

**DOUGLAS**

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# **DOUGLAS OHI HSSE CODE FOR SUBCONTRACTORS**

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**REVISION: JULY 2018**

## **The purpose of the Douglas OHI LLC Health, Safety, Sustainability and Environmental Code for Subcontractors**

This Code has been prepared to ensure that Douglas OHI LLC and all Subcontractors on Douglas OHI LLC contracts operate to clear and consistent standards and in doing so assist us in meeting our goals of being accident free and reducing our environmental impact.

In meeting these goals, we will achieve our vision of being the trusted Partner to all those with whom we have a relationship, be they shareholders, customers, employees, suppliers, member of the community in which we are working, or any other group or individual.

Subcontractors are required to contribute and co-operate with Douglas OHI LLC with Health, Safety, Sustainability and Environmental related issues, including any initiatives that may be introduced.

This Code has been prepared to assist in the achievement of the Douglas OHI LLC Health, Safety, Sustainability and Environmental policies in accordance with best industry practice and legislation within the Sultanate of Oman.

### **Definitions**

“Douglas OHI LLC” - Includes all Business Units within Douglas OHI LLC.

“Code”- The Douglas OHI LLC Health, Safety, Sustainability and Environmental Code for Subcontractors.

“HSSE” - Health, Safety, Sustainability and Environment.

“Site” - any site or premises where the Subcontractor carries out work on behalf of Douglas OHI LLC.

“Subcontractor” - any contractor who enters into a contract with Douglas OHI LLC or Subcontractor to that contractor.

“Manager” or “Responsible Manager”- those persons managing work activities in a Douglas OHI LLC work location. They may be site based or visiting personnel with direct responsibility for planning and managing work activities. Where you have multiple supervisors the individual who acts as the lead contact and who is responsible on your behalf, for works under your control will be a “Responsible Manager”.

“Supervisor” - Supervisors are those persons directly supervising work activities. They are the front-line supervisors with direct responsibility for putting people to work and who will typically brief their workers on how to carry out their work and ensure they are carrying out their work safely.

“Client” - The party to whom Douglas OHI LLC is in contract with for the work to be carried out.

“Ministerial Decrees” - The Ministerial Decrees of the Sultanate of Oman.

**Acceptance of the Code**

Compliance with the standards within this Code is a condition of all subcontracts with Douglas OHI LLC. This Code does not alter the terms and conditions of those subcontracts or exempt the Subcontractor from compliance with all relevant Ministerial Decrees but are intended to be complementary to those subcontracts and assist the Subcontractor in attaining legal and contractual compliance.

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## **A) The Douglas OHI LLC Health, Safety, Sustainability and Environmental Policy Statement**

It is the intention of Douglas OHI LLC that this HSSE policy is implemented throughout our organisation wherever we operate.

We are committed to fulfilling the social responsibility we have for all our people and any person who may be affected by our activities through the provision and maintenance of a safe, healthy working and living environment. More specifically, Douglas OHI LLC:

- Recognises that Occupational Health and Safety is an integral part of the Company's business performance and is incorporated into all aspects, including feasibility, design, initial planning to completion and where appropriate, operation of projects, ensuring effective control through proportionate risk management.
- Aims to be the best in our field with compliance to current, applicable legal requirements as a minimum. We have clear objectives, monitor performance, set targets and establish initiatives as part of our commitment to continual improvement.
- Places the management of Occupational Health and Safety as the prime responsibility of all our employees and to provide training and support to suit the experience and abilities of each employee such that they are competent to fulfil their responsibilities.
- Recognises that our people are the most important asset of the company. We will actively seek involvement and consultation with our employees and stakeholders, to gain commitment to implement this policy.
- We are committed to adopting an intelligent, integrated approach to the use of natural, social, knowledge and financial capital, to ensure we help deliver a better future for everyone. It is in pursuit of this we developed our 'Sustainabilities' strategy which the business has been working to deliver since its launch in 2013.
- Will provide adequate and appropriate resources to deliver this policy.

This policy and associated documentation will be published to all employees and will be reviewed on a regular basis, to be updated or revalidated as appropriate.

## **B) Introduction**

The standards within this Code are minimum standards applicable to all Douglas OHI LLC Subcontractors. As a Douglas OHI LLC Subcontractor you and all those who work for you shall comply with these standards.

You will have been issued with a paper copy of the Code during your pre-contract discussions with Douglas OHI LLC.

Douglas OHI LLC reserve the right to change the contents and requirements of this Code before the completion of your contract.

A copy of this Code shall be available via the Douglas OHI LLC website where the most up to date version of the Code will be maintained. It is incumbent on you to check that you are in possession of the latest version of the Code.

It is essential that your Managers, Supervisors, and all those who work for you, are aware of the content and requirements of this Code.

## **C) General Requirements**

### **C1. Individuals Under Your Control**

Subcontractor management shall ensure that all persons under their control on Douglas OHI LLC worksites are competent and experienced for the duties they are required to undertake.

On construction sites and other work locations, this includes the individual holding current training certification relevant to their position, trade or skill. This will include, but is not limited to, third party training certificates and or cards for Plant Operators, Scaffolders etc and for training such as confined space entry, abrasive wheels etc. This list is not exhaustive.

Notwithstanding the above, all those under your control shall attend the HSSE Induction as required by Douglas OHI LLC and or its Client.

Douglas OHI LLC reserve the right to refuse entry to, or require you to, remove from site any individual under your control should that individual's competence be deemed by Douglas OHI LLC (or its Client) not to be adequate.

### **C2. Sub-Subcontractors**

You have completed a questionnaire that we used to establish your organisational competence to undertake the subcontract works.

Where you wish to further sub-let the works then you shall seek the written approval of Douglas OHI LLC management prior to doing so and you shall satisfy Douglas OHI LLC that you have taken demonstrable steps to ensure the organisational competence of your Subcontractor.



This will be in accordance with your subcontract conditions.

You must ensure that any Sub-Subcontractor is aware of, and compliant with this Code and competent to carry out the work.

The conditions of this Code apply equally to your Subcontractor, both you and they will be held to account for any breaches of the HSSE standards detailed herein.

**NO WORK TO BE SUB-LET WITHOUT WRITTEN AUTHOURISATION FOM DOUGLAS OHI LLC**

**C3. Management and Supervision**

All persons under your control on Douglas OHI LLC worksites are to have on site supervision unless otherwise agreed in writing with Douglas OHI LLC management.

Where you have multiple supervisors, you are required to submit the name of the individual who acts as the lead contact/manager and who will be responsible on your behalf for works under your control.

You shall prepare and submit to Douglas HI LLC, in the form of an Organogram, the management and supervisory structure for each subcontract package in which you are in contract with Douglas OHI LLC.

**C4. Communication**

It is essential that there is clear communication between you and the Douglas OHI LLC management.

All communications, both written and verbal, are to be in English.

Where your employees native tongue is other than English, you are to put arrangements in place as may be necessary to ensure that information, instruction and training provided to these individuals is comprehended.

You will be required to advise Douglas OHI LLC management of your planned arrangements prior to the individuals starting on site.

Douglas OHI LLC reserve the right to refuse entry, or require you to remove from site, any individual under your control should Douglas OHI LLC not consider your arrangements sufficient.

**C5. Co-operation and Co-ordination**

Your representatives are required to attend all pre-start meetings, as required by Douglas OHI LLC, to discuss the necessary measures that need to be implemented to reduce and control risks to workers and others.

Your representatives may be required to attend further meetings during the contract period to discuss and review performance and control of forthcoming work.

## **C6. Consultation**

Douglas OHI LLC will establish arrangements to enable personnel to express their views on health and safety matters and you are required to co-operate to ensure these lines of communication are effective.

Where appropriate, Douglas OHI LLC will recognise appointed Safety Representatives and co-operate with the setting up of a committee to monitor and discuss matters relating to HSSE.

## **C7. Planning of Your Work**

Proper planning is essential for all the works under your control. You are to assess the risks of your activities, identify appropriate control measures and establish safe systems of work. This will be detailed in a method statement produced by yourselves, or by written agreement with Douglas OHI LLC management, your Subcontractor.

You are to provide a copy of your planned safe system of work for Douglas OHI LLC to review and gain approval prior to the activity starting.

When reviewing the planned safe system of work, Douglas OHI LLC ensure that the requirements detailed in this Code, have been properly considered.

Once accepted you are to brief the workforce involved in the activity prior to starting that activity.

## **C8. Monitoring of Your Work**

You are responsible for monitoring all the works under your control and ensuring the works are carried out and completed as planned and to all the required standards.

This includes your Safety Adviser(s), (as per the ratio required by Douglas OHI LLC) attending site to monitor the health and safety performance of works under your control.

Additionally, Douglas OHI LLC management and Health, Safety & Environmental Advisers monitor the performance of all works on site, including yours.

Douglas OHI LLC reserve the right to refuse entry to site, any Subcontractors' HSSE Adviser should it be considered that they are not competent to adequately fulfil the role.

## **C9. Rule Breaking**

Douglas OHI LLC operate a strict zero tolerance of deliberate rule breaking. We reserve the right to take action against those in breach of HSSE rules in any Douglas OHI LLC workplace. Such action may range from re-induction for both the offenders(s) and relevant supervisors (s) to removal from our workplace.

In any case your senior management may be required to detail remedial action taken or to be taken.

### **C10. Health Arrangements**

When planning and undertaking your works, you are to ensure that all persons under your control are fit for their role; see also Douglas OHI LLC policy with respect to alcohol and illegal drugs.

Whilst the correct implementation of the minimum controls/requirements detailed in this Code will minimise many of the health risks involved in the works, there may still be a requirement for individuals to be subject to periodic health checks or surveillance regimes to ensure that the controls implemented are effective and the individual's health is not being compromised.

This requirement will either be determined by your risk assessment, or there may be a specific legal requirement.

Where there is a need for health checks or surveillance regimes, it is your duty as employer to undertake these for your employees.

### **C11. Incident, Near Miss and Accident Reporting**

Douglas OHI LLC has strict timescales for the reporting of all incidents, therefore in the event of any incident or accident involving your employees or any other person under your control. You are to report the incident or accident to Douglas OHI LLC management immediately and assist as is required with any subsequent investigation.

### **C12. Minimum Age for Employees**

All personnel under your control on site are to be 18 years of age or older. Employees under the age of 18 years old are treated as juveniles under Omani law and will only be permitted into the work location if:

- It is necessary for his or her training.
- He or She is supervised by a competent person.
- The risk will be reduced to the lowest level.
- A specific risk assessment has been provided to Douglas OHI LLC before bringing the juvenile into the work location.
- You have demonstrated in writing that you are fully compliant with Oman Labour Law, **Chapter One - Employment of Juveniles**.
- No young person (under 18 years old) will be permitted to operate any item of plant or equipment requiring 3rd party training.

**C13. Documentation and Record Keeping**

Douglas OHI LLC develop a Health and Safety Plan for each work location.

The plan expands on the minimum generic standards within this Code detailing the arrangements that are specific to the project or other work location.

**C14. Only Authorised Persons on Site**

In relation to works under your control “authorised persons” means individuals who have received an induction for the project and satisfy the competence requirements detailed in this Code.

You are to ensure that only authorised persons are allowed on site.

Your co-operation is essential including maintaining security to the site and to any works outside the site boundary or in public areas, as detailed in D2 “Public” in Section D of this Code.

**C15. Welfare Provision**

Subject to any arrangements made for sharing any Douglas OHI LLC facilities that are available, you will provide your employees on site with:

- Adequate and suitable toilet facilities.
- Suitable washing facilities.
- Adequate provision for drinking water, especially during the summer months.
- Rest rooms and rest areas equipped with tables and seating.
- Adequate first aid facilities and trained first aiders.

Unless other arrangements are agreed in writing with Douglas OHI LLC you will provide your own first aiders dependent on the nature and duration of the contract and the number of employees you have in the workplace.

As a minimum, the accommodation provided for your employees shall meet the requirements of the International Labour Organisation’s “Workers Housing” document (refer to ILO Helpdesk Sheet No 6).

Douglas OHI will carry out periodic inspections of the accommodation and other facilities provided for your employees.

**C16. Drugs & Alcohol Policy**

Douglas OHI LLC has a strict policy in relation to alcohol and illegal drugs in the workplace.

Requirements are that no person whilst at work shall:

- Possess alcohol or illegal drugs.
- Consume/take alcohol or illegal drugs.
- Be impaired through the influence of alcohol or illegal drugs.

Being impaired through the influence of illegal drugs means having any trace of illegal drugs in the body.

Douglas OHI LLC reserve the right to conduct random/post-accident/incident testing and/or to refuse entry to and/or to require you to suspend and/or remove from site any individual under your control where there is reasonable suspicion of non-compliance with this policy. In some instances, we will involve the Royal Oman Police.

#### **C17. Personal Protective Equipment (PPE)**

The minimum requirement for those carrying out works on or in Douglas OHI LLC workplaces is the wearing of safety helmets, safety glasses, coveralls, high visibility clothing and safety footwear (Any areas of low risk where the wearing of the above is not mandatory will be designated as such by Douglas OHI LLC).

On certain projects, colour coding of safety helmets may be a Client stipulation, you will be informed of this at the earliest opportunity.

Other PPE appropriate to the activity/environment, e.g. respirators, gloves, ear protection, full body safety harness, is to be provided by you as identified by your risk assessment.

You are expected to comply with the minimum standards for PPE as stipulated in the Douglas OHI LLC document “Douglas OHI LLC Personal Protective Equipment Standard”.

## **D) Specific Requirements for Hazards/ Hazardous Activities**

This section details typical construction hazards and activities and the minimum controls/requirements that Douglas OHI LLC stipulates for these hazards and activities. The requirements are not exhaustive and are deemed the minimum control measures expected from your organisation.

### **D1. Vehicle and Plant Movements**

#### **Site Movements**

Wherever reasonably practicable, Douglas OHI LLC plan and sign the overall site layout that, where possible, separates vehicle, plant and equipment movements from pedestrians, and minimises the need for reversing movements.

When planning and undertaking your individual activities/works you are to ensure that vehicle and pedestrian movements are separated where possible.

You are to ensure all vehicles, including lorries, plant and other mobile equipment, provide the driver with clear, all-round visibility using visibility aids such as convex mirrors.

Notwithstanding the above, a trained Banksman is to be used to control reversing movements.

Drivers/operators are to keep to the defined access routes and storage areas and drive in a safe manner always paying due regard to the site speed limit and the condition of site roads, pedestrians, other transport etc.

All persons are to wear high visibility clothing including drivers/operators who are also to have a safety helmet, safety glasses, safety footwear, and other appropriate protective clothing available for use when outside the cab.

The use of mobile phones (including with headphones) on-site is prohibited, other than in designated areas.

Vehicles are to be parked in a safe place on level ground away from excavations, evacuation routes, assembly points, hoists, fixed cranes and storage areas when not being operated.

#### **Deliveries, Unloading & Loading**

Vehicles are to be loaded within the vehicle's limits, with loads properly secured.

You are to ensure that all deliveries under your control keep to the designated on-site routes and use the agreed material storage and lay down areas, and that these routes and areas are suitable for your delivery vehicles and materials.

Loading/unloading arrangements are your responsibility unless otherwise agreed in writing with Douglas OHI LLC.

Where unloading/loading involves lifting operations you are to ensure such operations are properly planned and supervised by competent people, that the equipment and any

accessories are suitable with proof of current test and 3<sup>rd</sup> party examination, and that the ground conditions are suitable.

Where personal access is necessary on to the back/bed of the vehicle to load/unload/sheet loads/etc. then this is only to be permitted if suitable arrangements are in place to prevent falls from height. Persons working near vehicles are also to be safeguarded during loading and unloading operations.

You are to ensure all vehicular access to/from the site is in accordance with any applicable restrictions such as specified times, reduced width/height, weight limits or overhead obstructions.

## **D2. Public**

Douglas OHI LLC as part of the overall site arrangements, provide and maintain fencing and/or hoarding to the site perimeter, complete with warning signage to keep the public out of the site.

When/if you are required to work outside this fencing/hoarding, you are to provide additional fencing/hoarding maintained to an acceptable standard with suitable warning signage, unless Douglas OHI LLC has agreed in writing that this is to be provided by others.

Your employees are to maintain the integrity of the fencing/hoarding by closing any openings in the fencing/hoarding and closing any gates immediately when not attended.

Where your works present a risk to members of the public from falling objects, you are to take suitable measures to eliminate that risk.

Measures may include scaffold fans, debris netting etc, or exclusion of the public from the area below where possible.

You are to ensure risks to those gaining unauthorised access are controlled, ladders are to either be removed or boarded to prevent access to any area that presents a source of danger when the site is unattended.

Excavations or other situations likely to collect deep water are to be maintained dry, or be securely fenced, with appropriate warning signs.

All materials are to be stored securely such that they are safe, stable and cannot topple. Some specific, but not exhaustive, requirements are:

- Pipes chocked to prevent rolling.
- Manhole rings on end, not on side.
- Block/brick packs no more than two high.
- Gas bottles kept in cages in ventilated areas.
- Hazardous/flammable materials suitably stored clear of ignition sources.

Where there is an interface between the public and your deliveries, vehicle, plant and equipment movements you are to closely control these movements (See D1, "Vehicle and Plant Movements").

Vehicles should never be left unattended with the engine running, or with ignition keys in place, unless the local emergency arrangements require otherwise.

### **D3. Flammable Substances (Fire/Explosion)**

Douglas OHI LLC (or its Client) establish the overall project emergency arrangements as necessary in respect of fire risks including no smoking policies, provision of fire points (extinguishers, hoses, blankets, etc), means of raising the alarm, and fire escape routes including signage. These arrangements are detailed in the Health and Safety Plan for the workplace.

You are to ensure those under your control are aware of these arrangements, and do not block escape routes with debris or materials.

When planning and undertaking your individual activities/works you are to eliminate/reduce fire risks, implementing all controls detailed in the Health and Safety Plan.

Materials are to be selected, stored in suitable places as designated by Douglas OHI LLC management and used, with waste promptly removed such that the fire risk remains adequately controlled.

Where the risk warrants, Douglas OHI LLC operate a "Hot Work Permit". You will cooperate fully with the permit requirements.

You are not to leave cylinders/containers in unauthorised places on site.

Where oxygen/acetylene/propane is used, flash back arrestors are to be fitted.

### **D4. Underfoot Conditions (Slips, Trips & Falls)**

Slips, trips and falls on the same level account for most of the reportable accidents on Douglas OHI LLC work sites. The majority of these accidents could have been avoided with good housekeeping and working practices.

You are to maintain storage, access and working areas in a clean condition. All rubbish created is to be removed and you must take an active role in maintaining a tidy workplace. Failure to maintain the required standard of tidiness may result in Douglas OHI LLC carrying out the work and charging the costs to you.

All openings (apertures in floors, manholes, chambers, etc) are to be covered by secured covers, clearly identifiable with clear warning "Hole Below" when access is not required, and barriers erected when access is required but left unattended.

You are to ensure adequate lighting levels are maintained at work/access areas by the provision of background or task lighting as required. All electrical trailing leads are to be positioned away from work/access areas, tied up above ground level where possible.



## D5. Working at Height - General

Falls from height cause the majority of fatalities in the construction industry. Because of this all work at height must be properly considered and planned to use the following hierarchy:

Avoided if possible; if this is not possible then:

- Undertaken from a working platform that gives collective protection such as scaffolds, mobile elevated work platforms etc.
- Undertaken using methods that give individual protection such as a harness and lanyard used as fall restraint.
- Stopping people falling.
- Providing collective fall arrest such as netting.
- Providing individual fall arrest such as a harness and lanyard used as fall arrest.
- Reduce consequences to those who have already fallen.

**Note:** Where harnesses and lanyards are used for either work restraint or fall arrest they are to be given a third-party inspection every 3 months.

**Notwithstanding the general principles above, the following are specific requirements for ladders**

Ladders (Pole ladders, step ladders etc.) are only to be used as a last resort when more suitable work equipment is not justified because of the:

- Low risk and short duration of use; or
- Low risk and existing features on site that cannot be altered.

On the occasions where Douglas OHI LLC accept ladder use, they are to be used correctly - pole ladders tied or footed at all times, for step ladders a handhold must always be maintained.

### Work Platforms

All work platforms and access areas are to be fully boarded and at least 600mm wide.

Rigid edge protection is required to all access equipment is to be at least 950mm high, with gaps not exceeding 470mm.

Where a risk exists of materials/plant/equipment falling, protection is to be provided, i.e. toe boards at least 150mm high and brick guards or other suitable means.

All scaffolds and tower scaffolds are to be controlled using the "Scafftag" system.

A competent person is to inspect working platforms (including all edge protection) before being taken into use, after alteration, after any event likely to have affected its stability and every 7 days with the inspection being recorded.

## **D6. Working at Height - Scaffolds, Tower Scaffolds, etc.**

### **Tube and Fitting or System Scaffolding**

Should you utilise scaffold erected for common use, you are to ensure that it has been inspected and that it is safe and suitable before allowing your employees or your Subcontractors to use it.

Co-ordination arrangements for the use of scaffolding will usually be under the direction of Douglas OHI LLC.

Responsibility for the provision of scaffolding is as stated in the sub-contract and all scaffolding is to comply with the current regulations, codes of practice and standards.

Where responsibility for the provision of scaffolding lies with you, you are to ensure the following.

Scaffolding is only to be erected, modified or dismantled by Subcontractors who hold current and relevant 3<sup>rd</sup> party training certification.

A method statement is to be available on site and followed.

When erecting, modifying or dismantling scaffolds, scaffolders are to follow an agreed safe system the key points of which are:

- All those involved in scaffolding operations shall wear fall arrest equipment (full body harness with rear dorsal ring and lanyard with a shock absorber).
- Safe access (staircase or ladder) for use by scaffolders shall be included as early as possible during erection and removed as late as possible during dismantling.
- At all times and situations work shall be planned and carried out to prevent a fall.
- Scaffolders shall create and work within protected area by creating a boarded platform with single guardrail, as priority.
- Where the planned method involves working outside of the protected area the scaffolders shall clip their lanyard onto a suitable anchor point (ideally above waist height).
- Scaffolds are to be founded on sound, stable ground.
- Incomplete scaffolding will be suitably signed, with physical barriers to prevent access to the “danger areas”.
- Hand-over certification is to be obtained prior to use.

Scaffolding is not to be overloaded and is not to be used to support or anchor formwork unless it has been specially designed for this purpose.

### **Tower Scaffolds**

Tower scaffolds are only to be erected, modified or dismantled by trained competent persons, (holding current 3<sup>rd</sup> party training certification). The manufacturer's/supplier's instructions will be available on site and all works will be carried out in accordance with these guidelines.

Tower scaffolds will only be used on level and stable surface, all components properly in place, with a maximum height to base ratio not exceeding manufacturer's/supplier's instructions, (As a guide, 3.5:1 for inside use and 3:1 outside use), wheels locked when used.

Where access/stair towers are used toe boards are to be fitted to all landings.

### Trestles

Trestles are not a permitted work platform on Douglas OHI LLC work sites, unless fitted with platform and edge protection that meets the requirements of the standard and agreed in writing with Douglas OHI LLC.

### D7. Working at Height - MEWP's

Where you use mobile elevating work platforms (MEWP's) you are to ensure the equipment is suitable for the purpose and the environment in which it is to be used and be marked with the safe working load that shall not be exceeded.

The operating area is to be firm and level, when the platform is mobile the operating area is to be cordoned off with suitable warnings to the adjacent work force or its movements be strictly controlled using a banksman.

Only trained competent personnel are to operate the platform, the operator must be in possession of and present current and relevant 3<sup>rd</sup> party training certification. Additionally, the operator is to have received awareness training on the specific type and model of platform they are to operate.

All MEWP's shall be fitted with anti-entrapment devices recognised by the manufacturer, unless it has been demonstrated through a documented risk assessment that there is no risk of entrapment to those in the MEWP.

Anti - entrapment devices include fixed guards as below left or devices such as "Sky Siren" entrapment alarms, below right.



Whilst they are various products on the market that do the same as the above you will not be allowed to use a Cherry Picker on a Douglas OHI LLC project without having one of the controls mentioned previously (or similar) fitted to the machine.

You are to have an appropriate number of operatives trained to affect an emergency rescue should an entrapment occur. Proof of such training shall be provided to Douglas OHI LLC upon request.

Full body harnesses are to be worn in all MEWP's and secured to a suitable anchorage point. These should act as work restraint, rather than fall arrest, i.e. short enough and arranged such that individuals cannot fall from the basket.

The control measures above do not apply when using a MEWP over water.

An emergency action plan is to be established (normally included in the method statement for the activity) that details how the operator is to be rescued in an emergency including who will lower the platform safely to the ground. This plan is to be tested through periodic drills, the proof of which shall be provided to Douglas OHI LLC upon request.

You are to ensure daily inspections are undertaken and recorded to be satisfied the equipment remains fit for purpose with a thorough examination carried out by a competent person every 6 month.

When platforms are brought to site, proof of thorough examination will be required.

#### **D8. Services (Underground/Overhead)**

Douglas OHI LLC operates a "Ground Disturbance Permit" where there is a risk of damage to underground services. You are to co-operate fully with the constraints of the permit.

These constraints involve checking the routes of underground services using detection equipment, to mark the line of the service and to excavate by careful hand digging to prove locations.

No hand-held power tools or mechanical excavation is permitted within 500mm of a live service, or within the distance stated by the owner of the service (whichever is the greater).

All exposed services are to be supported in accordance with the service owner's requirements and are not be used as access/egress from excavations.

Any damage to a service is to be reported to Douglas OHI LLC and to the statutory undertaker immediately.

#### **Requirements for Overhead Services**

Barriers and/or goal posts will be established to limit access and work in the vicinity of overhead electricity cables.

You are to operate strictly in accordance with the restrictions imposed by these barriers and/or goalposts.

All work carried out in the vicinity of overhead electricity cables is to be the subject of a specific risk assessment and method statement.

#### **D9. Excavations**

Prior to any excavation works you are to establish the presence of underground services and where operated obtain a permit (either from Douglas OHI LLC or its Client) and comply fully with the constraints of the permit.

Excavations and trenches are to be adequately supported, stepped or battered to a safe angle of repose where there is a risk of collapse.

Where there is a risk of a person falling into an excavation and causing personal injury, or an excavation of any depth in a public area, secure rigid barriers are to be installed minimum height 950mm, where there is a risk of materials/objects falling onto persons in an excavation, suitable barriers are to be installed.

Spoil heaps and materials are to be deposited a safe distance from the edges of excavations/trenches.

Where plant or vehicles could fall into excavations, when operating adjacent, or being used to deposit materials, proper steps are to be taken to control this risk such as the provision of stop blocks.

Excavations and trenches are to have a proper means of access and egress and may need be considered a confined space.

A competent person is to make statutory inspections/examinations:

- Before the commencement of each shift.
- After collapse/event likely to have affected the strength or stability of the excavation.

You are to record these inspections/examinations, records of which are to be available on site.

#### **D10. Plant and Equipment**

All plant and equipment used in the workplace is to be:

- In good working order and be suitable for the purpose and the environment in which it is to be used.
- Maintained in good condition with safety devices (guards, reversing alarms, flashing beacons etc.), fitted and in good order.
- Regularly inspected with appropriate records, complying with the relevant statutory or Client requirements.

The planned safe system of work will include controls to manage the risks arising from the use of the plant and equipment.

Drivers/operators of mobile plant are to hold evidence of appropriate current and relevant (as determined by Douglas OHI LLC) 3<sup>rd</sup> party training.

Where the plant and equipment are used on the public highway, drivers and operators are to fully compliant with Omani legislation.

No person other than the driver shall ride on power driven vehicles except where seating is specially provided for the carriage of passengers.

Drivers of vehicles that are not provided with protective cabs, i.e. dumpers etc are to not remain on the vehicle during machine loading.

Seatbelts where fitted are to be worn at all times.

Plant and equipment is not to be left unattended such that it can be started/operated by unauthorised persons. This will include:

- Not leaving with engine running.
- Not leaving with keys in ignition.
- Not leaving with starting handles present.

Working areas around static plant and equipment is to be kept tidy.

Only trained competent persons are to operate power tools.

The use of chain saws is discouraged but where written permission is granted by Douglas OHI LLC management, the equipment is to be operated by a trained person wearing full personal protective equipment.

#### **D11. Lifting Operations - Craneage**

Where your works involve lifting operations, you are to:

- Appoint a competent person to plan all lifting operations.
- Appoint competent Crane Supervisors to be present throughout and supervise all lifting operations.
- Establish clear responsibility for determining the requirements for, and the provision of, an adequate platform on which to site the crane.
- Undertake all lifting Operations in accordance with BS7121: Part 1 and other applicable parts.

All persons involved in the lift are to be trained and competent, specifically the person:

- Planning the lift.
- Supervising the lift.
- Operating the crane.
- Slings and signalling during the lift.

3<sup>rd</sup> party training cards/certificates are to be available for checking, in connection with lifting operations before any work commences.



All lifting operations are to be properly planned with consideration of the ground conditions and any restrictions in the environment, with the planned arrangements detailed in a lifting plan. The lifting plan, with supporting calculations, is to be provided in sufficient time to allow an independent review to be made by Douglas OHI LLC before the lift proceeds.

Where there is a risk of collision between cranes, loads or other equipment such as concrete placing booms, telehandlers and piling rigs then Douglas OHI LLC may appoint a crane co-ordinator to plan arrangements. You shall comply with these arrangements.

Should you provide a conventional tower crane as part of your works then an emergency plan is to be established for recovering personnel during erection, operation and dismantling of the crane.

Additional signallers (or radios) shall be provided if the risk dictates.

All slingers/signallers are to wear distinctive high visibility clothing and use industry approved signals.

All lifting equipment and accessories for lifting are to have current certification available for inspection, regarding inspection, 3<sup>rd</sup> party inspection, examination and test requirements.

When lifting large items that are susceptible to the wind e.g. shutters, the safe wind speed is to be established where the operation must be shut down. An anemometer or similar is to be available to measure this.

Douglas OHI LLC will only permit cranes to lift people where it is not practical to use safer alternatives, e.g. purpose designed equipment such as mobile elevated work platforms.

In these situations, a specific risk assessment shall be approved by Douglas OHI LLC or its Client.

## **D12. Lifting Operations - Excavators**

All lifting operations with excavators are to be properly planned with consideration of the ground conditions and any restrictions in the environment, with the planned arrangements detailed in a lifting plan. Dependent on the risks involved Douglas OHI LLC may require the lifting plan to be provided in sufficient time to allow for a review to be made by Douglas OHI LLC.

All excavators are to have:

- A daily inspection undertaken and recorded.
- An annual thorough examination undertaken and recorded.
- Rated object handling capacity table in the cab or SWL marked on the boom.
- Lifting hook with SWL marked and test certificate.

In addition, all excavators used for lifting over 1 tonne shall have lowering devices (check valves) fitted.

**D13. Manual Handling**

Where it is not possible to eliminate manual handling, you are to consider partial mechanisation or purchasing lighter weight materials where possible.

Where it remains necessary to manually handle loads, you are to assess the risk, identifying controls to be implemented, including sufficient numbers of operatives being engaged on the lift.

All persons under your control who undertake manual handling operations are to be trained in correct handling techniques.

The surrounding area is to be level and stable where possible and free from tripping hazards.

Suitable PPE is to be provided and worn, i.e. gloves for abrasive, sharp or chemically harmful loads and steel toe-capped footwear with midsole protection.

**D14. Electricity**

All electrical installations and alterations are to be undertaken by competent electricians only and are to be inspected and tested prior to use.

All electrical installations and equipment provided by your organisation on Douglas OHI LLC sites is to be inspected and tested at the following minimum frequencies:

- Temporary Accommodation - Supply Board Cabin - 3 months.
- ('Cabins') Cabin Internal Wiring - 12 months.
- Portable Equipment 230v - 12 months.
- Site Supplies - Supply Board MDU - 3 months.
- "Fixed" Distribution Cabling - 3 months.
- 110v Tools, Lighting, etc - 3 months.
- 230v Tools, Lighting, etc - 1 month (only with written permission from Douglas OHI LLC).

Records are to be maintained of all inspections and tests.

Site electrical portable tools and lighting is to be 110 volts unless specifically agreed in writing with Douglas OHI LLC.

Where equipment requires a voltage greater than 110 volts then agreement is to be made with Douglas OHI LLC site management and additional protective measures put in place (i.e.: monitored earth systems and circuit breakers).

Electricity cables are to be routed in a safe manner avoiding transport routes and areas where water might accumulate with further protection as appropriate. Work on "live" equipment is only to be carried out having isolated the supply under an appropriate 'Permit to Work'.



**D15. Hazardous Substances (COSHH)**

When planning your works, you are to consider the reduction or elimination of hazardous substances where possible.

Where it is not possible to eliminate their use, you are to complete COSHH assessments detailing the measures necessary to control the risks from hazardous substances to your and other employees.

You are to implement all engineering and other controls identified by your assessment and when required, supply all necessary personal protective equipment.

Where the personal protective equipment includes respiratory protective equipment (other than disposable), it is to be inspected every 28 days to ensure it remains in good condition and fit for purpose. These inspections are to be recorded and available for inspection upon request.

For respiratory protective equipment to be effective it needs to fit the individual worker which means you will need to provide training and instruction on the correct use of such equipment to your employees.

Where the assessment identifies the need for health surveillance, you are to undertake this for your employees.

**D16. Asbestos**

Douglas OHI LLC will pass on all available information regarding the presence of asbestos in relation to the works.

Only trained and competent persons shall remove or otherwise disturb asbestos.

Specific Safe Systems of Work shall be developed and submitted to Douglas OHI LLC or its Client prior to any such work taking place.

**D17. Noise**

Where possible you are to reduce noise levels at source by the careful selection of plant, with plant and equipment in a good state of repair, siting noise sources remote from the workforce etc.

Where noise levels are above 90 dB(A), you are to establish and sign hearing protection zones.

You are to ensure ear protection is worn within established ear protection zones.

You are to ensure that noise does not cause a nuisance to persons in the vicinity of work being carried out.

**D18. Vibration**

Where possible, vibration is to be avoided, by for example using mechanical means rather than hand tools or, if this is not possible, reduced at source by the careful selection of low vibration plant and equipment in a good state of repair, etc.

You shall consider and assess the risk of vibration, reducing operative's exposure for example, reducing exposure time by job rotation.

The Safe System of Work shall feature the appropriate control measures required to manage this risk.

**D19. Confined Spaces**

You are to plan your works such that operatives avoid the need to enter or work in confined spaces wherever possible.

If entry into a confined space is unavoidable, you are to prepare specific risk assessments and method statements that are to be submitted to Douglas OHI LLC for vetting prior to the works.

Douglas OHI LLC requires the operation of a Confined Space Permit as part of a safe system of work, to control access and detail other requirements and constraints for the works.

Douglas OHI LLC also requires an emergency action plan to be developed as part of the planned safe system of work.

Gas monitors are to be capable of detecting the potential hazardous atmosphere and shall be calibrated, with a current calibration certificate.

Personnel using the gas monitor are to be familiar with the device being used.

All persons entering or working in a confined space are to be suitably trained and medically fit.

**D20. Demolition**

Demolition will only be undertaken by competent contractors who are able to demonstrate that they are competent to do so including the following criteria:

- Successful track record in undertaking demolition of a similar size/nature to that to be undertaken.
- Employees, (operatives and supervisors), who are trained and competent to carry out the work.

Specific risk assessments and a detailed safe system of work are to be prepared addressing all risks including premature collapse due to weakening or overloading of the structure.

The detailed safe system of work (risk assessment/method statement) is to be submitted to Douglas OHI LLC for vetting prior to the works.

Operatives are to be briefed on the detailed safe system of work before each phase of demolition starts.

No demolition work may proceed until services have been adequately protected or rendered dead.

Demolition areas are to be clearly marked and barricades, as substantial as circumstances require, are to be erected and maintained in good order, together with prominent warning notices wherever appropriate.

When work is taking place inside or near to existing buildings, every reasonable precaution using suitable covers or other means is to be taken to prevent damage by dust.

All self-propelled mobile plant that could be affected by falling objects is to be protected by Falling Object Protection Structures.

#### **D21. Roadworks**

Where your works involve work on the highway, it shall be planned in accordance with the relevant ministerial decrees.

All those installing, maintaining and removing traffic management are to be competent.

All traffic management materials, whether set up or laid out for future works, are to be secured to prevent movement.

High visibility clothing is to be provided and worn by all persons within the works.

All vehicles are to be fitted with flashing beacons.

Continuous rigid barriers are to mark any temporary footway and protect pedestrians.

Where road plates are used to cover openings in highways and roads they are to be made of suitable material with an appropriate skid resistant surface. Their installation must not present a hazard to cyclists or motorcyclists.

#### **D22. Microbiological Hazards**

Where your works involve locations and conditions that could involve exposure to biological hazards such as Weil's disease (leptospirosis) you are to identify suitable control measures in your risk assessment.

Your controls are to include giving your employees cards to present to a doctor should they present Weils disease (flu like) symptoms.

For operations/activities that involve contact/disturbance of animal excrement, i.e. bird or vermin droppings, you are identify suitable controls in your risk assessment.

In areas where there is a risk of contact with discarded needles the area is to be inspected prior to work starting, and any needles found deposited in a sharps box for disposal.

### **D23. Working Over/Near Water**

Where your works involve work on, adjacent to, or over open water tanks, slurry, chemicals etc., you are to plan and establish controls that eliminate the risk of falls of persons into water or other liquids or ensure suitable edge protection and working platforms are available.

Dependent on the risk, suitable emergency procedures are to be available, for example means of raising the alarm, rescue boat, buoyancy aids, grab ropes and lines.

All persons at risk of falling into water or other liquid are to wear buoyancy aids.

The above equipment is to be maintained and inspected on a regular basis. Where a safety boat is maintained, its engine shall be started twice daily, and its fuel tank kept full.

### **D24. Structural Instability**

You are to include details of the temporary works installation/removal in the risk assessment and method statement supplied to Douglas OHI LLC.

This will include the operation of permits to load/strike as appropriate.

Douglas OHI LLC may require further information (detailed design calculations, verification of design check etc.) prior to accepting the submitted risk assessment and method statement.

Structural steelwork method statements are to detail erection sequence and any bracing to prevent any collapse prior to the structure being completed.

### **D25. Lone Working**

On Douglas OHI LLC sites, lone workers are not permitted to:

- Work at height.
- Operate hazardous plant/equipment.
- Enter confined spaces.
- Enter areas with insufficient lighting.

Where your works involve lone working, you are to identify suitable controls in your risk assessment.

### **D26. Hot Weather**

You are to consider and plan arrangements with responsibilities allocated to ensure that during periods of high temperatures/humidity workers are protected from the risk of heat related illness. Controls include but are not limited to ensuring that:

- Workers wear light-coloured, loose-fitting, breathable clothing such as cotton, where practicable.
- Heavy work is scheduled during the coolest parts of day and that workers gradually build up to heavy work.
- Frequent breaks are taken during times of extreme heat and humidity.
- Breaks are taken in the shade or a cool area wherever possible. It is advisable to schedule frequent breaks, especially if workers report headaches or feel overheated.
- Airflow is increased through work areas by mechanical means, such as the provision of fans and air conditioning where practicable.
- Confined spaces are evaluated to ensure proper ventilation is present throughout the space.
- Consideration is given to working in pairs with each person briefed to watch for the warning signs of excessive heat stress in co-workers.
- An adequate supply of drinking water and shade is available at the job site before work begins.
- Electrolyte drinks or supplements are provided.

This list is not exhaustive, and a specific plan should be drawn up to protect workers. You may wish to adopt the Douglas OHI LLC Heat Illness Prevention Plan; however, Douglas OHI LLC reserve the right to pass on any additional costs incurred.

# Environmental Standards

## **E) General Requirements**

Note: These requirements are in addition to those previously in Sections B & C of the Code.

### **E1. Management and Supervisory Staff**

Subcontractor Management and Supervisory staff shall have received appropriate training, in environmental awareness and the control measures that are appropriate to the work location. Douglas OHI LLC reserve the right to determine the level of such training at pre-contract stage.

### **E2. Planning**

Subcontractors shall plan their operations in conjunction with Douglas OHI LLC to minimise the environmental impact of their works and shall be expected to cooperate with Douglas OHI LLC in this regard. Subcontractors shall assess the environmental hazards associated with their operations and state how the significant potential impacts of their actions shall be controlled using written risk assessments and method statements. The significant findings of such risk assessments and the measures defined within the Method Statement shall be briefed to all employees.

### **E3. Pre-Start Meetings**

Subcontractors will be required to attend an induction meeting which will discuss the management of potential environmental impacts of the project.

### **E4. Monitoring**

Douglas OHI LLC shall monitor the Subcontractor's operations (although the primary obligation to manage and control the sub-contract works remains with the Subcontractor) against the accepted method statement and shall raise non-conformities where necessary.

The subsequent remedial and corrective actions shall be monitored, and the expectation is that they are closed out in a timely manner.

### **E5. Records**

The Subcontractor shall maintain and make available all appropriate records required as part of the information required by the Douglas OHI LLC (or Clients`) Health, Safety and Environmental Plan.

## **E6. Internal & External Issues**

Subcontractor shall understand both internal and external issues related within the agreed scope of work to achieve the intended outcomes of Douglas OHI LLC HSSE management system. The intended outcome includes at a minimum;

- Enhancement of environmental performance.
- Fulfilment of compliance obligations.
- Achievement of environmental objectives.
- Protection of the environment.

Internal issues that could affect the outcomes of implementation of Douglas OHI LLC HSSE management system shall include the level of management commitment and support, the availability of resources, the nature of the organisation's activities, products and services, its strategic direction and corporate culture.

External issues that could affect the outcomes of implementation of Douglas OHI LLC HSSE management system are local, regional and global environmental conditions, the views or positions of interested parties, social, legal, financial, technological and economic factors.

## **E7. Interested Parties**

Sub-contractor should understand that an "interested party" (also known as "stakeholder") is any individual or organisation that can affect, be affected by, or perceive itself to be affected by the organisation's decisions or activities. Interested parties may include, for example, customers (Client), communities, neighbours, suppliers, regulators, NGOs, investors and employees.

Douglas OHI expects its subcontractor should gain a general (i.e. high level, not detailed) understanding of the expressed needs and expectations of those interested parties that have been determined to be relevant and to comply with.

## **F) Specific Requirements for Environmental Aspects/Impacts**

### **General**

This section details typical construction environmental Aspects and Impacts and the minimum controls/requirements that Douglas OHI LLC requires for these Aspects and Impacts.

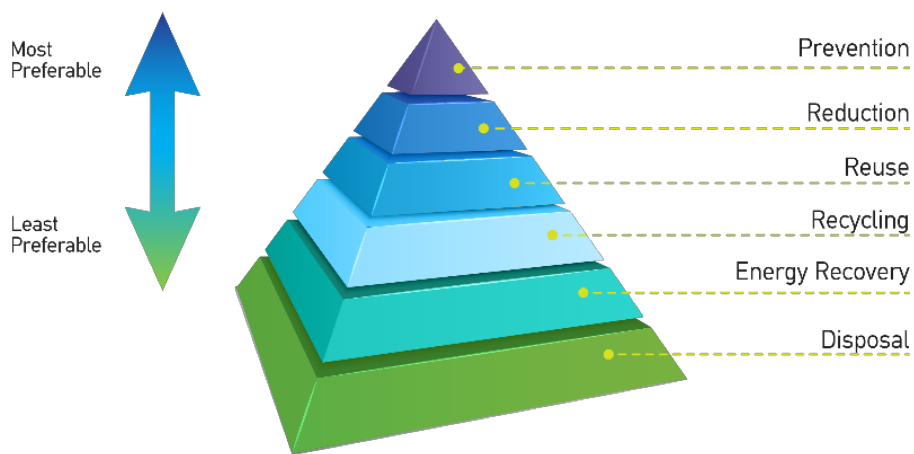
The requirements are not exhaustive and do not include all the Aspects and Impacts identified in the Douglas OHI LLC Environmental Management System but are deemed the minimum practical control measures expected from your organisation.



## F1. Waste Management

Douglas OHI LLC will have a specific waste management plan for the workplace for which you have been engaged or you will work to our Clients requirements. In either case if you are responsible for the management of waste from your activities, you will adopt the following strategy:

### THE WASTE HIERARCHY



Where the production of waste is unavoidable, you will:

- Adhere to the workplace waste strategy as required by Douglas OHI LLC this may involve waste segregation and training for your employees.
- Store waste in such a way as it remains under your control.
- Only allow it to be removed by those who are licensed to do so.
- Ensure it goes to an authorised location for disposal.
- Handle and dispose of hazardous wastes as per the manufacturers and regulatory requirements.

## F2. Use of Energy and Water

Whether provided by Douglas OHI LLC, its Client, or your organisation, you will take reasonable steps to reduce the use of energy and water. This may involve:

- The use of energy efficient tools, plant and or equipment.
- Introduction of a switch off policy.
- Maintenance of any water connections for which you have a responsibility.

This will also involve:

Ensuring regular preventative maintenance is carried out on all the tools plant and equipment you have a responsibility for.

**F3. Emissions to-Atmosphere**

To minimise emissions to atmosphere, you may be required to:

- Damp down the areas for which you are responsible.
- Create the necessary screening of works to prevent the escape of mist, dust or fume.
- Switch off generators/plant equipment when not in use.

You are required to:

- Maintain (and keep records), as per the manufacturer`s requirements, all the tools, plant and equipment you have a responsibility for.

**F4. Handling/ Release/Spillage of Oils & Chemicals**

To handle oils, chemicals at your location, you are required to:

- Store chemicals/ fuels etc in the designated bunded area as per the manufacturer`s, suppliers or project specific instructions.
- Use drip trays for items of plant such as generators and compressors etc.
- Have the appropriate number and type of warning signage, spill kits etc as required by Douglas OHI LLC or its` Client.
- Train the appropriate number of your employees in Emergency Preparedness and Response.
- Chemical wastes should be disposed regularly in an approved manner and on a timely basis.
- In case of any spill, approved spill contingency procedures should be in place, practiced and followed.

**F5. Liquid Waste Disposal**

- Concrete mixers/pumps shall be washed out in the area designated by Douglas OHI LLC and be subject to wheel cleaning prior to accessing public highways.
- All washing of equipment or machinery shall be undertaken in designated areas (e.g. workshop or maintenance areas) and at a location where wastewater can be disposed of in the correct manner.
- Waste material or water containing waste chemicals such as thinners, oil and mineral spirits shall not be pumped or disposed of into storm water drains, sanitary sewers or onto the ground.

**F6. Nuisance**

To minimise the nuisance caused by your works, you may be required to:

- Isolate your work activities using hoardings or fencing.
- Work within certain time frames.
- Take reasonable steps to ensure your vehicles, or any vehicle you have a responsibility for, do not block footpaths etc.
- Maintain (and keep records), as per the manufactures requirements, all the tools, plant and equipment you have a responsibility for.

**F7. Risks & Opportunities**

The Subcontractor should identify the risks (i.e. threats) and opportunities (beneficial consequences) from the environmental aspects & impacts, compliance obligations, other issues and requirements.

The Subcontractor should be clear that compliance obligations can result in risks and as well opportunities to the organisation. Such as failing to comply can damage the organisation's reputation or result in legal action or performing beyond its compliance obligation can enhance the organisation's reputation.

**Subject:** Acknowledgment of Receipt of the Douglas OHI LLC Health, Safety, Environmental and Sustainability Code for Subcontractors.

I acknowledge the receipt of the above and understand that the Health, Safety, Sustainabilities and Environmental standards therein form part of the contractual agreement with Douglas OHI LLC.

I further acknowledge that should there be a breach of the standards contained therein that additional costs may be recovered by Douglas OHI LLC from the Subcontract value.

I understand that following any amendments, Douglas OHI LLC will not re-issue the Code and that the most up to date version will be available via the Douglas OHI LLC website: <https://douglasohi.com/about-us/hsse-code-subcontractors/>

**Contract to which this document relates:** .....

**Name:** .....

**Position:** .....

**Company:** .....

**Address:** .....

**Date:** .....

**Signature of Subcontractor representative:** .....

**Company Stamp**



**DOUGLAS**

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