# Document Transmittal Form (DT)

| | | | |
|---|---|---|---|
| **Project Name:** | **Harrow School-Abu Dhabi** | **Project No:** | **2419 / AD353** |
| **Client:** | **Taaleem Management LLC** | **Location:** | **Abu Dhabi** |
| **Consultant:** | **Al Suweidi Engineering Consultants LLC** | **Reference No:** | **AS-AD353-DT-073-R1** |
| **Contractor:** | **Al Hikma Building Contracting LLC** | **Date :** | **17-Oct-25** |

**Subject:** Legal & Regulatory Compliance Register

**Detail of Clarification/ Information Required:**

| | | | | |
|---|---|---|---|---|
| **Type: (**Tick Applicable**)** | ☐ Technical Data | ☐ Guarantee | ☐ Certificate | ☐ Test Result |
| | ☐ Schedules/ Programmes | ☐ Report | ☐ Statutory Issues (NOC) | ☒ Others |
| **Attachment** | ☐ Samples | ☐ Drawings | ☐ Catalogue | ☐ CD's |
| **Purpose of Issue** | ☒ For information | ☐ For further Action | ☐ For Record | ☒ For Review |

**Detail :** Legal & Regulatory Compliance Register

| | | |
|---|---|---|
| **Issued By & Signature : (Project Manager)** | **Issued To :** | **Action Required By :** |
| **Mr. Jiries Hani** | | |
| **Reference Document : (**Attach if any relevant documents) | **Work Location : (**if applicable**)** | |

| | | | |
|---|---|---|---|
| **Received By :** | | **Date :** | |

**Comments** (if any) :

1.Ensure the legal register remains a live document and is subject to regular review to incorporate any changes or updates in applicable laws and regulations.
2.Ensure the legal register is reviewed regularly .
3.Ensure the register is actively maintained, with documented updates following any amendments to applicable legal requirements.

Eng. Ali
20/10/2025

Eng. Mohammad Al Kubba
20/10/2025

Note: This document provides information or clarification only. If the Contractor considers the provided information as change to the original Contract, then the Contractor has to obtain the required approval as establi

AL SUWEDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

# Document Transmittal Form (DT)

| | | | |
|---|---|---|---|
| **Project Name:** | **Harrow School-Abu Dhabi** | **Project No:** | **2419 / AD353** |
| **Client:** | **Taaleem Management LLC** | **Location:** | **Abu Dhabi** |
| **Consultant:** | **Al Suweidi Engineering Consultants LLC** | **Reference No:** | **AS-AD353-DT-073R0** |
| **Contractor:** | **Al Hikma Building Contracting LLC** | **Date :** | **04-Oct-25** |

**Subject:** **Legal & Regulatory Requirements**

**Detail of Clarification/ Information Required:**

| | | | | |
|---|---|---|---|---|
| **Type: (**Tick Applicable**)** | ☐ Technical Data | ☐ Guarantee | ☐ Certificate | ☐ Test Result |
| | ☐ Schedules/ Programmes | ☐ Report | ☐ Statutory Issues (NOC) | ☒ Others |
| **Attachment** | ☐ Samples | ☐ Drawings | ☐ Catalogue | ☐ CD's |
| **Purpose of Issue** | ☒ For information | ☐ For further Action | ☐ For Record | ☒ For Review |

**Detail :** Legal & Regulatory Requirements

| | | |
|---|---|---|
| **Issued By & Signature : (Project Manager)** | **Issued To :** | **Action Required By :** |
| **Mr. Jiries Hani** | | |
| **Reference Document : (**Attach if any relevant documents) | **Work Location : (**if applicable**)** | |

| | | | |
|---|---|---|---|
| **Received By :** | | **Date :** | |

**Comments** (if any) :

ADOSH legal requirements are missing, which include the following:
- ADOSH-SF Manual
- Mandatory System Elements
- ADOSH-SF Mechanisms
- ADOSH Codes of Practice
- ADOSH Forms

Eng. Ali
08/10/2025

Eng. Mohammad Al Kubba
08/10/2025

Note: This document provides information or clarification only. If the Contractor considers the provided information as change to the original Contract, then the Contractor has to obtain the required approval as established in the Condition of Contract.

AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
REVISE & RESUBMIT

| | | |
|---|---|---|
| taaleem inspiring young minds | ALSUWEIDI السويدي للاستشارات الهندسية AL SUWEIDI ENGINEERING CONSULTANTS | HBC AL HIKMA BLDG. CONT. (L.L.C.) |

| | | | |
|---|---|---|---|
| **Project Name:** | **Harrow School – Abu Dhabi** | **Project No:** | **HBC-D-353** |
| **Client:** | **Taaleem Management L.L.C** | **Location:** | **Saadiyat - AD** |
| **Consultant:** | **Al Suweidi Engineering Consultants LLC** | **Refer No:** | **HBC-HSE-01** |
| **Main Contractor:** | **Al Hikma Building Contracting LLC** | **Date:** | **25/07/2025** |

# Comments Compliance Sheets

| S. No | Consultant Comment | Contractor Response |
|---|---|---|
| 1 | In the ADOSH COP Revision/Issue column, all versions are mentioned as 3.0 (July 2016) and 3.1 (June 2018). However, the latest revision 4.0 (15 July 2024) has already been issued. Therefore, update the reference to Version 4.0 – 15 July 2024 accordingly. | The ADOSH COP Revision/Issue references have been updated to reflect the latest Version 4.0 – 15 July 2024 accordingly. |
| 2 | In addition to the CoPs, include the following legal and regulatory requirements, which are currently missing:<br>• ADOSH-SF Manual<br>• Mandatory System Elements<br>• ADOSH-SF Mechanisms<br>• ADOSH Forms | Noted. The following legal and regulatory requirements have been added in addition to the CoPs:<br>• ADOSH-SF Manual<br>• Mandatory System Elements<br>• ADOSH-SF Mechanisms<br>• ADOSH Forms<br>• **Updated in Article 4 - First Aid - Ministerial order no. [32] for the year 1982.** |

ALSUWEDI السويدي للاستشارات الهندسية AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م HBC P.O.Box : 93780, Abu Dhabi U.A.E. AL HIKMA BUILDING CONT (L.L.C)

| Clause / Article / Reference | Description | Revision / Issue | Requirements / application | How Legislative requirements are monitored & Maintained | Responsibility | Compliance Status |
|---|---|---|---|---|---|---|
| **ADOSH CODE OF PRACTICES** | | | | | | |
| COP 1.0 | Hazardous Materials | Version 4.0 July 2024 | This applies to all duty holders within the Emirates of Abu Dhabi that import, store, transport, sell or use hazardous materials. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist COSHH Assessment | Storekeeper<br>HSE Team Leader<br>HSE Manager | Yes |
| COP 1.2 | Lead Exposure Management | Version 4.0 July 2024 | This COP establishes the requirements and control measures to ensure that the risks associated with the exposure to lead are minimized and that control measures are implemented in accordance with the hierarchy of controls and those control measures are taken to prevent injury, illness and disease to persons who might be exposed to risk arising from those activities. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>Internal & external auditing 3. Compliance Audit Checklist | Storekeeper<br>HSE Team Leader<br>HSE Manager | Yes |
| COP 1.10 | Management of Asbestos Containing Materials | Version 4.0 July 2024 | This COP is to provide all persons who work with asbestos or have a duty to manage premises where Asbestos Containing Materials (ACM) have been identified. The ultimate goal for all duty holders shall be to have a workplace totally free of asbestos. | COSHH Assessment, MSDS, Training record, Waste Manifest<br>Note: Asbestos is banned in UAE and any materials which are received is being verified by the storekeeper to ensure no content of asbestos present. | Project Manager<br>Storekeeper<br>HSE Team Leader | Yes |
| COP 2.0 | Personal Protective Equipment | Version 4.0 July 2024 | The requirements or measures to be taken to ensure Personal Protective Equipment (referred to as PPE) is introduced carefully, used properly and regularly maintained and<br>Monitored. | PPE issuance register, daily self PPE inspection | Project Manager<br>Storekeeper<br>HSE Team | Yes |
| COP 3.0 | Occupational Noise | Version 4.0 July 2024 | The requirement and standards to that the risks associated where employees, contractors or visitors could be exposed to noise levels at or in excess of 85 decibels (dB) as measured on an A-weighted scale at any time during a work shift are managed in an appropriate manner | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>Internal & external auditing 3. Compliance Audit Checklist, Daily Nose monitoring | Project Manager<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 3.1 | Vibration | Version 4.0 July 2024 | The requirements and control measures to ensure that the risks associated with the exposure to vibration are minimized and that control measures are implemented in accordance with the hierarchy of control measures in order to prevent injury, illness and disease to persons who might be exposed to risks arising from exposure to vibration. It covers all worksites where person(s) could have an exposure to vibration at any level. Worksites include, but are not limited to construction, maintenance,<br>manufacturing, operation of heavy plant and equipment, vehicles and trucks. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>Internal & external auditing 3. Compliance Audit Checklist, Daily Nose monitoring | Project Manager<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 4.0 | First Aid and Medical Emergency Treatment | Version 4.0 July 2024 | To ensure that adequate first aid facilities and medical emergency treatment are established and ensure that competent persons are readily available within the workplace to provide services and necessary supplies and equipment are present and maintained in the workplace suitable to the first aid or medical emergency required. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>Internal & external auditing 3. Compliance Audit Checklist, First Aid Log, Fire mock up drill | Project Manager<br>Male First Aider<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 5.0 | Occupational Health Screening and Medical Surveillance | Version 4.0 July 2024 | Occupational health screening shall be undertaken with regards to the potential exposures expected related to the employee's occupation and before an employee is exposed to a hazardous work environment. Medical surveillance shall be undertaken after a risk assessment and/or occupational hygiene assessments have been undertaken to assess the extent of the exposure and after other control measures implemented to control exposure to an acceptable level using the principles<br>of risk management and the hierarchy of control. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>Internal & external auditing 3. Compliance Audit Checklist, Pre-Medical checklist | Project Manager<br>Male First Aider<br>HSE Team Leader<br>HSE Officer | Yes |


AL SUWEDI AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م. HBC P.O.Box : 93780, Abu Dhabi U.A.E. AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| COP 8.0 | General Workplace Amenities | Version 4.0 July 2024 | This code of practice applies to the amenities found at workplace. This COP is designed to incorporate requirements set by UAE and Abu Dhabi regulatory authorities. If requirements of this document conflict with requirements set by another regulatory authority, employers are required to follow the more stringent requirement. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>Internal & external auditing<br>3. Compliance Audit Checklist, daily inspection | Project Manager<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 9.0 | Workplace Wellness | Version 4.0 July 2024 | This Cop aims to improve the health and wellbeing of employees in order to have a more productive and health workforce. In particular, it aims to promote awareness and prevention of the most common health conditions that affect the population such as cardiovascular disease, stress, tobacco use and other general health issues.<br>It also aims to establish requirements and standards for workplace health promotion programs. The goal is to improve the health and wellbeing of employees and other relevant persons and thereby contribute to workplace wellness. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>Internal & external auditing 3. Compliance Audit Checklist, daily inspection | Project Manager<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 9.1 | New and Expectant Mothers | Version 4.0 July 2024 | The requirements set out within this Cop are intended to specify the general requirements for providing protection to new and expectant mothers. Specific requirements aligned to this CoP are referenced within.<br>New or expectant mother is defined as an employee who is pregnant who has given birth to a<br>living child within the previous six months; or who is breastfeeding | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | HR & Admin department | Yes |
| COP 9.2 | Managing Work-Related Stress | Version 4.0 July 2024 | This CoP mandates the requirements for work-related stress management to ensure that psychosocial hazards for employees caused by work-related stress is minimized to a level As Low as Reasonably Practicable (ALARP) | Consultation with employee | HR & Admin department | Yes |
| COP 10.0 | Rehabilitation and Return to Work | Version 4.0 July 2024 | Requirements for workplace rehabilitation and return-to-work to ensure that employees receive the appropriate treatment and benefits, including assistance in returning to their normal duties after a workplace injury, disorder or disease. | Medical report, consultant with employee | HR & Admin department | Yes |
| COP 11.0 | Safety in the Heat | Version 4.0 July 2024 | Employees working in high temperature environments. High temperature environments include both weather (working outside in summer months) and site operations (furnaces, ovens, other high temperature operations) | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Heat stress plan, Daily TWL monitoring | Project Manager<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 12.0 | Prevention and Control of Legionnaires Disease | Version 4.0 July 2024 | The CoP applies to all employers and places of business within the Emirate of Abu Dhabi that have equipment that uses, stores, or disseminates warm water | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Heat stress plan, Daily TWL monitoring during summer | NA | NA |
| COP 13.0 | Violence in the Workplace | Version 4.0 July 2024 | The purpose to this COP is to ensure that employers take measures to prevent or minimize the occurrence of violence in the work place and to protect employees and other potentially affected persons against it, ensuring that they have access to assistance and resource if they happened to be exposed to it | Workplace violence factor and control checklist | HR & Admin department | Yes |
| COP 14.0 | Manual Handling and Ergonomics | Version 4.0 July 2024 | The CoP applies to all employers and places of business that have exposure to risk due to manual handling and work environment ergonomic concerns that can cause or aggravate work-related musculoskeletal disorders (WRMDs) or other related injuries and illness. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | HSE Team Leader<br>HSE Officer | Yes |
| COP 14.1 | Manual Tasks Involving the Handling of People | Version 4.0 July 2024 | This CoP applies to any workplace activity requiring the use of force by a person to hold support, transfer (lift, lower, carry, push, pull, slide) or restring another person at a workplace. | Daily workplace inspection | Project Manager<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 15.0 | Electrical Safety | Version 4.0 July 2024 | This CoP establishes the requirements and standards so that the risks associated with electricity are identified, assessed, and that control measure are implemented to reduce risks to acceptable levels, thus preventing injury, illness and disease to persons who might be exposed to risks arising from those activities. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>Monthly Inspection all electrical appliances | Project Manager<br>Electrical Supervisor<br>Storekeeper<br>HSE Team Leader<br>HSE Officer | Yes |

AL SUWEDI
السويدي للاستشارات الهندسية ذ.م.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
AL HIKMA BUILDING CONT (L.L.C)
P.O.Box : 93780, Abu Dhabi, U.A.E.

| | | | | | | |
|---|---|---|---|---|---|---|
| COP 16.0 | OSH Requirements for People with Special Needs | Version 4.0 July 2024 | This COP establishes the requirements that all employers shall implement as applicable when employing any person with special needs so that the risks associated with the employment of persons with special needs are considered and managed in an appropriate manner that ensures reduction or prevention of occupational incidents they may be exposed to in workplaces. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | NA | Yes |
| COP 17.0 | Safety Signage and Signals | Version 4.0 July 2024 | This Code of Practice requires employers to use safety signage where there is a significant OHS risk that has not been avoided or controlled by the methods required under OSHAD Element-2, provided the use of a signage can help reduce the risks. Safety signs are not a substitute for those other methods of controlling risks such as engineering controls and safe systems of work | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist<br>Daily workplace inspection | HSE Team Leader<br>HSE Officer<br>HSE department | Yes |
| COP 18.0 | Employer Supplied Accommodation - General Requirements | Version 4.0 July 2024 | The requirement of this CoP shall be considered as the main criteria for the design, construction, management and operation of employer supplied accommodation pursuant to the laws and local by-laws and the best international practices. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist<br>Accommodation inspection record | HR & Admin Department | Yes |
| COP 18.1 | Temporary Employer Supplied Accommodation | Version 4.0 July 2024 | The requirement of this CoP shall be considered as the main criteria for the design, construction, management and operation of the temporary labor accommodation pursuant to the laws and local by-laws and the best international practices, and that requires the relevant parties such as consultant offices, contracting companies and establishments and developers to comply with and implement it. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist<br>Accommodation inspection record | HR & Admin Department | Yes |
| COP 19.0 | Occupational Food Handling and Food Preparation Areas | Version 4.0 July 2024 | This CoP establishes the requirements and standards for occupational food handling and food preparation. The intent of the standard is to help ensure employee's health and fitness by providing detailed guidance and best practice to equip both the employer and the employee with the knowledge to enable them to avoid or eliminate the hazards, and thus reduce the risk in their day to day activities. | 1. Through regular periodic monitoring of facilities areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | HR & Admin Department | Yes |
| COP 20.0 | Safety in Design (Construction) | Version 4.0 July 2024 | The scope of the CoP covers the construction, operational and decommissioning design of buildings, structures and workplaces. It does not cover product design which shall be designed to the appropriate international or local standards | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>Internal & external auditing | NA | NA |
| COP 21.0 | Permit to Work Systems | Version 4.0 July 2024 | A Permit to work (PTW) system is a formal recorded process used to control work which is identified as potentially hazardous. it also a means of communication between site/installation management, plant supervisors and operators and those who carry out the hazardous work.<br>Essential features of permit-to-work systems. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist<br>Permit records | Project Manager<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 22.0 | Barricading of Hazards | Version 4.0 July 2024 | This Code of Practice establishes the requirements and standards so that the risks of certain physical hazards can be prevented or reduced through the installation and maintenance of barricades | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist<br>4. Work at height permits record<br>Daily workplace inspection | Project Manager<br>Site Engineer<br>Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 23.0 | Working at Heights | Version 4.0 July 2024 | This Code of Practice covers the requirements relevant to the planning, preparation and conduct of health and safety work practices in connection with working at heights:<br>(i) existing places of work and means of access for working at height; (ii) fall prevention; (iii) guardrail systems; (iv) safety nets; (v) roof works; (vi) ladders; (vii) tower cranes; (viii) fall arrest systems; and (ix) working platforms. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | Project Manager<br>Site Engineer<br>Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 24.0 | Lock-out / Tag-out (Isolation) | Version 4.0 July 2024 | This applies to the servicing and maintenance of machines and equipment in which the unexpected energization or start-up of the machines or equipment, or release of stored energy could cause injury to workers. establishes minimum performance requirements for the control of such hazardous energy | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist 4. Lock-out/Tag-out permit | Project Manager<br>Site Engineer<br>Electrical Supervisor<br>HSE Team Leader | Yes |

AL SUWEDI
السويدي للاستشارات الهندسية ش.ذ.م.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O.Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | HSE Officer | |
| COP 25.0 | Driver Fatigue Prevention | Version 4.0 July 2024 | This CoP establishes the operating standards for avoidance of fatigue as well as other requirements for management of fatigue related issues | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | Transportation coordinator<br>Timekeeper<br>HR & Admin Department | Yes |
| COP 26.0 | Scaffolding | Version 4.0 July 2024 | The requirements and standards so that the risks associated with the use of scaffolding are assessed, that control measures are implemented in accordance with the hierarchy of controls and those measures are taken to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist<br>Weekly scaffolding inspection records | Project Manager<br>Site Engineer<br>Scaffolding Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 27.0 | Confined Spaces | Version 4.0 July 2024 | This Code of Practice establishes the requirements and standards so that the risks associated with confined Spaces are assessed, that control measures are implemented in accordance with the hierarchy of controls and those measures are taken to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist 4. Confined space entry permit<br>5. Daily workplace inspection | Project Manager<br>Site Engineer<br>Work Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 28.0 | Hot Work Operations (Welding & Cutting) | Version 4.0 July 2024 | The requirements and standards that the risks associated with hot work operations are assessed, that control measures are implemented in accordance with the hierarchy of controls and that measures are taken to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist<br>Hot work permit | Project Manager<br>Site Engineer<br>Work Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 29.0 | Excavation Work | Version 4.0 July 2024 | The requirement and standards that the risk associated with excavation work are assessed, that control measures are implemented in accordance with the hierarchy of controls and ensures control measures are implemented to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist<br>Excavation permit | Project Manager<br>Site Engineer<br>Work Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 30.0 | Lone Working and / or in Remote Locations | Version 4.0 July 2024 | The requirements and standards that the risk associated with those who work by themselves without close supervision or direct supervision (Lone Working) and for Mobile employees working away from their fixed base | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | Project Manager<br>Site Engineer<br>Work Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 30.1 | Working in International Locations | Version 4.0 July 2024 | The requirements and standards for managing the risk associated with the identification, assessment and control of hazards associated with working in International locations where the living environment, infrastructure, culture and political climate can differ. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | NA | NA |
| COP 31.0 | Working On, Over or Adjacent to Water | Version 4.0 July 2024 | The requirements and standards the the risk associated with working on, over or adjacent to water are assessed, that control measures are implemented in accordance with the hierarchy of controls and that control measures are taken to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | NA | NA |
| COP 33.0 | Working On, or Adjacent to a Road | Version 4.0 July 2024 | The requirements and standards the the risk associated with road works, as applied to both new highway construction works and the reconstruction or resurfacing of existing highways are assessed that control measures are implemented in accordance with the hierarchy of controls and that control measures are taken to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist | Project Manager<br>Site Engineer<br>Work Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 33.1 | Traffic incident site management | Version 4.0 July 2024 | The attendance to all types of road incidences including vehicles break-down, fallen tree, fallen billboards and other incidents on all types of roads including major highways (Routes) The recovery or removal of vehicles, and / or other objects, from all types of roads including major highways temporary traffic manage other emergency including majo | 1- through regular periodic monitoring of workplace areas, Procedures, process.<br>2- Internal & external auditing<br>3- Compliance Audit Checklist<br>ies | Project Manager<br>Site Engineer<br>Work Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |

AL SUWEDI
السويدي للاستشارات الهندسية ذ.م.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O.Box : 93780, Abu Dhabi, U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| COP 34.0 | Safe Use of Lifting Equipment and Lifting Accessories | Version 4.0 July 2024 | The requirements and standards that the risks associated with the use of lifting equipment and lifting accessories are assessed, that control measures are implemented in accordance with the hierarchy of controls and that measures are taken to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist<br>Lifting permit, lifting plan, inspection record of lifting equipment's and lifting accessories | Project Manager<br>Site Engineer<br>Lifting supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 35.0 | Portable Power Tools | Version 4.0 July 2024 | The requirements and standards that the risks associated with the use of portable power tools<br>are assessed, that control measures are implemented in accordance with the hierarchy of controls and that measures are taken to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities; | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist<br>Internal inspection record | Project Manager<br>Site Engineer<br>Work Supervisor<br>Electrical Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 36.0 | Plant and Equipment | Version 4.0 July 2024 | The requirements and standards so that the risks associated with the use of plant and equipment are assessed, that control measures are implemented in accordance with the hierarchy of controls and those measures are taken to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist<br>Plant & Equipment pre-use checklist 5 Maintenance record | Project Manager<br>Site Engineer<br>Work Supervisor<br>Workshop Manager<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 37.0 | Ladders | Version 4.0 July 2024 | The requirements and standards so that the risks associated with the use of ladders are assessed, that control measures are implemented in accordance with the hierarchy of controls and that measures are taken to prevent injury illness and disease to persons who might be exposed to risks arising from those activities | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist<br>Ladder inspection record | Project Manager<br>Site Engineer<br>Work Supervisor<br>Scaffolding Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 38.0 | Concrete Placing Equipment | Version 4.0 July 2024 | The requirements and standards so that the risks associated with the use of concrete placing equipment are assessed, that control measures, are implemented in accordance with the hierarchy of controls and that control measures are taken to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist<br>Daily workplace inspection | Project Manager<br>Site Engineer<br>Work Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 39.0 | Overhead and Underground Services | Version 4.0 July 2024 | This Code of Practice covers the requirements relevant to the planning, preparation and conduct of health and safety work practices in connection with overhead and underground services. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist<br>Excavation permit | Project Manager<br>Site Engineer<br>Work Supervisor<br>Electrical Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 40.0 | False Work (Formwork) | Version 4.0 July 2024 | The requirements and standards that the risks associated with false-work are assessed, that control measures are implemented in accordance with the hierarchy of controls and ensures measures are taken to prevent injury. Illness and disease to persons who might be exposed to risks arising from those activities. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | Project Manager<br>Site Engineer<br>Work Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 41.0 | Steel Erection | Version 4.0 July 2024 | The requirements and standards that the risks associated with steel erection are assessed, that control measures are implemented in accordance with the hierarchy of controls and ensures measures are taken to prevent injury. Illness and disease to persons who might be exposed to risks arising from those activities. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | Project Manager<br>Site Engineer<br>Work Supervisor<br>Electrical Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 42.0 | Pre-Cast Construction | Version 4.0 July 2024 | The requirements and standards that the risks associated with tilt-up and pre-cast concrete elements are assessed, that control measures are implemented in accordance with the hierarchy of controls and ensures | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist | NA | NA |

AL SUWEDI
السويدي للاستشارات الهندسية ش.ذ.م.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O.Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | measures are taken to prevent injury. Illness and disease to persons who might be exposed to risks arising from those activities. | Lifting permit, lifting plan, Method statement and risk assessment | | |
| COP 43.0 | Temporary Structures | Version 4.0 July 2024 | The requirements and standards that the risks associated with temporary structures can be prevented or reduced through the introduction of planning and physical control measures | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | Project Manager<br>Site Engineer<br>Work Supervisor<br>Electrical Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 44.0 | Traffic Management and Logistics | Version 4.0 July 2024 | This Code of Practice establishes the requirements and standards so that the risks associated with site traffic and logistics can be prevented or reduced through the introduction of planning and physical control measures | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist Traffic management plan, | Project Manager<br>Site Engineer<br>HSE Team Leader<br>HSE Officer<br>Security | Yes |
| COP 45.0 | Underwater Activities Version | Version 4.0 July 2024 | The COP covers all diving and related support operations conducted in connection with all type of work and employments, including general industry, construction, recreational diving, commercial diving, ship repairing, ship building, ship-breaking and long shoring. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | NA | NA |
| COP 46.0 | Underground Construction | Version 4.0 July 2024 | The requirements and standards that the risk associated with underground construction are<br>Assessed, that control measures are implemented in accordance with the hierarchy of controls and ensures measures are taken to prevent injury. Illness and disease to persons who might be exposed to risks arising from those activities. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | Project Manager<br>Site Engineer<br>Work Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 46.1 | Construction of Water Wells | Version 4.0 July 2024 | The requirements and standards that the risk associated with construction of wells are assessed, that control measures are implemented in accordance with the hierarchy of controls and ensures measures are taken to prevent injury. Illness and disease to persons who might be exposed to risks arising from those activities. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | NA | NA |
| COP 47.0 | Machine Guarding | Version 4.0 July 2024 | This Code of Practice establishes the requirements and standards so that the risks associated with the guarding of machinery are assessed, that control measures are implemented in accordance with the hierarchy of controls and those measures are taken to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | Project Manager<br>Site Engineer<br>Storekeeper<br>Work Supervisor<br>Electrical Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 48.0 | Spray Finishing | Version 4.0 July 2024 | The COP sets requirement for spray finishing operations to include spray painting | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | Project Manager<br>Site Engineer<br>Work Supervisor<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 49.0 | Compressed Gases and Air | Version 4.0 July 2024 | This sets requirements on how to use, store and transport compressed gases. Determine the risks associated to identify areas compressed gas control measures and safe work practices are required to reduce employee's exposures to compressed gases and hazardous materials / chemicals. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>3. Compliance Audit Checklist<br>Daily inspection, PTW | Project Manager<br>Site Engineer<br>Work Supervisor<br>Storekeeper<br>Workshop Manager<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 50.0 | Abrasive Blasting | Version 4.0 July 2024 | The CoP sets requirements for abrasive blasting operations. | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing<br>Compliance Audit Checklist | NA | NA |
| COP 51.0 | Powered Lift Trucks | Version 4.0 July 2024 | The code of Practice sets out the requirements for the use of lift trucks. Entities shall evaluate each site or operation to determine what hazards are present in relation to the use of powered lift trucks and shall assess | 1. Plant & equipment's pre-use checklist, Maintenance record | Storekeeper<br>Workshop Manager | Yes |

AL SUWEDI
السويدي للاستشارات الهندسية ذ.م.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O.Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | the risk using risk management practices. | | HSE Team Leader<br>HSE Officer | |
| COP 52.0 | Local Exhaust Ventilation | Version 4.0 July 2024 | The CoP sets requirements on how to control gas, vapor, dust, fume and mist in workplace air using local exhaust ventilation (LEV) to extract contaminants before they enter employee's berating zones | Daily Dust monitoring record, gas testing record | Project Manager<br>Site Engineer<br>Work Supervisor<br>Storekeeper<br>Workshop Manager<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 53.0 | OHS Management During Construction Work | Version 4.0 July 2024 | The requirements and standards that the risk associated with the control of contractors on a construction site are assessed, that control measures are implemented in accordance with the hierarchy of controls and ensures measures are taken to prevent injury. Illness and disease to persons who might be exposed to risks arising from those activities. | HSE Records | Project Manager<br>HSE Engineer<br>Site Engineer<br>Work Supervisor<br>Storekeeper<br>Workshop Manager<br>HSE Team Leader<br>HSE Officer | Yes |
| COP 53.1 | Construction Management Plan | Version 4.0 July 2024 | The requirements and standards for the development and implementation of an OHS Construction Management Plan. | All HSE Records | HSE Engineer<br>HSE Team Leader | Yes |
| COP 54.0 | Waste Management | Version 4.0 July 2024 | Requirements and standards for the handling and management of waste by entities so that the risks associated with the handling and disposal of waste are assessed, that control measures are implemented in accordance with the environmental hierarchy of controls. and that control measures are taken to prevent pollution. | Waste Manifest record,<br>Environment inspection record, Audit record | Project Manager<br>HSE Engineer<br>Storekeeper<br>HSE Team Leader<br>HSE Officer | Yes |

AL SUWEIDI
السويدي للاستشارات الهندسية ذ.م.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O.Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| 1. FEDERAL DECREE LAW NO. (33) OF 2021-LABOUR LAW (REGARDING THE RELATION OF EMPLOYMENT RELATIONSHIPS) | | | | | | |
|---|---|---|---|---|---|---|
| **Article (36)** | **Care, Safety and Professionalism** | | Establishments shall abide by the provisions contained in Federal Law No. (13) of 2020 regarding public health and all resolutions issued for the implementation thereof and any other legislation issued in this regard. The Implementing Regulation here of defeathered of the Ministry and the provisions related to the safety, protection and health care of workers. | HR records | Project Manager<br>HR Manager<br>Site Time Keeper | Yes |
| **Article (37)** | **Compensation for Work Injuries and Occupational Diseases** | | Under a resolution of the Cabinet, based on the Minister' proposal and in coordination with the concerned authorities, work injuries and occupational diseases, conditions and procedures to be followed in case any of them occur, the obligations of the employer in this regard, the amount of compensation due to the worker in case of permanent full or partial disability, compensation payable to his family in case of his death and Hereford its distribution and amount, shall be defined.<br>1. The employer shall, in case the worker has a work injury or an occupational disease:<br>The employer shall bear the expenses of the worker's treatment until the worker recovers and is able to return to work, or until the worker's disability is proven, in accordance with the conditions, rules, and procedures specified in the Implementing Regulation hereof.<br>b. If the work injury or occupational disease prevents the worker from performing his duties, the employer shall pay the worker an amount equivalent to his full wage throughout the treatment period or for six (6) months, whichever is less. If the treatment period exceeds six (6) months, the worker shall be entitled to half of his wage for an additional six (6) months, or until the worker recovers, or his disability or death is proven, whichever occurs earlier.<br>If the work injury or occupational disease results in the death of the worker, his family shall be entitled to compensation equal to the worker's basic wage for twenty-four (24) months. The compensation amount shall not be less than eighteen thousand (AED 18,000) and not more than two hundred thousand (AED 200,000) UAE Dirhams. The compensation shall be calculated based on the worker's basic wage at the time of death and distributed among the eligible beneficiaries of the deceased worker in accordance with the Implementing Regulation hereof, while preserving the rights of the deceased's family to end-of-service benefits and any other financial entitlements due to the worker. | HR records | Project Manager<br>HR Manager<br>Site Time Keeper | Yes |

AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

HBC شركة الحكمة لمقاولات البناء ذ.م.م
P.O.Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| **Article (38)** | **Cases of the Worker's Non-entitlement of Work Injury Compensation** | | The worker shall not be entitled to work injury compensation if it is proven through the investigations of the competent authorities that any of the following cases takes place:<br>1. The worker deliberately caused injury to himself for any reason.<br>2. The injury took place under the in fluence of alcohol, narcotics or other psychotropic substances.<br>3. The injury took place as a result of a deliberate violation of the declared preventive instructions advise leaves in the workplace, as defined by the Implementing Regulation hereof.<br>4. The injury took place as a result of willful misconduct by the worker.<br>The worker refused, without as serious reason, to be examine do follow the treatment specified by the medical entity. | HR records | Project Manager<br>HR Manager<br>Site Time Keeper | Yes |
| **Article (39)** | Disciplinary Sanctions | | 1-The employer or his representative may impose on a worker who violates the provisions of this Decree-Law, its Implementing Regulation, or the resolutions issued for its implementation, any of the following penalties:<br>a. Written notice;<br>b. Written warning;<br>c. Deduction from the wage of not more than five (5) days per month;<br>d. Suspension from work for a period not exceeding fourteen (14) days, without payment of wages for the suspension period;<br>e. Deprivation of the periodic bonus for a period not exceeding one (1) year, for establishments that adopt a periodic bonus system and where the worker is entitled to such a bonus according to the provisions of the employment contract or the establishment's regulations;<br>f. Deprivation of promotion, in establishments that have a promotion system, for a period not exceeding two (2) years;<br>g. Termination of service, while preserving the worker's right to end-of-service benefits<br>The Implementing Regulation defines the conditions, rules and procedures necessary for the imposition of any of the penalties referred to in Clause (1) of this Article and the mechanism of grievance thereof. | HR records | Project Manager<br>HSE Engineer<br>HR Manager<br>Site Time Keeper | Yes |
| **MINISTERIAL ORDER NO. [32] FOR THE YEAR 1982 REGARDING DETERMINATION OF THE WAYS AND MEANS TO PROTECT EMPLOYEES AGAINST OCCUPATIONAL HAZARD** | | | | | | |
| Article 1 - | **General Duties of Employer and Employee** | Ministerial order no. [32] for the year 1982 | Each employer shall provide suitable means to protect employees from the dangers of accidents and occupational diseases, that may occur during the working hours, as well as dangers of fire and all dangers occurring from use of machinery work and other utensils. He should also follow all other means of protection prescribed by Ministry of Labor and Social Affairs. | Implementation of Project HSE Manual<br>Compliance with OSHAD SF | HSE Engineer<br>HSE Team leader<br>Safety officer<br>Security guard | |

AL SUWEDI
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

HBC
AL HIKMA BUILDING CONT (L.L.C)
P.O.Box : 93780, Abu Dhabi U.A.E.

| | | | | | | |
|---|---|---|---|---|---|---|
| | | Ministerial order no. [32] for the year 1982 | The employee shall use protective devices and clothing provided for this purpose and shall carry out all instructions of the employer for safety from hazards and shall refrain from creating any hazards and from performing any act that may hinder the execution of these instructions. | | | Yes |
| Article 2 | Safety Signs | | Each employer shall display in a prominent and obvious place in the workplace clear and detailed instructions for prevention of fire and protection of employees from the dangers they may be subject to while performing their duties, ways of protection and how to prevent accidents. The instructions shall be in Arabic and in a language understood by employees. | Safety Signages | HSE Manager<br>Project Manager<br>HSE Team leader<br>Safety officer | Yes |
| Article 3 | Training | | Every employer or person on his behalf shall brief employees about labor hazards before giving them assignments, such as dangers of fire, machines, falling, occupational diseases and others if applicable. | HSE Induction<br>HSE Trainings<br>Toolbox Talks<br>RA Briefing | HSE Manager<br>Project Manager<br>HSE Team leader<br>Safety officer<br>HR Department | Yes |
| Article 4 - | First Aid | | Employers shall appoint a qualified first aider and have available in every first aid box the items must be as prescribed by the Ministry.<br>In accordance with Art. 2, an employer who has 50 workers or less is required to have means of<br>first aid at his establishment.<br>An employer who has between 50 and 200 workers shall provide means of first aid, hire a<br>certified nurse to administer it, and appoint a doctor to treat workers at no cost. If<br>treatment requires a specialist then the establishment doctor shall refer him one and the costs<br>of treatment shall be equally borne by the employer and the worker (Art. 3).<br>An employer who has 200 workers or more shall provide the services mentioned in articles 2 and<br>3 as well as bear the cost of all other treatments including seeing a specialist, surgery,<br>hospital stays and medication (Art. 4). | Inspection of FA box and Project Clinic | HSE Manager<br>Project Manager<br>HSE Team leader<br>Safety officer | Yes |
| Article 5 | Environmental | | Every employer shall take necessary measures to ensure safe conditions of work and provide Safety and Health of employees working therein.<br>Particularly note the following: -<br>a. Space<br>The space to be occupied by each person shall not be less than 400 cubic ft., on condition that any height exceeding fourteen feet shall not be counted.<br>b. Ventilation<br>Provision of adequate fresh air, ventilation and avoidance of bad or harmful exhaust fumes, changes in temperature or excessive humidity.<br>c. Lighting<br>Provision of sufficient and suitable light, naturally or artificially by use of light inlets and openings, sources of natural and artificial light shall be maintained in a homogeneous manner, direct lighting as well dazzling shall be avoided, and also differentiation in light distribution in adjoining places.<br>d. Noise<br>Prevention or reduction of noise and vibration harmful to health of employees according to internationally accepted standards.<br>e. Canteens: Eating Places<br>Provision of places for eating for employees where by nature of their work conditions, the eating of food is prohibited in the following cases:<br>1. Work where poisonous or harmful materials which propagates dust, smoke, fumes, etc. are used.<br>2. Works where employees are subject to harmful radiation.<br>3. Works where employees are subject to pollution on parts of the body or the contamination of work clothes.<br>f. Toilets & Washing<br>Provision of sufficient and suitable wash basins for employees normally present in the place of work plus cleaning materials for the cleaning hereof, sufficient toilets and cloakrooms cleaned and maintained continuously, separated by sexes. | All HSE Inspections | HSE Manager<br>Project Manager<br>HSE Team leader<br>Safety officer | Yes |
| Article 6 | Atmospheric Measurement | | Every employer shall take suitable s<br>or remove health dangers from plac<br>the following: | spections | | |

ALSUWEDI
السويدي للاستشارات الهندسية ش.م.
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O.Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| | | Ministerial order no. [32] for the year 1982 | a. Performance of industrial operations shall not be harmful to the health or safety of employees.<br>b. Performance of harmful to health operations, shall be kept in separate enclosed areas to protect harmful material and avoid employees from being in direct contact with leakage of gas vapor, dust, soil fibers or fumes into the atmosphere or the and work place.<br>c. Barring of dangerous radiation from employees.<br>d. Elimination of harmful materials that are ejected during industrial operations so that they do not increase the limits set down by the Ministry of Labor and Social Affairs.<br>e. Prompt elimination of harmful dust, vapors, gasses or fibers at or rear its source by means of extraction or suitable mechanical means or providing a suitable ventilation system.<br>Provide employees with suitable protective clothing and equipment for personal safety in hazardous areas, if protection measures provided are insufficient. The training of employees in the safe use of this clothing and equipment and the provision of storing, maintaining, cleaning and disinfecting as and when required by the nature of conditions and work. | | HSE Engineer<br>Project Manager<br>HSE Team leader<br>Safety officer | Yes |
| Article 7 - | Place of Work | | The following shall be noted in workplaces:<br>a. The floors in the working rooms shall be level and suitable for the work done in it.<br>b. There shall be space around the machine's units allowing free passage for employees to conduct their normal duties without obstruction and to allow cleaning operations, repair of machines and transport of materials used in work.<br>c. Passages should have no pits or uncovered manholes or protruding nails or pipes, upright valves or any construction that may cause.<br>d. Passages shall be kept clear of anything that may obstruct employees in passing or be a danger by collision or falling.<br>e. Stairways, walking tracks, and similar places shall be furnished with non-slippery material.<br>f. Stairways shall be fitted with handrails and bars of sufficient width as to prevent personnel falling through them and, or metal sheets to prevent objects falling on to people below.<br>g. The steps of stairways shall be strong and wide enough to allow safe passage and shall be fenced from both sides if one side is not adjoining a wall.<br>h. Ladders shall be strongly constructed with steps of suitable dimensions, with the top and bottom secured as to prevent slipping. Wooden ladders shall not be painted. | All HSE Inspections | HSE Manager<br>Project Manager<br>HSE Team leader<br>Safety officer | Yes |
| Article 8 | Fire Protection | | The employer shall provide the necessary means to prevent fire and also suitable fire extinguishers for the materials kept in the establishment and materials used in the industry. He shall provide the following: -<br><br>To have sufficient ways in, ways out and stairways in the place of work to enable employees in the event of a fire in any part of the building to evacuate quickly and safely without congestion.<br>Suitable means and devices for extinguishing fire shall be provided and maintained in a good condition to perform their desired purposed. They shall be readily available and free from obstruction. A sufficient number of employees shall be trained in their use.<br>A warning signal in the event of an outbreak of fire shall be provided and employees trained to respond to it.<br>Where there are numerous work rooms opening on each other, they shall be separated by fire doors to prevent fire spreading. | Firefighting equipment Inspections<br>Fire Alarm System Inspections | HSE Manager<br>Project Manager<br>HSE Team leader<br>Safety officer | Yes |

AL SUWEDI
السويدي للاستشارات الهندسية ذ.م.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O.Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| | | Ministerial order no. [32] for the year 1982 | Fire warning, and fire prevention signs shall be displayed in fire risk areas, evacuation routes shall be signed in Arabic and other languages necessary for employees working therein. | | | |
| Article 9 | - High Risk Areas | | Employers shall take necessary precautions to protect employees from the dangers of falling objects, flying sparks, sharp objects, liquid caustic, hot, burning, explosive or any other harmful material, and to take necessary precautions to protect employees from the dangers of compressed gases and electricity, either through safety devices suitable for the purpose or through personal protection like goggles, gloves, belts, outfits, masks or other protective clothing that shall suit the nature of operations performed and the materials used in every operation. | Permit to work Systems<br>HSE Inspections | HSE Manager<br>Project Manager<br>HSE Team leader<br>Safety officer | Yes |
| Article 10 - | Machine Guarding | | Employers shall provide all moving parts of machinery with suitable guarding unless such parts are designed in a way that provide complete protection. | Permit to work Systems<br>HSE Inspections | HSE Manager<br>Project Manager<br>HSE Team leader<br>Safety officer | Yes |
| Article 11 | - Types of Guards | | Employers in erecting guards mentioned in preceding article shall take into account the following:<br>To provide complete protection against danger for which it was erected.<br>To make it impossible for employees or any part of his body to reach the danger area during operation.<br>Should not cause delay in production, or affect machinery performance.<br>Should not affect the adjustment, repair, inspection of machinery in the process of maintenance.<br>Should be rust and fire proof.<br>Should not be the cause of accidents as a result of parts being tapered angular or rough. | Permit to work Systems<br>HSE Inspections | HSE Manager<br>Project Manager<br>HSE Team leader<br>Safety officer | Yes |
| Article 12 | - New Machinery | | Employers in installing new machinery or equipment shall ensure they comply with the necessary safety requirements. | Machine Manual<br>Permit to work<br>HSE Inspections | HSE Manager<br>Project Manager<br>HSE Team leader<br>Safety officer | Yes |
| Article 13 | Locking Off | | Employers shall not allow anyone to remove or install any guard or safety device unless the machinery is stopped and not operated again until guard or safety device refitted. | Permit to work<br>HSE Inspections<br>HSE trainings<br>Toolbox talks | HSE Manager<br>Project Manager<br>HSE Team leader<br>Safety officer<br>Work Supervisor | Yes |
| Article 14 | Safety Notices | | Employer shall fix safe operating instruction near machinery, or operations, in Arabic and any other appropriate languages as to be understood. | Safety Signages<br>Safety Posters<br>HSE trainings | HSE Manager<br>Project Manager<br>HSE Team leader<br>Safety officer | Yes |
| Article 15 - | Employees Responsibility | | Employees shall follow orders and instructions related to work safety and shall use the protective devices provided and undertake to take care of them. Employees are not allowed to commit any act conductive to not carrying out the instructions mentioned, misuse or damage devices meant to protect health and safety of employees.<br><br>Employers may include penalties in their disciplinary regulations for any employee who fails to follow the prescribed orders and instructions, or use the protective safety measures provided. | Permit to work<br>HSE Inspections<br>HSE trainings<br>Toolbox talks | HSE Manager<br>Project Manager<br>HSE Team leader<br>Safety officer | Yes |
| Article 16 | Boilers | Ministerial order no. [32] for the year 1982 | -<br>In case of steam boilers employers shall note the following: | | | |

AL SUWEDI
السويدي للاستشارات الهندسية ذ.م.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O.Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | Boilers should be equipped with safety valves, shut-off valves, water-level gauge and pressure gauge, and all these devices should be operation when in use.<br>Boilers should be housed in especially well-built room, well lighted and apart from other building by 3 meters.<br>A competent person shall be assigned to control the boiler, and a room provided inside or outside of the boiler room for his benefit.<br>The boiler should be stopped at least once every two months for maintenance and the job should be assigned to a competent person, and all safety measures are to be taken.<br>The boiler should be tested once every year by a competent person licensed to do this by the Labor office concerned.<br>The person testing the boiler shall prepare a report showing the condition of the boiler, methods of testing it and the owner of the plant shall send a copy of this report to the Labor office concerned.<br><br>Compression units shall be made of pressure materials that do not react on chemicals or rusting and be subject to a yearly test by a competent person licensed by the Labor office concerned to determine its worthiness. He is to prepare a report, of copy of which is to be sent to the Labor office concerned. | NA | NA | Yes |
| Article 17 | Safe Areas | Ministerial order no. [32] for the year 1982 | -<br>Employees are forbidden to enter an area where machinery is operating unless dressed in clothing suitable to the nature of work and in compliance with the orders specified by the plant for safety of employees. | Permit to work<br>HSE Inspections<br>HSE trainings<br>Toolbox talks | HSE Manager<br>Project Manager<br>HSE Team leader<br>Safety officer | Yes |
| Article 18 | Storage of Chemicals | | Employers shall take precautions to protect employees against dangerous chemicals by storing chemicals in safe fenced areas. Chemical or harmful materials kept in containers shall have a secure lid in Arabic and other relative languages giving the contents, safe usage, means of protection and harmful effects. | Permit to work<br>HSE Inspections<br>HSE trainings<br>Toolbox talks | HSE Manager<br>Project Manager<br>Store Keeper<br>HSE Team leader<br>Safety officer | Yes |
| Article 19 | - Excavation and Demolition | | 1. The walls of trenches or holes have a suitable gradient to prevent collapse. Trenches or holes of 1.5 meters depth or more shall be shored to prevent collapse. Safe corridors or walkways provided for the removal of soil and warning signs displayed.<br>2. Soil removed from the excavations to be an adequate distance from the edges.<br>3. Demolition should begin with upper story's, and necessary steps will be taken to support walls, if building in danger of collapse. An experienced supervisor is to be present throughout the demolition operations.<br>4. Debris should not be thrown from upper story's, but be removed either by machinery or enclosed tilted passage. Accumulated debris should be surrounded by railing or wall<br><br>**Construction**<br>Scaffolding should be wide enough to let employees walk along it safely with fences on both sides, if the height is more than 8m. Employees should be equipped with a safety harness to prevent them falling off. Railing should surround roofs where work takes place, if the nature of the work makes ascending there a necessity. Openings should be surrounded with a wall or covered in such a way to prevent employees or equipment falling through them. | Permit to work<br>HSE Inspections<br>HSE trainings<br>Toolbox talks | HSE Manager<br>Project Manager<br>HSE Team leader<br>Safety officer | Yes |

AL SUWEDI
السويدي للاستشارات الهندسية ذ.م.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O.Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | Overhead protection should be constructed of adequate width with a rail of suitable height in order to protect laborer's and pedestrians against falling objects. | | | |
| Article 20 | Cranes and Lifting Equipment | | -<br>The following shall be noted regarding lifting and pulling machines and tools:<br>Cranes and lifts for men and materials shall be of sound construction and manufacture, regularly maintained and checked by a qualified technician at least once every 1 2 months.<br>The areas where lifts are fitted shall be fenced in such a way as to prevent access or egress whilst moving. Doors should not be able to be opened whilst in motion.<br>The maximum capacity of machine or lift shall be displayed in a prominent position.<br>An employee may not be asked to carry loads above his capacity, and in any case no load shall exceed 50kg. per man and 20kg per woman, and where possible mechanical lifting equipment shall be used.<br>Chains ropes wire ropes and other lifting equipment shall be continuously and completely maintained and checked by a competent technician at least once every 6 months. | Permit to work<br>HSE Inspections<br>HSE trainings<br>Toolbox talks | HSE Manager<br>Project Manager<br>Workshop Manager<br>HSE Team leader<br>Safety officer | Yes |
| Article 21 | Contractors, Building & Construction | | Any establishment assigning a contractor to perform building and construction operation shall notify the labor office concerned at least one week before starting with a statement showing the following:<br>Name of establishment or original contractor.<br>Name of sub-contractor.<br>Type of operations.<br>Place where labor is to be performed.<br>Date of commencement of work and the period it takes to be executed. | NOC from authorities<br>HSE Inspections<br>HSE trainings<br>Toolbox talks | HR Department<br>Operations Manager<br>Project Manager<br>PRO | Yes |
| Article 22 | Contractors/ Safety Equipment | | The responsibility of providing, any articles of industrial safety in the work of contracting concerning the business owners, original contractor and sub-contractor shall be as follows:<br>Conditions of industrial safety at the place of work and its equipment shall be provided by the business owner who operates there.<br>Personal safety equipment for employees shall be provided by the one who contract with them. | NA | NA | NA |
| Article 24 | Notification of Accidents | Ministerial order no. [32] for the year 1982 | The employer shall notify the labor office concerned of accidents occurring in any establishment during the daily working hours or as a result of the work and:<br>• Death of employee.<br>• Fire or explosion.<br>• Disability of employee for three days or more.<br>The employer should also notify of such accidents according to the model shown in this table [4] attached to this decree and the notification should be as follows:<br>In cases of death, fire or explosion, the notification should be immediately the accident occurs and through the fastest means of communication.<br>In case of disability of employees for three days or more. Notification shall be within twenty-four hours from the accident.<br>In all cases every employer shall furnish the labor office concerned with statistics of employment injuries and occupational diseases in two copies every three months according to a model to be prepared for this purpose on condition that the date of its dispatch should not exceed fifteen days after the expiry of the three-month period. | FORM G, G1 & G2 | PRO<br>Management Representative | Yes |

AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | The employer shall retain a third copy in the establishment so that the inspector of labor concerned may go through it on his visit to the establishment. | | | |
| Article 26 | Safety Officer/ Safety Engineer | | a. Every industrial establishment employing more than a hundred and fifty employees shall appoint a full-time industrial safety officer to be devoted to the purpose and execution of the law.<br>For an industrial establishment employing more than one thousand employees the industrial safety officer shall be an engineer or technician qualified in the field of industrial safety and for establishments employing less than one thousand employees, he shall be more a technical secondary school with experience in the field of industrial safety. | HR recruitment file | HSE Manager<br>HR manager<br>Project Manager | Yes |
| **MINISTERIAL RESOLUTION CONCERNING THE DETERMINATION OF MIDDAY WORKING HOURS** | | | | | | |
| Article 1 | **Midday working hours** | Ministerial resolution | The working hours are determined for the works performed under the sun and in open areas provided that labor shall not be present at the working site after 12:30 PM. No business shall be resumed before 3:00 PM. The employer shall provide an appropriate shelter for such Labor to rest therein during this period. | HSE Inspections | HSE Manager<br>HR manager<br>Project Manager<br>HSE Team leader | Yes |
| Article 2 | | Ministerial resolution | The total daily working hours shall not exceed eight hours during for both morning and evening shifts of work. If any laborer works more than eight hours during the same day, these extra working hours shall be considered as overtime for which the laborer shall be entitled to receive an extra pay in accordance with the provisions of the law. | Time Sheet & Attendance record | HR Manager<br>HR Department<br>Timekeeper | Yes |
| Article (3) | | Ministerial resolution | Every employer shall display the daily working hours schedule in visible place at the work site according to the terms of this Decree provided that such schedule is drawn up in the language understood the laborer in addition to Arabic. | Display of Site Time in Notice boards | HR Manager<br>Project Manager<br>HR Department<br>Timekeeper | Yes |
| Article 4 | | Ministerial resolution | Every employer shall provide appropriate protective means for protecting workers from injuries and occupational diseases that may occur during working hours as well as from the injuries that may result from using machines and other work tools. The employer shall also follow all other protective techniques set forth according to the applicable Law and ministerial decrees. The Labor shall follow the instructions issued for protecting them from any risks; they shall not take any action that may impair such instructions. | HSE Inspections<br>PPE Issuance Records | HR Manager<br>HR Department<br>Timekeeper<br>Project Manager<br>HSE Manager<br>HSE Team Leader<br>Storekeeper | Yes |
| Article 5 | | Ministerial resolution | The works that must be continued without stopping for technical reasons shall be excluded from the provision of the Articles (1) and (2), provided that the employer provides the following:<br>1. Cold drinking water in proportion to the Labor number and the conditions of safety and public health.<br>2. Perfusion materials and means such as salts, lemon and others as approved by the health authorities in the UAE.<br>3. First Aid at the work site.<br>4. Appropriate industrial cooling solutions.<br>Protective sunshade from direct sun rays. | HSE Inspections<br>Compliance checklist of summer working hours | Project Manager<br>HSE Manager<br>HSE Team Leader<br>General Foreman<br>Storekeeper | Yes |
| **FEDERAL LAW NO. (24) OF 1999 FOR THE PROTECTION & DEVELOPMENT OF THE ENVIRONMENT** | | | | | | |
| Article 4 | | Federal law no. (24) of 1999 | No project or establishment shall start the activity before obtaining the license from concerned authority including Environmental Impact Assessment. | NOC from authorities | PRO<br>Project Manager | Yes |
| Article 7 | | | Owner of the project or establishment approved by license shall undertake regular analysis of wastes and monitor the properties of | | | |

AL SUWEDI
السويدي للاستشارات الهندسية ذ.م.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O.Box : 83780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| | **Protection & development of the environment** | Federal law no. (24) of 1999 | discharge and pollutants generated from such projects including degradable materials and keeping monitoring records and sending reports with the results to the Agency and the Competent Authorities. | Permits and NOC's | PRO<br>Project Manager | Yes |
| Article 35 | | Federal law no. (24) of 1999 | All establishments including public premises and commercial, industrial, agricultural, tourism and service establishments are prohibited from discarding untreated substances, wastes or liquids which may directly or indirectly cause pollution to the water environment. | Permits and NOC's | Store keeper<br>Project Manager | Yes |
| Article 39 | | Federal law no. (24) of 1999 | The concerned parties shall consult and coordinate with the agency and the competent authorities in all matters related to drinking and underground water including the preservation and development of the sources of water resources | Permits and NOC's | Project Manager | Yes |
| Article 43 | | Federal law no. (24) of 1999 | It is prohibited in accordance with the Executive order to undertake any activity contributing directly or indirectly to damaging, disturbing the natural properties or polluting the soil in any way that may affect its productivity. | Environmental Inspections | Project Manager | Yes |
| Article 48 | | Federal law no. (24) of 1999 | Establishments in practicing their activities, shall ensure that air pollutants must not exceed the permissible limits specified in the Executive order | Environmental Inspections | Project Manager | Yes |
| Article 49 | | Federal law no. (24) of 1999 | Machines, engines or vehicles producing exhaust gases that exceed the limits specified in the Executive order shall not be used | | Mechanical Department | Yes |
| Article 50 | | Federal law no. (24) of 1999 | It is prohibited to throw, treat or burn garbage and solid wastes except in places designated for such purposes away from residential, industrial and agricultural areas and the water environment | | Project Manager<br>Storekeeper | Yes |
| Article 52 | | Federal law no. (24) of 1999 | All parties and individuals shall at the time of exploration, drilling, construction, demolition or transportation of waste or dusts produced as a result during these activities, undertake the necessary precautions in addition to the precautions required for storage or safe transportation to prevent dispersion of such wastes and dusts as specified in the executive order | | Project Manager<br>Store keeper<br>HSE Manager<br>HSE team leader | Yes |
| Article 53 | | Federal law no. (24) of 1999 | The emission of smoke, vapors and fumes resulting from burning of fuels or other substances at the time of exploration, drilling, extraction and production of crude oil, industry, generation of power, construction or any other commercial purpose shall be within the permissible limits and the person in charge of such activity shall take the necessary precautions to reduce the amount of pollutants in combustion emissions and keep a register in which measurements of the amount of pollutants resulting from such combustions are recorded | | Project Manager<br>Store keeper<br>HSE Manager<br>HSE team leader | Yes |
| Article 55 | | Federal law no. (24) of 1999 | Enterprises and establishments shall ensure adequate ventilation in the work place and take the necessary precautions and measures to prevent leakage or emission of air pollutants unless it is within the permissible limits specified in the executive order no matter whether the leakage is resulting from the normal practices of these establishments or malfunction in the equipment. Such enterprises and establishments shall also provide the necessary means of protection to the workers in accordance with conditions of safety and occupational health including choice of machines equipment and suitable types of fuel, taking into consideration the time of exposure to such pollutants | | Project Manager<br>Site Engineer<br>HSE Manager<br>HSE Team Leader | Yes |
| Article 56 | | Federal law no. (24) of 1999 | Closed and Semi closed public places shall have sufficient means of ventilation proportionate to the size and capacity of the place and type of activity to ensure the circulation, cleanliness and adequate temperature of the air | | Project Manager<br>Site Engineer<br>HSE Manager<br>HSE Team Leader | Yes |

AL SUWEDI
السويدي للاستشارات الهندسية ذ.م.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

HBC شركة الحكمة لمقاولات البناء ذ.م.م
P.O.Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| Article 58 | **Protection & development of the environment** | Federal law no. (24) of 1999 | Handling or dealing with hazardous substances, hazardous wastes and medical wastes is prohibited without license from the competent authority | | Project Manager<br>PRO<br>HSE Manager<br>HSE Team Leader | Yes |
| Article 59 | | Federal law no. (24) of 1999 | Disposal of hazardous wastes and medical wastes shall be undertaken in accordance with the conditions and criteria specified by the Executive order | | Project Manager<br>PRO<br>HSE Manager<br>HSE Team Leader | Yes |
| Article 60 | | Federal law no. (24) of 1999 | Inspection of the transportation and disposal of hazardous wastes across land and marine environment, water boundaries and air shall be undertaken in accordance with the controls stipulated in the executive order | | Project Manager<br>PRO<br>HSE Manager<br>HSE Team Leader | Yes |
| Article 61 | | Federal law no. (24) of 1999 | Persons in charge of the production or handling of hazardous substances whether in gas, liquid or solid states shall take all the necessary precautions to ensure that no damage to the environment occurs. The owner of the establishment undertaking activities resulting in the production of hazardous wastes according to this law shall keep a register for such hazardous wastes, method of disposal and the parties contracted to receive such wastes | | Project Manager<br>PRO<br>HSE Manager<br>HSE Team Leader | Yes |
| Article 62 | | Federal law no. (24) of 1999 | 1. No public or private party or unqualified persons are allowed to import or bring, bury or dispose of hazardous wastes in any form in the environment of the state.<br>2. Such parties or persons are not allowed to import or bring nuclear substances or wastes or bury, dump, store or dispose such wastes in any form in the environment of the state.<br>No means of marine, air or land transportation carrying hazardous or nuclear wastes in the marine, air or land environment are allowed to pass without a written permit from the agency | | Project Manager<br>Site Engineer<br>HSE Manager<br>HSE Team Leader | Yes |
| Article 71 | | Federal law no. (24) of 1999 | Any Person who intentionally or by way of negligence causes damage to the environment or other as a result of violation of the provisions stated in this law or the orders or resolutions issued for its enforcement, shall be held responsible for all the costs of treatment or removal of such damages and any compensation incurred as a result | | Project Manager<br>Site Engineer<br>HSE Manager<br>HSE Team Leader<br>ALL EMPLOYEES | Yes |
| **CABINET DECREE 37 OF 2001 - REGULATION FOR HANDLING HAZARDOUS MATERIALS, HAZARDOUS WASTES AND MEDICAL WASTES** | | | | | | |
| Article 2 | **Regulation for handling hazardous materials, hazardous wastes and medical wastes** | Cabinet decree 37 of 2001 | Identifies the competent authorities from whom appropriate licenses are to be secured, without which handling or dealing in hazardous material, hazardous waste and medical wastes shall be prohibited. | | Project Manager<br>Storekeeper<br>Male First Aider | Yes |
| Article 10 | | | Stipulates the General Rules & Procedures for Hazardous Waste Management including generation, collection & storage, transport, and treatment & disposal of Hazardous Wastes | | Project Manager<br>Storekeeper<br>PRO | Yes |
| Article 11 | | | No installations shall be constructed for treating hazardous wastes without obtaining license to this effect from the competent authorities in coordination with the Federal Environmental Agency under the provisions of Article (2) hereof ensuring such installation to have met all environment and personnel safety conditions.<br>Disposal of hazardous wastes shall be carried out in accordance with the conditions and criteria stipulated in Article (10) hereof.<br>In coordination with the Federal Environmental Agency, the competent authority shall determine the places and conditions issuing hazardous wastes disposal licenses. | | Project Manager<br>Storekeeper<br>PRO | Yes |

AL SUWEDI
السويدي للاستشارات الهندسية ذ.م.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| Article 12 | | | Transport and disposal of locally produced hazardous wastes through land borders, marine environment limits and air space shall be controlled in accordance with the rules, procedures and controls mentioned and specified in Basel Agreement and in coordination with Federal Environmental Agency. | | Project Manager<br>Storekeeper<br>PRO | Yes |
| Article 13 | | | Parties producing or handling hazardous wastes, whether in liquid, gaseous or solid state shall take all precautions necessary for evading causing any environmental damages and shall in particular observe the following:<br>1. Selection of the site on which such materials shall be produced or stored under necessary conditions in accordance with the quality and quantity of such materials.<br>2. Buildings inside which such materials are produced or stored shall be designed in accordance with the engineering standards and criteria which must be observed for each kind of such materials. Such buildings shall be subject to periodical inspection by the competent unit.<br>3. Technology used for the production of such materials as well as all suitable equipment and systems shall not be causing any damage to the installations, environment or personnel.<br>4. Buildings shall include security, safety, alarm, firefighting and first aid systems and equipment in proper quantities and numbers in coordination with Ministry of Health, Civil Defense Directorate and the competent regularity unit.<br>5. Emergency plan shall be set for facing any expected accidents during production, storage, transport or handling operations of such materials provided such plan shall be approved by the competent regularity unit.<br>Staff of hazardous wastes handling parties shall be subject to periodical medical checkup provided the results of such medical checkup shall be kept in the file of each person and provided they shall be treated from all occupational diseases under the U.A.E. applied laws, rules and regulations. | | Project Manager<br>Storekeeper<br>PRO | Yes |
| Article 14 | | | The owners of installations generating hazardous wastes under the provisions of this Law shall maintain a record for such a waste including:<br>• Full description of wastes showing their dangers and their physical and chemical characteristics.<br>• Quantities.<br>• Sources.<br>• Collection rates and periods.<br>• Transport means.<br>• Treatment method.<br>The name of the contractor to which these wastes are delivered. | | Project Manager<br>Storekeeper<br>PRO | Yes |
| **LAW NO. (23) OF 2005 AND THE EXECUTIVE REGULATIONS REGARDING THE HEALTH INSURANCE SCHEME FOR THE EMIRATE OF ABU DHABI** | | | | | | |
| Article 2 | LAW NO. (23) OF 2005 AND THE EXECUTIVE REGULATIONS | The health insurance scheme for the emirate of Abu Dhabi | The health insurance scheme shall be applicable in accordance with the provisions herein to the expatriates and their families residing in the Emirate of Abu Dhabi. The Law may be applied to the nationals of the Emirate by a decision from the Executive Council. The Executive Regulations of the Law shall specify the provisions applicable to the visitors on their relatives' sponsorship. | | HR Manager<br>HR Department | Yes |
| Article 4 | | | Subject to the provisions of Articles 2 and 3 hereof, subscription to the health insurance scheme is obligatory for non-nationals and their families residing in the Emirate. However, the scheme is optional for UAE nationals. | | HR Manager<br>HR Department | Yes |

AL SUWEDI
السويدي للاستشارات الهندسية ش.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O.Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| Article 5 | | | Every employer shall provide health insurance coverage for all his employees/workers and their family members covering the employee's/worker's wife and three children under 18 years of age. Every sponsor shall subscribe to the scheme for any person under his sponsorship from the date of his arrival to the State unless such person is entitled for health insurance coverage by an employer. 4 Expatriates may not be employed, issued residence permits nor have their existing permits renewed unless they are subscribed to the health insurance scheme. | | HR Manager<br>HR Department | Yes |
| **GCC STANDARDIZATION ORGANIZATION (GSO)-TECHNICAL REGULATIONS** | | | | | | |
| UAE.S GSO 518:1994 | Safety Footwear | (GSO)-Technical regulations | –This standard specifies the requirements for safety footwear provided with safety toe-caps, other than all-rubber and all-plastics mounded types, it relates to safety boots and shoes for general use. | | Procurement Manager<br>Procurement Department | Yes |
| UAE.S GSO 215:1994 | Industrial safety and health Regulations - equipment- part 6/6,6/5,6/4 tanks, Pressure vessels, boilers and Compressed gas equipment | | - This standard is concerned with industrial safety and health regulations-tanks, pressure vessels, boilers, and compressed gas equipment | | Procurement Manager<br>Procurement Department | Yes |
| UAE.S GSO 1580:2002- | Industrial Safety and Health Regulations | | This Standard is concerned with Industrial Safety and Health Regulations | | Procurement Manager<br>Procurement Department | Yes |
| UAE.S GSO 55:1988- | Industrial Safety and Health Regulations -Hazardous Materials - Gases - Part 1: General Requirements | | This standard is concerned with the general requirements for storage and handling of all gases which could be hazardous because of their confinement, ability to absorb, flammability or reactivity, including liquefied and cryogenic gases. Gases that are hazardous because of toxicity or poisonous nature are not covered by this standard. | | Storekeeper<br>Store Manager<br>HSE Manager<br>HSE Team Leader<br>Project Manager | Yes |
| UAE.S GSO 66:1988 | Industrial Safety and Health Regulations - Hazardous Materials -Paints - Part 1: Spray Finishing Using Flammable & combustible materials | | This Standard is concerned with flammable and combustible finishing materials when applied as a spray by compressed air, "Airless" or "Hydraulic Atomization", steam, electrostatic methods, or by any other means in continuous or intermittent processes. It also covers the application of combustible powders by powder spray guns, electrostatic powder spray guns fluidized beds, or electrostatic fluidized beds. It does not apply to outdoor spray application of buildings, tanks, or other similar structures, nor to small portable spraying apparatus not used repeatedly in the same location. | | HSE Manager<br>HSE Team Leader<br>Project Manager<br>Site Engineer<br>Work Supervisor | Yes |
| UAE.S GSO 70:1988- | Industrial Safety and Health Regulations Equipment - Machinery and Guarding Part 3: Abrasive Wheel Machinery | | This Standard is concerned with safety precautions against dangers involved in the operation of abrasive wheel machinery. | | HSE Manager<br>HSE Team Leader<br>Project Manager<br>Site Engineer<br>Work Supervisor | Yes |
| UAE.S GSO 61 :1988- | Industrial Safety and Health Regulations Hazardous Materials - Gases- Part 7: Compressed and Liquefied Natural Gas | | This Standard is concerned with the general precautions to be taken against dangers involved in the operation of the machinery. | | HSE Manager<br>HSE Team Leader<br>Project Manager<br>Site Engineer<br>Work Supervisor | Yes |
| UAE.S GSO 213:1994 | Industrial safety and health Regulations-equipment-portable tools | | This standard is concerned with industrial safety and health regulations - Equipment: portable tools. | | HSE Manager<br>HSE Team Leader<br>Project Manager<br>Site Engineer<br>Work Supervisor | Yes |

AL SUWEDI
السويدي للاستشارات الهندسية ش.م.
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O.Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| LAW NO. (21) OF 2005 FOR WASTE MANAGEMENT IN THE EMIRATE OF ABU DHABI | | | | | | |
|---|---|---|---|---|---|---|
| Chapter III – Article 3 | WASTE MANAGEMENT | LAW NO. (21) OF 2005 | The concerned parties shall endeavor to enhance waste management within its waste generating or recipient sectors through provision of efficient and integrated systems and solutions for management, storage, treatment and disposal of all types of waste, in order to achieve requirements of approved systems, codes of practice and guidelines through the following:<br>1. Study of their sector requirements in order to select appropriate means, technologies, installations, and facilities along with the preparation of economic feasibility studies if necessary.<br>2. Provide adequate facilities for storage, treatment, and disposal through their own capabilities or through the private sector.<br>3. Enforce their waste generating facilities to abide by the implementation of the obligations stipulated in Article (5) of this Law.<br>4. Enforce their facilities and affiliated parties that transport waste to abide by the codes of practice and guidelines related to licensing of waste transport vehicles and the regulation and monitoring of transport operations.<br>5. Enforce their storage, treatment and disposal facilities to abide by the implementation of stipulations of Article (6) of this law.<br>6. Restrict waste collection contracts to Environmental Service Providers permitted by the Competent Authority.<br>7. Prepare any additional necessary regulations, code of practice, or guidelines and approve them from the Competent Authority.<br>8. Submit periodical reports to the Competent Authority on extent of progress in waste management<br>Provide organizational structures, workforce and necessary financial capability to achieve sound waste management. | Waste Manifest<br>Contract with Waste Hauler<br>Waste removal log | HSE Manager<br>HSE Team Leader<br>Project Manager<br>PRO | Yes |
| Article 4 | WASTE MANAGEMENT | LAW NO. (21) OF 2005 | The concerned parties must coordinate with the Competent Authority on matters related to waste management.<br>The concerned parties may establish a waste management system approved and subject to review by the Competent Authority. | Waste Manifest<br>Contract with Waste Hauler<br>Waste removal log | HSE Manager<br>HSE Team Leader<br>Project Manager<br>PRO | Yes |
| Article 5 | WASTE MANAGEMENT | LAW NO. (21) OF 2005 | The waste generator mush complies to with the following guidelines:<br>1. Reduce the generated waste by means of implementing the regulations, methods, techniques and alternatives approved in the Emirate for classifying, sorting, reusing or recycling of waste.<br>2. Classify the generated waste to hazardous and non-hazardous waste as indicated in the approved relevant guidelines.<br>3. Enforce its waste generating facilities with the occupational health and safety requirements, with all relevant regulations, guidelines and codes of practice, and to comply with the regulations set out by the Competent Authority in this regard.<br>4. In case of transporting waste, must comply with the codes of practice and guidelines for licensing of waste transport vehicles and the regulation and monitoring of transport operations.<br>5. In case of establishing facilities for storage, treatment or disposal of waste, the provisions of Article (6) of this law must be complied with.<br>6. In case of contract with the private sector for transporting, storage, treatment or disposal of waste, the following must be carried out:<br>a. Restrict waste contracts to Environmental Service Providers permitted by the Competent Authority.<br>b. Inform parties interest<br>classified as hazardous | Waste Reduction Plan<br>Contract with waste hauler | HSE Manager<br>HSE Team Leader<br>Project Manager<br>PRO | Yes |

AL SUWEDI
السويدي للاستشارات الهندسية ذ.م.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

HBC شركة الحكمة لمقاولات البناء ذ.م.م
P.O.Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | the data available therewith on the description and specifications of such wastes.<br>c. Medical or hazardous waste must not be delivered to any party interested in contracting unless such parties specify the means that they shall apply on such waste and provide the approval of the Competent Authority.<br>Complete delivery and transport of wastes as per the approved regulations and guidelines. | | | |
| **DECREE OF THE CROWN PRINCE, CHAIRMAN OF THE EXECUTIVE COUNCIL NO. (42) OF 2009 CONCERNING THE ENVIRONMENT, HEALTH AND SAFETY MANAGEMENT SYSTEM IN ABU DHABI EMIRATE** | | | | | | |
| Article (8) | The environment, health and safety management system in Abu Dhabi emirate | Decree of the crown prince, chairman of the executive council no. (42) of 2009 | Entities shall do the following:<br>1. Develop and implement an OSHMS within their scope of work to protect workers, society and the environment from any adverse impacts that may result from their activities, in accordance with the requirements of Abu Dhabi OHSMS and any additional requirements specified by Relevant Authority of the Sector.<br>2. Conduct annual audit on their OSHMS to ensure compliance with Abu Dhabi OSHMS.<br>Prepare and submit periodical reports on the performance of their OSHMS to the Relevant Authority of their sector, in accordance with the reporting mechanism approved by the higher committee. | OHSMS | HSE Engineer | Yes |
| Article (9) | | | Entities referred to in the preceding article of this decree shall develop and implement an OSHMS within a period not exceeding two years from the date of notification by the Relevant Authority of their Sector. | OSHMS | HSE Engineer | Yes |
| Article (10) | | | Each Relevant Authority shall establish an OHS Unit to supervise the implementation of stipulations of this decree. | OSHMS | HSE Engineer | Yes |
| **Circular No. 005/2020 COVID-19 Prevention in Labor Accommodations** | | | | | | |
| Circular No. 005/2020<br><br>Circular No. 006/2020<br><br>Circular No. 007/2020 | COVID-19 Prevention in Labor Accommodations | | **Increase the frequency of cleaning & disinfection processes of facilities & surfaces in direct contact with the persons inside the accommodation such as:**<br>**1. Bathrooms, showers, and washing basins.**<br>**2. Dining tables and chairs.**<br>**3. Workers kitchens and their accessories.**<br>**. Labor bedrooms, furniture, and all doors handles.**<br>**5. Prayer rooms.**<br>**6. Control devices for electronic & electrical devices (e.g. television, air conditioner, lighting switches)**<br>**7. Stairs handrails.**<br>**8. Gym's equipment**<br>**. Seats and tables in the training rooms, meeting rooms and entertainment rooms.**<br>**10. Labor buses (seats and handles).**<br>**Maintain adequate distance between workers (minimum 1 meter) in all common areas (e.g. rest areas, messes, etc.). In case if not capable of doing this close these areas.**<br>**Cancel all events inside the accommodation e.g. matches, parties, etc.**<br>**All buses shall be disinfected according to the requirements of Abu Dhabi Public Health Centre.**<br>**Maintain adequate distance betw** | OSHMS | Camp boss<br>Project Manager<br>Storekeeper<br>HSE Engineer<br>Safety Officer<br>HR Manager | Yes |

AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

HBC شركة الحكمة لمقاولات البناء ذ.م.م P.O.Box : 93780, Abu Dhabi U.A.E. AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | **Reduce the movement of labors from the accommodation to public areas where possible.**<br>**Allocate separate areas (wing or building) for quarantine.**<br>**Availability of hand sanitizers & hand wash liquid in various locations at the accommodation in particularly in toilets.**<br>**Documenting all cleaning and disinfection operations including the names of the used disinfectants.**<br>Provide internal isolation rooms for the workers who arrived from their countries & ensure they stay at the isolated rooms for 14 days as a precautionary measure, & do not allow them to resume the work without medical test which indicates that they are free form COVID 19. | | | |
| Circular No. 007/2020 | COVID-19 Prevention in work place and Labor Accommodations | | Provide internal isolation rooms for the workers who arrived from their countries & ensure they stay at the isolated rooms for 14 days as a precautionary measure, & do not allow them to resume the work without medical test which indicates that they are free form COVID 19.<br>Maintain adequate distance between workers (minimum 2 meters) in all common areas e.g. TV rooms, messes, bedrooms & rest areas.<br>Provide awareness posters at the floors urging for social distancing in all the construction sites and labor camps areas.<br>Maintain appropriate separation between passengers in the buses while transportation Currently total bus passenger's capacity to 100 %.<br>Provide proper PPEs for all security guards in the construction sites and labor camps and enforce them to wear these PPEs. | OSHMS | Camp boss<br>Project Manager<br>Storekeeper<br>HSE Engineer<br>Safety Officer<br>HR Manager | Yes |

| Clause / Article / Reference | Description | Revision / Issue | Requirements / application | How Legislative requirements are monitored & Maintained | Responsibility | Compliance Status |
|---|---|---|---|---|---|---|
| **ADM CIRCULARS** | | | | | | |
| Circular No.001/2020 | ADM Circular- Safety Requirements at Demolition Sites | N/A | Waste management plan has been approved and strictly implemented at project to ensure comply with ADM or Tadweer requirement to prevent the penalties from relevant authorities | 1. Through regular periodic monitoring of workplace areas, procedures, process.<br>2. Internal & external auditing | Construction Manager<br>HSE Team Leader<br>HSE Engineer | Yes |
| ADM Circular No. 002/2020 | ADM Circular- for Dewatering Requirements at Construction Sites | N/A | Dewatering company (WJ) has been assigned in the project along with ADM permit has been obtain to ensure comply with legal requirements. | 1. Through regular periodic monitoring of workplace areas, procedures, process | Engineer | Yes |
| ADM Circular: 04/2020 | ADM Circular- COVID-19 Prevention<br><br>Employer shall provide | N/A | COVID-19 Prevention & control Measure Plan is approved from consultant and strict implementation ongoing at site by M/s BAGC team to ensure compliance with legal requirements. | 1. Through regular periodic monitoring of workplace areas, procedures, process | Site Administration<br>All Key Staff | Yes |

AL SUWEDI
السويدي للاستشارات الهندسية ذ.م.م
AL SUWEDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O.Box : 93786, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| | adequate control measure during pandemic. | | | | | |
| ADM Circular: 05/2020 | ADM Circular- -COVID 19 Prevention in Labor Accommodations<br><br>Employer shall provide adequate transportation to comply with legal requirements during pandemic | N/A | COVID-19 Prevention & control Measure Plan is approved from consultant and strict implementation ongoing at site by M/s BAGC team to ensure compliance with legal requirements viz. Physical distancing, queue management, face mask etc. | 1. Through regular periodic monitoring of workplace areas, procedures, process | Site Administration<br>All Key Staff | Yes |
| ADM Circular: 06/2020 | ADM Circular- COVID 19 Prevention in Labor Transportation. | N/A | COVID-19 Prevention & control Measure Plan is approved from consultant and strict implementation ongoing at site by M/s BAGC team to ensure compliance with legal requirements. | 1. Through regular periodic monitoring of workplace areas, procedures, process | Site Administration | Yes |
| ADM Circular: 07/2020 | ADM Circular- COVID 19 Prevention in Workplace. | N/A | COVID-19 Prevention & control Measure Plan is approved from consultant and strict implementation ongoing at site by M/s BAGC team to ensure compliance with legal requirements. | 1. Through regular periodic monitoring of workplace areas, procedures, process | Site Administration<br>All Key Staff | Yes |
| ADM Circular: (03\2021 | ADM Circular- Waste Disposal and Burning Prevention | N/A | Waste management plan has been approved and strictly implemented at project to ensure comply with ADM or Tadweer requirement to prevent the penalties from relevant authorities | 3. Through regular periodic monitoring of workplace areas, procedures, process | Environmental Engineer<br>Construction Manager<br>HSE Manager | Yes |
| ADM Circular: (02\2021 | ADM Circular- Concerning Approving the List of Technical Inspection Companies (Third Party Companies) | N/A | TPC (Third Party Companies) inspection being carried out my listed company to ensure comply with legal requirements. | | Procurement Manager<br><br>HSE Engineer | Yes |
| ADM Circular 001/2021 | ADM Circular - safety requirement for tower cranes | N/A | ADM Permit for the tower crane has been obtained to ensure strict implementation of legal requirements to prevent the untoward incident and penalties. | 4. Through regular periodic monitoring of workplace areas, procedures, process | Procurement Manager<br><br>HSE Engineer<br>Structural Engineer<br>Survey Manager | Yes |
| | Approved Third Party Inspection Companies | N/A | TPC (Third Party Companies) inspection being carried out my listed company to ensure comply with legal requirements. | | Procurement Manager<br><br>HSE Engineer | Yes |
| ADM Circular No. 001/2022 | ADM Circular. In regards of precautionary measures in cities and worker camps | N/A | Compliance sheets for the circular to be prepared for information to ensure all the requirements adhere. | 1. Through regular periodic monitoring of workplace areas, procedures, process | Site Administration<br>All Key Staff | Yes |
| ADM Circular No. 02/2022 | ADM Circular -Safety requirement when | N/A | Safe Work Procedure for Adverse weather has been prepared and commented with all relevant team to ensure | 1. Through regular periodic monitoring of workplace areas, procedures, process | Environmental Engineer<br>Construction Manager | Yes |

AL SUWEDI
السويدي للاستشارات الهندسية ش.م
AL SUWEDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ش.م
HBC
P.O.Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

| | | | | | | |
|---|---|---|---|---|---|---|
| | visibility is low and fog forms | | strict implementation. | | HSE Manager | |
| ADM Circular No. 04/2022 | ADM Circular-Fire preventive measures in Construction Site. | N/A | Fire Prevention & Protection Plan has been prepared and approved by the Consultant.<br>Regular Fire prevention inspection to follow.<br>Competent and trained Fire Marshals to be available for the operation. | 1. Through regular periodic monitoring of workplace areas, procedures, process | Project Manager<br>Construction Manager<br>HSE Engineer<br>Site Administration | |
| ADM Circular No. 05/2022 | ADM Circular-Safety Requirements for Soil Test Works. | N/A | Soil Testing to be carried out by ADM approved Laboratories. | 1. Through regular periodic monitoring of workplace areas, procedures, process | Project Manager<br>Construction Manager<br>HSE Engineer<br>Site Administration | Yes |

AL SUWEIDI
السويدي للاستشارات الهندسية ذ.م.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O.Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)