PROCEDURE FOR UNDERSTANDING NEED AND EXPECTION OF INTERESTED PARTIES

Quality Management System (ISO 9001:2015)
Occupational Health & Safety Management System (ISO 45001:2018)
Environmental Management System (ISO 14001:2015)

FALCON MIDDLE EAST CONTRACTING AND GENERAL MAINTENANCE –

SOLE PROPRIETORSHIP L.L.C.

Mussafah MW4, Plot 100 Abu Dhabi, United Arab Emirates

Document & Record Control

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1. Purpose

To define a systematic process for identifying, reviewing, and updating the needs and expectations of workers and other interested parties relevant to the Environmental Management System (EMS) and Occupational Health & Safety Management System (OHSMS).

2. Scope

This procedure applies to all departments, business units, workers, contractors, external providers, and other interested parties whose needs and expectations may impact or be impacted by the organization's EMS/OHSMS.

3. Responsibilities

Role	Responsibility
Top Management	Review and approve identified needs and expectations; allocate resources; ensure integration into the EMS/OHSMS.
Management Representatives / EHS Manager	Maintain the Interested Parties Register; conduct reviews; communicate relevant requirements.
Department Heads / Supervisors	Identify department-specific needs and expectations; report changes.
Workers & Worker Representatives	Participate in consultations; report new concerns or requirements.
HR / Admin	Provide worker-related information (legal, welfare, training needs).

4. Definitions

- **Interested Parties:** Individuals or groups affected by or having an interest in the organization's environmental or OH&S performance (e.g., workers, regulators, community, customers, contractors).
- **Needs and Expectations:** Requirements—explicit or implied—related to environmental protection, compliance, workplace safety, and well-being.

5. Procedure

5.1 Identification of Interested Parties

The EHS Manager shall develop and maintain an **Interested Parties Register**.

Sources include:

- Worker consultations, committees, toolbox talks
- Regulatory and statutory bodies
- Community interactions
- Suppliers/contractors
- Customers/clients
- Shareholders/parent company
- Emergency services
- NGOs or environmental groups

5.2 Determining Needs and Expectations

For each interested party, the organization will identify:

1. **What do they need?**
   - e.g., safe workplace, environmental compliance, pollution prevention
2. **What do they expect?**
   - e.g., timely communication, legal compliance status, monitoring results
3. **How do they express the needs?**
   - legal requirements
   - contractual agreements
   - internal policies
   - community feedback
   - worker suggestions/complaints
   - meetings and surveys

Examples:

Interested Party	Needs/Expectations	Applicable Source
Workers	Safe working conditions, PPE, training	Labor Law, internal OHS policy
Regulators	Compliance with OH&S & environmental laws	Permits, legal statutes
Contractors	Site safety rules, induction training	Contract terms
Community	Reduced emissions, noise control	Public concerns

5.3 Determining Which Needs & Expectations Become Compliance Obligations

The organization evaluates if identified expectations will become **compliance obligations**, based on:

- Legal/statutory requirements
- Contractual commitments
- Corporate requirements
- Voluntary obligations (e.g., ISO standards, industry charters)

The EHS Manager updates the **Compliance Obligations Register** accordingly.

5.4 Review and Update

The organization will review needs and expectations:

- **Annually during management review**
- **When there are changes**, such as:
  - new legislation
  - new contracts or clients
  - changes in organizational activities
  - worker feedback or incident investigations
  - stakeholder complaints

Changes are documented in the Interested Parties Register.

5.5 Communication

Relevant needs and expectations are communicated internally and externally as needed via:

- Emails/notices
- Worker meetings
- Stakeholder consultations
- EMS/OHSMS documentation
- Training sessions
- Public reports (where applicable)

5.6 Records

The following records shall be maintained:

- Interested Parties Register
- Compliance Obligations Register
- Meeting minutes, feedback forms, surveys
- Legal update logs
- Worker consultation records
  Retention as per Document Control Procedure.

6. Outputs

- Updated Register of Interested Parties
- Identified needs, expectations & compliance obligations
- Inputs to risk/opportunity assessment (Clause 6.1)
- Inputs to management review (Clause 9.3)

7. Appendices

Appendix A – Sample Template: Interested Parties Register

Sl. No.	Interested Party	Needs/Expectations	Compliance Obligation? (Y/N)	Source/Reference	Impact on EMS/OHSMS	Frequency of Review
1	Workers	Safe workplace, training, PPE	Yes	Labor law, internal policy	High	Annual / As needed
2	Community	Low noise/emissions	No (unless regulated)	Feedback sessions	Medium	Annual
3	Regulator	Legal compliance	Yes	Environmental & OHS law	High	Monthly

Laws /Regulations/Standard-Title/Issue Date		***Federal Law No. 8 of 1980, UAE Labor Law amended by Law No. 24 of 1981, Law No.15 of 1985 and Law No. 12 of 1986***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
Chapter 5, Article 91	Provision of safe working condition, provision of personnel prevention equipment and safe training procedures for all the employees.	All areas in facility including work areas offices, etc.	Training records, PPE issue records, safe working areas, emergency response plan, approval from civil defense	-
Chapter 5, Article 92	Emergency response plan due to fire in facility.	All areas in facility	Approval from civil defense on firefighting systems, emergency response plan instructions / banners / handouts	-
Chapter 5, Article 93	Provision of first aid boxes	All areas in facility	Installation of first aid boxes	1 at least for 100 people
Chapter 5, Article 94	Good housekeeping and provision of lightning, drinking water and toilet facilities for all the workers in the work area.	Office buildings, work areas, rest areas	Building permit, provision of required facilities	Contractors will be allowed to share company rest areas, water, etc. New office building to consider all requirements.
Chapter 5, Article 95	Conducting periodic medical checkup for occupational disease and reporting of the results.	All Personnel directly working for FME	Periodic medical records as per labor clearance requirements	

Laws /Regulations/Standard-Title/Issue Date		***Federal Law No. 8 of 1980, UAE Labor Law amended by Law No. 24 of 1981, Law No.15 of 1985 and Law No. 12 of 1986***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
Chapter 5, Article 96	Provision of medical care facilities.	All Personnel directly working for FME	Records of medical insurance provided for all personnel	-
Chapter 5, Article 98	Introduction to plant hazards for all employees	New personnel to plant	Induction training records, HSE training records	-
Chapter 5, Article 99	Ban on alcohol consumption	All personnel working in facility	Security check records, restricted item display board	Security provided with room
Chapter 5, Article 100	Enforcement on employers by FME to follow safety instructions	All personnel working in facility	Induction training records	Enforcement should be part of their audit procedures
Chapter 8, Article 142	Reporting of work related injuries and occupational diseases	For all work related injuries/ occupational disease	Records of reporting. Records of medical checks confirming occupational disease, police report	Contractor to inform FME OHS Head about injuries /occupational diseases to their personnel in site.
Chapter 8, Article 144	Provision of medical treatment to injured person	Work related injuries / occupational disease to all the personnel	Records of expenses made for treatment including transport provision	Contractor personnel will be taken care by contractor company as per contracts
Chapter 8, Article 145	Payment of allowance during treatment of injury	Work related injuries / occupational disease to all the personnel	Records of allowance paid to injured person during treatment	

Laws /Regulations/Standard-Title/Issue Date		***Federal Law No. 8 of 1980, UAE Labor Law amended by Law No. 24 of 1981, Law No.15 of 1985 and Law No. 12 of 1986***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
Chapter 8, Article 146	Calculation of allowance payment during treatment of injury	Work related injuries / occupational disease to all the personnel	Records of allowance paid along with calculations (as per requirement) to injured person during treatment	
Chapter 8, Article 149	Compensation to death victims due to work related injuries	Death of personnel due to work related injuries	Records of compensation paid	-
Chapter 8, Article 150	Compensation to partially disabled personnel due to work related injury	Partial disability due to work injury	Records of compensation paid	-
Chapter 8, Article 151	Compensation to permanently totally disabled personnel due to work related injury	Permanent total disability due to work injury	Records of compensation paid	-

Laws /Regulations/Standard-Title/Issue Date		***Federal Law No. 32 of 1982, Determination of retentive methods and measures for the protection of workers from risks at work***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
Article 1	Provision of PPE, training about fires, instruction about safety etc.	Overall Facility	PPE records, training records	Contractor briefing will be provided by FME along with OHS requirements
Article 2	Provision of safety signs in Arabic and other languages	Overall Facility	Posting of safety signs wherever required	-
Article 3	Provision of training on facility hazards, occupational diseases	All personnel working in the Facility	OHS induction training records	Contractor briefing will be provided by FME personnel
Article 4	Provision of first aid box and first aider	Overall Facility	Deployment of first aid boxes as per standard procedures and regular inspection records. First aider qualification records	1 first aid box at least for 100 people
Article 5 a	Minimum space requirements for personnel	All working areas in the facility	Proper design of facility, records of personnel work space	New office building to consider minimum space requirement
Article 5 b and c	Provision of ventilation and lighting	All work area in the facility	Proper installation of HVAC systems and lighting for all personnel working in the facility	

Laws /Regulations/Standard-Title/Issue Date		***Federal Law No. 32 of 1982, Determination of retentive methods and measures for the protection of workers from risks at work***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
Article 5 d	Prevention or reduction of noise	All high noise areas in the facility	Work place noise monitoring records, records of noise enclosures provided	-
Article 5 e	Provision of kitchen or places to eat	Dining areas in the facility	Training provided regarding prohibition of eating in production areas and separate locations are provided as part of induction training	Contractor will be allowed to use FME rest areas for dining
Article 5 f	Provision of toilets and rest areas	Overall Facility	Records of toilet and rest areas in the facility (approved building plans)	Contractor will be allowed to use FME facilities
Article 7	Provision of safe place to work	Overall facility	Proper design of building, records of inspection and continuous improvement of safety	Contractor will report any safety issues with working area to FME
Article 8	Provision of emergency training and firefighting equipment	Person working in facility and overall facility	Firefighting equipment list with locations, training records	Contractor will be briefed about fire hazards and equipment

Laws /Regulations/Standard-Title/Issue Date		***Federal Law No. 32 of 1982, Determination of retentive methods and measures for the protection of workers from risks at work***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
Article 9	Provision of PPE and indication of high risk areas in the facility	Personnel working in the facility	Awareness training about high risk areas as part of induction training, PPE records	Contractor will be briefed about high risk areas
Article 10, 11	Provision of guarding on pumps and other rotating parts	All rotating equipment in facility	Records (photographs) of provision of guarding. Inspection records, completed checklist of all guards against requirements	-
Article 12	Provision of safe new machinery	Installation of any new equipment in facility	Risk assessment of the equipment, inspection records	Contractor to obtain approval on equipment used in facility
Article 13	Provision of safety locks	Guard or safety device, personnel working in facility	Inspection records indicating the effectiveness of guarding, awareness regarding working in guarded equipment	-
Article 14	Provision of safety notices	All areas in the facility	Warning / safety boards in facility in Arabic and English	Contractor to put temporary board if required
Article 16	Pressure Vessels requirements	Boilers, Tanks, Cylinders and autoclave in the facility (autoclave has similar properties of boiler)	Records of provision of all safety devices on the boiler / pressure vessel, inspection / maintenance records, third	

Laws /Regulations/Standard-Title/Issue Date		***Federal Law No. 32 of 1982, Determination of retentive methods and measures for the protection of workers from risks at work***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
			party inspection records of boilers and compressors	
Article 18	Proper storage condition for chemicals	Storage of raw materials and chemicals	Records of chemical storage areas, inspection records of storage areas, warning signs in chemical storage area	-
Article 19	Proper excavation / demolition / construction	Applicable during excavation / demolition / construction activities	Risk assessment for new activities	Activities to be conducted by FME contractor as per approved method statements which should include all OHS requirements
Article 22	Provision of safe place of work and PPE	All areas in the facility	Training regarding safe working, guard design for equipment	PPE for contractor's personnel to be provided by contractor

Laws /Regulations/Standard-Title/Issue Date		***Ministerial Order No.32 of 1982 and its Amendments***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
Ministerial Order 32/1982 Article 1	Provision of appropriate preventive measures for the protection of employees	All activities in the facility	Development and implementation of operational control	Availability of SOPs
Ministerial Order 32/1982 Article 3	Employer to brief employees on hazards before start work Inspector may require medical exam in terms of Federal Law 8 Part X Article 175	All the employees of FME	Pre-employment medical examination	-
Article 4, Ministerial Order No.32 of 1982	Every employer shall assign the task of supervising first aid treatment to a specialist in first aid treatment and shall provide for the first aid box the contents specified in table No (3) attached of UAE labor & Federal Law No.8 of 1980.	FME Management	Provision of first aid boxes and first aid training certificates	Availability of qualified & competent first aider; and provision of first aid boxes
Article 5, Ministerial Order No.32 of 1982	Provision of sufficient protection for the health and safety of the employee working in the establishment and that he shall give special attention to the following: (a) The space assigned to each person shall not be less than 400 cubic feet. This (b) Avoid any insufficiency in	All the employees of FME	Management of workplace as per Industrial Development Bureau requirements	-

Laws /Regulations/Standard-Title/Issue Date		*Ministerial Order No.32 of 1982 and its Amendments*		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
	the necessary amount of clean air or delays in renewing this air, and keep out all harmful air drafts or any sudden changes in the temperature and, as far as possible, eliminate the excessive humidity prevailing in the work place, excessive high or low temperatures and bad-smelling air currents.			
Article 5,Ministerial Order No.32 of 1982	Provision of sufficient and appropriate lighting, natural or artificial,	Overall Facility	Management of workplace as per municipality requirements for trade license	-
Ministerial Order 32/1982 Article 8	Fire alarm system required and workers to be trained to respond appropriately	Overall Facility	Civil Defence certificate, record of firefighting equipment inspection and maintenance	-
Ministerial Order 32/1982 Article 8	Instructions for prevention, and actions in the event of fire to be posted in Arabic and other languages if necessary	Overall Facility	Emergency Response Procedure	Fire Rescue Plan to displayed on notice boards
Ministerial Order 32/1982 Article 8	Fire extinguishers to be kept in good condition	Overall Facility	Testing and inspection certificates of firefighting equipment	-

Laws /Regulations/Standard-Title/Issue Date		*Ministerial Order No.32 of 1982 and its Amendments*		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
Ministerial Order 32/1982 Article 8	Fire extinguishers to be placed for easy access	Overall Facility	Provision of Fire extinguishers and hose reels at appropriate locations.	-
Ministerial Order 32/1982 Article 8	Sufficient number of workers trained in use of fire extinguishers	Identified employees of FME	Fire Fighting Training certificates	Provision of firefighting training to sufficient number of employees
Article 12, Ministerial Order No.32 of 1982	When installing new machines or operating equipment or parts, the employer shall ensure that they are provided with protection facilities which meet the required protection standards.	All the activities of FME	Inspection & Audit Records	-
Article 13, Ministerial Order No.32 of 1982	The employer may not allow any person to remove or install any barrier or any other part of the protective equipment while the machine is running, and the machine shall not be operated unless being re-installed in its place.	All the activities of FME	Inspection & Audit Records	
Article 14, Ministerial Order No.32 of 1982	The employer shall display instruction sign board at locations of machinery or operation stating the necessary technical measures,	Overall Facility	Inspection & Audit Records	Provision of sign boards and instructions at the locations of machineries

Laws /Regulations/Standard-Title/Issue Date		***Ministerial Order No.32 of 1982 and its Amendments***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
	and such instruction shall be written in Arabic or other language understood by the employees, if necessary.			
Article 20	Proper selection, use and maintenance with external certification for forklift, cranes, hoists, slings, ropes and shackles.	Applicable to EOT cranes and forklifts	3rd Party Inspection certificates from a company accredited by ESMA.	-

Laws /Regulations/Standard-Title/Issue Date		*Federal Law No. 24 of 1999, Protection and Development of the Environment*		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
Federal Law 24 of 1999, Article 4	Protection and development of the environment	All the operations of FME	Pollution prevention, waste management, etc.	Waste Management Plan
Federal Law 24 of 1999	Regular analysis of waste to be undertaken	All the operations of FME	Waste management audit/ analysis	Waste Management Plan
Federal Law 24 of 1999, Article 7	Record to be kept of waste analysis	All the operations of FME	Record of analysis of waste	Waste management plan
Federal Law 24 of 1999, Article 8	Treatment of effluent which may cause direct or indirect pollution to water environment	All the operations of FME	Records of effluent analysis	Waste management plan
Federal Law 24 of 1999, Article 35	Untreated substances which may cause water pollution not to be discarded	All the operations of FME	Waste management plan	Compliance to Standards and requirements on Waste Management
Federal Law 24 of 1999, Chapter IV	Protection of air from pollution	All the operations of FME	Operational control procedures	Air quality monitoring plan
Federal Law 24 of 1999, Article 53	Air pollutants emissions to be measured and record kept	All the operations of FME	Air quality monitoring records	Air quality monitoring
Federal Law 24 of 1999, Article 50	Waste to be burned in designated places only	All the waste of FME	Waste management plan	-
Federal Law 24 of 1999, Article 43	Disturbing the natural properties or Soil pollution prohibited	All the waste of FME	Waste management plan	-

Laws /Regulations/Standard-Title/Issue Date		*Federal Law No. 24 of 1999, Protection and Development of the Environment*		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
Federal Law 24 of 1999, Articles 45, 47 and 51	Certain pesticides, fertilizers and agricultural conditioners controlled	All the operations of FME	Waste management plan	-
Federal Law 24 of 1999, Article 54	Environmental noise limits to be prescribed	All the operations of FME	Occupational noise monitoring records	Noise Management Plan
Federal Law 24 of 1999, Articles 58 and 59	Only licensed contractors to dispose off hazardous waste	All the waste of FME	Approved Environmental service provider disposal certificate	Waste Management Plan
Federal Law 24 of 1999, Article 61	Owner to keep a register of hazardous waste, disposal and contractors for disposal	All the waste of FME	Approved Environmental service provider disposal certificate	-
Federal Law 24 of 1999, Article 61	Operator to take all necessary precautions to ensure no damage to environment	All the operations of FME	Inspection records /certificate	-
Federal Law 24 of 1999, Chapter VII	Liability and compensation for environmental damages established	All the operations of FME	Compliance records	-

Laws /Regulations/Standard-Title/Issue Date		***Ministerial Decree No. 12/2006 By-Laws of The Federal Law No. 24 of 1999 Regarding the Protection of air against pollution***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
Ministerial Decree No. 12/2006, Article 2	Control on the emissions or leakage of gaseous and solid pollutants and vapors in the ambient air.	All the operations of FME	Air quality monitoring records	Air quality monitoring
Ministerial Decree No. 12/2006, Article 3	Car and Vehicle emissions may not exceed the maximum allowable limits specified in the specifications and amendments thereto, being air Pollutants coming out of the sources of internal combustion that uses hydrocarbon fuel	All the vehicles used for the operations of FME	IC Engine exhaust monitoring records	IC Engine Exhaust Monitoring
Ministerial Decree No. 12/2006, Article 4	FME shall take into account, during the combustion of any sort of hydrocarbon fuels in purposes operations or for the sake of commercial purpose that smoke, gases, and vapor emitted shall be within the allowable limits specified in annex (2). FME facilities shall be subject to the supervision and measurements of the Competent Authorities in coordination with the Agency	All the operations of FME that requires hydrocarbons for combustion	Air quality monitoring records and Air pollution control equipment	Air quality monitoring
Ministerial Decree No. 12/2006, Article 5	Treatment and Disposal of solid waste shall be carried out in the specified places away from the	Waste generated by the operations of FME	Records of waste treatment and disposal	Waste management plan

Laws /Regulations/Standard-Title/Issue Date		*Ministerial Decree No. 12/2006 By-Laws of The Federal Law No. 24 of 1999 Regarding the Protection of air against pollution*		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
	residential, commercial, industrial, agricultural and aquatic environment.			
Ministerial Decree No. 12/2006, Article 6	Medical Waste shall be disposed off through incineration according to a license issued from the Competent Authorities in cooperation with the Agency and the Concerned Municipality	Medical waste generated by FME	Hazardous waste manifestation and records	Compliance to Standards and requirements on Waste Management
Ministerial Decree No. 12/2006, Article 7	Stacks used for the disposal of efflux shall be designed considering the requirements stated in the article 7	Stacks used for the disposal of efflux or air pollutants generated due to the operations of FME	Operational control procedures	Compliance to the requirements as stated in article 7
Ministerial Decree No. 12/2006, Article 8	Disposal of hazardous wastes shall be done by burning Incinerators satisfying the terms and conditions stipulated in article (5) hereof, provided that the temperature inside the Incinerator shall be no less than 1200 degree Celsius and air pollutants emitted may not exceed the maximum allowable limits in annex (4)	Hazardous waste generated by FME	Hazardous waste manifestation and records	Waste Management Plan
Ministerial Decree No. 12/2006, Article 10	Safe storage and transportation of waste by preventing it from being	All the waste of FME	Waste management plan	-

Laws /Regulations/Standard-Title/Issue Date		***Ministerial Decree No. 12/2006 By-Laws of The Federal Law No. 24 of 1999 Regarding the Protection of air against pollution***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
	stirred away while storage and transportation			
Ministerial Decree No. 12/2006, Article 11	Protection of FME employees from the exposure to noise	All the employees of FME	Occupational noise monitoring records	Standard operational control procedures
Ministerial Decree No. 12/2006, Article 12	Provision of sufficient ventilation and prevention of leakage or emission of air pollutants	All the operations of FME	Waste management plan	-
Ministerial Decree No. 12/2006, Article 14	Environment Observatories shall notify the Agency, the Competent and the Concerned Authorities of any violation of the allowable limits of air pollutants, as specified in annex (8) attached hereto, and undertake to provide periodical reports for such authorities summing up the results of their work.	All the operations of FME	Reporting of air quality parameters to DUPM and EAD when it exceeds the limit as specified in annex 8	Air quality monitoring records
Ministerial Decree No. 12/2006, Article 15	Periodic analysis of air pollutants emitted and reporting of the observations to the competent authority	All the operations of FME	Air quality monitoring records	Air quality monitoring Plan

Laws /Regulations/Standard-Title/Issue Date		***Law No. (16) of 2005 pertaining to the Reorganization of the Abu Dhabi Environment Agency***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Remarks**
Law No. (16) of 2005, Section 1, Article 14	Establishment or Individual is prohibited to carry out any activity that could adversely affect the lives of human beings and the safety of the environment before obtaining a license from the Agency	All the operations of FME	License Issued by EAD	-

Laws /Regulations/Standard-Title/Issue Date		***Law No. (23) of 2005 and the Executive Regulations Regarding the Health Insurance Scheme for the Emirate of Abu Dhabi***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
Chapter II, 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.	All the employees of FME	Insurance cards and Medical Records	-
Part IV, Article Seven	Employers shall undertake to provide the Authorized Health Insurance Company with details of the monthly income of the Insured Person in a written declaration to be signed by the Insured Person, the Employer or Sponsor who is authorized to sign.	All the employees of FME	Insurance Cards and Employment Contracts	-
Part V, Article Nine	The Employer will cover the actual cost of healthcare in medical emergencies in the event that the injured person is not insured.	All the employees of FME	Medical Records	-

Laws /Regulations/Standard-Title/Issue Date		*Law No. (21) of 2005 - Waste Management in the Emirate of Abu Dhabi*		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Remarks**
Chapter 3 – Article 3, Article 4 Chapter 5 – Article 6 Chapter 7 – Article 8, Article 9	Handling and disposal of waste as per regulations	Waste generation and handling areas in the facility	Approval from EAD / CWM for disposal of wastes Records of waste logs	Waste generated from contractor activities are under contractor responsibility
Chapter 4, Article 5, point 1	Reduce waste generated in facility	Waste generation areas in the plant	Waste management plan including waste logs	-
Chapter 4, Article 5, point 2	Classification of waste	Waste generation, handling and storage on site	Waste management plan	-
Chapter 4, Article 5, point 3	Provision of applicable occupation health and safety requirements	Personnel handling or dealing with wastes in the facility	Records of PPE provided	-
Chapter 4, Article 5, point 6a	Disposal of wastes through approved environmental service provider	Waste disposal from facility	Records of use of approved waste disposal agencies	-
Chapter 4, Article 5, point 6a	Provide authorities with description and specifications of waste generated in facility	Wastes generated in the facility	Waste management plan, records of waste analyses	-
Chapter 8, Article 9, point 2	Responsibility of FME in case of violation to remove effects due to violation	Waste generation and illegal disposal of wastes in the facility / other areas	Violation issue by authorities, records of corrective action	Applicable only if FME violates the law
Guideline values	Prevention of soil and groundwater contamination	Determination of soil and groundwater contamination	Operational environmental permit from EAD	-

Laws /Regulations/Standard-Title/Issue Date		***Law No. (21) of 2005 - Waste Management in the Emirate of Abu Dhabi***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Remarks**
	and remediation	in the area due to the accidental spills or leakages of chemicals, hydrocarbons, etc.	Records of spills / leakages	

Laws /Regulations/Standard-Title/Issue Date		***Ministerial resolution No. 37/2 of 1982, Concerning the levels of Medical Care to be Provided by Employers for their Workers***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
Article 1	Provision of workers with treatment facilities	All workers in the facility	Records of all medical treatment provided to workers by the employer	Contractor will provide medical facilities for their personnel
Article 2	Provision of first aid box in the facility	Overall facility	Records of first aid box location in the facility	Insurance cards is provided to all personnel
Article 7	Provision of transport to clinic	All workers in the facility	Dedicated vehicle in the facility for transport of personnel to clinic at all times	-
Article 10	Provision of medical checkup for expatriate workers	All expatriate workers	Medical records of all personnel every 3 years during visa renewal	-
Article 11	Medical file for all personnel in facility	All workers in the facility	Medical file for each worker including records of medical check while joining, periodic checkup report, results of any medical analyses, medical leave records including reason	-
Article 12	Statement (no of workers, type of disease and days of absence) to competent Labour	All workers in the facility	Records of all statements sent to labor department	-

Laws /Regulations/Standard-Title/Issue Date		***Ministerial resolution No. 37/2 of 1982, Concerning the levels of Medical Care to be Provided by Employers for their Workers***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
	department on quarterly basis			

Laws /Regulations/Standard-Title/Issue Date		***Ministerial Decree No. 37 of 2001 concerning the approval of the Executive Orders for Law No. 24***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
Environmental Impact Assessment of Projects	Environmental impact assessment of the project	All facilities of FME	EIA Reports	-
Handling Hazardous material, Hazardous wastes and medical wastes	Risk assessments and Trainings Accidental Release ,Spill Prevention Mechanisms MSDS of the chemicals Proper storage, handling and disposal through approved waste handlers	All operations of FME	Risk Register, Training Records, Emergency Response, Operational Procedures	-

Laws /Regulations/Standard-Title/Issue Date		*Abu Dhabi OHS Law No. 42 and Industrial Sector Regulatory Framework Codes of Practice*		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
Article 8, point 1	Development and implementation of an OHSMS	All OHS activities in the facility	Approval of OHSMS from DUPM, OHSMS system documents	Applicable to contractor activities in the facility
Article 8, point 2	Conducting annual audit of the facility	All OHS activities in the facility	Records of internal and external audits	-
Article 8, point 3	Reporting to DUPM regarding OHSMS performance	All OHS activities in the facility	Records of OHSMS performance monitoring submission to DUPM, Contractor performance reports	Contractor to provide required monitoring as per FME requirements

Laws /Regulations/Standard-Title/Issue Date		***ADOSH SF v4.0***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
ADOSH SF v4.0 Elements 1,2,3,4,5,6,7,8 and 9	Development of full compliance OHSMS	All activities of FME	Full Compliance OHSMS system developed as per ADOSH SF v4.0	To be submitted to DUPM for review and approval
ADOSH SF v4.0 Mechanisms 2, 4, 6, 8 and 11	Development of OHSMS, Submission and review of OHSMS, Registration requirements, Monitoring and Reporting, OSH Practitioner Registration, Incident Notification and Reporting requirements	All activities of FME	Full Compliance OHSMS system developed as per ADOSH SF v4.0	To be submitted to DUPM for review and approval

Laws /Regulations/Standard-Title/Issue Date		*ADOSH-SF Code of Practice*		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
ADOSH-SF Code of Practice 1.0 Hazardous Material	The intent of this Code of Practice is to specify minimum requirements for training, handling, storage, risk assessment, and reporting for handlers, transporters, manufacturers, and distributors of hazardous materials.	All hazardous materials used within office and plant premises of FME	Hazardous Material Management Plan and Waste Management Plan and Records	Compliant
ADOSH-SF Code of Practice 2.0 PPE	This CoP stipulates 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 monitored.	All Employees of FME	Records of PPE Issuance and audit/inspection records	Compliant
ADOSH-SF Code of Practice 3.0 Occupational Noise	This CoP establishes the requirements and standards so that the risks associated with the where employees could be exposed to noise levels in excess of 85 dB as measured on an A weighted scale at any time during work shift. Employers shall ensure employees and visitors are not be exposed to any continuous intermittent, or impact noise level above 100 dB(A) unless the appropriate hearing protection is provided	All employees exposed to occupational noise within FME	Standard Operational Procedure for Noise Management and Noise Monitoring data.	Compliant

Laws /Regulations/Standard-Title/Issue Date		***ADOSH-SF Code of Practice***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
ADOSH-SF Code of Practice 3.1 Vibration	The intent of this Code of Practice is to establish the requirements for worksites where personnel are exposed to vibration, or likely to be exposed to vibration at or above the action level	All the operations involving vibrations within FME	Standard Operating Procedure for Vibration	Compliant
ADOSH-SF Code of Practice 4.0 First Aid and Medical Emergency Treatment	This CoP ensures adequate first aid facilities and procedures are established and ensure that competent persons are readily available within the workplace to provide the services and necessary supplies and equipment are present and maintained in the workplace suitable to the first aid or medical services required.	All the employees of FME	Emergency Management Procedure Standard Operating Procedure for First Aid Administration	Compliant
ADOSH-SF Code of Practice 5.0 Occupational Health Screening and Medical Surveillance	This CoP identities specific requirements for occupational health screening / fitness to work and medical surveillance every 6 months for employees performing any of the job duties in which they are exposed to hazardous chemicals and hazardous materials	All the employees of FME exposed to hazardous materials including professional drivers and emergency respondents	Medical Surveillance Records	Compliant

Laws /Regulations/Standard-Title/Issue Date		*ADOSH-SF Code of Practice*		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
ADOSH-SF Code of Practice 8.0, General Workplace Amenities	This code of practice applies to the amenities found at workplace and involves ensuring the availability of the minimum OHS requirements in this regard and the validity of control measures in place.	FME Office & Plant Premises	Provision of Welfare Facilities (e.g. toilets, resting, eating and smoking area, etc.)	Compliant
ADOSH-SF Code of Practice 9.0, Workplace Wellness	The intent of this Code of Practice is to establish the requirements and standards for workplace wellness and health promotion though awareness, education and wellness programs. This Code of Practice aims to promote the wider health of personnel in Abu Dhabi Emirate in order to have a more productive and healthy workforce.	FME Office & Plant Premises	Yearly health need assessment to determine health risk factors and Health Promotion Programs	Compliant
ADOSH-SF Code of Practice 9.2, Managing Work-Related Stress	This Code of Practice mandates the requirements for work-related stress management, including consideration of demands, control, support, relationships, understanding of employee roles, and management and communication of change.	All Employees of FME	Risk assessments and operational procedure for work related stress	Compliant

Laws /Regulations/Standard-Title/Issue Date		***ADOSH-SF Code of Practice***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
ADOSH-SF Code of Practice 11.0, Safety in the Heat	This code of practice(COP) applies to all employers within the emirate of Abu Dhabi that have employees working in high temperature environments High temperature environments includes both weather (working outside in summer months)and site operations (furnaces, ovens, and other high temperature operations)	All Employees of FME	Standard Operating Procedure for Managing Heat Stress Provision of shaded areas Elimination of activity in open areas	Compliant
ADOSH-SF Code of Practice 13.0, Workplace Violence	The purpose of this code of practice 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 recourse if they happen to be exposed to it.	All Employees of FME	Violence Policy and Disciplinary Policy	Compliant
ADOSH-SF Code of Practice 14.0, Manual Handling and Ergonomics	This Code of Practice (CoP) applies to all employers and places of business within the Emirate of Abu Dhabi 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 illnesses	All Manual and Mechanical handling activities	Standard Operating Procedure for Manual Handling and Ergonomics Provision of Mechanical Lifting aids	Compliant

Laws /Regulations/Standard-Title/Issue Date		***ADOSH-SF Code of Practice***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
ADOSH-SF Code of Practice 15.0, Electrical Safety	The intent of this Code of Practice is to establish standards and principles that promote the design, construction and operation of safe and efficient systems of wiring in buildings and other premises. This procedure provides users with general procedures for eliminating, preventing and controlling electrical hazard	All the areas of FME	Standard Operating Procedure for Electrical Safety Clearance from ADDC	Compliant
ADOSH-SF Code of Practice 17.0, Safety Signage and Signals	Use of safety signage where there is a significant OHS risk that has not been avoided or controlled by the methods required, provided the use of a sign 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.	FME Office & Plant Premises	Provision of Safety Signage in the workplace	Compliant
ADOSH-SF Code of Practice 21.0, Permit to Work	A permit to work (PTW) system is a formal recorded process used to control work which is identified as potentially hazardous. It is also a means of communication between site /installation management, plant supervisors and operators and those who carry out the hazardous work.	All the hazardous operations of FME	Standard Operating Procedure for Permit to work system	Compliant

Laws /Regulations/Standard-Title/Issue Date		***ADOSH-SF Code of Practice***		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
ADOSH-SF Code of Practice 22.0 Barricading of Hazards	Use of barricades where there is a significant OHS risk that may result in danger of a person falling, being struck by objects, pedestrian and vehicles entering the site. This will ensure maintaining control of access to dangerous or high risk areas or equipment through use of barricades	All the hazardous areas of FME	Provision of barricades in the workplace	Compliant
ADOSH-SF Code of Practice 23.0, Working at Height	The intent of this Code of Practice is to cover the requirements relevant to the planning, preparation and conduct of health and safety work practices in connection with working at heights. Working at height in this Code of Practice includes existing places of work and means of access for working at height, fall prevention, guardrail systems, safety nets, fall arrest systems and working platforms.	All operations of FME taking place at heights	Standard Operating Procedure for working at heights Provision of edge protection and fall prevention measures	Compliant
ADOSH-SF Code of Practice 24.0, Tag-out-Lock-out (Isolation)	This CoP establishes the specific requirements and standards so that risk associated with the servicing and maintenance of machines in which the unexpected energizing or start-up of the machines or equipment, or release of stored energy could cause injury to the employees which can be controlled through the use of locks to isolate energy sources and tags on isolated device to show that equipment is out of service for repair and maintenance work	All the servicing and maintenance operations involving energized machines and equipment of FME	Provision of LOTO and Standard Operating Procedure for LOTO	Compliant

Laws /Regulations/Standard-Title/Issue Date		*ADOSH-SF Code of Practice*		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
ADOSH-SF Code of Practice 28.0, Hot Work Operations	This CoP establishes requirements and standards so that the risks associated with hot work operations 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	All the hot work operations within FME	Standard Operating Procedure for Hot work operations Provision of designated hot work areas	Compliant
ADOSH-SF Code of Practice 34.0, Safe use of Lifting Equipment and Lifting Accessories	This CoP establishes the requirements and standards so 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 control measures are taken to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities.	All lifting operations of FME	Standard Operating Procedure for EOT Cranes TPI and Certification of lifting equipment and accessories	Compliant
ADOSH-SF Code of Practice 35.0, Portable Power Tools	This CoP established the requirements and standards so that the risks associated with the	All powered tools of FME	Standard Operating Procedure for Portable Powered Tools PAT Testing of portable powered	Compliant

Laws /Regulations/Standard-Title/Issue Date		*ADOSH-SF Code of Practice*		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
	use of portable power tools 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.		tools	
ADOSH-SF Code of Practice 36.0, Plant and Equipment	The intent of this Code of Practice is to establish the requirements and standards so that the risks associated with the use of machinery, equipment and appliances 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. This Code of Practice applies to the overall management of plant and equipment and to the obligations and requirements of designers, manufacturers, suppliers, erectors and installers, entities and personnel. It also covers the requirements for maintenance, servicing, cleaning, repairs, modifications, inspection and auditing of plant, along with the keeping of records.	All plant and equipment of FME	Maintenance Records, Inspections, Auditing Records Standard Operating Procedure for Plant and Equipment	Compliant

Laws /Regulations/Standard-Title/Issue Date		*ADOSH-SF Code of Practice*		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
ADOSH-SF Code of Practice 44.0, Traffic Management & Logistics	This CoP establishes the requirements and standards so that the risks associated with traffic and logistics can be prevented or reduced through the introduction of appropriate control measures.	All employees of FME	Standard Operating Procedure for Traffic Management Traffic Management Plan	Compliant
ADOSH-SF Code of Practice 47.0, Machine Guarding	This CoP 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 control measures are implemented to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities.	All the machines of process areas	Provision of Fixed and interlocking Machine Guards to all the machines Standard Operating Procedure for Machine Guarding	Compliant
ADOSH-SF Code of Practice 49.0, Compressed Gases and Air	This CoP sets requirements on how to use, store and transport compressed gases including hazard identification, testing and inspection procedure for compressors, air receivers, pressure vessels and pressure relief valves	All the compressed gases and cylinders of FME	Standard Operating Procedure for compressed gases TPI and Certification of Air Compressors	Compliant

Laws /Regulations/Standard-Title/Issue Date		*ADOSH-SF Code of Practice*		
Article No.	**Requirement/Obligation**	**Area of Applicability**	**License/Compliance Records Required**	**Compliance Monitoring / Remarks**
ADOSH-SF Code of Practice 51.0, Powered Lift Trucks	This CoP sets out the requirements for the use of lift trucks. For the purposes of the ADOSH-SF these have been defined as follows (i) Powered Industrial Truck: An industrial vehicle used to carry, push, pull, lift or stack material that is powered by an electric motor or an internal combustion engine. Included are vehicles that are commonly referred to as forklift trucks, rider trucks, motorized or powered hand trucks, pallet trucks and tugs. Not included farm vehicles or vehicles intended primarily for earth moving or over-the-road hauling	All lifting operations of FME	TPI and Certification of Forklifts Competent Forklift and industrial trucks drivers Standard Operating Procedure for Forklifts and industrial trucks	Compliant
ADOSH-SF- CoP 53.0 – OHS Management during Construction Work	This Code of Practice specifies minimum standards for control of OHS-related risks and prevention of injury, illness, and disease at construction project sites.	New/ Alteration / Construction work within FME	-	-
ADOSH-SF Code of Practice 54.0, Waste Management	Requirements for the development and implementation of the Waste Management requirements to the production, handling, keeping, safe storage, transport, collection and disposal of all waste generated.	All the generated waste in FME	Waste Management Plan	Compliant

Laws /Regulations/Standard-Title/Issue Date		***EAD Technical Guidance***		
Law/ Clause / Article / Reference	**Requirement / Obligation**	**Area of Applicability**	**Licenses / Compliance Records Required**	**Remarks**
EAD's Technical Guidance (TG) document - Standards & Limits for pollution to Air & Marine Environments, Occupational exposure, Pesticides & Chemical Use	Compliance to the standards specified for air quality, noise & wastewater discharge quality	All FME operations	Monitoring reports/ records	Compliant
EAD's Technical Guidance (TG) documents on Environmental Audits, Environmental Action Plans	Annual environmental audits Action plans for undertaking corrective actions in case of any non-compliance in case of environmental emergencies	FME Plant Premises	3rd party annual audits Environmental Incident Investigation/ Corrective & Preventive Actions	Compliant
EAD's Technical Guidance (TG) documents on decommissioning	FME to undertake Decommissioning audit and remediate any contaminated land before returning land to the owner	During FME decommissioning	Decommissioning Environmental Management Plan	Compliant

Laws /Regulations/Standard-Title/Issue Date		***Abu Dhabi Emirate Environment Protection Policies (EEPPs)***		
Law/ Clause / Article / Reference	**Requirement / Obligation**	**Area of Applicability**	**Licenses / Compliance Records Required**	**Compliance Monitoring / Remarks**
Part 1 –Air Quality Part 2 – Water Quality Part 3 – Land Quality Part 4 – Noise Part 5 – Waste Part 6 – Hazardous substances Part 7 – Occupational & Environmental Health and safety Part 8 – Bio diversity & Conservation	Protection of Environment from pollution Protection of employees from risks	All operations of FME	Compliance records to the specific requirements	-

Laws /Regulations/Standard-Title/Issue Date		***Other Applicable Legal Requirements***		
Law/ Clause / Article / Reference	**Requirement / Obligation**	**Area of Applicability**	**Licenses / Compliance Records Required**	**Compliance Monitoring / Remarks**
Occupational Health and Environmental Control SSUAE No.209/1995	Protection of Environment from pollution Protection of employees from risks	All operations of FME	Compliance records to the specific requirements	-
Ministry of Health- A Guide to Preventive Occupational Health Services in Workplaces	Protection of Health and Safety of employees in the Workplaces	All the employees of FME	OHS Performance Monitoring Report, Incident Report etc.	-
Ministerial Resolutions issued by Ministry of Labor (Working at Heat)	Protection of workers from heat	All the employees of FME exposed to heat	Awareness Program, Summer working hours records, Medical Records etc.	-
ESMA Standard UAE GSO 209: 1995- Industrial Safety and Health Regulations Occupational Health and Environmental Control	Industrial Safety and Health regulations – Occupational Health and Environmental Control	All operations of FME	OHSMS Documentation & Records	-

ESMA Standard UAE.s GSO 212: 1994 – Personal Protective Equipment	Industrial Safety and Health regarding Personal Protective Equipment	All operations of FME	Operational Control for PPEs	-
ESMA Standard UAE. GSO 215: 1995 – Industrial Safety and Health Regulations – Equipment –Tanks Pressure vessels, Boilers and Compressed gas equipment	IndustrialSafetyandHealthregarding personalProtectiveEquipmenttanks pressurevessels,boilersand Compressed gas equipment	All operations of FME	Risk Assessments, TPI Reports	-
Abu Dhabi Civil Defense (ADCD) Regulations UAE Fire and Life Safety Code of Practice	Design and operation of firefighting system Approvals Inspections	Workplace Fire Protection Emergency Response	Approved Fire Protection Plan Inspection of Fire Fighting Equipment by ADCD approved TPI Approved ERP	-

Note: This Legal Register must be reviewed regularly, at least annually or as needed, as per Legal Requirements.

Revision	Date	Details of Changes	Updated by
00	14 June 2024	Initial release	OSH MR
01	13 June 2025	Review	OSH MR
02	01 April 2026	Review	OSH MR

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Minimum HSE Requirements for Contractors

TDBL-HS-B-S-005

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Glossary

1 Purpose

TAQA T&D is committed to relentlessly pursuing the goal of zero for all injuries, occupational illnesses, and safety incidents, relating to both their employees and their Contractors.

The purpose of this document is to ensure that an effective, overarching, best-practice, uniform, and consistent framework and approach is adopted across Contractors providing services for the Company.

This document shall not only constitute part of the invitation to bid but shall also form part of the final Contractual documentation package issued to the successful bidder.

2 Scope

The scope of this document covers Contractors who manage and/or execute physical activity in the provision of Engineering and Construction Services (or combined materials & services) to the Company's operations and projects under a contract agreement. These services include, but are not restricted to, plant and facilities maintenance, modification and installation activity, capital projects construction related activity, manpower supply, etc.

This document applies to all TAQA Operating Companies. All Contractors providing services in scope of the Contractor HSE Governance standard shall comply with these requirements.

3 Terminology and Deviations

The following terminology is used throughout all TAQA Management System (TMS) documents.

Term	Use of Term Infers
Must	**Mandatory** Legislative requirement, standard or TAQA's Safety Rules.
Shall	**Mandatory** Minimum requirement.
Should	**Strongly Recommended** Best practice or recommended/ preferred option.
May	**Suggested** Possible course of action.

4 Key Responsibilities

4.1 Contractors

All contractors shall comply with the minimum requirements provided in this standard.

- These requirements include, and/or refer to, all the TAQA T&D Operating Companies (The Company) HSE Rules, Procedures, Standards and Safe Work Practices to be applied to Contracted activity. They shall be read in conjunction with the applicable laws and regulations, the Company policies, and procedures, as well as the Contractual obligations of the Contract, and may be changed to suit a particular task or the needs of any department.
- For any clarification or additional information please contact the Company's HSE Department.

5 Compliance Monitoring, Audit and Assurance

This standard shall be subject to internal compliance monitoring in accordance with the TAQA T&D HSE Assurance Framework (TDBL-HS-C-S-004).

6 HSE Requirements

6.1 General

6.1.1 At TAQA, we believe in the pursuit of HSE excellence in everything we do. No operational priority is more important than protecting the health, safety and security of our people and our communities, and respecting our environment. We believe that all injuries, illnesses, safety, and environmental incidents associated with our operations are preventable. We put safety above all else and regard zero harm to people and the environment as a minimum expectation that empowers us to seek sustainable HSE improvements.

6.1.2 The following rules and conditions have been prepared to ensure the safety of the Company's employees, and Contractor's employees, as well as the public and visitors. Contractors shall see that their employees are conversant with the rules and that they comply with them.

6.1.3 These rules do not exempt Contractors from their statutory duties on HSE issues but are intended to assist them in attaining a high standard of compliance with those duties.

6.1.4 Contractors and their Sub-contractors shall comply with all applicable UAE Federal & Local Regulations, TAQA HSE Standards, TAQA T&D HSE Standards, and the Operating Company's specific HSE Standards, and any other relevant guidelines and requirements throughout the contract life cycle.

6.1.5 While complying with the requirements of this document, in case of any conflict, the requirements of relevant Company's HSE Standards and interpretation by the Company shall supersede and remain binding. In case of any conflict or ambiguity on any specific requirement from different standards, the most stringent standards' requirement shall be applied.

6.2 Contractor's HSE Management System

6.2.1 Contractors shall implement an HSE Management System that complies with ISO 14001:2015 and ISO 45001:2018 or any other similar internationally recognized HSE Management System Standard or Specification that is acceptable to the Company, in addition to full compliance to ADPHC (OSHAD) requirements.

6.2.2 The Standard shall be selected to cover all work activities (project management, design and engineering, procurement, construction, and provision of goods, products, or services), associated with the Contract.

6.2.3 If any part of the Contract is, or will be, sub-Contracted, all Sub-Contractors shall also implement an HSE System that complies with ISO 14001:2015 and ISO45001:2018 standards or any other similar internationally recognized HSE Management System Standard or Specification that is acceptable to the Company, as appropriate for the sub-Contracted work, and in-line with OSHAD requirements.

6.2.4 Contractors shall remain ultimately responsible for the HSE of all plant, equipment and works performed under the Contract including that of Sub-Contractors.

6.2.5 The Processes to be considered shall embrace all work activities from Tendering and Contract Award to Completion of the Contract. Procedures for; Contract Review, design & engineering, material procurement, construction, planning and scheduling, progress measurement, reporting, 'As Built' documentation, etc shall be properly documented.

6.2.6 It is preferred that Contractor and/or Sub-Contractor have Third Party Registration of their HSE System. The registration shall be from any Accredited Certifying Body (for example BSI, BV, DNV, Lloyds, ABC, TUV, Vincotte, etc.) who is themselves accredited by a National Accreditation Authority to assess Management Systems.

6.2.7 Where Contractor and/or Sub-Contractor do not have Third Party Registration, they shall demonstrate that they have a HSE Management System that complies with ISO 14001, ISO 45001 standards, and OSHAD**.**

6.3 Contractor's HSE Policy

6.3.1 Contractors shall issue an HSE Policy Statement to the Company representative which shall be dated and signed by the Contractor's most Senior Representative. Contractors shall ensure all their personnel are aware of the contents and expectations of this policy statement.

6.4 Contractor's HSE Plan

6.4.1 Preparation for Contracts, large or small, must include the same systematic process of hazard identification, assessment, control, and recovery, together with the evidence that a system is in place to manage these hazards.

6.4.2 In a major project this HSE Plan will be a comprehensive document. In the other extreme, e.g., for one-man Contract undertaking a simple repetitive task, indication that this person recognizes and understands the hazard is likely to be adequate. In any case, an HSE Professional shall review the scope of work and confirm the final HSE requirements.

6.4.3 For small or short duration Contracts, HSE planning must not be ignored or treated superficially. In such cases, the work is likely to include the use of basic practices (e.g., scaffolding, welding, excavating, etc) and Contractors shall demonstrate good general HSE management in each of these basic practices.

6.4.4 In addition, Contractors shall understand and carry out hazard assessment when these practices are put together in different combinations, particularly in association with the hazards of the workplace (e.g., working in confined spaces, in energized equipment, isolating electrical systems, etc).

6.4.5 Contractors shall develop a detailed HSE plan for each contract, which shall have provisions for all necessary precautions to prevent injury to the public or damage to property of others. The public is defined as all persons not employed by or under Contract or subcontract to the Company.

6.4.6 The HSE Plan shall conform to the structure defined in Addendum K of the TAQA T&D Contractor HSE Governance Procedure and shall follow the structure in the table below:

No.	Item	Description
1	**Introduction**	Description of Plan, who you are, how it was put together, and the overall objective of the Plan.
2	**Scope**	Description of ALL the works and Contractors / Subcontractors involved. Plus, outline of Project timeline.
3	**Plan Implementation & Monitoring**	Description of how the Plan will be implemented across the site and communicated to all staff. This needs to be descriptive with actions and should include how they will promote the awareness of HSE on the site to maintain the implementation. This should include subcontractors as well. How it will be monitored to ensure compliance. Also, what actions will be taken when the site is found not to be complying? How are continuing issues escalated? Description of arrangements for carrying out on Audits and Inspections, who, when where & what. To include any Plant/Equipment & Tools.
4	**References Including Definitions & Abbreviations**	Legal Requirements, other standards, OSHAD, DoE Documents. Also, to include definitions & abbreviations.
5	**Site Arrangements** Site Organization Including Contractors/subcontractors HSE Staff Key staff and Telephone numbers Site Induction	Description of the interfaces of HSE with Contractor and Subcontractors, client and how this interface is managed. What is the liaison requirement? The Site personnel organization chart should be included. Not a Company organizational chart. This should include key staff mobile no's etc.

No.	Item	Description
	Management of Subcontractors Site Plan (To be in Appendix) Basic Site Safety Rules	Description of how you are going to manage visitors, the public, new workers, and existing workers at the start of the Project in terms of Induction. Should describe basic Site rules.
6	**Roles & Responsibilities**	Description of the key HSE responsibilities, for staff. Should say how these are communicated and checked to ensure compliance. Senior Staff should also include how they will lead on HSE and what they will do to set an example of their commitment to all staff and subcontractors on the site.
7	**Communication, Recognition & Reward**	Description of how communication is to be done across the site internal and external, what mechanisms will be used. Also, how to promote HSE in a proactive way across the site, recognition, and rewards schemes? What are the arrangements for HSE meetings? What is a typical agenda?
8	**Employee Competence**	Description of how you ensure competence of employees, contractors, subcontractors. How and what training will be conducted either formally or on the job – on both HSE and Technical aspects of the job in-scope (This should include but not limited to Training Matrix, training records, certifications, and qualification programs, etc.…) Should also describe how employees would be made competent under the Company (TAQA Operating Company) Safety Rules if required.
9	**Emergency Preparedness**	Describe the arrangements for dealing with the required potential emergencies, evacuation of the site, fire, major accident, environmental etc. Any Emergency Contact details, location of nearest hospital, hospital contact details.
10	**Performance Monitoring & Reporting** (Including HSE monthly Report) Incident Reporting & Investigation	Description of what, how, when and to who you will report your performance and that of your Subcontractors. This should include what is reported. Description of process for reporting and investigating and the timescales required. Should include what goes where and to whom.
11	**Site Security**	Description of how visitors & vehicles will be while on the site. Any special areas or security areas to be discussed. Description of arrangements for Site Security, to include daytime and nighttime, security patrols, cameras etc.
12	**Safety** Risk Assessment Site Risk Assessment Plant/Equipment & Tools Material Stores	Description of the method and practice used in assessing your Risk Assessments. Refer to method Statements if you have any. How will this be managed ongoing and the requirements for PPE. Assessment of the Site layout and camps and why it

No.	Item	Description
		has been laid out as it has. Refer to Site Map. Risk assessments for the jobs to be conducted, along with the associated method statement, where applicable. Description of to ensuring Safety of the use of tools and plant & equipment. Description of the approach to eliminating hazards and reducing risks in general.
13	**Health** COSHH Heat Stress Manual Handling Welfare Arrangements (Hygiene) Food Arrangements (cooking) First Aid Arrangements for the site Labour accommodation	Brief overview of the health provisions provided and identified as part of the Project. Description of how you will store, handle, and dispose of your Hazardous Material. Refer to appendix for any COSHH Sheets (~~M~~SDS). Description of facilities provided and arrangements for maintaining welfare arrangements such as toilets, cleaning, water shelter, camps etc. Description of the First Aid Arrangements for the site, appointment of First Aiders, locations of First Aid Box & First Aid Room, location of EM room.
14	**Environnent** Environmental Impact Waste Management Noise Land Protection Spill	Description of how the impacts will be managed to reduce them. Should also include any liaison with the public in the project is inconveniencing them, such as noise, dust, blocking of walkways etc.
15	**APPENDIX**	Risk Assessments (Site Specific) List of Method Statements COSHH (SDS Sheets) Contractor HSE Policy Site Plan Forms and Templates

6.5 Compliance with Statutory Regulations

6.5.1 Contractors and all Sub-Contractors shall identify and carry out their work in accordance with all applicable statutory legislation and regulation including but not limited to the UAE Labour Laws, Abu Dhabi Department of Energy regulations, and OSHAD regulations and Code of Practices (COP's).

6.5.2 Contractors shall ensure that all personnel under their control are aware of and follow the said Rules and Conditions.

6.6 TAQA T&D Essential Safety Rules

6.6.1 The Company have implemented a set of Life Saving Rules i.e., TAQA T&D 12 Essential Safety Rules (TDBL-HS-B-S-001), which shall be complied with by all personnel (including Contractors).

6.6.2 All Contractor and Sub-Contractor employees assigned to work on activities at the Company must receive familiarisation training on these rules prior to mobilization,

firstly from their own company management, and secondly the Company shall include an awareness summary of these rules in the HSE Induction Training which they will provide immediately prior to Contractor and Sub-Contractor employees initially coming on site.

6.6.3 TAQA has zero tolerance to violation of 12 Essential Safety Rules. Any such violation will subject the violator to disciplinary action, including dismissal from the contract.

6.7 HSE Responsibilities

6.7.1 Contractors shall:

- Be directly responsible for the implementation and administration of their HSE Program / Plan and that of its sub-contractors. Any violation of policies, standards and programs shall be attended within 24 hours of written notification.
- Document the specific responsible authority and interrelation of all personnel who implement the HSE activities.
- Appoint their HSE Staff who shall have the defined authority and responsibility for ensuring that the HSE requirements in the Contract and any additional instructions issued by the Company's HSE team are implemented and maintained.
- Submit for approval to the Company's HSE team CVs of the qualifications and work experience of the HSE Staff and Competent Persons proposed for assignment to the works in line with section 6.7 of this procedure.
- Take all necessary action to ensure that his sub-Contractors and others employed by them comply with the Contractor's approved HSE Program / Plan.

6.8 Qualifications, Training and Approval of Personnel

General Requirements

6.8.1 Contractors shall ensure that all personnel under their control regardless of position are given specific HSE training as the scope of work and work conditions dictate. Contractors shall ensure that all personnel are also trained in both general awareness of environmental issues and specific procedures aimed at avoidance of environmental damage.

6.8.2 Before actually starting work it is essential for every Contractor, and Sub-Contractor, employee who will be engaged on the contract to receive TAQA T&D OpCo designed/approved HSE Induction Training, to familiarize them with essential HSE information (including OpCo emergency and incident reporting procedures and other key OpCo HSE rules, procedures, processes relevant to their work during engagement), and to communicate hazards/risks posed by the OpCo operations and the surrounding environment. The Contractor shall ensure that every individual receives this induction.

6.8.3 Contractors shall submit to the Company's HSE team an HSE training program for their personnel for the duration of the Contract. Contractors shall provide documented evidence of all HSE training and instruction given to personnel under their control to the Company's End User and HSE team, together with practical demonstrations of such training if requested.

6.8.4 Contractors shall ensure that all personnel are qualified in the job that they are performing and undergo further training to meet the needs of the working environment, if required.

6.8.5 Contractors shall provide copies of all qualifications for personnel under their control prior to arrival on Site and shall if required by the Company's End User or HSE team release their personnel at the Contractor's expense to sit an examination to determine their competency.

HSE Training Delivered by the Company

6.8.6 All Contractors, Sub-Contractors and Consultants personnel must receive the Company's HSE induction training prior to entering the working premises and personally sign-off for receipt and understanding. In Capital Projects contracts, where there is a main Contractor (and/or Consultant), main Contactors/Consultants shall ensure full delivery of HSE induction for all Consultants, Contractor, and Sub-Contractors employee, subject to the Company's HSE team review and approval.

6.8.7 When additional Company-specified training is required for Contractor employees before work can be performed at the Company, the Company's HSE team shall confirm that the training has been completed and has been documented. Examples of such additional training may include:

- Company's Work Permit / System Safety Rules Awareness.
- Use of special PPE if required by the tasks to be performed and associated hazards.
- Use of special procedures and expectations for control of hazardous energy, line breaks, confined-space entry, and hazardous waste containment or disposal provisions.
- Company-specific HSE regulatory requirements.

6.8.8 The HSE information to be shared with Contractor employees can be divided into three broad categories:

- The Company HSE expectations
- General Company information, including Company-wide procedures and rules
- Area-specific information (as applicable)

6.8.9 In more detail the Company's HSE Induction Training must cover as a minimum:

- Emergency Procedures including Evacuation, Medical Emergency Response, Fire Alarm Procedures.
- Awareness of the main hazards to be found at the Company, and at the specific workplaces, relevant to the contracted work; of the consequences of being exposed to these hazards; and how to mitigate the associated risks.
- The Company HSE Policy and Principles, in terms of their relevance to the personnel engaged on the contracted work.
- The TAQA 12 Essential Safety Rules – why they are in place, and the consequences of non-compliance (Important Note: This element shall provide refresher-only training on the TAQA 12 Essential Safety Rules. The main training on these rules shall be provided by Contractors management to their own employees and Sub-Contractors prior to mobilisation).
- System Safety Rules and PTW requirements.

- Prohibited items.
- PPE requirements.
- Security provisions.

6.8.10 As a final element of the HSE Induction Training, the Company's HSE team (or Consultant in case of Capital Projects) shall evaluate recipients for comprehension of the subject matter and audit the effectiveness of this communication and training process.

6.8.11 For long-term contract agreements, an HSE induction training refresher shall be provided on an annual frequency.

6.8.12 All recipients of the HSE induction training shall confirm their comprehension of the content by signature (if literacy is an issue, then a Contractor Employee's Supervisor can sign on the employee's behalf). In all cases Contractors Employee's Supervisors assume accountability for ensuring that the required understanding of the training content by their people is in place.

6.8.13 Anytime the Company's HSE or Emergency Rules and Procedures are changed, these changes must be communicated to the Contractors and contract employees. Contractors shall follow these changes and shall ensure their team are aware of the new requirements / changes.

6.8.14 Contractors shall ensure that procedures/processes exist to communicate and document information on hazards, the Company's HSE procedures, emergency response alarms, notifications, signage, and responses for Contractor employees who are unable to speak or read Arabic or English, in coordination with the Company's End User and HSE departments.

6.8.15 The Company shall retain the right to refuse entry to a Company work site for any contractor staff (including subcontractors) that have either not completed the Company induction training as described above or have failed the training comprehension test.

6.9 HSE Organization & Resources

General Requirements

6.9.1 Contractors shall allocate sufficient and competent HSE resources depending on the volume of work / size of the scope / project and proportionate to the workforce to satisfy its obligation as per the contractual HSE requirements.

6.9.2 Contractors shall in all cases demonstrate appropriate management of risk specific to the nature of the work, through the manpower planning, selection, and appointment of competent HSE resources sufficient to manage all work activities. This is irrespective of the number of personnel at any given site and subject to approval in all cases.

6.9.3 It is expected that Contractors establish their own HSE organization suitable to the Scope of Work, to ensure full and effective implementation support of the Company

HSE requirements. Contractors shall refer to the Company Scope of Work to consider any specific expectations regarding HSE personnel/capability/organisation. The Contractor shall obtain approval from the Company prior to commencement of the relevant work phase. In addition, Sub-contractors shall establish their own HSE organization suitable for the scope of work.

6.9.4 Ratio of HSE personnel proportionate to the number of workforce at site in general for all the contractors is expected to be as stipulated below:

<table>
<tr><th>Number of Contract Workforce</th><th>HSE Manager</th><th>HSE Engineer</th><th>HSE Officer</th></tr>
<tr><td>Up to 50</td><td></td><td></td><td rowspan="4">1 for every 50 employees (1:50)</td></tr>
<tr><td>>50 to 100</td><td></td><td></td></tr>
<tr><td>101 – 250</td><td></td><td rowspan="2">1 for every 150 employees (1:150)</td></tr>
<tr><td>Above 250</td><td>1</td></tr>
</table>

Contractor's Competent Person (CP) and HSE Staff Approval

6.9.5 Refer to the relevant Company Procedure for the approval process for Contractor's CP and HSE Staff.

6.9.6 Documents required for Contractor’s Competent Person:

- Nomination letter addressed to HSE Manager and signed by the concerned Division/Dept. Manager
- Nomination form approved by the Company’s HSE team
- The Candidate’s C.V
- Qualification certificates
- Fire Fighting Training certificate
- First Aid training certificate
- Passport copy with valid Company Visa
- Personal Photo

6.9.7 Documents required for Contractor’s HSE Staff:

- Nomination letter Addressed to HSE Manager and signed by the concerned Division/Dept. Manager
- Nomination form approved by the Company’s HSE team
- The candidate’s CV with Qualification and Experience Certificates
- Qualification: Bachelor’s degree or Diploma in technical/engineering/HSE discipline, HSE Qualification
- Experience: Minimum three years’ HSE experience in large size organization
- HSE training certificates (as per the Scope of the Contract)
- Passport copy with valid Company Visa
- Personal Photo

6.9.8 For issuing a new approval certificate for a Contractor's Competent Person the following process shall be applied by the Company:

- The Contractor shall submit the required document as defined above.
- The Document will be evaluated by HSE Department, and the nominated person will be called for HSE Exam and Interview.
- Nominated person must undergo written HSE exam. (Pass mark 80%)
- Those who successfully pass the written exam will be subject to an Oral Interview.
- Competent Certificate will be issued to those who successfully pass the Written and Oral test as per the Scope of the Contract for one year only.
- Those who fail to qualify will be given a month's time to study before being allowed to re-appear again.
- Those who fail to qualify for two times would be rejected.

6.9.9 For renewing an approval certificate for a Contractor's Competent person, the following process shall be applied by the Company:

- The Contractor shall submit the nomination form approved by the Company's HSE team along with the old certificate.
- The process will be the same as new issue process.

6.9.10 For issuing a new approval certificate for Contractor HSE Staff the following process shall be applied by the Company:

- The Contractor shall submit the documents as defined above.
- The documents will be evaluated by HSE Dept.
- The nominated person MUST fully understand the HSE Plan and HSE Requirements and he shall work only for the designated Contract.
- If the nominated person meets the Company's requirements, then he will be called for HSE Exam and Interview.
- HSE Certificate will be issued to those who successfully pass the Written and Oral test as per the Scope of Contract for one year only.
- Those who fail to qualify will be given a month's time to study before being allowed to re-appear again.
- Those who fail to qualify for two times would be rejected.

6.9.11 For renewing an approval certificate for Contractor HSE Staff the following process shall be applied by the Company:

- The Contractor shall submit the nomination form approved by the Company's HSE team along with the old certificate.
- The process will be the same as new issue process.

6.10 HSE Meetings/Information

6.10.1 Contractors shall provide the Company's End User and HSE departments with a plan showing the frequency of HSE meetings within their own organizations and invite the Company's End User and/or the HSE team to attend and shall provide copies of HSE meeting minutes.

6.10.2 Contractors shall provide the Company's End User and HSE departments with a flowchart showing the flow of HSE information to all employees under their control.

6.10.3 The Senior Contractor's Representative on site or his immediate superior in his organization shall attend and actively participate in the HSE Meetings. Contractors shall submit to, and as required by HSE Department, periodic HSE performance reports weekly, monthly, quarterly, and annually as appropriate. These reports shall consist of both leading (proactive) indicators such as data from HSE meetings/toolbox talks, unsafe acts/conditions, inspections/audits, emergency response drills as well as the lagging (reactive) indicators. The lagging indicators shall include incidents and their consequences such as fatalities, lost time injuries, medical treatment cases, occupational illnesses, near-misses, total recordable cases, and the relevant incident frequency rates as determined by the Company, and in-line with Department of Energy reporting requirements. Environmental incidents such as oil/chemical spills shall also be reported.

6.10.4 In addition, if provision of the service involves hazardous materials, the waste management (handling, transport, and proper disposal) of these materials shall be reported.

6.10.5 Contractors and Sub-Contractors are encouraged to develop and manage their own internal Safety Performance Reward and Recognition programs to provide motivation throughout their organisations for continuous improvement.

6.11 Certification of Equipment and Equipment Standards

6.11.1 Contractors shall ensure that all lifting tackles, lifting appliances, mobile work platforms and hoists under their control are in possession of current up-to-date certification and are colour coded in accordance with the Company specifications. Prior to their use, Contractors shall provide copies of test certificates and records of thorough examinations to the Company's End User Contract Focal Point. Contractors are reminded that validation of all equipment certification, inspection and testing is a requirement of the Permit to Work (PTW) system.

6.11.2 Contractor shall adhere to the standards listed below for cranes:

- Reference shall be made to OSHAD Material Handling and Lifting Guidelines and Color-Coding System for Loose Lifting Gear
- Operators are responsible for the exercise of caution necessary for the safe operation of their equipment. Operators shall immediately report unsafe conditions, including defects in the machine, to their supervisor.
- Operators shall not permit anyone to ride the hook, headache ball or load.
- When the operator leaves the machine or repairs are being made, it is the responsibility of the operator to set the brakes, secure the boom; take the machine out of gear; turn off the engine; remove and store the key in a designated key store.
- When making any lift, the operator will take operational signals only from the authorized signal person. The only exception is that an emergency stop signal given by anyone will be acted upon by the operator.
- It is the joint responsibility of the operator and the riggers to see that all hitches are secure and that all loose material is removed before the loads are lifted.
- Safety hooks, or properly moused hooks, shall be used on all operations where loads are being handled. Suspended loads shall be controlled by tag lines.
- Booms shall be equipped with a boom angle indicator and approved boom stops.

Boom heads, load blocks and hooks shall be painted with high visibility paint.

- All cranes, except crawler cranes and boom type excavators, shall be equipped with outriggers of a design and strength suitable for the work being performed. Outriggers shall be used in accordance with the Manufacturer's Instructions.
- Hooks, wire rope, bearings, gears, friction clutches, chain drives and other parts subject to wear must be inspected at regular intervals and repaired or replaced as required. Records of such inspections shall be maintained by the Contractor.
- Within-date, crane certification shall be submitted to the Company's End User Contract Focal Point prior to use of the crane.
- All overhead electrical lines shall be considered as High Voltage lines and no crane, or any part of a crane shall be permitted to work within ten feet of an overhead electrical line.
- Vehicular and/or pedestrian traffic shall not be allowed to pass beneath the boom of any crane. When the boom of a crane must be placed over a street or pedestrian walkway the traffic, vehicular and/or pedestrian shall be stopped or rerouted.
- Boatswain's chairs shall not be suspended from any crane.

6.11.3 Contractors shall adhere to the standards listed below for construction equipment:

- The equipment shall be thoroughly checked at the beginning of each shift.
- Operators shall not start or operate any equipment while other personnel are oiling or adjusting the equipment.
- The glass in the cabs of cranes, loaders and other equipment shall be approved safety glass.
- Runways, stairways and/or platforms shall be provided whenever required for the safe operation of the equipment.
- No more than one person, the operator, shall ride any equipment unless the equipment is equipped with seats to accommodate such riders.
- Back-up alarms are required.

6.12 Near Miss and Incident Reporting

6.12.1 Contractors shall have appropriate internal processes which require their staff to report all near misses and incidents so that they can be recorded and investigated to ensure no repeats.

6.12.2 Contractors shall promptly notify the Company's End User Contract Focal Point of any high potential near miss and incidents that occur at the worksite.

6.12.3 For all Incident Reporting and Investigation requirements, Contractors shall refer to the Company Incident Reporting procedure.

6.13 Personal Protective Equipment (PPE)

6.13.1 Contractors shall provide free of charge all personnel under their control with personal protective clothing and other equipment, as required in connection with the safe performance of the work, which shall be maintained in good condition or replaced.

6.13.2 Contractors shall use PPE as a last line of defence where the workplace hazards cannot be eliminated or reduced to an acceptable level.

6.13.3 Contractor employees working at the Company worksites shall comply with all applicable PPE requirements for the task they are performing or the area in which they will work. The minimum required PPE within the Company are Safety Coveralls, Safety Helmet, Safety Boots and Safety Glasses (refer to point 2.12.5). Other PPE may be required dependent on the task being performed, and as advised by the End User and the HSE departments

6.13.4 Loose clothing shall not be worn, and long hair shall be tied back when work is performed around machinery with exposed moving parts. Loose clothing worn around the neck area is forbidden.

6.13.5 Those Contractor workers needing to wear spectacles for their work will always be required to wear prescription safety glasses whenever they work at the Company's facilities in areas requiring mandatory wearing of safety glasses (the Contractor management must ensure that these Contractor employees are provided with safety prescription glasses to access these work areas).

6.13.6 Contractor's provision of PPE should be relevant to the task they are assigned to carry out, offering protection against the hazards present. All PPE worn by Contractors and Sub-Contractors shall be subject to inspection by the Company's End User and HSE departments and must meet the requirements of the Company's PPE procedures.

6.13.7 Contractor's personnel not adhering to the PPE rules shall be removed from site and not allowed re-entry until the next day, pending confirmation of future compliance.

6.14 Occupational Health and Hygiene

6.14.1 Contractors shall ensure that all necessary arrangements have been made to identify any hazardous exposures to health of their employees and that precautionary measures have been taken to protect personnel and the workplace.

6.14.2 Contractors shall provide and agree with the Company's End User Contract Focal Point arrangements for provision of medical facilities and services for all their personnel including, but not limited to, physical examination for fitness to work and freedom from contagious diseases, consultation and treatment of sickness and injury.

6.14.3 Medical examinations for employees shall be provided by the Contractor at the periods specified in accordance with the "UAE Ministry of Health Regulations".

6.14.4 Contractors shall submit a medical fitness certificate (MFC) and register for all staff nominated for the project/contract in pre-mobilisation phase. Only approved / medically fit staff shall be mobilized to site.

6.14.5 Contractors shall always ensure that; a current valid Medical Fitness Certificate (MFC) is maintained for each of its personnel working at or visiting any of the Company's work locations. Any contractor personnel found non-compliant with the above shall not be permitted to access and/or removed from any of the Company's controlled sites.

6.14.6 Contractors shall maintain the MFC register and ensure it is renewed before expiry. The MFC Register and supporting certificates for all staff present at site shall be readily available for audit with Contractor representative at site.

6.14.7 Contractors shall maintain the health records / medical history records for personnel – identify and segregate personnel who are with disease like blood pressure, diabetics, heart problems and kidney issues and respiratory problems or other personnel requiring critical care.

6.15 System Safety Rules

6.15.1 Contractors shall adhere fully to the Company's System Safety Rules (SSRs) when working on or within an existing facility.

6.15.2 Contractors shall ensure that all personnel who are required to work under the Company's SSRs must understand and shall be competent in dealing with the Safety Documents prior to commencing work. All job method statements shall be verified by Contractor HSE team for any work under SSR.

6.15.3 In addition to compliance with the Company's SSRs, all physical routine and non-routine work/activity (excluding any routine activity covered by an approved Safe Working/Operating Procedure) to be carried out by all Engineering Service Contractors engaged by the Company shall be subject to the control processes detailed in the Company's Permit to Work Procedure. It is very important for the Contractor to take into consideration that the overall Permit to Work Procedure provides for the risk-specific types of Permits.

6.15.4 Contractors shall fully familiarize themselves with these procedures, including associated procedures relating to special high-risk circumstances, together with their related requirements - including the associated Contractor-related accountabilities and responsibilities.

6.16 Environmental Protection and Waste Disposal

6.16.1 Contractors shall pay due regard to the environment by preserving air, water, soil, animal, and plant life from adverse effects of the Contractor's activities and shall provide to the Company's End User Contract Focal Point detailed procedures for protecting and monitoring the environment (e.g., oil and chemical spill contingency measures, site restoration etc.) and waste disposal prior to starting work on site.

All site waste disposal shall be as per Tadweer Centre of Waste Management Abu Dhabi and contractor shall maintain the record of all waste disposal manifest for audit purpose.

6.17 Emergency Plans

6.17.1 Contractors shall have a written Emergency Action Plan as a part of their HSE Program / Plan including, but not limited to, the following:

- Injuries to employees.
- Fire, medical emergency, excavation collapse
- Work at height rescue
- Injuries to the public on or adjacent to the work site.
- Property damage with particular emphasis on utilities.
- SF6 Gas leak

- Oil/ chemical spillage, Environmental damage.
- Natural disasters such as earthquakes.
- Other exposures or potential hazards that may occur at the work site.
- Roles and Responsibilities.
- Communications and contact numbers.

6.17.2 Emergency Procedures shall be compatible with procedures of UAE police, fire, and other related authorities.

6.17.3 In formulating an Emergency Action Plan, Contractors shall provide for the establishment and staffing of appropriate first-aid facilities for the treatment of on-the-job injuries. A first-aid kit adequate to service the crew(s) shall be always available on site. The location of first-aid kits shall be discussed at the regular toolbox talks.

6.17.4 Emergency Procedures shall ensure that the Contractor's most senior representative present takes charge and directs the handling of the emergency.

6.17.5 Emergency Procedures and actions required shall be discussed regularly with the Contractor's supervisory personnel and at toolbox talks.

6.17.6 Contractor shall conduct regular basis mock drill for testing and checking of Emergency equipment for their fitness for use.

6.17.7 Management Review of Emergency Drills observations and actions in monthly HSE project meeting

6.18 HSE File

6.18.1 Pre-mobilisation, or on reasonable request, Contractors shall provide the Company with an HSE file which will be kept by the Company's End User department, who will act as custodian, and will grant full access to the HSE department. Contractors shall be held accountable for ensuring that the File is continuously updated with the latest versions of the documents contained therein. The File shall include (non-exhaustive list):

- HSE Plan for the project, task or set of contracted activities
- Transco / TAQA Health, Safety and Environmental Guidelines / Requirements.
- Medical certificates of fitness for work, and copies of I.D's, for the work teams
- Insurance Liability
- Safety Induction, Toolbox talk, Training Records and Matrix
- Competency certificates
- Records of appointment of responsible people e.g., Supervisors
- Organogram with Emergency Contact numbers
- Job Safety Analysis (JSA's)
- Safety Data Sheets (SDS's)
- Tool check list
- Certificates of condition/testing (e.g., lifting equipment/ tools etc.).
- Electrical and Compressed Air powered tools register/list showing regular/periodic inspection records (list reviewed and approved by the Company)
- Lists/registers of harnesses; lifting tools; tackles; general lifting equipment showing regular/periodic inspection records; and rigger, operator, scaffolder, and

scaffolding inspector third party certificates
- Heavy Equipment Inspection Records
- Ventilation, Flammable and Gas Monitoring Records
- Incident Investigation procedure and records
- Waste disposal plan and record
- Lifting Plan
- HSE records / statistics.
- Legal and other requirements register
- Monthly Health, Safety and Environment Statistical Reports
- Safety Audits & Transco Safety Inspections and their close out reports
- Permit-To-Work (PTW) Records
- Electrical Safety Inspection Records
- Calibration Certificates for Testing Equipment's
- Humidity and Temperature Monitoring records
- Illumination Level and Noise monitoring records
- Minutes of Meeting (MOM) for HSE Issues
- Approved Method statements, Risk Assessments & Environmental Aspect Impact Assessments.
- Welfare Facilities Inspection Records

6.19 Audits, Monitoring, and Inspection

6.19.1 Contractors shall carry out regular inspections at no longer than seven-day intervals, to cover their worksites, industrial areas, camps and messing facilities. Copies of inspection reports shall be submitted to the Company's End User and HSE department. Contractors shall also carry out planned audits to review safety management and procedural aspects of their operation.

6.19.2 Contractors shall develop an annual HSE audit and inspection plan/schedule and shall ensure an effective system is in place for monitoring the follow-up and implementation of inspection and audit actions.

6.19.3 Regular HSE Observations and HSE Audits and Inspections in the field will be carried out on Contractor activity by the Contract Focal Point and other managers/supervisors in both the End User Department and other Operations in general, HSE Department, and the Company's Contract Focal Point. Findings and resulting actions and close-out responsibilities (with timings) arising from these Observations, Audits and Inspections will be recorded in detail and shared with the Company Contract Owner (End User Department) and HSE Department on monthly or quarterly basis, as well as with Contractor representatives. Contractors shall take ownership of assigned actions, and all actions shall be reviewed as appropriate in the appropriate contract progress and contractor performance review meetings.

6.19.4 The OpCo reserves the right to conduct a Facilities HSE Inspection of the Contractor's local base camp, external to the OpCo, at any time with reasonable advance notice. Contractors shall have the expectation that this third-party inspection is deployed in the spirit of assisting with, and supplementing, Contractors own HSE performance improvement programs.

6.19.5 Company shall have the right at any time to audit/inspect the Contractor's facilities, procedures, and safety management systems. The Contractor shall fully co-operate

in such reviews and shall implement recommendations at his own cost where the Company or statutory rules and regulations are contravened.

6.20 Stopping of Work and Prohibition of Unsafe Practices and Environmentally Damaging Acts

6.20.1 Company shall have the right to suspend work being performed by the Contractor at any time, if either deems that the Contractor has, or is about to, violate statutory or the Company's health, safety or environmental rules and regulations. The cost of such stoppages of work in this regard will be borne by the Contractor.

7 Safety Practices/Procedures

7.1 OSHAD Codes of Practice

7.1.1 All contractor employees shall comply with the requirements of the latest OSHAD approved Codes of Practice (COPs) when completing any contracted work for a TAQA T&D OpCo.

Glossary

Abbreviations

COE	Commitment to Operational Excellence
OPCO	Operating Company
HSE	Health, Safety and Environment
TAQA T&D	TAQA Transmission & Distribution Business Line
OSHAD	Abu Dhabi Occupational Safety and Health System Framework COP
PTW	Permit to Work
SDS	Safety Data Sheet
JSA	Jobs Safety Analysis
MFC	Medical Fitness Certificate
PPE	Personal Protective Equipment