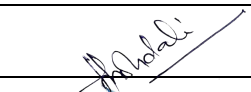
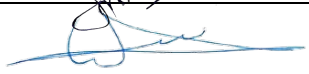
HATEEN TECH.CONT. L.L.C

SAFETY GUIDELINE FOR WORKS

	NAME	SIGNATURE	DATE
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1. Purpose

To establish minimum safety requirements for all construction, MEP, testing, commissioning, maintenance and related activities, and to prevent injuries, property damage and environmental incidents.

2. General Safety Requirements

1. All personnel shall comply with company HSE procedures and applicable UAE requirements.
2. Workers shall attend site induction before commencing work.
3. Only trained and authorized personnel shall perform specialized work.
4. Work areas shall be kept clean, organized and free from unnecessary hazards.
5. Unsafe conditions shall be reported immediately to the Site Supervisor/HSE representative.
6. No person shall work under the influence of alcohol, drugs or any substance that may impair their ability to work safely.
7. Safety signs, barriers and warning notices shall not be removed without authorization.
8. Emergency access routes, fire exits and firefighting equipment shall remain unobstructed.

3. Personal Protective Equipment (PPE)

Minimum PPE shall include:

- Safety helmet
- Safety footwear
- High-visibility vest
- Appropriate work gloves
- Safety glasses

Additional PPE shall be provided according to the activity, such as:

- Face shield
- Hearing protection
- Respiratory protection
- Fall-arrest harness
- Welding protection
- Chemical-resistant gloves and clothing

PPE shall be inspected before use and replaced when damaged.

4. Risk Assessment and Method Statement

Before starting work:

1. Identify hazards associated with the activity.
2. Conduct a risk assessment.
3. Establish appropriate control measures.
4. Prepare and approve the Method Statement where required.

5. Conduct a toolbox talk with the workers.
6. Ensure workers understand the hazards and controls.

5. Permit to Work

A valid permit shall be obtained where applicable, including:

- Hot Work Permit
- Work at Height Permit
- Confined Space Permit
- Electrical Isolation/LOTO Permit
- Excavation Permit
- Other permits required by the project/site

Work shall not commence until the required permit and safety controls are in place.

6. Work at Height

- Use approved scaffolds, ladders or access equipment.
- Inspect access equipment before use.
- Provide suitable edge protection and guardrails.
- Use full-body fall-arrest equipment where required.
- Secure tools and materials to prevent falling objects.
- Do not work at height during unsafe weather conditions.

7. Electrical Safety

- Electrical work shall only be performed by competent and authorized personnel.
- Isolate electrical supplies before maintenance or modification.
- Apply **Lockout/Tagout (LOTO)** where applicable.
- Use suitable insulated tools and equipment.
- Do not use damaged cables, plugs or electrical equipment.
- Temporary electrical installations shall be properly protected and inspected.

8. Lifting and Manual Handling

- Assess loads before lifting.
- Use mechanical lifting equipment for heavy loads where practicable.
- Do not exceed equipment Safe Working Load (SWL).
- Inspect lifting equipment and accessories before use.
- Only trained personnel shall operate lifting equipment.
- Use correct manual-handling techniques.

9. Tools and Equipment

- Use the correct tool for the job.
- Inspect tools before use.
- Defective tools shall be removed from service.

- Guards shall not be removed from power tools.
- Store tools safely after use.
- Only trained personnel shall operate machinery and powered equipment.

10. Housekeeping

Work areas shall be maintained in a clean and safe condition:

- Remove waste regularly.
- Keep walkways clear.
- Store materials securely.
- Control cables and hoses to prevent trip hazards.
- Keep emergency exits and access routes clear.

11. Fire Prevention

- Keep combustible materials away from ignition sources.
- Provide suitable fire extinguishers.
- Hot work shall require appropriate controls and permits.
- Gas cylinders shall be stored and secured correctly.
- Smoking shall only be permitted in designated areas.
- Workers shall know the location of emergency exits and fire equipment.

12. Emergency Procedure

In the event of an emergency:

1. Stop work immediately.
2. Raise the alarm.
3. Inform the Site Supervisor/HSE representative.
4. Evacuate using the designated emergency route.
5. Proceed to the assembly point.
6. Do not re-enter the affected area until authorized.
7. Provide first aid only if trained and safe to do so.
8. Report and record the incident.

13. Incident and Near-Miss Reporting

All accidents, injuries, property damage, environmental incidents and near misses shall be reported immediately.

The incident shall be investigated to:

- Identify the immediate cause.
- Identify underlying/root causes.
- Establish corrective actions.
- Assign responsibility.
- Monitor closure of corrective actions.

14. Environmental Safety

Personnel shall:

- Prevent unnecessary spills and leaks.
- Dispose of waste in designated containers.
- Control dust and noise where applicable.
- Prevent discharge of hazardous substances to drains.
- Handle chemicals according to the relevant Safety Data Sheet (SDS).

15. Safety Inspection and Monitoring

Regular inspections shall be conducted for:

- PPE
- Work areas
- Electrical installations
- Tools and equipment
- Scaffolds/ladders
- Fire protection
- Housekeeping
- Emergency arrangements

Inspection findings shall be documented and corrective actions tracked to closure.

16. Responsibilities

Project Manager

- Ensure adequate resources for safety.
- Ensure compliance with project HSE requirements.

Site Supervisor

- Control daily work activities.
- Ensure workers follow approved procedures.
- Conduct/toolbox talks and monitor site conditions.

HSE Representative

- Conduct safety inspections.
- Monitor compliance.
- Report unsafe conditions.
- Support incident investigation and corrective actions.

Workers

- Follow safety instructions and procedures.

- Use PPE correctly.
- Report hazards, incidents and near misses.
- Do not perform work for which they are not trained or authorized.

17. Records to Maintain

For Quality Registrar/ISO purposes, retain controlled records such as:

- HSE induction records
- Toolbox talk records
- Risk Assessments
- Method Statements
- Permit-to-Work records
- PPE inspection records
- Equipment inspection certificates
- Site safety inspection reports
- Incident/near-miss reports
- Training records
- Corrective Action Reports
- Emergency drill records

18. Document Control

This guideline shall be reviewed periodically and whenever there are significant changes to work activities, legal requirements, project requirements or company procedures.