



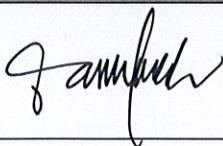
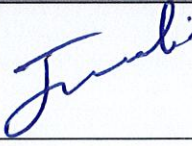

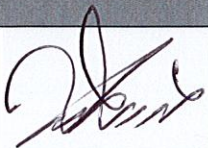



HSE Guideline for Traffic, Pedestrian and Equipment movement

Instruction No: - IN-250-HSE-17

Date of first issuance: April 1992

Approved by	Name	JONATHAN PETER COOK	
	Position	CHIEF HSE OFFICER	
	Date	17/12/18	

Rev.	Date	Prepared by	Reviewed by			
01	June 2018					
		Sr.HSE Officer	HSSE Support Manager	TGM	MGM (Vinyl)	MGM (PE/SC)

 QAPCO شركة قطر البتروكيماويات QATAR PETROCHEMICAL COMPANY	HSE Guideline for Traffic, Pedestrian and Equipment movement	Instruction	:	IN-250-HSE-17
		Revision	:	1
		Date	:	25- Jun-2018
		Page	:	2 of 14

Revision / Modification History

Rev#	Date	Section	Reason of Revision / Modification
0	Feb-2017	All	PR-251-SF-12 converted as Instruction (IN-250- HSE 17) to meet the BT requirements and modified as per New Organization structure. QAPCO Golden Rule # 2: Traffic included. Cyclist, Pedestrian, Motorist responsibilities added. Foot path, Cycle path, Shared path, road defined. Spark Arrestor device defined for fire prevention.
01	June-2018	All	Add vehicle and equipment requirements in section 6 . Add istamara requirement for equipment. Update pedestrians requirements Add a guidelines for machinery and equipment. Add reverse parking rule. Add Flagman requirement and responsibilities Add training and awareness

Distribution

QAPCO Intranet (to all QAPCO staff).

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 QAPCO شركة قطر البتروكيماويات QATAR PETROCHEMICAL COMPANY	HSE Guideline for Traffic, Pedestrian and Equipment movement	Instruction	:	IN-250-HSE-17
		Revision	:	1
		Date	:	25- Jun-2018
		Page	:	3 of 14

Table of Contents

1.0	PURPOSE.....	4
2.0	OBJECTIVES.....	4
3.0	SCOPE AND RESPONSIBILITIES	4
4.0	REFERENCES / DOCUMENTS	5
5.0	DEFINITIONS & ABBREVIATIONS:.....	5
6.0	GUIDELINES:	6
6.1	PEDESTRIAN.....	6
6.2	CYCLIST:.....	7
6.3	MOTORIST:.....	8
6.4	MACHINERY AND HEAVY VEHICLES:	8
6.5	Flagman for heavy vehicle and machinery.....	10
6.5.1	Flagman requirements:.....	10
6.5.2	Responsibilities of Flagman:	10
7.0	TRAFFIC MANAGEMENT:.....	11
7.1	Access to QAPCO Complex	11
7.1.1	Area-1: (Administration area).....	11
7.1.2	Area-2:.....	12
7.1.3	Area-3: (Restricted area).....	12
7.1.4	Logistics or Jetty Area:	12
7.2	Traffic and Parking	12
7.3	Traffic and Parking inside Security Gate-2.....	12
7.4	Traffic Accident.....	13
7.5	Fire Prevention and Actions in Case of Fire.....	13
7.6	Internal Discipline and QAPCO's Safety Rules.....	13
8.0	TRAININGS AND AWARENESS:.....	14

Prepared by	Sr. HSE Officer	Reviewed by	HSSESM	TGM	MGM Vinyl	MGM SC/ PE	Approved By	CHSSEO
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	HSE Guideline for Traffic, Pedestrian and Equipment movement	Instruction	:	IN-250-HSE-17
		Revision	:	1
		Date	:	25- Jun-2018
		Page	:	4 of 14

1.0 PURPOSE

This instruction provides guidance and outlines the responsibilities related to Guidelines for Traffic: Cyclist, Pedestrian and Vehicle / Equipment movement in QAPCO premises.

2.0 OBJECTIVES

The instruction provides users with general guidelines for eliminating, preventing and controlling hazards related to Traffic: Cyclist, Pedestrian and Vehicle / Equipment movement in QAPCO premises. It specifies conditions and restrictions on the movement of Pedestrian & Vehicle inside QAPCO.

3.0 SCOPE AND RESPONSIBILITIES

This instruction is applicable to all QAPCO personnel and contractors in QAPCO facilities who have to work with Vehicle / Equipment operation as a Motorist, Cyclist or Pedestrian.

Chief HSSE Officer:

The Chief HSE Officer is responsible to ensure that all the required support and resources are provided for effective implementation of this instruction. He is also responsible for reviewing and updating the instruction and criteria relevant to Traffic: Cyclist, Pedestrian and Vehicle / Equipment movement in QAPCO.

Department Managers:

All Department Managers are responsible for ensuring that hazards associated with Traffic: Cyclist, Pedestrian and Vehicle / Equipment movement in their area of responsibility (including contractor activities) are managed in accordance with the requirements of this instruction.

Employees & Contractor staff:


All employees and contractor staff working in QAPCO shall adhere to this instruction for Traffic: Cyclist, Pedestrian and Vehicle / Equipment movement in QAPCO.

Everyone must follow QAPCO Golden rule # 2

(Traffic: Cyclist, Pedestrian and Vehicle / Equipment movement)



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	HSE Guideline for Traffic, Pedestrian and Equipment movement	Instruction	:	IN-250-HSE-17
		Revision	:	1
		Date	:	25- Jun-2018
		Page	:	5 of 14


4.0 REFERENCES / DOCUMENTS

Document ID	Document Title
PR-QSS-114	Permit to work instruction
PR-QSS-130	Gate Pass procedure
PR-PSS-135	Mesaieed facility access control procedure
IN-254-SCR-02	Instruction Material Exit pass
IN-250-HSE-03	QAPCO 12 Golden Rules at work
IN-250-HSE-08	Instruction for Hot Work Permit

5.0 DEFINITIONS & ABBREVIATIONS:

#	Abbreviation / Key word	Definition summary
1	Motorist	A person who drives a Vehicle / Equipment (such as Forklift, Crane...)
2	Cyclist	A person who rides or travels by bicycle, tricycle or Workman cycle
3	Pedestrian	A person walking along a road or in a developed area
4	Shared path	off-road facilities designed to be shared by pedestrians and cyclist
5	Footpath	paths beside a road principally designed for pedestrian
6	Roads	Cyclist and pedestrians might share road space at the edge of a road when no footpath is provided.
7	Administration area	From the main QAPCO entrance to the Security Gate No.2
8	Restricted Area	Plant area within the safety gates is called the restricted area and is the area in which flammable material may exist.
9	Spark arrester device	A spark arrester is any device which prevents the emission of flammable debris from combustion sources, such as internal combustion engines.
10	HSE -IMS	Health, Safety & Environment -Integrated Management System
11	Management	People (a person or group of people) with authority and responsibility for the conduct and control of an organization.
12	Line management	All the managers of the plant: chief, director, manager and Head of.
13	CHSSEO	Chief HSSE Officer
14	COO	Chief Operation officer
15	HOD	Head of Section
16	Everyone	Could be QAPCO staff /Contractor staff/ Specialist / Visitor
17	Machinery	Equipment or heavy vehicles used for lifting, transportation
18	Flagman	A Flagman is the person who directs the operation of a crane or heavy vehicle for safe movement of vehicles and pedestrians in and around the plants. And also to keep workers, assets and on-site equipment safe. Crane or heavy vehicle drivers do not always have clear visibility of the loading area.

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 QAPCO شركة قطر البتروكيماويات QATAR PETROCHEMICAL COMPANY	HSE Guideline for Traffic, Pedestrian and Equipment movement	Instruction	:	IN-250-HSE-17
		Revision	:	1
		Date	:	25- Jun-2018
		Page	:	6 of 14

6.0 GUIDELINES:


6.1 PEDESTRIAN

The Pedestrian does have the right of way in many cases but, pedestrian must follow the below safety rules.

- Walk at a normal pace & use only dedicated Pathways
- Make sure you are seen
- Don't allow your vision to be blocked by clothing, hats, or items that you are carrying.
- When crossing, look both ways before crossing the street.
- use all of your senses and avoid to use your cell phone for calls and texting
- Make eye contact with the vehicle driver.
- Wear bright or reflective clothing at night.
- Make sure all traffic has stopped before you leave the foot path.



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	HSE Guideline for Traffic, Pedestrian and Equipment movement	Instruction	:	IN-250-HSE-17
		Revision	:	1
		Date	:	25- Jun-2018
		Page	:	7 of 14


6.2 CYCLIST:

A cycle is considered as a vehicle and the rules of the road be will as same as for motor vehicles.

- Bicycles are not allowed to be used to carry tools & equipment, always use tri-cycle.
 - Always use a Cyclist path way where provided & cycle at a normal pace
 - Always give a way to Pedestrians
 - Cycles are not permitted on pedestrian walkways
 - Use both hands to control the cycle
 - Be seen by motorist, use reflector
 - Don't allow your vision to be blocked
 - Check & fix your cycle before riding & always maintain cycle in good working order.
 - Check brakes
 - Don't horseplay OR race, obeying traffic signs and signals.
 - Don't carry extended OR loose material
 - Use proper indication of movements using hand signals.
 - Cycles/Tricycles shall be parked in an orderly manner and not block pedestrian or motor vehicle traffic.
 - Pull over when you are tired.
 - Tricycles shall be ridden on the right hand edge of the road and in a single lane.
 - Park the cycle in designated station after use.
- *Use of cycle without the knowledge to drive is a traffic violation.



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 QAPCO شركة قطر البتروكيماويات QATAR PETROCHEMICAL COMPANY	HSE Guideline for Traffic, Pedestrian and Equipment movement	Instruction	:	IN-250-HSE-17
		Revision	:	1
		Date	:	25- Jun-2018
		Page	:	8 of 14

6.3 MOTORIST:

State of Qatar, Road traffic law applies in QAPCO complex


Motorist are also responsible for the care and maintenance of their motor vehicle including but, not limited to items like headlights, brake lights, indicator lights, brakes, tires, horn, etc...

- Respect & follow the Traffic Rules:
- Smoking is PROHIBITED in all vehicles inside Qapco facilities
- Ensure you are authorized to drive a vehicle (valid driving license).
- Use only certified vehicle (valid, istamara)
- Safety tour of vehicle- Perform physical pre-use inspection before use.
- Buckle your seatbelt and assure all passengers do the same.
- Obtain necessary permit, whenever required. (Permit required to enter inside the plant area)
- Follow specified speed limits 30Km/h for Cars & 10Km/h for Forklifts & heavy equipment.
- Give way to pedestrians and cyclists.
- Overtaking of a flagman & vehicle is strictly prohibited.
- Never use a cell-phone while driving/equipment a vehicle.
- Keep a Safe distance from the next vehicle, minimum of 10 meters
- Do not transport passengers and goods in the same compartment.
- Take special precautions when driving conditions are hazardous.
- Always look well ahead down the road and watch out for blind spots.
- Park the vehicle in a designated parking bay after use
- Indicate and make sure the way is clear before making a turn or changing lanes.
- Drive according to the weather conditions.
- Ensure the vehicle driven or machinery operated has a valid registration and certificate as per State of Qatar- Traffic law.

6.4 MACHINERY AND HEAVY VEHICLES:

- Respect & follow the Traffic Rules:
- Only personnel, who are trained, authorized and certified, can operate the equipment.
- The equipment drivers shall have valid Qatar Driving License specific to the type of vehicle they operate.
- For equipment (heavy vehicles, fork lift, crane etc.) Shall have valid istimara.
- All equipment (crane, fork lift, vehicles) shall be equipped with Fire extinguisher.

Prepared by	Sr. HSE Officer	Reviewed by	HSSESM	TGM	MGM Vinyl	MGM SC/ PE	Approved By	CHSSEO
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	HSE Guideline for Traffic, Pedestrian and Equipment movement	Instruction	:	IN-250-HSE-17
		Revision	:	1
		Date	:	25- Jun-2018
		Page	:	9 of 14

- All heavy equipment (Crane, forklift) shall be front escorted with flagman at safe distance and rear if reversing.
- Follow the instruction of banks man.
- All the load to be secured before moving.
- Crane, fork lift and other lifting equipment shall be inspected by 3rd party refer to procedure (lifting equipment periodic inspection procedure PR-223- ES-113)
- Overtaking of a vehicle is prohibited.
- Always obey the speed limit and buckle your seatbelt
- Parking brake shall be engaged when vehicles are parked.
- Keys shall be left in the vehicle when parked within facility.
- Equipment should not be parked blocking any safety equipment like fire truck, fire hydrants etc.
- Equipment engine shall never be left running while the vehicle is unattended. (Except emergency response vehicles)
- Wheel chocks are required for all trailers that do not have alternative methods of locking the wheels i.e. air brakes.
- Any material taking out from QAPCO requires a material exit pass (IN-254- SC-02)

SPEED LIMITS



FORKLIFT & MACHINERY




VEHICLE INSIDE RESTRICTED AREA



GENERAL AREA

Prepared by	Sr. HSE Officer	Reviewed by	HSSSEM	TGM	MGM Vinyl	MGM SC/ PE	Approved By	CHSSEO
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 HSE Guideline for Traffic, Pedestrian and Equipment movement	Instruction	:	IN-250-HSE-17
	Revision	:	1
	Date	:	25- Jun-2018
	Page	:	10 of 14

6.5 Flagman for heavy vehicle and machinery

The Flagman is in charge of the equipment movements from one point to the other inside QAPCO facility.

6.5.1 Flagman requirements:


Equipment/ Vehicle	Criteria	Is Flagman required
Forklift	<ul style="list-style-type: none"> • Inside Plant "process area" (restricted gates) even without load • If the load is exceeding the width of the forklift. • If the load is partially obstructing the operator view / vision • Inside Turnaround / Shutdown traffic controlled area as defined by plot plan • While reversing 	Yes
	<ul style="list-style-type: none"> • Carrying no load or small load • Not exceeding the width of the forklift • Clear operator view / vision • Outside Plant "process area" (restricted gates) 	No
Crane	<ul style="list-style-type: none"> • From gate 1, gate 3 OR the contractor yard until the job location. Note: Flagman shall be a qualified rigger (3 rd party)	Yes
Other heavy Vehicles (trucks, vacuum truck, flatbed trailers, tankers etc.)	<ul style="list-style-type: none"> • From gate 1, gate 3 OR the contractor yard until the job location. • Inside Turnaround / Shutdown traffic controlled area as defined by plot plan 	Yes
Vehicles & areas excluded from using flagman are:	<ul style="list-style-type: none"> • DHL delivery trucks • Water delivery trucks • Pool cars • Forklifts inside Warehouses • Forklifts inside Maintenance workshops 	Not required

*Note: Flagmen must be physically fit. They must particularly have good vision and hearing capability.

6.5.2 Responsibilities of Flagman:

- The speed of any mobile/heavy equipment (Forklift, car, Trucks, Trailer...etc.) shall be within the walking speed whenever the flagman is needed. Otherwise it should not exceed 10 km/h.
- Guide the Heavy Vehicle operator when operating with heavy and bulky load.
- Assist and guide the machine operators in congested areas.
- Control the traffic around the area of forklift operation.

Prepared by	Sr. HSE Officer	Reviewed by	HSSESM	TGM	MGM Vinyl	MGM SC/ PE	Approved By	CHSSEO
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 QAPCO شركة قطر البتروكيماويات QATAR PETROCHEMICAL COMPANY	HSE Guideline for Traffic, Pedestrian and Equipment movement	Instruction	:	IN-250-HSE-17
		Revision	:	1
		Date	:	25- Jun-2018
		Page	:	11 of 14

- e) The flag man should ride a tricycle when he is guiding the heavy equipment especially while covering a long distance, the flagman should always carry red and green flags to give appropriate signals.
- f) Due to access restriction if the tricycle cannot be used, he may walk and guide the vehicle giving appropriate signals using the right flag.
- g) Flagman should always maintain line of sight with the operator. When line of sight cannot be maintained, flagman shall stop operations / movement until line of sight is re-established. The flagman is to keep himself at least 10 meters (or at safer distance) from the Heavy Vehicle while escorting / travelling. Flagman must make sure that he is not walking in the line of Heavy Vehicle.
- h) Flagman shall have good cooperation and coordination with heavy vehicle operator in order to drive the equipment max 10.0 km/h and to carry out work smoothly and safely.
- i) In congested areas speed of the Forklift/Heavy Vehicle should be reduced to below 10 km/h.
- j) Due to access restriction if the tricycle cannot be used, the flagman should always carry red and green flags to give appropriate signals, and wear reflective green jacket in addition to his regular PPEs. He should always use whistle to control the vehicle traffic and people movement.
- k) Flagman should always be with his assigned vehicle and he should not leave from his duties during operation of the vehicle.
- l) During crane operations flagman is not authorized to give hand signal to the crane operator unless.
- m) Flagman should be proactive and should expect potential hazards due to heavy equipment movement inside the plants and on the road.
- n) Flagman shall not engage himself into any other activities while vehicle is moving.
- o) Flagman can be a part of work force but Flagman shall not perform dual role while working as Flagman.
- p) Flagman is authorized to make complaints for the non-compliance from his own Forklift/Heavy Vehicle operator, or from nearby workforce and other contractors to his immediate supervisor or safety personnel.

7.0 TRAFFIC MANAGEMENT:


7.1 Access to QAPCO Complex

Before entering QAPCO, all vehicles should be stopped at the truck parking area outside main gate, awaiting clearance from QAPCO's security.

7.1.1 Area-1: (Administration area).

From the main QAPCO entrance to the Security Gate No.2, only authorized people are allowed inside with access granted. Contractor vehicles require a QAPCO vehicle security pass to enter.

Prepared by	Sr. HSE Officer	Reviewed by	HSSESM	TGM	MGM Vinyl	MGM SC/ PE	Approved By	CHSSEO
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	HSE Guideline for Traffic, Pedestrian and Equipment movement	Instruction	:	IN-250-HSE-17
		Revision	:	1
		Date	:	25- Jun-2018
		Page	:	12 of 14

7.1.2 Area-2:

QAPCO access authorization is required to enter this area. This is the area between security gate no. 2 until the restricted area. The driver must have gone through QAPCO safety induction and possess a valid safety card. QAPCO security will ensure the entrant has a valid QAPCO safety card.

7.1.3 Area-3: (Restricted area)

Area inside the safety gates, access to this area is controlled by Hot Work Permit as per Instruction (In-250-HSE-08). Including gas testing requirements.

7.1.4 Logistics or Jetty Area:

Access to the Jetty area is through the restricted area, the access authorization as above Area-3 is required.

N.B. Remember that for the entry to the Industrial Area, it is necessary to obtain a Gate Pass from MIC (Mesaieed Industrial City).

7.2 Traffic and Parking

We remind all drivers that traffic on the QAPCO site requires special care and attention as in all chemical plants.

In addition to the compulsory carefulness, the contractors and those working under their authority are obliged to follow the general traffic regulations and QAPCO's traffic rules.

The reverse parking rule shall be followed by everyone (employees, contractors & visitors) and applicable to all QAPCO locations including Doha HQ & Al-Reem club.

7.3 Traffic and Parking inside Security Gate-2


Inside the Security Gate-2, only authorized vehicles are allowed. The equipment or vehicle's owner is responsible to follow the QAPCO traffic rules and have the appropriate driving license or authorization.

The traffic in the Restricted Area (plant area) is strictly regulated by Hot Work Permit. The following points have to be observed in addition to general traffic rules for maintaining safety in the plant:

- a. Speed limit For Vehicles: 30 km/hrs. & in restricted area 20 km/hrs. Speed Limit for Forklifts & machinery: 10 km/hrs.
- b. No permanent parking.
- c. No blockage or parking of the vehicles on the road.
- d. No front parking, only reverse parking
- e. Must give way or keep the road clear for emergency vehicles (Fire truck, ambulance etc.)

N.B: Only emergency vehicles (i.e. firefighting truck) can enter the restricted area as per production team's request to deal with the emergency situation.

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		Revision	:	1
		Date	:	25- Jun-2018
		Page	:	13 of 14

7.4 Traffic Accident

In addition to the State of Qatar's laws, following QAPCO rules shall apply:

- a) For any accident involving a third party and resulting in some damage to materials, equipment or QAPCO installation, you must inform the Firefighting center by dialing 666.
- b) Do not move the vehicle and place warning signs to avoid another accident.
- c) In case of an accident with injury, QAPCO's Infirmary will provide emergency treatment to the injured.
- d) Any near miss incident or Safety observations related to Traffic should be report to immediately to area supervisor/ area operator/ safety officer.


7.5 Fire Prevention and Actions in Case of Fire

- a) To Raise the Alarm: Use the alarm or call the Firefighting Center by internal tel. No. 666 or by fire phone located on that area. When you call, the report must be clear and comprising the most important information as:
 - I. What kind of emergency has occurred?
 - II. Exact location of fire/emergency.
 - III. Name of person who is reporting.
- b) Upon hearing emergency Fire & Gas alarm, slow your vehicle; park it near to a safe place without blocking the roads. **Stop the engine and then turn your key in the ignition switch to the LOCK/OFF position and leave it there** and stay near the vehicle until further instructions. The Siren is tested on every first Sunday of the month at 09.00AM.
Vehicle/ Equipment's entering restricted area fixed with Spark arrester device

7.6 Internal Discipline and QAPCO's Safety Rules

- a. Driver and front passenger shall use Seat belt within QAPCO premises; it is mandatory requirement as per QATAR Traffic regulations.
- b. Do not use mobile phones while driving inside QAPCO premises.
- c. Observe all applicable QATAR driving rules & regulations within QAPCO premises.
- d. Smoking is strictly prohibited in the vehicles.

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 شركة قطر البتروكيماويات QATAR PETROCHEMICAL COMPANY	HSE Guideline for Traffic, Pedestrian and Equipment movement	Instruction	:	IN-250-HSE-17
		Revision	:	1
		Date	:	25- Jun-2018
		Page	:	14 of 14

- e. Non explosion proof beepers and electronic items, Mobile telephone, match boxes, lighter, cigarettes, gas cylinders and gas cookers are not allowed in the restricted Area. Keep them all in the Guard house before entering.
- f. Personal Protective Equipment must be used inside the plants restricted area.
- g. Inside QAPCO's Premises, all are expected to follow the Safety Rules as required by QAPCO.
- h. Contractor will be liable for misconduct of their drivers.
- i. QAPCO will have the right to expel the driver immediately and definitively, for violation of QAPCO's Safety Rules.

8.0 TRAININGS AND AWARENESS:

All the workforce shall be trained and aware about basic safety requirements for pedestrians, cyclists & heavy vehicle.

QAPCO will conduct general traffic safety (**Traffic, Pedestrian and Equipment movement**) training for all workforce and validity of training will be as per QAPCO training matrix.

Flagman Training requirements:

A Flag man will be trained as flagman from QAPCO.

After completion of successful training, flagman authorization card will be issued.

ONLY who possess the authorization card shall perform flagman role. He shall carry the authorization card at all times.

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