


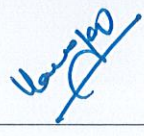
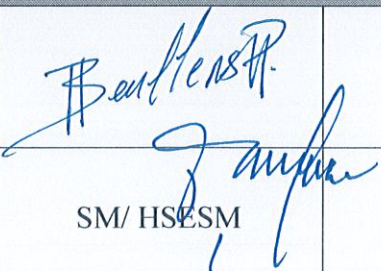
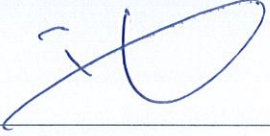


**COMPANY STANDARD INSTRUCTION
CONTRACTOR SAFETY RULES &
REGULATIONS**

Instruction No. IN-250-HSE-05

Document Classification: Internal

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Modifications:

Rev #	Page No.	Point No.	Reason of Modification
01	Various	Various	Updated format as per corporate procedure PR-130-BE-01
02	All	All	Review entire instructions
03	All	all	Revised documents
04	ALL	All	Revised Document
05	All	All	Add PPE, work at height requirement, change template
06	All	7.4 7.2 All	<ul style="list-style-type: none"> • Add Fitness to work requirement for contractor personnel prior to do the job. • Amend the HSE training requirements • Format as per New instruction template

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1 OBJECTIVE:

To provide and communicate the minimum HSE requirements that contractors, their employees, and sub-contractors are expected to comply with while working for PSS so as to: ensure workplace safety, protect the health of all persons that may be affected, and protect the environment

2 SCOPE:

This document shall be applicable to contractors & their activities at QAPCO Mesaieed plant, Doha head quarter & other facilities directly managed by PSS. This document applies to all major contracts & exclusively written for Contractor Company services, including but not limited to, engineering, construction, maintenance, janitorial, troubleshooting, and demolition being performed in manufacturing facilities, administrative offices, and projects.

3 INSTRUCTION SUMMARY

The rules and regulations in this document have been compiled to govern HSE activities of Contractors in all phases of the PSS contracting process with particular emphasis on the contract execution phase. The extent to which they are applicable to a specific contract however depends on the nature of the work and level of HSE risk that is present in the contracted work or service.

Compliance to these rules and regulations does not in any way relieve contractors from their responsibility to comply with other relevant PSS policies, standards and procedures including specific contractual HSE requirements and location-specific requirements. They are also not a replacement for the applicable State of Qatar laws and regulations. In the event of any conflict or inconsistency between these regulations and that of any other legally binding documents pertaining to the same provision, the most stringent requirement shall prevail. Furthermore, where reference has been made in these regulations to another document, the latest approved version of that document will apply.

Contractor shall comply with amendments to local HSE regulation, PSS HSSE policies and procedures during the contractual period.

4 ABBREVIATIONS / DEFINITIONS

#	Abbreviation / Key word	Definition summary
1	Hazardous Area:	An area in which a flammable atmosphere exists or may exist. (Restricted Area)
2	Zone 0	Zone in which a "flammable atmosphere" continuous present.
3	Zone 1	A zone in which a "flammable atmosphere" is likely to occur under normal operating conditions.

4	Zone 2	A zone in which a "flammable atmosphere" is not likely to occur under normal operations and if it occurs will only exist for a short time.
5	Non-hazardous Area:	An area not classified as Zone- 0, 1 or 2.
6	Flammable Atmosphere	An atmosphere containing any significant quantity of flammable gas or vapor, in a concentration that can ignite.
7	Toxic Atmosphere	An atmosphere containing material, which will cause injury if it reaches a susceptible site or sites on or within the body
8	Ignition Source	<p>An ignition source is a process or event which can cause a fire or explosion. Open flames, sparks, static electricity, and hot surfaces are all possible ignition sources.</p> <p>An explosion can occur when flammable gases or vapors in the air come in contact with an ignition source such as:</p> <ol style="list-style-type: none"> Naked flames. Heating and cutting. Blow lamps, primus stoves and tar boilers. Grit and shoot blasting machines. Internal combustion engines. Power operated grinders and cutting machines. Power tools. Hand tools. Diesel engines which are not provided with approved exhaust and air cut-off system on the inlet systems and ancillary electric equipment and any other machine capable of producing a local source of ignition. Matches (safety or otherwise), cigarette lighters, non-approved electric torches and battery operated items such as transistor radios etc. All instruments embodying the use of electricity either in the driving, indicating or recording mechanism which are not "flame proof" or intrinsically safe.
9	Electrical Equipment	Any producer, carrier or consumer of electrical energy
10	Lifting Machinery and Equipment	Cranes, sheer legs, excavators, piling frames, dragline, pulley blocks, gin poles, chain hoists, davits, pull lifts, other lifting devices including lift trucks (self-loader).
11	Lifting Tackle	Chain slings, wire rope slings, rings, hooks, shackles and swivels.
12	ERP	Emergency Response Plan.

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13	SOW	Scope of work
14	JSA	Job safety analysis: A systematic tool to identify the Job hazards and defined control measure to reduce the mitigate Risk.
15	Lead executor	A contractor / QAPCO worker to lead his team OR group, trained and certified by QAPCO PTW system as Lead executor.
16	Contractor focal point (CFP)	QAPCO Responsible person managing the contractor activities or end user department focal person.
17	CSE Watch	Confined space entry watch man. (entry attendant)
18	MOS	(Method of statement) A work method statement is a document that details the way a work task or process is to be carried out. It gives a step-by-step guide on how to do the job safely.
19	Fire watch	The person who will continuously monitor the hot work job as defined by hot work permit for the complete duration of the job
20	ELCB	Earth leakage circuit breaker:
21	RPO	Radiation protection officer:
22	RPW	Radiation protection worker
23	CPF	Contractor Focal Point- QAPCO responsible person responsible to plan, organize and execute contractor activities.
24	PSS	Petrochemical shared services (QAPCO, QATOFIN & QVC)

5 DOCUMENT REFERENCES

#	Document ID	Document name	Summary of dependency or use
1	IN-250-HSE-03	Guidelines for QAPCO's Twelve Golden Rules At Work	Detail guidelines about QAPCO 12 Golden Rules
2	M-250-PSS -01	HSE- IMS (Integrated management system	Provide basic guidelines for health and safety standards and procedures.
3	PR-250-HSE-02	Personal protective equipment	PPE requirements
4	PR-PSS-139	EMERGENCY RESPONSE PLAN MESAIEED FACILITY	Information and responsibilities about ERP
5	NA	QAPCO Hazardous area classification document	Zonal classification of QAPCO Facilities
6	IN-250-HSE-16	SAFE WORKING AT	Guidelines and safe practices for work at

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		HEIGHT	height activities
8	PR-PSS-123	Waste Management Procedure	Waste management guidelines
9	PR-PSS-114	Permit to work Procedure	Detail information about PTW system
10	PR-PSS-113	Contractor HSE Management	Contractor, selection & HSE evaluation
11	PR-250-HSE-05	High pressure water cleaning HSE Procedure	Requirement for High pressure water cleaning equipment and personnel.
12	PR-310-MED-02	Fitness to Work Procedure	To specify the requirements for medical fitness of the employees and contractors based on job task to ensure that employees and contractors are fit to carry out his/her designated duties at designated workplace safely
13	IN-214-MN-04	Portable tools equipment inspection program	Portable tools equipment inspection and tagging and validity.

6 RESPONSIBILITIES (AS APPLICABLE)

#	Job Title	Responsibilities
1	Contractor	<ul style="list-style-type: none"> • Ensure that HSE Plan include application HSE requirements defined of this document. • Ensure the monitoring & compliance of safety rules and regulation defined in this document and HSE Plan. • Ensure the applicable HSE requirements are communicated and implemented by sub-contracted activities or services. • Contractor Site in charge shall ensure that all personnel are trained and competent in basic HSE principles and defined in scope. • Contractor supervisors shall understand basic safety principles and will be assessed by end user. • Contractor shall allocate resources personnel and equipment as per defined Scope of work document and HSE requirements.
2	Procurement:	a) Ensure that requirements are shared with potential contractors.
3	Safety:	a) Check that applicable requirements are covered in contractor HSE Plan b) Provide HSE technical support to end-user and contractor during selection and execution of services.
4	End-User	a) Shall include the requirements in Scope of service document b) Ensure that contractor complying the HSE Rules and regulation

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5	HSE Support	a) Provide safety induction and other mandatory HSE training defined in this document and issue the training card.
6	Security	a) Check and issue security access badges b) Check the contractor vehicle before entering in facility c) Issue vehicle access pass.

7 INSTRUCTION METHOD

7.1 ACCESS TO QAPCO PLANT.

For access to QAPCO facility, all contractor staff shall come at the gate and enter through the turnstile which will be activated by the proximity cards provided. Contractor shall punch at gate 1 and pass through the turnstile.

Contractor employees having a temporary Gate pass issued by MIC (pass for one month or less) his representatives shall approach QAPCO Security to collect the electronic access badges.

Those contractors having a permanent Gate pass issued by MIC (pass for more than one month), contractor representative shall arrange with the concerned department secretary / host to activate their cards in QAPCO's Time attendance System.

Security will check the contractor's personnel when entering & leaving QAPCO, lighters, cigarettes, Mobile and other smart devices are prohibited inside the Gate-2 All contractor employees are responsible to keep their personal belonging in safe and secure area.

7.1.1 Traffic and Parking

- a) We remind the Contractors and their employees that the traffic on QAPCO site needs special prudence.
- b) In addition to the compulsory carefulness, the Contractors and those working under their authority are obliged to respect general traffic regulation and QAPCO's traffic regulations.
- c) The reverse parking rule shall be followed by everyone (employees, contractors & visitors) and applicable to all QAPCO locations including Doha HQ & Al-Reem club.
- d) The traffic in the Restricted Area (plant area) is strictly regulated to work Permit.
- e) All heavy equipment (Crane, forklift) shall be front escorted with flagman at safe distance and rear if reversing.
- f) Overtaking of a vehicle is prohibited.

7.1.2 Parking Location

- a. Contractor's vehicle will be parked outside of QAPCO premises in front of the main gate. Contractors will be allowed to enter QAPCO to unload the equipment with daily special permit. When the Contractors enter QAPCO, they should follow QAPCO's regulations.
- b. Vehicle gate pass can be obtained for the first and second gates. This gate pass can be requested through the end-user department and obtained from Security dept.
- c. Obtaining of Access Pass please refer to (PR-PSS-134) Mesaieed Facilities Access Control

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procedure.

- d. The Contractor shall apply by writing to the CFP for the requirement of Gate Passes.
- e. Contractor personnel gate pass to be arranged by responsible department by issuing a gate pass request to the Security dept.
- f. Parking inside the restricted area
 - i. Traffic of all authorized vehicles or equipment not belonging to QAPCO is done under the responsibility of the owner or user.
 - ii. Vehicle and equipment access will be controlled (refer to PR- QSS-134) Mesaieed Facility access control procedure.
- g. Traffic inside the plants (restricted area)
 - i. The traffic in the restricted area is strictly regulated work permit system.
 - ii. Pick-ups are not allowed inside the restricted area (plants).

7.2 SAETY INDUCTION/ HSSE TRAININGS:

All Contractors/ subcontractor employee shall be trained and competent to perform their activities as defined relevant Scope of Work (SOW).

In view of the hazardous nature of working in the petrochemicals industry, Contractor shall, at its own cost, ensure that all employees including sub-contractors undergo HSE training adequate for health, safety and environmental protection while engaged in works or services for QAPCO

7.2.1 Training Matrix:

In addition to contractors' individual specific training program, all the contractor employees and their sub-contractors involved in QAPCO projects / activities shall complete the necessary training according to QAPCO's HSE training matrix (IN-250- HSE-05 APP-02) prior of undertaking their tasks. These training requirements are based on their specific roles & responsibilities during execution. To align with local statutes or in-house training requirements, the training matrix can be modified without revising this document.

7.2.2 Training Schedule & Calendar:

HSE Support department shall schedule and publish a monthly training calendar in advance and shall be made available to Contractor Focal Points (QFP). QAPCO CFP shall plan the training according to the published calendar. Any urgent or unplanned training shall only be conducted with prior approval from HSEQ Management. However, the scheduled training may be either postponed or cancelled if the minimum number of trainees were not enrolled for reach course. HSE Support dept shall decide the minimum number of trainees for each session and must be reflected in the training room ground rules. (IN-250- HSE-05- APP-01), these rules can be amended without modifying the mother document.

7.2.3 Training Authorization & Enrollment

Except urgent trainings, all other training request shall be submitted at least a day in advance to HSE Support department. The training online enrollment shall only be submitted by the QAPCO CFP and any enrollments with incomplete data may be rejected.

7.2.4 Initial assessment and enrollment:

To ensure the workforce executing the job has required skill and experience according to the job scope and QPCO's training curriculum, QAPCO CFP to filter the trainees by conducting an initial assessment. The assessment shall be covering technical skill, HSE awareness and English language proficiency (Lead Executor, CSE Watch and Fire Watch). The assessment result shall be endorsed on the training request form (IN-250-HSE-05-F01). Training request form is mandatory for Lead Executor, CSE Watch and Fire Watch trainings.

7.2.5 Issuance of Safety Cards:

Contractors who has successfully complete the required training program shall be provided with an HSE Training and Access Card identifying the course they have completed and the corresponding work category. The Training and Access card shall be valid for the period mentioned on the card, with a maximum time period of one year.



In case of an emergency call (4477) 7666		
Course	Description	Validity
CSE Entrant	Person trained to enter in to a confined space	xx/xx/xxxx
CSE Watch	Person trained to safe guard confined space	xx/xx/xxxx
Fire Watch	Person trained to stand by at hot work area	xx/xx/xxxx
SCBA User	Person trained to use SCBA	xx/xx/xxxx
Flag Man	Person trained to escort heavy vehicles	xx/xx/xxxx

(If found, please return the card to HSE Support or call 5525)

7.2.6 Training Room malpractices:

Any malpractices in the training room will be escalated to QAPCO HSEQ Management for disciplinary actions.

7.2.7 Training Records:

HSE Support Dept shall maintain the record of all active valid safety card holders for a period not less than validity of safety cards.

Access to training center and training process flow charts: Th sequential steps of getting access to the training center, training process and issuance of safety cards are illustrated on Appedix4. The process shall be strictly complied for any contractor training.

7.2.8 Renewal of Safety Cards:

Contractors shall attend a refresher course to renew their safety card, the card shall be renewed on or before the expiry date printed on the safety card. In case the trainee failed to attend the refresher course and renew the card on time, he/she shall attend a full course and a new safety card will be issued accordingly.

7.2.9 Lost or damaged Cards:

In case the safety card holder lost or damaged the safety card, the respective CFP must request for

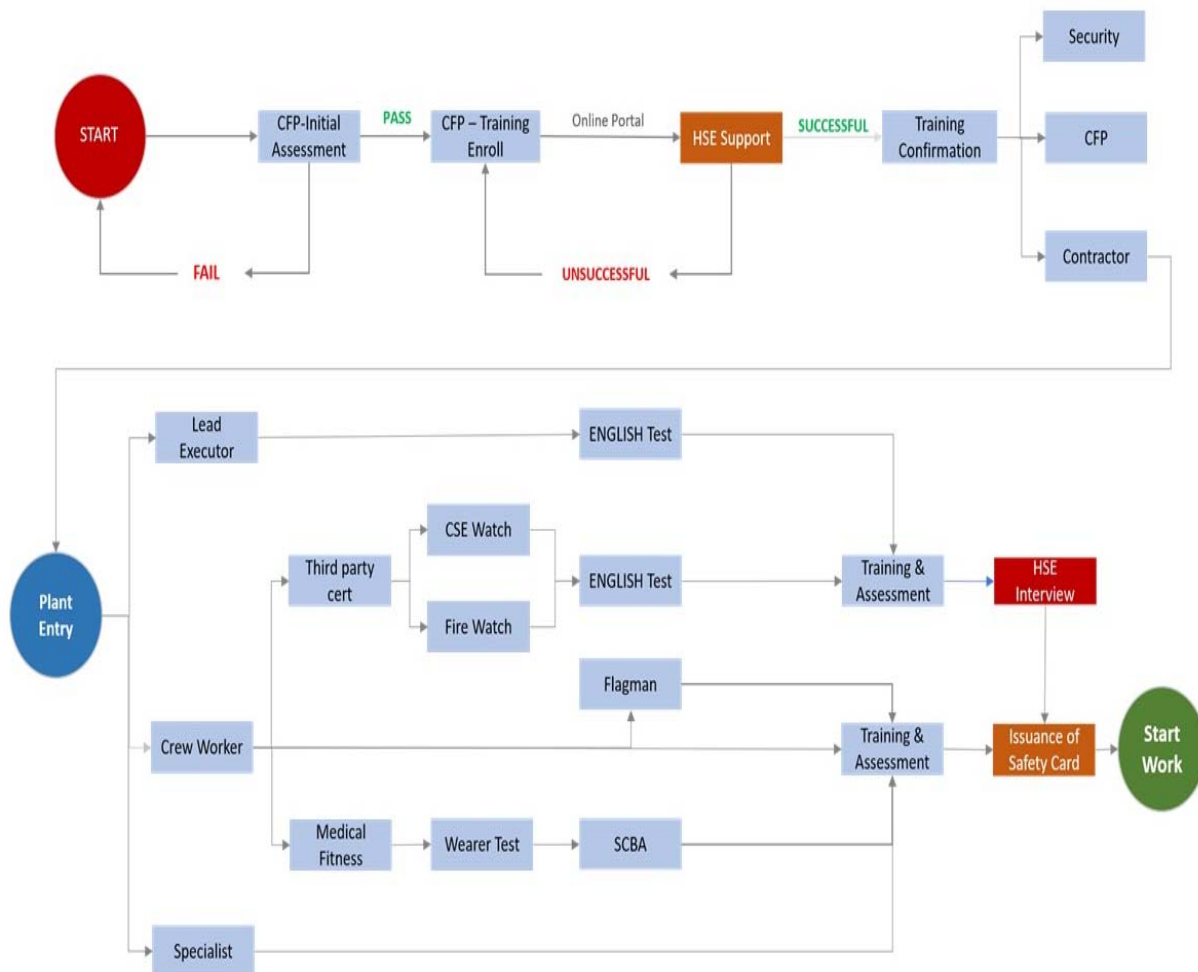
a duplicate safety card. The request shall be addressed to QAPCO HSE Support and copy of the message to be addressed to QAPCO Security in-charge.

7.2.10 Training Exemptions:

Ex-QAPCO employees who are re-joining as contractor employee/outsourse employee after leaving QAPCO within a period of six months are exempted from contractor’s training matrix. Exemption is only applicable if the person has already completed level1 and 2 trainings as stipulated in PR-PSS-128 procedure. To qualify for the safety card, a copy of the previous training records must be submitted to the HSE Support Dept for review. It will be HSE Support dept’s discretion to review and issue the card based on the previous trainings.

Contractors, those representing QAPCO and completed the trainings as per QAPCO Employee’s training matrix are exempted from contractor’s training. The safety cards issuing to the contractors are not applicable to this group. Hence this group must have completed all level1 and 2 trainings before undertaking any tasks in QAPCO premises.

Flow Chart:



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7.3 SAFETY SUPERVISION & MONITORING

Safety supervision and monitoring responsibilities are equally lies with contractor. Contractor shall submit to the QAPCO Contract Holder the Curriculum Vitae of the personnel he wants to appoint to manage HSE on the project such as safety Officers and Contractor Site representatives. QAPCO shall review the submitted CV's and interview the safety Officers & other key supervisory positions to determine their suitability for the intended roles. Only those found suitable and approved by QAPCO shall be engaged on the project. Replacement of a safety officer on a project shall also be subject to QAPCO approval.

Contractors shall have an HSE competence development program to, on an ongoing basis, improve awareness, skills and knowledge of HSE protection by the workforce, particularly in its areas of business.

Foremen, Supervisors and the Contractor manager should all be regarded as key personnel and must have understanding of basic HSE principles.

The Contractor shall include qualified and approved safety officers as per below defined requirements.

Activity	Requirements
General work (Low Risk work)	01 safety officer for each 50 employees (e.g if contractor has 75 workers then will provide 02 safety officers)
High Risk activities (multiple activities, Hot work , lifting, confined space or any other critical activities)	01 safety officer for each 35 workers (if contractor has 50 workers the will provide 02 safety officers)
Nigh activities	01 safety officer for each 25 workers (if contractor has 50 workers the will provide 02 safety officers)

7.3.1 Contractor safety officer Competency & education:

a. All Contractors' safety officer shall be qualified for 12 grade education & with one of the following professional qualifications or approved equivalent is recommended.

- National Examination Board in Occupational Safety and Health (NEBOSH) Certificate or Diploma IOSH - Member of the Institution of Occupational Safety and Health (IOSH)
- Diploma in Occupational Safety and Health Management, or Member of International Institute of Risk and Safety Management (MIIRSM)
- RSP - Registered Safety Professional

Note: A safety officer holding higher safety qualifications not mentioning above may be exempted from some of the above requirements at the discretion.

- b. Contractor safety officer shall be trained and certified as Authorized Gas tester (AGT).
- c. Safety officer will be interviewed and approved by QAPCO HSE department.

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7.3.2 Responsibilities of Safety officer:

Following are key responsibilities:

- a. Follow the contractor activities and ensure that QAPCO PTW procedures and other safety policies and procedures are strictly followed.
- b. To carry out regular site inspections to check policies and procedures are being properly implemented
- c. To ensure that the workmen shall be trained as per in QAPCO HSE training requirements.
- d. To ensure that task hazards are identified, communicate and understand by all involve workers.
- e. Involve risk assessment and ensure that risks are identified and appropriate control measures are implemented prior to start the activity.
- f. To report concerned contractor focal point and provide monthly safety report to the HSSE department & concerned focal point person.
- g. To perform periodical safety audits for contractor safe systems.
- h. Keep records of inspection & audits and follow up the recommended actions.
- i. Report, record and investigate the incidents and accidents and produce statistics.
- j. Advise on a range of specialist areas, e.g. fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases.
- k. Ensure trained and competent Fire watch , CSE Watch provided whenever required.

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7.4 FITNESS TO WORK REQUIRMENT

This requirement is to ensure all contractors are fit to carry out his/her designated duties at designated workplace safely.

Details of medical test required for contractor based on job task as follows:

#	Activities/ Scope	Requirements	Frequency
1	Working in Confine space/SCABA/ users of breathing apparatus	<ul style="list-style-type: none"> • Vital signs • Visual acuity test • Blood test (Hematology, Chemistry) • Cardio- Respiratory: <ul style="list-style-type: none"> - Lung function test (spirometry) - ECG > 40 years old 	Annually
2	Hydro jetting	<ul style="list-style-type: none"> • Vital signs • Visual acuity test • Blood test (Hematology, Chemistry) • ECG > 40 years old 	Annually
3	Fire fighters and Emergency Response Team member	<ul style="list-style-type: none"> • Vital signs • Visual acuity test • Blood test (Hematology, Chemistry) • Hearing test (Audiometry) • Cardio- Respiratory: <ul style="list-style-type: none"> - Lung function test (spirometry) - ECG > 40 years old Additional test for Fire Fighters: <ul style="list-style-type: none"> - Step test 	Annually
4	Crane, forklift operators and driver	<ul style="list-style-type: none"> • Vital signs • Complete vision tests (color blindness, visual acuity) • Blood test (Hematology, Chemistry) 	Annually

		<ul style="list-style-type: none"> Hearing test (Audiometry) ECG > 40 years old Epilepsy evaluation 	
5	Workers performing task that require color perception (i.e. electrician, automation technician, panel operator, laboratory technician)	<ul style="list-style-type: none"> Vital signs Complete vision tests (color blindness, visual acuity) Blood test (Hematology, Chemistry) ECG > 50 years old 	Annually
6	Working at height (i.e. scaffolder, erectors, rigger, etc.)	<ul style="list-style-type: none"> Vital signs Visual acuity test Blood test (Hematology, Chemistry) ECG > 40 years old Epilepsy evaluation 	Annually
7	Healthcare practitioner	<ul style="list-style-type: none"> Infectious diseases examination Blood borne pathogen test <p>*Refer to MOPH (Ministry of Public Health, state of Qatar) requirement</p>	Every 2 years
8	Food handler	<ul style="list-style-type: none"> Vital signs Complete vision tests (color blindness, visual acuity) Infectious diseases examination <p>*Refer to MOPH (Ministry of Public Health, state of Qatar) requirement</p>	Annually
9	Classified Radiation worker	<ul style="list-style-type: none"> Physical examination Vital signs Complete vision tests (color blindness, visual acuity) Blood tests: <ul style="list-style-type: none"> Complete blood count Thyroid function test 	Every 3 years

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10	Security guard	<ul style="list-style-type: none"> • Vital signs • Visual acuity • Blood test (Hematology, Chemistry) • ECG > 40 years old 	Annually
11	Contractor – Plant based	<ul style="list-style-type: none"> • Vital signs • Visual acuity • Blood test (Hematology, Chemistry) • ECG > 40 years old 	Annually
12	Contractor Non-Plant (i.e. office boy/tea boy, cleaning services, office maintenance staff)	<ul style="list-style-type: none"> • Vital signs • Visual acuity • Blood test (Hematology, Chemistry) 	Every 2 years

For contractor employee working with business visa requires medical test as per requirements' above and additional tests include:

- Chest X-ray
- Hepatitis B and C
- HIV

7.5 TOOLS AND EQUIPMENT INSPECTION

7.5.1 Contractor shall ensure that all tools and equipment are used at QAPCO or its associate sites shall be fit for purpose.

7.5.2 The contractors shall submit all copies of certificates of maintenance, service schedules and records of the equipment to the company end user supervisor as applicable and as requested.

7.5.3 Contractors shall do the inspection of their equipment's and submit it to the end user supervisor for his verification.

7.5.4 After verification of the equipment, the relevant department supervisor (SME) shall sign the checklist and issue a signed "ACCEPTED" sticker to be displayed on the equipment. It is mandatory that an "ACCEPTED" sticker is displayed on the equipment while in use.

7.5.5 The maximum validity of inspections are defined in (IN-251-AE- 69) & shall be re-validated accordingly.

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7.5.6 Following list of equipment shall have third party inspection & certification. but not limited to:

- Lifting equipment including mobile cranes, forklift, and man-lift and associated accessories such as slings, shackles, hoists
- Winches and Jacking Equipment
- Diesel, electrically and/or pneumatically powered machinery such as generators & pumps, etc.
- Fuel and Chemical tanks
- Compressed gas cylinders
- Welding and cutting equipment
- High pressure, steam and blasting equipment such as compressors, hydro-jetting machine, pumps, etc.
- Radiography Equipment
- Specialized PPE such as Safety Harness
- Temporary process or utility hoses.

7.5.7 General Site safety rules:

- a. Contractor shall ensure that equipment operators are trained and certified as per defined contractor HSE plan.
- b. Contractor shall follow approved contractor HSE Plan throughout the lifecycle of contract.
- c. All Contractor's staff should not touch or make connections to any QAPCO equipment/utilities stations without the authorization of the area owner, like (electrical connections, nitrogen network, air network, firefighting network, etc).
- d. The diesel filling and storage should be as per WOQOOD specification
- e. Prohibition of smoking: Smoking allowed at designated smoking area only.
- f. Mobile telephones and non-explosion proof smart devices (watches, tab) are prohibited inside the plant areas.
- g. It is not allowed to use cameras inside QAPCO without the approval of MIC & HSSE department.
- h. Equipment planned to use at Zone 0 areas shall be designed and certified for that zone. such

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as:

- i. Ex. d. Explosion proof equipment.
- ii. Ex. e. Increased safety.
- iii. Ex. i. intrinsically safe equipment.
- i. Equipment for location within a zone 2 area shall be certified according to one of the following categories:
- j. Any Equipment suitable for Zone 1 area.
 - i. Ex. "N" non-sparking.
- k. Equipment for location within a non-hazardous area shall be industrial grade safe & healthy state.

7.5.8 Electrical equipment:

- a. Installation of electrical equipment inside non-hazardous area shall be agreed and approved by QAPCO's Electrical. Electrical equipment before being used in hazardous areas shall also be demonstrated to comply with the provisions on sites and shall be approved in writing by QAPCO's Electrical.
- b. It is contractor's responsibility to use and maintain all portable electrical equipment in their possession in safe and good condition. Special attention is to be given to equipment that might cause spark e.g. switches, relays etc. and all cables. QAPCO has the right to inspect and carry out the necessary actions.
- c. Electrical distribution panel shall be equipped with ELCB.
- d. When not in use, it is Contractor's responsibility to ensure that all portable electrical equipment is isolated from the power source.
- e. Means of quick and effective isolation of all circuits shall be provided by the Contractor.
- f. Although equipment may not be directly exposed to the weather, switches shall be weatherproof or contained in a weatherproof enclosure. Socket outlets plugs and cable coupling should be splash proof and located well above ground level.
- g. Before energizing temporary supplies and portable tools/equipment QAPCO's plant permission must be obtained from plant owner and respective execution supervisor/ Lead executor subject to satisfactory conditions.
- h. Lamps holders, sockets etc. should be specifically chosen and such equipment operating on different voltages is not interchangeable.

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- i. For confined spaces 24-volt lighting shall be used.
- j. Regardless of any internal earth conductor, a second visible and effective earth connection consisting of a separate flexible line of insulated copper wire with sufficient cross section must be fitted to those external metal parts of the transportable electrical equipment such as generators, transformers, switch gear, distribution gear and appliances which in the event of a "defect" may become live.
- k. All electrically operated tools and equipment are subject to inspection by the QAPCO's / execution team at all times and anything found to be in unsafe working condition shall be removed immediately. That should be replaced or repaired as directed.

Note: Testing certification should be provided for each electrical equipment by QAPCO's Electrical Section.

- l. Spark producing torches shall not be used within the installation. Only approved and certified safety torches, which are fully protected, shall be used.
- m. QAPCO's electrical staffs are responsible for directing the electrical connection works and can advise the contractors for carrying out their job.

7.5.9 Lifting equipment (Crane, Fork lift & lifting gears)

- a. Lifting equipment and accessories shall be in good condition free from defect and shall be maintained and operated to comply with the QAPCO's standards.
- b. All lifting activities shall comply with QAPCO lifting instructions. (IN-250-HSE-13)
- c. Lifting equipment shall be inspected and have valid third-party certificate.
- d. A register shall be maintained by the Contractor showing all equipment classed as lifting machinery and lifting tackle and all details of examinations and tests, conducted thereon.
- e. The above register shall be subject to be audited at any time by QAPCO.
- f. Lifting machinery, equipment and lifting tackle shall not be issued or used without a current test Certificate.
- g. After any major alteration or repairs on lifting machinery, equipment or lifting gears, contractor shall arrange 3rd party inspection approved by QAPCO before using at site.
- h. Only diesel operated vehicles or equipment are allowed to use inside restricted area (Plant).
- i. Diesel operated equipment/ vehicle shall be equipped with appropriate spark arrestors.
- j. All riggers, forklift and crane operator shall be trained, competent & certified. Contractor shall provide & maintain updated record for trainings.

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- k. Crane & forklift or any other equipment operator shall hold a respective valid Qatari Driving License.
- l. No person under 18 year of age shall operate a crane or give signals to the driver.
- m. No crane operation will take place without an appointed and identifiable "Banksman".
- n. No crane operation will take place where the wind speed is above 10 m/s.
- o. No crane operation will take place without an adequate system of communication between the crane driver and "Banksman".
- p. The hoisting mechanism of a crane shall not be used for any purpose other than lifting a load vertically.
- q. Cranes shall not be used to transport loads, unless specifically designed for this purpose. The hook of a crane must be secured to prevent it swinging when the crane is in "Transit".
- r. Mobile jib cranes, side booms and "A" frames shall not work in the vicinity of overhead lines unless a safe working distance of total length of the jib + 10 feet is maintained.
- s. Cranes shall be fitted with a safe working load indicator, wind speed indicator (anemometer) & crane capacity chart.
- t. Crane shall be fitted with safety alarm system (Limit switches, boom alarm, reverse alarm & turntable alarm)
- u. Industrial forklift trucks shall not be used to lift a load greater than the maximum safe working load permitted for the truck.
- v. Passengers are forbidden to ride on forklift truck.
- w. Any movement of forklift, crane and other industrial lifting equipment inside plant area (restricted area) shall be controlled through work permit system.
- x. All lifting gears such as lifting tackle should be identified with unique ID, Safe working load and color code.
- y. All lifting gears shall be inspected and tested at least once in every period of six months by an independent competent person approved by the QAPCO.
- z. Equipment shall be free from any obvious defects and any lifting tackle shall not be used beyond its statutory test period.
- aa. Wire ropes or wire slings shall not be used for rising, lowering or as means of suspension or if any fraying, kinking or broken wires apparent.

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- bb. All hooks fitted to lifting machinery and equipment must be of the Safety-Hook" type.
- cc. The Contractor shall not leave any tool or equipment at work site. When tools and equipment are not in use shall be neatly stacked and positioned.

7.5.10 GAS CYLINDERS:

The following regulations apply to cylinders of Nitrogen, Oxygen, Propane, Butane, and Hydrogen and dissolved Acetylene.

- a. Gas cylinder shall be color coded according to country of origin or in accordance with BS 349 i.e. Oxygen-Black, Acetylene-Maroon, Nitrogen-Gray body with Black top, Propane-Bright Red, Butane -Blue, Hydrogen-Red.
- b. Full and empty cylinders must be clearly distinguished and stored apart.
- c. Cylinders shall be stored with due regard to fire hazard. No flammable materials shall be stored on the site with them, or in immediate vicinity.
- d. Cylinders must be kept at a safe distance from any heat source.
- e. Cylinders shall be stored in such a manner that they can be readily removed in the event of fire. They shall be adequately secured to prevent falling over.
- f. Oxygen cylinders and their fittings, including hoses shall not be stored in such places or used in such manner that they shall come into contact with oil, grease, live electrical apparatus or sparks.
- g. Oxygen and Acetylene cylinders shall be stored in separate areas.
- h. Compressed gas cylinders must be hydro tested and fit for use as required standard.
- i. Propane and Acetylene cylinders shall be stored vertically and secured.
- j. Cylinders of Oxygen, Propane and dissolved Acetylene shall not be subjected to rough usage, excessive shock or used as rollers, or supports.
- k. Cylinders shall not be dropped from a height. A proper carriage or platform and not a sling shall be used for moving cylinders, whether empty or full.
- l. When cylinders are being transported, they shall be loaded and firmly wedged to prevent violent contact when the vehicle moves. Oxygen cylinders shall not be transported on trucks together with Hydrogen, Acetylene or LPG cylinders. On no account shall cylinder trolleys be towed by motor transport.
- m. The transportation of any gas filled cylinder must always be in a proper rack with proper position.

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- n. No fittings or equipment containing 90% copper (except burner tip) shall be used with Acetylene.
- o. The use of lead washers or any kind of packing what-so-ever in the valve joints is strictly forbidden.
- p. The Contractor shall ensure that cylinders with faulty valve joints, immovable valve spindles or leaky valve are immediately removed from site and returned to the suppliers for repair.
- q. Only standard valve keys shall be used.
- r. Only standard automatic pressure regulators and pressure gauges shall be fitted, to both Oxygen and Acetylene cylinders. Regulators and gauges shall be checked once per year to ensure they are functioning properly.
- s. Damaged gauges or regulators shall be removed from service for repair immediately a defect is discovered.
- t. Red hose" shall only be used for Acetylene, Hydrogen, LPG and other combustible gases and "Black hoses" shall be used for Oxygen and Nitrogen. Hoses color coded according to defined standard.
- u. Hoses shall be pressure tested and examined monthly to ensure that they are free from cuts, cracks, burns and excessive wear.
- v. Only screwed connectors shall be used. It is strictly prohibited to bind hose connections with wire.
- w. When not in use, blow pipes and hoses shall not be left in vessels or enclosed spaces. Where this cannot be done, the Oxygen and Acetylene/LPG connection must be disconnected at the cylinders situated outside the vessel. Merely closing the valve is not a disconnection.
- x. Empty cylinders and cylinders no longer required shall be removed from the site as soon as practicable.
- y. Unless QAPCO has granted prior written consent, not more than one day's supply of compressed gas shall be kept at site.
- z. Flashback arrestors shall be fitted at the outlet of the regulator.
- aa. When not in use all cylinders shall have protecting caps screwed on.
- bb. Cylinders valves shall be closed immediately when is not required, or when the cylinder is empty and the hose depressurized.

7.5.11 TEMPORARY HOSES

The hoses are used daily throughout the Plant to transfer the fluid. Proper use and maintenance are required for safe use to avoid any undesirable events and to prevent premature failure of hoses while hoses are in use.

The use of hard piping shall always be the primary option for temporary process connections. Hoses should be utilized only as a last option and after a thorough evaluation of the hazards associated with their use.

Service	Hose Color	Coupling Type (Qapco)	Coupling type (vinyl)	Clamp Type
Water	Black	"Crow Foot"	"Crow Foot"	hydraulic crimping
Water (Cleaning)	Black	"Crow Foot"	"Crow Foot"	Hydraulic Crimping
Demi-Water	Black	NA	"Crow Foot"	Hydraulic Crimping
Steam	Red	Boss	Flange	Hydraulic Crimping
Air	Yellow	Cam & Grove	Crow foot	Hydraulic Crimping
Nitrogen	Blue	"Quick Release"	Flange	Hydraulic Crimping

Following rules shall be following while handling temporary hoses:

- a. QAPCO contractor focal point/ end-user shall ensure that contractor supplied hoses to be used in Plant including end fittings/clamps are as per QAPCO Hose Specification Data Sheet.
- b. Contractor's hose shall have unique identification number which match with 3rd Party Test Certificate.
- c. Ensure that the 3rd Party Certificate for the hose includes pressure test along with fittings.
- d. QAPCO CFP shall ensure that the contractor visually inspects the hose as per QAPCO "End User - Hose Inspection.
- e. If contractor uses their own hose on their own equipment or contractor hose connected to downstream of pressure manifold, it is allowed to use fitting and hose color coding as per their equipment requirements.
- f. When handling temporary utility hoses following safety precaution shall be taken:
 - Never crush hose or kink it.
 - Do not repeatedly bend hose in one place – this may eventually break the reinforcement.
 - Hoses should not be installed in a twisted condition, since this puts unbalanced tension on the hose and reduces the working life of the assembly.
 - Do not use a hose that failed the pre-use inspection.
 - Do not use a hose beyond the temperature and pressure it is designed to be used for.
 - Do not use damaged or worn fittings.

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- Do not store the hose without first rinsing, draining and drying out hazardous chemicals, hydrocarbons.
- Do not Place heavy loads on hose.
- Do not use of quick coupling without whip check.
- Do not Use air hoses to clean clothing or body parts.
- Never pull a hose by its coupling.
- The permanent or long-term use of hoses instead of fixed piping is to be avoided. Hoses will not be used for process flows; their main use is for special utility requirements.

7.5.12 HIGH PRESSURE JETTING:

High pressure water cleaning is a **HIGHLY HAZARDOUS** and complex operation and should only be used when other less hazardous methods have been considered and ruled out as ineffective or inefficient. High pressure water jet can travel at speed exceeding 3.330 Km/h, so it can cause serious injury or death:

A detailed risk assessment is required to perform high pressure water cleaning activities. Refer to QAPCO HSE Procedure (PR-250- HSE-05) for detail equipment and manpower requirement for high pressure water cleaning activities.

7.5.13 HAND TOOLS:

The following rules shall apply to the use of hand tools by Contractor personnel working for QAPCO:

- a. The job shall be well planned and the appropriate personal protective equipment worn before commencement.
- b. Contractor shall arrange required hand tools to execute the activities and all required tools must be fit for purpose and inspected.
- c. Only trained and authorized personnel shall be allowed to use hand tools.
- d. Tools should be marked with inspection tag as per inspection program.
- e. Each hand tool shall be inspected to ensure that it is in good condition before use and shall be kept it in good condition throughout its usage.
- f. Unsafe tools shall not be used. Unsafe tools include wrenches with cracked or worn jaws; screwdrivers with broken tips, or split or broken handles; hammers with chipped, mushroomed or loose heads and broken or split handles; mushroomed heads on chisels; dull saws; and extension cords or electrical tools with improper or broken plugs, improper or removed

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grounding systems, or split insulation.

- g. Workers shall be trained on the selection of the right tools for each job and the correct usage of the tools.
- h. Tools shall be stored in a proper storage area, and carried to and from the work site in a tool basket, cabinet, or other appropriate tool holder or pouch.
- i. Tools shall not be carried up or down ladders by hand. Appropriate pouches shall be used. Where pouches are not available, tools shall be lifted and lowered by rope.
- j. Tools shall not be thrown from one level to another, neither shall they be thrown from one location to another on the same level.
- k. Tools shall not be kept lying on the floor, on the scaffold, in walkways or cluttering work benches.
- l. Spark proof tools shall be inspected regularly to ensure that there are no steel splinters.

7.5.14 POWER TOOLS:

The following safety precautions must be observed when using electrical power tools:

- a. Only trained and authorized personnel shall be allowed to use hand tools.
- b. Power tools shall be inspected, tested and used, in accordance with the manufacturer's instructions.

ELECTRICAL POWER TOOLS

- a. Work Permit shall be obtained before any work is performed in a hazardous area using electrical equipment.
- b. Portable power tools shall be inspected for damage prior to use.
- c. In order to minimize the effects of electric shock, portable appliances must be connected to an electrical supply only through the correct connectors; temporary or locally made connectors must not be used.
- d. Electrical panel or distribution board shall be equipped with ELCB.
- e. A record shall be kept of all power tools; the tools shall be checked for any defects in accordance with the manufacturer's instructions.
- f. The contractor shall ensure that any tools or accessories that appear damaged are not issued, labeled as "For Repair" and sent for repair.
- g. Where guards are required, they shall be securely fitted and correctly adjusted.
- h. The operator shall ensure that all moving parts are motionless before setting the tool down.
- i. When working in an elevated or restricted area, e.g. on scaffolds, the operator shall ensure a good safe footing and shall use both hands to operate the tool.

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PNEUMUATIC POWER TOOLS:

The following but not limited to safety precautions shall be observed when using pneumatic tools:

- j. Power tools shall be inspected, tested and used, in accordance with the manufacturer's instructions. Tools should be marked with inspection tag or color coding.
- k. Power tools shall be provided with a failsafe device which renders the tool inoperative when the operator releases his hold
- l. Prior to any pneumatic tools being prepared for use, the manufacturer's instructions must be consulted and fully understood.
- m. Pneumatic tools must not be used for any purpose other than that for which they were designed. Non-standard attachments and accessories shall not be used.
- n. The compressed air supply must be regulated to the correct pressure, adequately filtered, dried, and where necessary, lubricated.
- o. The means of disconnection from the air supply must be easily accessible. Prior to performing any repair, adjustments or cleaning on pneumatic tools the air supply shall be isolated, lines and tools de-pressurized and tools disconnected.
- p. Safety goggles and dusk masks shall be worn where grit or dust may be produced or disturbed. Ear protectors shall be worn where the work generates high noise levels in excess of 85 dB.
- q. Under no circumstances shall compressed air be directed at any part of a person's body.
- r. Precautions must be taken to prevent clothing, hair, rags, etc. from becoming entangled with any moving parts of pneumatic tools.
- s. Maintenance of pneumatically operated tools must be carried out at regular intervals by competent persons. Tools must not be modified or the labels and descriptions defaced or removed.
- t. Where guards are required, it shall be securely fitted and correctly adjusted.
- u. Where sparking or heat is generated using pneumatic tools, an approved coolant shall be used
- v. Only patented pneumatic hose, couplings and fittings of the correct rating shall be used when using pneumatic tools. Where applicable, whip lash protectors shall be used at hose quick release union type connections and split pins on the couplings.
- w. Compressed air driven tools shall be fitted with governors to ensure correct speed control.

7.5.15 RADIOACTIVE SOURCES:

All radioactive sources shall be handled as per Qatar laws. Contractor is responsible to comply with Qatari laws and regulations.

- a. In QAPCO, for any radiation work a radiography certificate to be issued by QAPCO inspection and comply with all requirements of QAPCO HSE instruction for Radiographic work.
- b. Contractor shall appoint trained and certified RPO and RPW.

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Supervision:

- a. All operations involving the use of radioactive substances shall be supervised by the Contractor to ensure that protective measures are properly maintained and to check the extent of the protection afforded in practice.
- b. QAPCO Environmental department shall maintain a register showing all sealed sources held by them and Contractors employed by them who use or store their sources in the QAPCO's property.
- c. Contractors shall notify the relevant Employer's representative of all sources to be on QAPCO's complex areas.

Storage

- d. Radioactive isotope when not use shall be stored in a suitable protective receptacle locked up within a storeroom, or in a reserved solely for the use of radioactive substances.
- e. Warning notices and appropriate signs shall be prominently displayed outside the storeroom or compound.

Handling:

- a. Radiation safety certificate shall be obtained on site on each occasion of radiographic activities.
- b. Sources must be stored and transported to site in safe containers so constructed that the level of radiation at 10 feet distance does not exceed 7.5 μ Sv/ hour in air.
- c. When the source is exposed, a barrier shall be erected around such area where the level of radiation at the barrier does not exceed 7.5 μ sv/hr in air. The Contractor should carry with him a calibrated radiation-measuring instrument.
- d. Suitable warning notices for display at barriers shall have the wording "Radiation-Do Not Enter" in English and Arabic. The notices shall also include the radiation symbol.
- e. The perimeter of the area shall be patrolled during the period of source exposure.
- f. An exposed source must be immediately returned to its safer container on the request of operating personnel, or in the event of a fire or other emergency occurring.

Protection

- a. Any worker liable to be exposed to ionizing radiations shall wear on an appropriate part of his body a film badge to measure the amount of radiation accumulated.
- b. Persons regularly employed on work involving exposure to ionizing radiations shall be medically examined at the commencement of such employment and thereafter at 14 monthly intervals. No person under 18 years of age shall be employed.
- c. Radioactive works should be done after normal working hours.

7.5.16 SCAFFOLDING EQUIPMENT:

- a. All scaffolds must comply with standards laid down by QAPCO's work at height procedure. (IN-250- HSE-16)

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- b. Timber uprights ledgers shall not be used.
- c. Contractors responsible must provide ladders or scaffoldings if needed; they should not supply or use any defective ones.
- d. Work sites must be cleared daily and properly.
- e. Metal parts used for scaffolds must be in good condition and free from corrosion.
- f. All poles, planks and general materials used for scaffoldings shall be kept in good condition and inspected by a competent person appointed by the Contractor on each occasion before being issued from the store. No material, other than those specifically designed for the purpose shall be used for scaffolding.
- g. A scaffold shall be erected only by trained & competent scaffolders, working under immediate supervision of an experienced foreman, who knows the purpose of the scaffold and how it should be constructed to carry the loads which will be placed on it.
- h. Scaffolding equipment shall be inspected regularly by certified inspector & record to be maintained.
- i. All defected planks, standard, ladders and other scaffolding equipment shall be removed from site.
- j. Scaffolds shall be securely supported or suspended and where necessary braced to ensure stability.
- k. Unless constructed as an independent scaffold, it shall be rigidly connected with the building or structure 6 mm (1/4") wire lashing shall be used for lashing.
- l. In the case of partially erected or dismantled scaffolds still capable of being used, access should be effectively blocked and prominent warning notices in English Languages shall be posted.
- m. After successful inspection, the Scaffolding Inspector shall place a weatherproof laminated solid Green Tag with black lettering. This will approve the scaffold structure.
- n. This Green "SAFE FOR USE" Tags will be attached to the scaffold at each access point.
- o. Red Tags "DO NOT USE SCAFFOLD" will hang on scaffolds during erection, dismantling or modification.
- p. Scaffolding temporarily modified e.g. (collective protective barrier removed to access/ remove the equipment etc.), scaffolding shall be tagged with Orange Tag after successful inspection.
- q. Scaffolding with Orange Tag, workers shall wear the safety harness whenever working at scaffolding.
- r. The Scaffolding Inspector shall inspect the scaffolding periodically, at least once every seven days, and whenever it's exposed to high winds or rains, after any modification/alteration and the tag must be renewed.
- s. All platforms, scaffolds and other workplaces at height more than 5.0 feet (1.5 m, from where persons may fall, must have edge protection which shall consist of an upper rail not less than 1.5 m in height above the walkway with at least one intermediate rail.

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- t. When persons are working or walking below the scaffold, toe boards must be fitted.
- u. Mobile scaffolding can be used for less than 4 meters high.
- v. Where boards of 51 mm (2 inches) or less thickness are used, these shall be at least 204 mm (8 inches) wide where boards over 51 mm (2 inches) thick are used. These shall be at least 153 mm (6 inches) wide.
- w. The spacing of board support shall depend on the thickness of the boards used and the load to be carried. There shall be at least three supports.
- x. Any scaffold to be used for heavy loads shall be design accordingly and prior to erection, proposed design and Method Statement to be prepared and submitted by contractor and approved by the QAPCO execution supervisor.
- y. Parts, tools and other materials shall be properly lowered and shall not be thrown down from a height.
- z. The Contractor's representative shall ensure that no material left over at working platforms which may fall down and cause damage or personnel injury.

Ladders:

- a. Instruction for Safe work at height (IN-250- HSE 16) will be applicable for all ladder to be used in QAPCO facilities.
- b. Contractor competent person shall inspect the all ladders for visible defects periodically and after every incident that could affect its safe use.
- c. Aluminum ladders are not allowed to use in vinyl plants.
- d. No ladders with treads nailed to the strings or which are in any other way faulty shall be used.
- e. Unless QAPCO has granted prior written consent, no ladder shall exceed 3.7 m (12") length
- f. The use of ladders in vertical position as scaffolding is forbidden.
- g. It is essential that before any ladder is ascended, the position of the ladder is safe and that it is secured at the top, or held firmly at the base. The angle of the ladders should be 75 Deg. (4 to 1) ratio.
- h. Every ladder must, where practicable, extend for at least 1.07 m (3.5") above the landing place, or above the highest rung reached by the feet of the person using it.
- i. Ladders constructed of metal shall not be positioned on or near electrical cables.
- j. All ladders must be inspected regularly by competent contractor and tagged.
- k. Damaged ladders should marked and remove form site of use.

7.5.17 CONFINED SPACE ENTRY:

- a. HSE Instructions for confined space entry (IN-HSE-250- 09) will applicable for all works inside the confined spaced and contractor is shall be responsible to comply all clauses of instruction document.

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7.5.18 WELDING EQUIPMENT:

- a. Only standard electric arc welding equipment such as generators, motor generator units, transformers, rectifiers etc. conforming to QAPCO requirements should be used.
- b. Power circuits should be installed and maintained in accordance with QAPCO requirements.
- c. Ensure welding machines & their accessories are inspected & safe to use before connection with power supply.
- d. Frames of all electric welding machines operated from power circuits should be effectively grounded with proper wire.
- e. Welding machines shall be provided by flame arrestors.
- f. Electrode and ground cables should be supported, so, they do not create obstructions interfering with the safe passage of workers. The ground lead for the welding circuit should be mechanically strong and electrically adequate for the service required.
- g. A fire resistant bucket or container should be provided for the disposal of electrode stubs. Careless disposal of hot stubs may result in: (1) injury to other workmen, especially those working at lower levels, (2) a falling hazard, if dropped on the floor, walkway or other surface and (3) a fire hazards, if dropped into combustible material.
- h. Where it is necessary to couple several lengths of cable for use a welding circuit, insulated connectors should be used on both the ground and electrode holder lines if occasional coupling or uncoupling is necessary. For permanent connections, solder and tape splices may be used.
- i. An electrode holder of adequate rated current, capacity, insulated against shock and shorting or flashing when laid on grounded material should be used.
- j. Electrical cables shall be in good conditions and splicing shall be avoided.
- k. Adequate exhaust to the outside should be provided where welding activities are performed in enclosed spaces.

Disposal of Material:

- a. For the disposal of all unwanted materials inside the company, a Material Disposal Request has to be issued.
- b. For waste generation, handling & management contractor must follow QAPCO Waste management procedure (PR-QSS-123).
- c. The responsible person from the unit or service has to inform the Environmental & sustainability department if they remove disposal material any materials through the Material Disposal Request Form.

7.5.19 SAND BLASTING AND PAINTING

Sandblasting: the hazards associated with sandblasting operations include but are not limited to inhalation of dusts (including lead from the paint or silica from the blasting medium); high noise levels; high operating pressure of equipment; etc.

Contractor shall take the following minimum precautions to minimize the possibility of an Incident

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during sandblasting operations:

- Contractors performing sandblasting operations for QAPCO, shall have a medical surveillance program in place to monitor employee's blood level exposure to lead.
- Approved respiratory and hearing protection shall be worn.
- Appropriate eye protection shall be worn.
- The use of silica sand in the blasting medium is discouraged.
- Paint coatings being removed by sandblasting operations shall be considered as containing lead until proven otherwise.
- Check all hoses every day for leaks and signs of wear.
- Ventilation (either mechanical or natural) shall be adequate to keep the work atmosphere 0% Lower Explosive Limit (LEL) and the oxygen (O₂) content greater than 19.5%.
- Bleed or depressurize all lines before disconnecting.
- Blasting nozzles shall be equipped with a cut-off device (dead man's switch).
- Secure and hobble all high-pressure air hose connections.
- All air hose connectors (Crow's Feet) shall be pinned or wired to keep them from coming apart.
- Warning signs shall be posted identifying potential hazards.

a. Painting

The hazards during painting operations include, but are not limited to inhalation of toxic vapors or spray mist; fire hazard due to solvents in the paint, etc.

The following are requirements to minimize the possibility of an HSE Incident during painting operations:

- Contractors performing painting operations for QAPCO, shall have a medical surveillance program in place to monitor employee's blood level exposure to lead.
- No thinner or other flammable material store inside plant areas.
- Lead based paints are prohibited to use in QAPCO
- Contractor shall arrange proper storage facility for paints and other solvent with adequate Firefighting equipment and ventilation.

7.6 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Contractor shall, at his own expense, supply his personnel assigned to the work site with adequate personal protective equipment including clothing which shall be maintained in good condition or replaced as required. These shall be worn on all relevant occasions as dictated by the hazards of the job at hand, and as indicated by notices, instructions and good practice. Loose or floppy clothing is prohibited around rotating or moving equipment. Rings, neck chains or loose jewelry shall be removed while engaging in manual labor.

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Apart from the indications given herewith, at the Contractor's request, QAPCO Safety staff will give advice on which type of protective clothing has to be worn.

The Contractor must use personal protective equipment (boots, gloves, goggles, helmet, harness, special garment or clothing, escape gas masks) as per QAPCO's standard).

STANDARDS FOR PERSONAL PROTECTIVE EQUIPMENT:

Personal Protective Equipment	Standard
<p>Foot Protection:</p> <ul style="list-style-type: none"> • Safety shoes of approved standard shall be worn by all personnel within restricted area or on work site. For work with chemicals or in wet weather conditions, safety rubber boots should be provided by the Contractors. Foot protection shall be in accordance with the classification stated in document. However, steel toe or a non-conductive safety toe shoes or boots with non-skid soles shall always be worn by all Contractor employees working in work locations except while in vehicles, living quarters, offices and control rooms. • For welding activities, safety shoes are required. Low cut shoes with unprotected tops should not be permitted. 	<p>BS EN 20345-1 & BS En 20346-1</p> <p>BS EN-20347</p>
<p>Body Protection: Protective clothing</p> <ul style="list-style-type: none"> • For normal day-to-day work, body protection such as coveralls is provided. These are made from flexible material adequate to provide protection against heat/ flame, thermal arc, dirt, small oil splashes, minor abrasions and burns etc. • In QAPCO, one-piece coveralls with long sleeves must be worn in all operational, construction and working areas. • For dealing with activities involving caustic, corrosive or acid, TEAL and other substances, a suitable Chemical Resistant suit must be worn. • Protective clothing must only be used for the purpose intended. It must be maintained in good condition and checked regularly and must be replaced if damaged • The contractor shall provide for his workers chemical suits whenever working with chemicals. <p>Welding and cutting</p> <ul style="list-style-type: none"> • Flame resistant aprons of leather or other suitable material as protection against heat and sparks. • Clothing should be free of oil and grease. Woolen clothing is not as readily ignited as untreated cotton clothing and aids in protecting the welder from changes in temperature. 	<p>ISO 11612, EN 1149-5 , IEC 61482-2</p>

- Pockets and cuffs invite sparks. Collars and cuffs should be buttoned, and cuffs turned up inside pants.
- Pockets should be eliminated from fronts of vests, shirts, and aprons or with buttoned flaps.
- Fire resistance leggings, high boots or other leg protection should be required for very heavy work.

Leather caps worn under helmet will prevent head burns during overhead welding.

Hand Protection

Hand gloves shall carry in all QAPCO plants / work area and used whenever necessary to avoid risk of damaging hands & to keep them clean. Selection of the gloves must be based on the hazards such as;

- Rough or sharp objects;
- Hot objects;
- Oils, solvents, corrosive substances and chemical contamination etc.
- Task related special gloves.

Gloves themselves can become a hazard if not in good condition, as they can be caught in machinery. Loose-fitting, wet or oily gloves do not provide good and safe grip.

Care shall be taken in the donning, use, removal and storage of protective gloves. They must be maintained in good condition, checked regularly and discarded if worn or deteriorated. The gloves must be a good fit, leaving no gap between the wearer's sleeve and the glove itself. If there is a danger of chemicals entering the glove at the cuff, armlets, a chemical suit must be worn. Contact between the gloves and chemicals must be kept to minimum as the physical characteristics of a glove can be altered by some chemicals and may lead to the impairment of its protective properties.

- selection of suitable of gloves according to chemicals is as follows;

Glove for General requirement EN 21420

EN 388 standards for Protective gloves against mechanical risks.

Electrical Glove: EN-60903,

Chemical Protective Glove EN-374

Welding Chrome Leather BS EN:407

CHEMICAL GROUP	GLOVE MATERIAL				
	Natural Rubber	Nitrile Rubber	Neoprene™	PVC	Butyl
Water Miscible Substances	x	x	x	x	
Oils		x			
Chlorinated Hydrocarbons					
Aromatic Solvents					
Aliphatic Solvents		x			
Strong Acids					x
Strong Alkalis			x		
PCBs					

- Welders and helpers should be provided with suitable clothing for each welding job and we recommend the following:
- For welding activities, flame resistant gauntlet gloves to be worn except where welder is engaged in light work.

Respiratory Protection

- There are certain activities that require use of Respiratory Protective Equipment (RPE) such as Confined Space Entry, Spray Painting, Fire-fighting, Emergency Rescue or Escape, Welding etc. The Contractor shall supply his own respiratory protection equipment to carry out the work inside QAPCO.
- Contractor’s employees who are required to use breathing apparatus, a medical certification must be provided by contractor’s companies verified by QAPCO Medical Section.

Following types of Respiratory Protective Devices are recommended:

Air-Purifying Respirators: These respirators are designed to filter or clean contaminated air from the workplace before it is inhaled by the wearer. They are available as either disposable respirators, or as non-disposable respirators with disposable filters. Dust Masks and Full Face Masks with Cartridge belong to Air Purifying Respirator.

Air-Supplied Respirators: These respirators deliver clean, breathable air from an independent source to the wearer. Air-supplied respirators are typically used for high-risk environments, such as oxygen-deficient atmospheres, confined spaces and high concentrations of toxic gases. Self-Contained Breathing Apparatus (SCBA) and Air-line Respirators belong to this type of respirators.

Contractor should maintain clean and hygienic respiratory protection equipment

Approved EN: 149:

EN-14387

EN 137

Approved to EN

<p>as an indication of the voltage at which the helmet protects the wearer. Note: Class E hard hats were formerly known as Class B.</p> <ul style="list-style-type: none"> • Class C: Class C hard hats are not intended to provide protection against contact with electrical conductor. • Combination safety hats: Welding helmets may be required in special situations exposing welders to the hazard of falling objects from overhead. 	
<p>Hearing Protection : Ear Muffs, Ear Plugs</p> <ul style="list-style-type: none"> • Earmuffs or earplugs shall be worn in noisy areas or while operating equipment with a high noise level. • Ear protection is sometimes desirable for overhead welding and welding in confined places. Protectors should be required. • Earplugs are inserted in the ear canals. They must be fitted sufficiently deep to completely block off our ear canals and to be self-supporting. There are three main types of earplugs, i.e. pre-molded earplugs, individually molded earplugs and adaptable earplugs. 	<p>Ear plugs, BS EN 352-1</p> <p>Ear Muffs, BS EN 352-2</p>
<p>Eye and Face Protection:</p> <ul style="list-style-type: none"> • Safety glasses shall have a 100% UV protection for daylight operations which is a minimum of Class 5. • Safety glasses with side shields shall be worn, as required, by all contractor employees working in QAPCO field operations except while in vehicles, living quarters, offices and control rooms. During night operations, only clear or amber colored safety glasses shall be worn. Contact lenses are allowed to be worn with eye protection except while using a respirator. Safety glasses are mandatory for QAPCO plants. • When performing work where safety glasses do not provide adequate protection, such as use of high-pressure washer, handling chemicals, etc. other appropriate eye protection such as goggles shall be worn. Hard hats with full-face shields are required for all buffing and grinding operations. • Face shields are intended to protect the entire face or portions of it from impact hazards such as flying fragments, objects, large chips, and particles. When worn alone, face shields do not protect employees from impact hazards. Use face shields in combination with safety spectacles or goggles, even in the absence of dust or potential splashes, for additional protection beyond that offered by spectacles or goggles alone. • Welding Specific – <ul style="list-style-type: none"> ○ Welding Goggles are designed to provide protection for certain types of Gas Welding or Oxygen Cutting applications. Welding 	<p>ANSI Z87.1 / EN 166</p>



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<p>Goggles protect your eyes from the heat and flying debris, but also from intense ultraviolet and infrared light. Failure to use proper Welding Goggles can result in Photokeratitis, a painful condition similar to receiving a severe sunburn of the cornea.</p> <ul style="list-style-type: none"> ○ Welding hoods shall be used during all arc-welding operations. Goggles or other suitable eye protection with appropriate filter lenses shall be used during all gas welding, gas cutting or brazing operations. All filter lenses and plates used in welding hoods and goggles shall meet the test for transmission of radiant energy prescribed in ANSI Z87.1. ○ Welders’ helpers and entry attendants shall use appropriate eye protection. When not engaged in a welding or cutting activity, safety glasses with side shields will be worn by welders and welders’ helpers. Protective goggles, safety spectacles, visors or screens of approved type must be worn to give protection to the eyes and face, grinding chips, paint spraying, sand blasting etc. ○ The Lens shade shall be selected based on the welding process and amps. There are a range of lens from 7 – 14. As a rule of thumb, start with a shade that is too dark to see the weld or cut zone. Guidance can be obtained from ANSI Z49.1, 1999. ○ The proper shade of welding lens should be required and an adequate supply of cover lenses should be available. Hand shields are generally substituted for helmets on light intermittent work. Men assisting operator should also wear protective lenses to avoid “welding flash “of eyes. <ul style="list-style-type: none"> ● Safety goggles or spectacles should be worn under the helmet during chipping and cleaning. These goggles should have tinted lenses, affording ultra violet and infrared radiation protection. 	
<p>Fall Protection:</p> <ul style="list-style-type: none"> ● Any employee working or climbing more than 1.5 meters (6 feet) above an established working surface (ground, deck or water level) shall use one of the following means for primary fall protection: ● The preferred system for primary fall protection consists of: ● (a) a full body harness; (b) shock absorber; (c) clevis with cotter pin locking device or snap hooks with an inward moving, self-closing, and self-locking keeper (latch or gate) so that keeper remains closed and locked until unlocked and pressed open for connection or disconnection; and (d) nylon lanyard (steel or rope lanyards are not allowed) attached to a stationary support. The lanyard will be attached to a stationary support in a manner that will prevent a free fall if an immediate danger exists below the working surface regardless of height. ● A retractable lifeline (inertia reel) attached to a full body harness may be used. 	<p>EN, 361, ANSI Z359.1 (Full Body harness)</p> <p>EN-363 Fall Arrest Systems.</p> <p>En-354 Falls From a Height - Lanyards</p>

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<ul style="list-style-type: none"> • A cable-grabbing device attached to a static line may be used. • A double lanyard climbing method shall be used if none of the above-described primary fall protection devices are available. • All components of the fall protection system must comply with the standards specified in this document In addition, Safety Belts, Harness and Lines shall also comply with BS 1397, self-locking safety anchorages with BS 5062 and safety nets with BS 3913. • Contractor should maintain the integrity of safety harness and performing the regular inspection of fall protection devices. 	
<p>Winter Jacket:</p> <ul style="list-style-type: none"> • Contractor will provide high visible winter jacket in extreme cold temperature. • High visibility reflective winter clothing is designed to protect from the harsh cold and outdoor elements so you can stay warm and focus on your work with requirements: Inherently flame resistant, Water, oil, grease and dirt repellent CP finish, fully taped seams on waterproof breathable coated inner lining, 1” reflective tape – EN 471 Gas detector pocket 	<p>EN-11612</p> <p>EN- EN1149-3</p>

Any worker found without necessary personal protective equipment will be sent outside QAPCO and a warning will be given to employer.

7.7 Method of statement / Risk Management

- a. Contractor will prepare and submit the method of statement for all critical tasks.
- b. Contractor shall comply with QAPCO JSA procedures and JSA to be conducted for critical non-routine activities.
- c. Before the starting of works, QAPCO and the contractor will jointly define the control measures to be taken in order to avoid task risks which could result from QAPCO and contractor activity in the same location. So, in addition to the usual safety measures concerning the Contractor's personnel, special measures taken or to be taken will be mentioned on the Work Permit. The imposed working process must be applied accordingly to the progress of the works.
- d. All the works will be carried out with the safe and hygienic conditions as prescribed by QAPCO’s Safety Rules.
- e. The Contractor and the personnel under his authority should observe QAPCO regulations and prescriptions in the field of fire protection to QAPCO installations.

7.8 Work permits

- a. It is prohibited to carry out any job without issuing the work permit. Contractor is also responsible to comply with QAPCO Permit to work procedures.

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- b. Any work carried out on QAPCO site is subjected to a Work Permit. The Work Permit is issued by qualified responsible of QAPCO and this should be written according to the nature of the works.
- c. QAPCO operations or area owners are responsible to issue the work permits.
- d. The Work Permit will precise the technical conditions in which the work will be carried out.
- e. **Hot work** permit is required for welding and cutting tasks. QAPCO instruction (IN-250-HSE-08) is applicable for all hot work and ensure to be complied. Following but not limited requirements shall be ensured:
 - Contractor shall provide trained and certified Fire Watch man for all open flame activities.
 - Screens, shields, fire blankets or other safeguards shall be provided by contractor to protect from fire and explosion.
 - Contractor is responsible to provide special PPEs to be used for welding and cutting activities.
 - In addition, the Contractor shall provide onsite fire blankets portable fire extinguishers & other fire prevention devices during hot works in the plants.
 - When welding or cutting lead, zinc, cadmium-coated or other toxic materials, provision should be made for removal of fumes or the use of proper personal respiratory protection enforced
 - Any channels or drains that can have flammable material should be sealed within 35 ft.
 - Welders & equipment operators shall be trained, competent and approved by QAPCO.
- f. A detailed method of statement (MOS) & Job safety analysis (JSA) shall be prepared and submitted prior to execute the activity.
- g. A detail PTW system training will be provided by QAPCO to contractor personnel (Lead executor).
- h. CONTRACTOR will assign a Lead executor who will sign on work permit & lead the respective work crew.
- i. The Lead Executor must be able to speak, read and write English as well as communicate with all workers in the work crew. The Lead Executor must be capable of explaining all of the hazards and mitigation considerations.
- j. Lead executor will be a responsible to maintain execution site as per defined control measures
- k. The Lead Executor is responsible for conducting a “toolbox talk” with the work crew immediately prior to work commencing to ensure all work crew understand the conditions of the PTW. The Lead Executor must ensure all workers participate in LMRA & TBT.
- l. The Lead Executor is responsible for fulfilling the conditions agreed to on the PTW for the duration of the work. The Lead Executor does not have the authority to operate any equipment or process valves belonging to the equipment owner, unless detailed on the PTW. The Lead Executor does not have authority to reduce PPE required, unless detailed on the

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PTW.

- m. Lead executor will stay at the Job Site, if the Lead Executor have to leave the job site for any reason, all work must be stopped. If the Lead Executor is to be replaced with another new Lead Executor, the original Lead Executor shall communicate conditions of the PTW to the new Lead Executor including hazards and associated mitigations and then permit shall be revalidated by the Permit Issuer.
- n. Lead Executor may receive more than one permit simultaneously, however the following criteria must be met:
 - The permits are required for different tasks but for completion of the “same job”. The permits cannot be for tasks on two separate jobs.
 - The permits are not for different craft (e.g. Lead Executor cannot be the same for mechanical and electrical jobs, this requires two Lead Executors).
 - Lead Executor can maintain “line-of-sight” with the respective work locations.
 - Lead Executor is not acting as “Fire watch” on any other permit to work (PTW).
- o. Contractor safety officer (trained to QAPCO PTW system) shall sign on work permits outside of plant areas.
- p. The Work Permit will mention the Health, safety & environment control measures to be applied.
- q. All safety measures, precautions and technical conditions must be complied before starting the job. The Work Permit must be available for any QAPCO's request. The workers who are carrying out the work should have a copy of any Permit at the site
- r. Before starting the activity at site, contractor site lead executor shall ensure that all required approvals are obtained and necessary precautions are taken.
- s. For all cold works inside QAPCO, a cold work permit will be issued, if the work involving hot Job a "hot work permit will be issued.
- t. QAPCO maintained different certificate for all other activities such as: if the work involving entry to vessels, excavation, radioactive work, isolation of electrical and crane work a respective certificate will be issued.
- u. Contractor shall provide the trained CSE watch for confined space entry activities. He must be trained and certified as CSE watch.
- v. All excavation activities are controlled through “HSE Instruction for Excavation activities” and contractor is responsible to comply with this documents (IN-250-HSE-10).
 - i. A work permit and an excavation certificate must be obtained from QAPCO prior to starting any excavation work.
 - ii. Where there is reason to suspect the presence of a hazardous atmosphere in an excavation, tests will be carried out by a qualified person and where necessary, artificial ventilation used or other appropriate precautions taken before men enter. Contractor shall ensure that all required tools and equipment are available to test the atmosphere.

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- iii. Any blockage of street or avenue due to excavation, contractor shall arrange alternate route and early information must be provided to Fire department.
- iv. A detailed job safety analysis is conducted for deep excavation activities.
- v. Contractor shall provide suitable material to implement all control measures at site such as shoring, trenching, access & egress etc. as defined in detail MOS & JSA.

Note: Certificate is not authority to start the activity executor have to get work permit before start any activity.

- a. Scaffolding For all works on altitude places, which cannot be done without danger by using a ladder or any other material, it is necessary to construct scaffolding and cold permit must be issued for scaffolding erection.
- b. Only QAPCO trained and approved contractor (Lead Executor) will sign on permits.

Note: Don't start the work without Work Permit and without taking order from the plant authority.

- c. Work permit to be renewed at the beginning of each shift.

7.9 HSE Communication

To ensure effective communication on HSE issues, Contractor shall conduct various types of meetings and display HSE information display boards and notices/signs at sites. Everyone shall attend and participate in all HSE meetings unless specifically instructed otherwise. A record of these meetings shall be kept that includes date, location, names/signatures of attendees, and topics covered.

7.10 Incident investigations.

The Contractor shall be solely responsible for all losses and claims for injury or damage to any person or property whatsoever that arises out of the negligence or failure of the Contractor's employees, agents or representatives to observe these safety rules and shall indemnify QAPCO against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in that connection.

- a. Contractor shall immediately report and investigate all HSE incidents, including near-misses, which occur during the course of the contract and initial report to be submitted to QAPCO CFP and HSE department within 24 hrs.
- b. Any work-related injury shall be reported to QAPCO emergency control room immediately.
- c. Contractor incident (asset, HSE & security) contractor shall perform the incident investigation and report to be submitted to QAPCO contractor focal point and HSSE department within 05 working days
- d. The Contractor or his representative must inform the competent personnel and should give required information in order to permit the QAPCO investigation personnel to establish the accident report.
- e. In addition to the State of Qatar's laws, any accident causing some bodily injuries to personnel should be immediately reported to QAPCO infirmary and responsible contractor focal person.

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- f. The Contractor is responsible to arrange an evacuation of the injured contractor worker to Mesaieed Hospital.

7.11 Emergency response

- a. Contractor shall develop ERP bridging document which will be part the contractor HSE plan and all emergency roles and responsibilities must be defined.
- b. All the contractor employee should have basic firefighting training.
- c. Contractor shall train 01 as First aider at every 25 workers (e.g. if contractor employees has 35 people at site, minimum 02 workers will possess 3rd party first aider certification).
- d. Fire Prevention and Fire Fighting: Fire & Emergency team is available for 24 hours to tackle any emergency inside QAPCO's battery limits.
- e. In case witness to any fire or emergency must communicate immediately as below:
- f. To raise the alarm: use the fire alarm or call the QAPCO Fire Brigade (inter. Tel No. 7666) or by using the emergency telephones located in the plants.
- g. When you call, the report must be clear and must give the most important information's i.e.:
 - What kind of emergency has occurred?
 - Exact location of the fire or emergency.
 - Who is reporting (his name and Contractor's name)?
- h. To Fight the Fire: put into service all available means located in the concerned area, following the instructions located in the same sector.
- i. QAPCO plant is provided with sirens located in complete facility. When hearing fire alarm, all works must be stopped, vehicles, mobile equipment, welding and electrical equipment must be turned off.
- j. The siren is put into service every first Sunday of the month at 09.00 am for testing.
- k. The Contractor shall provide his own first aid supplies; equipment and trained nurse shall be sufficient to cover probable needs based on worst-case scenarios.
- l. Air breathing apparatus or any air supply shall be used correctly and according to manufacturer instructions.

7.12 Performance & Reporting:

Contractor shall submit their monthly HSE performance reports to QAPCO Focal point .

Contractor should maintain the following but not limited documents for future reference & audit:

- Method of statement
- HSE Communication (MOM, HSE alert, TBT, etc)
- Employee training certification record.
- Incident / accident statistics

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- Incident investigation reports & corrective actions
- Contractor HSE performance records.
- Register for Tools & equipment
- 3rd party certifications (when required)
- JSA, Risk assessment Records
- Audit action plan.
- Any other record specifies in Scope of work (SOW)

7.13 Auditing:

Contractor shall define the basis for HSE auditing and management reviews of the effectiveness of the HSE plan or part thereof. There must be audit plans, protocols for conducting the audit, reporting of findings, and tracking of recommendations for improvement.

Contractor Management shall at intervals, review the effectiveness and suitability of the HSE-Plan. Such reviews shall be fed back to improve HSE plan and objectives, organization and resource allocation, and overall HSE performance.

8 RECORDS

The following records shall be maintained in support of this Instruction:

#	Record ID	Record name	Responsibility
1	NA	Contractor Training Request Form	HSE Support/ Training

9 APPENDIX

9.1 Contractor training request and approval form (IN-250-HSE-05- F-01)

9.2 Contractor training Room Rules (IN-250-HSE-05- APP-01)

9.3 Contractor Training Matrix- (IN-250-HSE-05 App-02)