

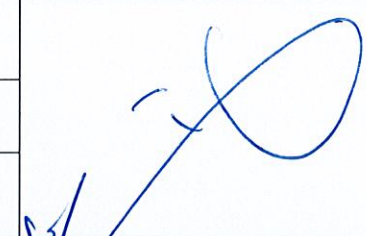
**QAPCO**  
شركة قطر للبتروكيماويات  
QATAR PETROCHEMICAL COMPANY

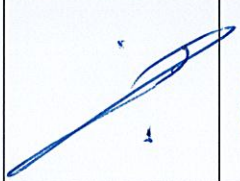

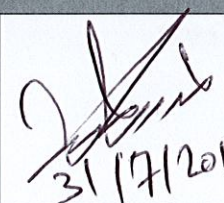
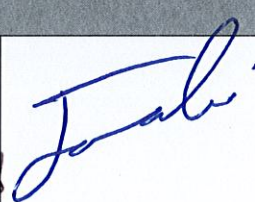
COMPANY STANDARD INSTRUCTION

## Occupational Health & Industrial Hygiene Instruction for Contractors.

Instruction Number: IN-253-ENV-07

Date of first issuance: 21<sup>st</sup> April 2013

Approved by	Name	Jonathan Cook	
	Position	Chief HSSE Officer	
	Date	23-12-2018	

Rev.	Date	Prepared by	Reviewed by		
02	19/07/2018		 26.07.2018	 31/7/2018	
		SEM	MGM (Vinyl)	MGM (SC/PE)	TGM

**Revision / Modification History:**

Rev. #	Rev. Date	Section No.	Reason of modification
1	21.12.2014	08	Remove the requirement of providing ambulance by the Contractor.
		ANNEX1	Adding TEAL & XYLENE to chemical hazards. Adding GAMMA rays to physical hazards.
		ANNEX3	Update the List.
2	19.07.2018	All	Format Change, Amendments, Additional information, Clarification and detailed description. <ul style="list-style-type: none"> <li><input type="checkbox"/> Removing term GSD.</li> <li><input type="checkbox"/> Generic Inclusions of all contractors' activities</li> </ul>
		All	Aligned and revised as per new organization and BT-4 documents. This Instruction supersede IN-320-MED-01

**Distribution:**

Through Intranet (ISO Achiever Plus)

To All Contractors.

Prepared by	SEM	Reviewed by	MGM (Vinyl)	MGM (SC/PE)	TGM	Approved by	CHSSEO
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## 1. OBJECTIVE

The purpose of this HSSE Instruction is to provide & communicate Technical Guidance Note and regulatory framework on Occupational Health & Industrial Hygiene Requirements applicable for Contractors. While working for QAPCO; all the contractors and their sub-contractors are bound to comply with each requirement stipulated under this HSE instruction,

## 2. SCOPE

This HSE Instruction shall apply to all contractors and their sub-contractors (if any) working for QAPCO, within the company premises or outside the premises, under direct contractual agreement with QAPCO.

All categories of Contractors (i.e. Short term, long term, service supply or specialized contractors such as Turn Around /Shutdown activities) are covered under the scope of this HSSE Instruction.

By following this HSSE instruction, Contractors will demonstrate that, they have applied good occupational health & Industrial Hygiene work practices to tackle physical, chemical, biological and ergonomics hazards at work-site.

## 3. BRIEF SUMMARY

This HSE instruction addresses all major aspects associated with Occupational Health and Industrial Hygiene requirements to protect worker's health & well-being at work. MSDS requirements, Safe working with Radiation, Worker's Welfare, Hearing Protection and food safety requirements are elaborated in this instruction.

Each of the above mentioned elements are described in-details in the section-7 of this HSSE instruction.

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#### 4. ABBREVIATIONS / DEFINITIONS

#	Abbreviation / Key word	Definition summary
1.	MSDS / SDS	Material Safety Data Sheet, Safety Data Sheet
2.	HACCP	Hazards Analysis and Critical Control Point
3.	MME	Ministry of Municipality & Environment
4.	HCP	Hearing Conservation Program
5.	HSSSED	Health, Safety, Security & Environment Division- QAPCPO
6.	PTW	Permit to Work
7.	MIC	Mesaieed Industrial City
8.	ILO	International Labour Organization
9.	RPO	Radiation Protection Officer
10.	TLV	Threshold Limit Values
11.	PPE	Personal Protective Equipment
12.	QCDD	Qatar Civil Defence Department
13.	QCS	Qatar Construction Specifications
14.	SEM	Sustainability & Environment Department Manager- QAPCO
15.	MGM	Manufacturing Group Manager, QAPCO
16.	TGM	Technical Group Manager, QAPCO
17.	CHSSEO	Chief Health, Safety, Security & Environment Officer, QAPCO

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## 5. DOCUMENT REFERENCES

#	Document ID	Document name	Summary of dependency or use
1	IN-250-HSE-12	HSE Instruction for Radiography Certificate	Reference
2	NA	QATAR Labour Act No. 3 of 1962, Chapter-9: Safety, Health and welfare of workers	Reference
3	Ministerial Decision No. 16 of 2007	Qatar: Ministerial Decision No. 16 of 2007 determining the working hours in exposed work places during the Summer	Reference
4	Ministerial Decision No. 20 of 2005	Regarding necessary precautions & requirements in work areas & places to protect workers & operators therein & visitors against risks of work	Reference
5	Law 8/1990	Emiri Food Control Law 8 / 1990, Ministry of Public Health-QATAR	Reference
6	Law 17/2005	Ministerial of Civil Services and Housing Affairs No. 17 of 2005 & Ministerial order no. 18 of 2014	Reference
7	PR-253-ENV-04	Hearing Conservation Program	Reference
8	Law 14/2004	Law No (14) of the Year 2004 (QATAR Labour Law) Article (74)- Maximum Working Hours	Reference
9	PR-253-ENV-02	Food Safety & Hygiene Guidelines, QAPCO	Reference
10	PR-253-ENV-01	MSDS Management, QAPCO	Reference

## 6. IT SYSTEM REQUIREMENTS

#	IT system module name	Summary of IT system module use
1	NA	NA

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	<b>Occupational Health &amp; Industrial Hygiene Instruction for Contractors</b>	Procedure	:	IN-253-ENV-07
		Revision	:	2
		Date	:	19/07/2018

## 7. OCCUPATIONAL HEALTH & INDUSTRIAL HYGIENE REQUIREMENTS:

Occupational Health & Industrial hygiene requirements are targeted to address & mitigate the hazards related to Worker’s Health and well-being at work. Followings are the major applicable elements under this domain:

### 7.1 Management of Chemical Hazards & MSDS Requirements:

- Any Hazardous Chemicals brought to QAPCO Premises by Contractors (where contractors are direct owner of these chemicals), shall be accompanied by latest MSDS in standardized format. Copy of These MSDSs (Register) shall be submitted to Sustainability & Environment Department of HSSE Division for their approvals and record prior to commencement of any field work activity.
- Detailed Risk Assessment & Control Plan shall be prepared by contractors, when their employees are directly exposed to these hazardous chemicals. Contractor has to ensure the availability & use of necessary PPEs in-line with MSDS Requirements.
- Any chemicals listed under Annexure-6 of ILO- Category of “Banned Chemicals or severely Restricted Chemicals” are prohibited to use at QAPCO Premises. Contractors are legally bound to comply with this requirement. Updated List of chemicals under Annexure-6 can be obtained from following URL:  
<http://www.ilo.org/legacy/english/protection/safework/cis/products/safetytm/clasann6.htm>

Note: In case, where Contractors are using or working with chemicals provided by QAPCO or under direct ownership of QAPCO- they are excluded from the requirements of section 7.1. QAPCO’s HSSE Procedure of MSDS Management (PR-253-ENV-01) shall be applicable in this case.

### 7.2 Working with Radioactive Materials / Radiography:

- All operations involving the use of radioactive substances shall be carried out in strict compliance with Management of Radioactive Materials Procedure PR-250- HSE-03. Appropriate Radiography Certificates & Necessary Work permits shall be obtained in-line with requirements of QAPCO HSSE Instructions: IN-250-HSE-12. Radiography contractor shall take all necessary steps to control the hazards and protect the work force from risk of exposure to ionizing radiation.
- In case, when contractors are expected to work on or near the QAPCO’s fixed point sources- Nuclear Gauges (Gamma Rays Exposure) at the polyolefin plants, QAPCO’s radiological workers/ RPOs should be consulted prior starting the job. 1 meter periphery from the source is considered as restricted work area. Only classified radiological workers are allowed to conduct any job within restricted area. More than 1 meter distance from source is considered as Safe working distance for all other non-classified workers/contractors.

### 7.3 Control of Substances Hazardous to Health (COSHH):

- Hazardous Exposures to Carcinogen Chemicals, Welding Fumes, Poly-ethylene Dust, Sulfur Dust & Other particulates matter must be controlled in such a way that contractor’s workforce are not exposed to these substances above TLVs (Threshold Limit Values).

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- Contractors are responsible to protect their workforce by providing appropriate PPEs including specialized respirators and other means of engineering controls whenever required.
- Pre-employment, Periodical medical check-ups & Fitness to Work requirements in-line with company procedure & guidelines. (Medical requirement For Contractors- QAPCO HSSSED)

#### **7.4 Food Safety & Hygiene Requirements:**

- Contractors are required to give utmost attention and care to maintain proper Food safety and hygiene practices whenever they provide packed food or live buffet to their employees.
- Food Preparation/Cooking must be done at Accredited & Certified Facility. If Kitchen is within MIC (Mesaieed Industrial City) Area, then it must be accredited by MIC Authorities in addition to Food Control Authorities, Ministry of Public Health- QATAR.
- The Hazards Analysis and Critical Control Point (HACCP) system must be adopted and implemented by Contractors- whenever they prepare/deliver/serve the food to their employees.
- Routine Inspection & Audit Reports must be submitted by Contractors to QAPCO's HSSSED in order to demonstrate the effective Food Hygiene Management system.
- Contractor shall provide at least three (3) meals per day (including one hot meal) at regular intervals. Contractor is not allowed to store food packets more than 2 hours. All the meals provided by contractor at QAPCO site must be consumed within 2 hours of preparation.
- The contractor shall ensure that all food provided must cater to specific cuisines of the various nationalities that may make up the group of manpower accommodated at QAPCO to be compatible with manpower's respective national origins and of excellent quality in dietary nature and nutritional requirement.
- Dining Hall, if provided by contractor, must be well ventilated, clean & suitably furnished for food consumption in accordance with Applicable standards. (PR-253-ENV-02)
- Drinking Water, if provided by Contractors, must be in-compliance with parameters and standards stipulated under Guidelines of MME (Ministry of Municipality & Environment) and QAPCO's Food Hygiene Procedure.

Note: If Contractors are utilizing QAPCO's Canteen/ Drinking water- They are excluded from the requirements of section 7.4. QAPCO's Food Safety & Hygiene Procedure (PR-253-ENV-02) is applicable in such case.

#### **7.5 Contractor's Welfare, Sanitation and Worker accomodation:**

- Contractors are required to provide adequate Welfare, Sanitation and accommodation facilities in accordance to QATAR Labor Law and Resolution of the Ministry of Civil Service and Housing Affairs No. 17 of 2005 and Ministerial Order No. 18 of 2014.
- Camp/accommodation Facility: Any accommodation or Housing provided by contractor or on behalf of contractor where bedrooms are shared by two (2) or more workers must be in compliance with Building Design, Layout, Construction and operational criteria defined with Qatar Civil Defense Department (QCDD), Qatar Construction Specifications (QCS) and other governmental requirements, i.e. Ministry of Municipality & Environment. Major requirements are mentioned below:

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- a) **Facility Management Program:** Contractor Shall Establish a Facility Management Program setting out Routine Cleaning Plans, Pest control plans, Fire/safety/Emergency & Security Management, workers Induction etc...
- b) **Bedrooms:** Bedrooms shall be of a size not less than 4 m<sup>2</sup> per bed and contain maximum of 4 persons per room, including a storage area. If the bedroom provides more than 6 m<sup>2</sup> space per bed, maximum of 5 persons per room is allowed.

Bunk beds and bed sharing are strictly prohibited. Each worker is to be provided with their own bed. Beds shall be at least 1.0m x 2.0m and minimum of 0.3m above the floor and shall be made of material which is solid, durable and impervious to moisture.

Lockable personal storage per bed shall be provided. Workers shall be provided mattress, pillows, bed sheets (2) and blanket at free of cost. Each bed rooms shall be air-conditioned and with 1 operable window covered by movable curtain and 1 power outlet per bed.

Hotplates or Cooking arrangements inside bedroom shall be strictly prohibited. No fees shall be charged to workers for accommodation, water or electricity.

- c) **Washing & Sanitary Conveniences:** Contractors shall provide a suitable and sufficient washing facilities and sanitary conveniences at camp accommodation.

Contractor shall provide workers with a laundry service, weather in-house or external, free of charge. For washing of personal items at worker's choice, the contractor shall provide suitable washing facilities, such as laundry tubs/troughs with water faucets or washing machines and washing lines or dryers.

Toilets, urinal, showers and washbasins shall be contained within defined toilet/showering areas and must be ratios of: 1 toilet, urinals and shower head per six (6) beds. Each bathroom shall have sufficient ventilation/exhaust to remove foul air & moisture and with adequate drainage. Each bathrooms shall be cleaned daily and intensive deep cleaning shall be undertaken monthly.

- d) **Sport, Recreation & Other Facilities:** Adequate facilities shall be provided for sport, recreation, entertainment and internet access.

Minimum 1 outdoor multi-purpose sport field and or communal indoor recreational space shall be provided or necessary arrangements shall be made in this regards.

Sufficient numbers of social rooms/ TV rooms and free Internet access shall be made available to all the workers.

- e) **Medical, Health & Transportation requirements:** Contractor shall provide free of charge medical & health care facility for all the workers. Site based First-aiders shall be available. Contractor shall provide adequate transport facility (in compliance with requirements of General Directorate of Traffic) for all the workers to and from workplace.

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- **Provision Drinking Water:** Suitable and sufficient quantities of cool potable water that is fit for human consumption shall be provided at convenient locations. During summer season Contractor should provide thermally insulated containers distributed appropriately around the work areas. At Work-place areas within plants, contractor may use QAPCO's infrastructure and facilities, which includes drinking water Coolers.

### **7.6 Noise Controls and Hearing Conservation Program:**

- QAPCO's Hearing Conservation Program (HCP) comprises of various tasks and activities aiming to protect workers from occupational health hazards associated with exposure to high noise in QAPCO operations.
- Contractors are expected to follow QAPCO's HCP Requirements (PR-253-ENV-04). Generally applicable requirements for contractors, are providing necessary PPEs such as Ear Plug/Ear Muffs to the contractors' employees working in high Noise Area. All the high Noise Areas (above 85 dB) in QAPCO Plant are identified and equipped with necessary warning Signs. All Contractors Employees are required to follow safe working practices by using appropriate PPEs in line with QAPCO's HSSE Procedure (PR-250-HSE-02)
- For the Vehicles, equipment & tools (i.e. Generators, jack hammers, drilling machines) brought by Contractor in to QAPCO premises, must be well maintained, adequately certified and Rated for Low Noise Levels. QAPCO HSSED reserved the right to accept/reject any of contractor's equipment based on High Noise criteria.

### **7.7 Working Hours/Days:**

- All manpower provided by Contractor shall fully comply with normal working hours / days (both regular and shifts) adopted by QAPCO. Furthermore, QAPCO reserves the right to change, at any time and at its own discretion, these working hours / days. In such cases, the contractor shall fully comply with those changes. In addition, CONTRACTOR shall fully comply with QAPCO's policies and procedures regarding Maximum Allowable working Hours which includes fatigue and alertness management.

### **7.8 Employees Training & PPEs:**

- Safety Induction & other Mandatory Training requirements are applied for Contractor workers under categories of Lead Executors, Crew Workers etc.
- Contractors are requested to refer QAPCO HSSE Procedures relevant to this requirement. (PR-QSS-128: HSE Training Process, PR-QSS-114: PTW, PR-250-HSE-02: PPE Management Procedure).

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## 8. RECORDS & REVIEW

#	Document / Record ID	Document / Record name	Responsible department or section
1	NA	Contractor's HSE Plan, including Heat-stress Management program	Contractors
2	NA	Routine Inspections & Internal/external audit reports	Contractors

## 9. APPENDICES

Appendix-1 – List of chemicals banned or severely restricted to certain uses (ILO-Annexure-6)

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**APPENDIX-1: List of chemicals banned or severely restricted to certain uses  
(ILO-Annexure-6)**

Chemical	CAS number	Use category	Use limitation
MERCURIC OXIDE	21908-53-2	SR	SR
MERCUROUS CHLORIDE	10112-91-1	SR	SR
OTHER INORGANIC MERCURY COMPOUNDS		B	B
ALKYL MERCURY COMPOUNDS		SR	SR
ALKOXYALKYL AND ARYL MERCURY COMPOUNDS		B	B
ALDRIN	309-00-2	SR	SR
CHLORDANE	57-74-9	B	B
DIELDRIN	60-57-1	B	B
DDT	50-29-3	B	B
ENDRIN	72-20-8	SR	SR
HCH (contains < 99% gamma isomer)	608-73-1	B	B
HEPTACHLOR	74-44-8	B	B
HEXACHLOROBENZENE	118-74-1	B	B
CAMPHECHLOR (TOXAPHENE)	8001-35-2	B	B
POLYCHLORINATED BIPHENYLS (PCB), except MONO- and DICHLORINATED BIPHENYLS	1336-36-3	B	B
POLYCHLORINATED TERPHENYLS (PCT)	61788-33-8	B	B
PREPARATIONS with a PCB or PCT content higher than 0.01% by weight		B	B
TRIS(2,3-DIBROMOPROPYL) PHOSPHATE	126-72-7	SR	SR
TRIS-AZIRIDINYL-PHOSPHOXIDE	545-55-1	SR	SR
POLYBROMINATED BIPHENYLS (PBB)		SR	SR
CROCIDOLITE	12001-28-4	SR	SR
NITROFEN	1836-75-5	B	B
1,2-DIBROMOETHANE	106-93-4	B	B
1,2-DICHLOROETHANE	107-06-2	B	B
AMOSITE	12172-73-5	B	B
ANTHOPHYLLITE ASBESTOS	77536-67-5	B	B
ACTINOLITE ASBESTOS	77536-66-4	B	B
TREMOLITE ASBESTOS	77536-68-6	B	B
CADMIUM and its compounds	7440-43-9	R	R
2-NAPHTYLAMINE and its salts	91-59-8	B	B

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4-AMINOPHENYL and its salts	92-67-1	B	B
BENZIDINE and its salts	92-87-5	B	B
4-NITROPHENYL	92-93-3	B	B

**LEGEND:**

Use category:

- P : plant-protection product
- I : Industrial chemical

Use limitation:

- SR : Severe restriction
- B : ban
- R : Restrictions

For Updates on above list, check below URL Address:

- <http://www.ilo.org/legacy/english/protection/safework/cis/products/safetytm/clasann6.htm>

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