedure that is in place to reduce the risk of injury while authorized employees are working in the plant and on equipment.
- 2- Only Authorized employees are allowed to conduct lockout/tagout and conduct maintenance, clear jams, and repair damage.
- 3- Never attempt to restart equipment if you see that it is in a state of lockout/tagout
- 4- If you are not an AUTHORIZED employee to conduct lockout/tagout, you do not have permission to work on the plant or equipment when it is in lockout/tagout.

H. Machine Guarding

- 1- Guards are installed on moving parts and potentially dangerous points of operation around machinery.
- 2- Never remove a guard on the equipment for any reason.
- 3- Only authorized employees may remove guards when the equipment is in a state of Lockout/tagout.
- 4- Report any missing machine guards to your supervisor immediately.

I. Fall Protection Policy

Note that a full fall protection policy is in place in the safety manual.

- 1- Employees may not work in areas with a fall hazard of 4 feet or greater without using fall protection. [This applies to performing maintenance work on equipment and machinery, working on conveyors or on a roof top.]
- 2- Railings are considered fall protection if they are installed as top and mid rail at approximately 42 inches (106.7 cm) and 21 inches (53.3 cm). The railing system must be able to support at least 200 lbs. applied at any point in any direction.
- 3- Never stand, sit or lean on the top-rail or mid-rail of the guardrail systems.
- 4- Personal fall protection is needed when tarping trailers or working near the transfer truck loading pit loading pit without parapet protection.
- 5- You must have special training to wear personal fall protection and work in areas where it is required.

- 6- Always use two hands on the stair rails when you are walking up or down stairs.
- 7- Never slide down the stair rails.
- 8- Three Points of Contact needs to be maintained when climbing ladders, stairs or entering / exiting vehicles.

J. Sorting Line Safety

- 1- Every employee is authorized to activate emergency stop if an unsafe situation is observed.
- 2- Proper PPE is required when working on the sorting line.
- 3- Always observe the material you are picking for some of the following hazards:
 - a. Live nails
 - b. Sharp edges
 - c. General size – Large items should be passed up or use a two person lift
 - d. Never open or touch a bag that may contain medical waste. (Communicate down the line if you see those types of bags)
 - e. Report to your supervisor immediately, any medical waste or other non-typical waste noted on the line.
- 4- Standing / sitting or walking on the conveyor is prohibited. Access to conveyor is allowed only under a lock out procedure and must follow these steps:
 - a. Specific approval is required from the supervisor.
 - b. The conveyor must be locked out.
- 5- Proper lifting techniques must be used when moving material.
 - a. Never move an object that looks too heavy.
 - b. Avoid lifting with the legs straight. Always keep the back straight and bend with the legs.
 - c. Avoid twisting and lifting.
 - d. Keep the load close to your body's center of gravity.
- 6- Never allow materials to build up on the walking surface. Clean up loose material on a regular basis as this creates a trip/slip hazard.
- 7- Always avoid stepping on material that is lying on the sorting platform or on the tipping floor.
- 8- Scrap-out material on a regular basis to prevent buildup of trip/slip hazards

Rules for Drivers

A. Safety on the Route

- 1- Many accidents occur while backing up. Know where you are at all times while you back up. Get out and look if necessary. Do not rely on well-meaning bystanders to direct you. Be extra cautious of pedestrians, other driver, and moving and fixed objects in your path.
- 2- Stop! Then use your horn when coming out of alleys and driveways.
- 3- Make necessary allowances for your load. A loaded truck is hard to stop. Weight distribution and vehicle clearance height can vary significantly during the work shift.
- 4- Be on the lookout for and report any previous damage and potentially hazardous circumstances and/or conditions.
- 5- Minimize radio transmissions. Requests and minor customer problems should be discussed during check out.
- 6- Report all accidents and/or damage IMMEDIATELY. Gather all pertinent information, i.e. location, time, parties involved, witnesses, conditions, license numbers, extent of damage, etc. Do not discuss the accident with anyone other than police or management.
- 7- Be extremely cautious of potentially hazardous loads. Be on the look-out for flammable materials. If you should get a hot or dangerous lead in the hopper, stop and assess the situation. Call your dispatcher or supervisor for instruction. Seek a safe, open place to discharge the load, if necessary.
- 8- In case of fire, the first responsibility is yourself and people around you; the second is your equipment.
- 9- Drivers may not use cell phones for personal use at any time when driving.
- 10- Make sure truck is on level, solid ground and parking break is engaged when raising gate or body to dump load.
- 11- Open tailgate on body or roll-off containers with caution; stand clear of swing path of door when opening.
- 12- Before moving vehicle from dumpsite, latches and turnbuckles must be secure.
- 13- Maintain at least a distance of ten feet between your truck and the next vehicle.
- 14- Required PPE for unloading includes: Hard hat, gloves, and high visibility vest.

B. Driver Safety Polices

1- Inspection

a. The driver is responsible for inspecting the truck prior to use and after use. (pre-& post-trip inspections must be documented). The driver will report any defects and not drive a truck with obvious safety defects.

b. Pre-Trip Inspection – At the start of each shift, a truck safety check is to be performed. The following items should be examined, as applicable to the particular type of vehicle. The driver is required to determine that the vehicle is safe to operate.

i. Before starting the truck:

- Look for leaks under the vehicle that may have accumulated overnight (hydraulic, motor
- oil, transmission fluid, etc.)
- Check engine oil, radiator water and hydraulic oil level
- Check that air tanks are closed
- Check tires using appropriate pressure gauge
- Be sure windows and mirrors are clean
- Be sure lights are clean and lenses are intact

ii. Inside the cab check the proper operation of the following:

- Horn
- Windshield wiper and washer
- Mirrors in proper position
- Check steering for excess play
- Apply trailer breaks for proper operation (if applicable)
- Turn on all lights including 4 way flashers
- Check emergency equipment

iii. At the front of the vehicle, check the condition of:

- Head lights
- Clearance
- Identification lights
- Signals and four ways
- Conditions of tires, wheels and lugs

iv. At the left and right of the truck:

- Side markers
- Reflectors
- Tires, wheels and lugs

v. At the rear of the truck:

- Tail lights
- Stop lights
- Turn signals and four way flashers
- Clearance lights
- Reflectors
- Tires, wheels and lugs
- Rear end protection

Post-trip inspections

Check for any visual defect on:

- Brakes
- Tires
- Windows
- Mirrors
- Hydraulic oil reservoir and hydraulic hoses
- Steering
- Horn
- Wheels and rims
- Lights and reflectors
- Emergency equipment

C. Personal Protective Equipment

- 1- Clothing should be well fitted (not loose and permit freedom of movement).
- 2- Always wear temperature appropriate clothing.
- 3- Hard hat and safety glasses must be worn when outside of the truck on construction sites or while tarping.
- 4- High visibility vest must be worn at all times.
- 5- Leather work gloves must be used during roll off and transfer operations.

D. Truck Operations

- 1- Pre-Trip Inspection of Vehicle. VCR Book properly filled out.
- 2- Three Points of Contact need to be maintained when entering and exiting the vehicle.

- 3- Observe the surface you are walking on, holes, loose gravel, wet, oil, etc.
- 4- Always follow the speed limit and follow laws in school and construction zones.
- 5- Seatbelts must be worn at all times when driving to and from routes.
- 6- Headlights and Marker lights must be on at all times.
- 7- Use the G.O.A.L. method when backing any vehicle. Get Out And Look

Discipline Program

A. The rules set forth by COMPANY's Health & Safety program, as well as all federal and local requirements, must be followed by employees at all times. Failure to follow these safety rules will result in disciplinary action.

B. The following enforcement policy will be used: First Violation verbal warning and noted in personnel files Second Violation written warning and noted in personnel files (may include suspension) Third Violation will / may result in termination Any Serious Violation may result in immediate termination.

C. These violations will be accrued on an annual basis beginning with the date of the first offense. Employee Acknowledgement I have read and understand the safety rules. I understand that noncompliance with the Rules will lead to disciplinary action up to and including termination.

Employee Signature: Date:

Employee Name (print):

A copy of this SIGNED form shall be kept in the employee's file.


FAME

Our Goals:

Through effective and transparent HSE management, we aim to protect our employees, be the preferred contractor for customers and the favored employer in the Bitumen supplier sector and lower our worker compensation costs.

Our HSE Management System helps us achieve these goals by providing the framework and processes to examine the risks to our employees, the public, our property, and the environment in which we operate and determine what actions we need to take to control these risks.

Our promise to our employees and who are all associated with our concern is that we will strive for continuous improvement in every area of our HSE efforts. This means continuous improvement of our standards, systems, programs, safety performance, management leadership, and employees' awareness, knowledge, commitment, and involvement.

Ensign is engaged in numerous initiatives to build and reinforce our health and safety culture, and we expect our employees to achieve year over-year improvement in safety performance.

We are aiming for a destination called “zero”—zero safety incidents, zero injuries and zero days off work due to injury; in other words, a perfect HSE record.

Our Driving to Zero vision means accepting that every incident is preventable, and it has helped us achieve improvements in our safety performance.



Fame Arabia
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Thank You

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SAFETY IS OUR PRIORITY

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