PROCEDURE

Traffic Management Control

REVISION HISTORY

Revision No.	Issue Date	Amendment Description	Date Effective	Revalidated
00	24.05.2016	Newly Established	24.05.2016	20.08.2019
01	20.08.2016	Review & Revised	20.08.2016	19.07.2017
02	19.07.2017	Contractor Violation Matrix Added	19.07.2017	18.07.2020

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1. INTERNAL CONTROLS

1.1. VALIDATION

To assure Management's, Shareholders and External agencies confidence in the Company's policies & practices, Qatar Steel internal Audit may verify compliance with this procedure. [Department Manager] shall revalidate this procedure every three years to ensure that it continues to serve the purpose intended

1.2. EMPLOYEE RESPONSIBLITIES

All employees of the company are required to observe the company's policy and procedures.

1.3. APPROVAL

This procedure and any amendments made thereto; require the following approvals.

AUTHORITY	DATE
Approved By	19-7-17
Checked By	19.07.17
Drafted By	19.7.17

This document has been reviewed by Document Controller. It complies with the requirements of policy 1.12.0.2.01.01 and it is considered ready for issue.

Signed By _____ **Date** 19.07.2017

2. PURPOSE

The purpose of this procedure is to strengthen the Traffic Management & Road safety of Qatar Steel Company and to comply with Ministry of Interior - Traffic Dept. - Moi.gov.qa, This procedure applies to, Traffic safety aspects concerning control of Vehicles and Engine driven equipment entering & leaving QS premises including special features and precautions required for use in hazardous areas.

Benefits of Road safety management system

Fewer days lost due to injury;

Fewer vehicles off the road for repair;

Fewer missed orders;

Reduced need for investigation and paperwork and follow up.

Improve business performance,

Fewer accidents, lesser suffering to the employees themselves,

Less lost time and work rescheduling,

Lower training costs,

Improved morale,

Reduced insurance costs

Lesser dealing with legal / enforcing authorities

For convenience, following two classes and sub classes have been adopted as referred elsewhere in this document. The list gives examples only.

Vehicle (Road vehicle)		Equipment (Engine driven equipment / tool)	
Light	Heavy	General	Construction
Car, Jeep, Van Pick-up, half lorry	Lorry, Trailer Truck Dump Truck Fuel/LPG/tanker Boom truck Concrete Mixer	Welding machine Air Compressor Hydro jet machine, Crane, Forklift Slag dumper Aerial Platform Vacuum Truck	Loader Bulldozer / Excavator Compactor , Cutter

3. SCOPE

This procedure applies to all QS employees, Contractor & Sub-contractor personnel. Each Contractor shall ensure that its employees follow this procedure as a minimum. This procedure applies to all areas working at QS workplaces including offices.

4. Procedure

4.1 TRAFFIC RULES AND REQUIREMENTS

Unless specifically mentioned and displayed, all statutory laws shall be in force at all facilities under the control of Qatar Steel. Additional rules to be enforced shall be;

a. Management by HSE - Security

Entry & Exit's to and from all Qatar Steel facilities shall be only through the **authorized access** gates and layout

Vehicles entering the site shall be approved in terms of access control **documentation** issued by Qatar steel Security

b. Management by respective owner departments

I. Management of Entry & Exit's to and from within Qatar steel premises / departments only through **approved routes** / **authorized access** / having a layout for all loading and unloading activities / Manage Temporary traffic diversions

II. **All Drivers / Operators** may only operate vehicles for which they hold a **valid license**. It is the responsibility of the employer of each driver / departments to ensure that **only authorized drivers operate** vehicles within their limit of Competency (Qualification experience, skills & attitude / human behavior).

III. The maximum speed on Qatar Steel premises roadways **for light vehicles is 30km/hr. and for Heavy Vehicles and Equipment's is 20 km/hr.**

IV. **Flashing lights** shall be displayed on all process and heavy vehicles.

c. **Maintenance of Vehicles**

I. **Periodic cleaning** -- Vehicle windows and windshield must be **clean** and unobstructed by curtains and other material to ensure visibility of driver at all times. Have a Log book & schedule and mention the date of cleaning

II. **All vehicles** shall be fitted with audible signal devices (**horns)**

III. All vehicles to be fitted with **seatbelts** for **driver and passengers**

d. **Safe Operation / Driving**

I. **Overtaking** of moving vehicles on site is not allowed.

II. All parking on the sites shall be **reverse parking**.

III. No **persons** may be **transported** on open vehicles, or hang onto vehicles to hitch a ride.

IV. The **number of passengers** of the vehicle may not exceed the seating capacity of the vehicle.

V. The use of **mobile phones** or other communication devices while driving is not permitted.

VI. Vehicles shall be parked **only in designated** parking and not obstruct other vehicles, roadways, access ways or fire hydrants.

VII. Vehicles shall not be left **idling** unattended at any time with the engine on.

VIII. **Right of way**

Heavy Vehicles and special vehicles shall have **right of way** over light vehicles.

Emergency vehicles shall have **right of way** at all times when their sirens and bar lights are activated and they respond to a scene

Pedestrians shall yield to all vehicles and stay confined to walkways.

4.2 Safety Certificate

User department shall check compliance for requirements before starting any work / activity.

I. Contractor's bringing in vehicles / equipments (crane, boom truck, jig lift, forklift, etc.) shall provide a **safety certificate** that the vehicle / equipment is safe (good condition) for use and tested by third party. The safety certificate (or copy) shall be available with, or displayed on the vehicle/equipment

II. Pre Use Inspection checklist **(APPENDIX C**) shall be filled by the operator / driver, and signs it checklist must be made as per equipment operating manual (each day / Shift before initial use).

III. Fire extinguisher condition

IV. Vehicle / equipment registration

Safety Certificate **Validity**:

For light vehicles, Safety Certificate for a period of 6months. For heavy Vehicle and all types of equipment, Safety Certificate for a period of 3 months. For renewals, expiry date will be counted from the current expiry date. Double the normal period will be given for new vehicles/equipment.

Contractor or the user is responsible for maintaining the vehicle/ equipment in "as certified" condition during the validity of the certificate. If there is a change, certificate become null and void and, it shall be re-certified.

Third party safety certificate for Safety valves on mobile equipment - air compressor, hydro jet machine, vacuum truck, etc (yearly)

Third party safety certificate for Cargo tank of tank vehicles - fuel tanker, vacuum tank or pressurized tank, etc. (every 5 years internal visual inspection and thickness gauging, hydro test, etc. N2 trailer cylinder bank to be pressure tested every 5 years).

4.3 Refueling at Site – Managed by Facility & User departments

a. Refueling shall not be done while the engine of the equipment is running. Ensure no hot work or source of ignition within 15m radius.

b. Fuel for refueling shall not be stored inside the QS premises without QS Safety approval. Safety instructions for refueling shall be displayed on the container (or laminated).

c. Transfer of fuel from one engine's fuel tank to another shall not be permitted.

d. Bonding and grounding shall be done before refueling.

e. Fuel shall not be transported in vehicles or containers not approved for that purpose.

f. Vehicles shall not be refueled in hazardous areas.

4.4 Managing Accidents and Vehicle Breakdowns

All vehicle accidents occurring on any QS site shall be dealt with in terms of the traffic regulations of the Qatari Road traffic Regulations. In terms of vehicle accidents where serious injuries or fatalities occur, the accident scene shall not be disturbed until permission was granted by the Qatari Police to do so.

Accident scenes and vehicle breakdowns shall be managed in the following manner:

- Reporting of the accident to the QS HSE Officer on duty.
- Security will liaise with the Police or MIC Security.
- QS HSE - Security responds to scene.

- Cordon off the area by using reflective cones placed at an angle of 30-45 degrees at a distance of 10-50 meters to the front and 10-50 meters to the rear of the broken down vehicle.
- Divert / Direct traffic away and around from the breakdown or accident.
- Placing of directional arrows and lane narrowing notices with traffic cones.
- Emergency Indicators to be switched on of the broken down vehicles.
- Sufficient space shall be provided for emergency vehicles and Police to access the scene.

4.5 Managing **On-Site ACCIDENTS**

Where vehicle accidents have taken place with the consequences of Injury, Serious vehicle damage or fatalities, the Qatari Police shall be summoned to site, and they shall manage the accident scene according to their procedure.

Not deviating from this, QS security supported by QS HSE staff shall manage minor vehicle incidents with permission obtained from the Qatari Police, adhering to the following guidelines:

- Cordoning off the accident scene.
- If emergency services are needed, inform them of the location on the incident, and provide access to the area.
- Posting security officials to regulate traffic.
- Taking Measurements of the accident scene.
- Making a schematic drawing / Photographs of the scene.
- If alcohol or drugs is suspected to be a factor, such individuals to be handed over to the Police for further processing.
- The involved parties are kept available for the police to assist in the legal proceedings.

4.6 Monthly Reports on Traffic Management & control

The Head of Security shall submit a report to the HSE Manager at the end of every month reflecting the following:

a) Number of vehicle accidents.

b) Categories of traffic violations

c) Departments / Contracting Companies involved in traffic violations.

d) Repeat or multiple offences by drivers

e) Suspended drivers

f) Speed report for all speeds recorded on site for the month.

g) Other Information deemed value adding.

4.7 Securing of Loads

When materials are brought into the site they shall be **lashed**, and structures should be appropriately supported at the bottom of the cargo to prevent cargo movement and to protect cargo. Materials shall be secured against inadvertent **movement** to ensure the safety or the load and persons.

Cargo Ratchet Straps:

Ratchet Straps are specifically designed to hold loads in place on trucks and trailers and other freight carriers.

The following general rules shall apply to these:

• The breaking strain of the strap shall be appropriate for the load carried.

• Ratchet straps shall be drawn down tightly over a load. Softeners should be used over sharp corners.

• Ratchet straps shall be made from weather resistant material as Polyester to minimize weathering, damage and corrosion.

• Ratchets strap hardware such as; flat hooks, snap hooks, wire hooks, grab hooks, buckles and chain shall be in good condition and anchored properly.

• Inspect the components for; signs of excessive abrasive wear, broken or worn stitching, holes, tears, cuts, snags, chemical burns or melted webbing.

4.8 Conveying of General Cargo

All vehicles required to bring cargo into any site shall adhere to the following guidelines:

• All loads shall be secured; Loose / Standing items on a vehicle shall not be permitted.

•Transportation of abnormal loads needs to be escorted within MIC

• Provision shall be made where natural or synthetic ropes or straps are used, to protect it from cutting on edges by means of softeners.

• The restraining devices shall have a breaking strain sufficient to hold down the weight of the cargo being transported.

• The type of load that is being carried needs to be restrained with sufficient cargo restraining methods such as:

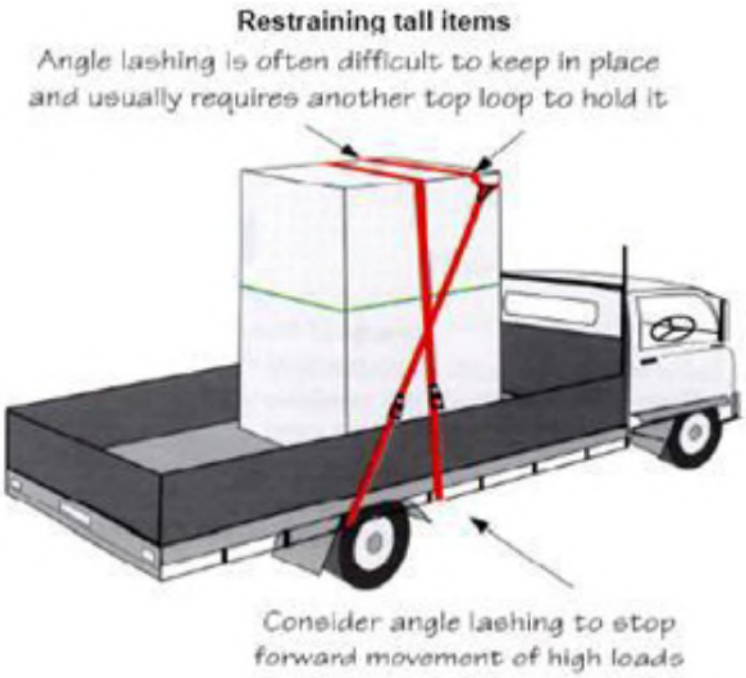
• Light Loads – Nylon ropes, natural fiber ropes and ratchet straps.

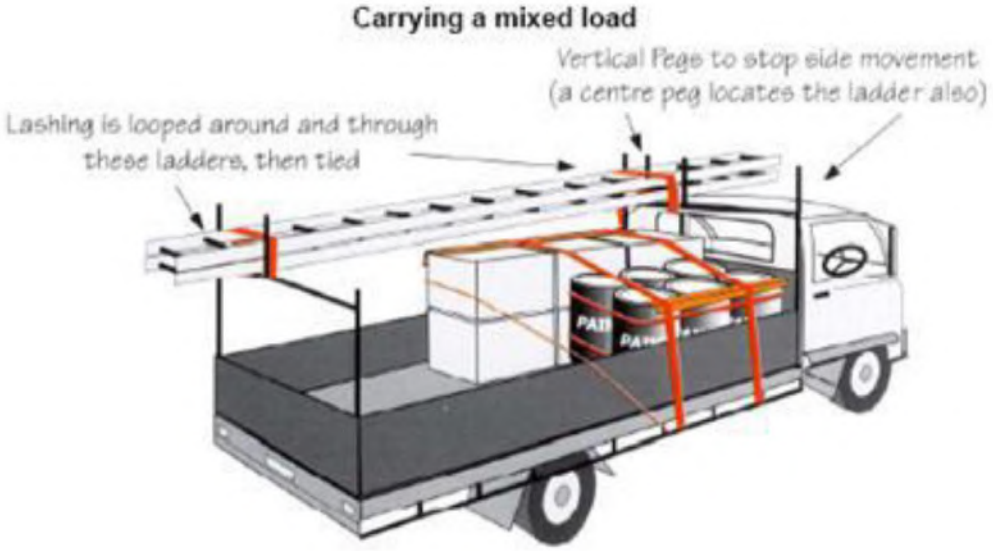
•Heavy Loads – Ratchet straps with appropriate work load limit (WLL) for cargo to be held down. In some instances chain ratchets may be required.

• Transporting of cylinders has be done as per Compressed Gas Cylinder Storing

& handling procedure # 2.32.2.1.16.01

• Rebar bundle transporting with standard trailer support and secured with proper lashing gears


Restraining tall items
Angle lashing is often difficult to keep in place and usually requires another top loop to hold it
Consider angle lashing to stop forward movement of high loads


Carrying a mixed load
Vertical Pege to stop side movement (a centre peg locates the ladder also)
Lashing is looped around and through these ladders, then tied

4.9 Transporting hazardous materials

To ensure compliance to Qatari regulation, the following guidelines shall apply to vehicles transporting hazardous materials into site:

a) All hazardous materials shall be **declared** to the Qatar Steel Security before entry to site.

b) All materials entering site shall be accompanied by a Material Safety Data Sheet **(MSDS).**

c) All materials shall be transported in accordance with specifications stipulated in the MSDS.

d) Materials shall be checked for reactivity with other materials in the load according to the MSDS before loading vehicles.

e) Vehicles transporting Hazardous materials shall be labeled, marked and identified in terms of local traffic regulations.

f) Cylinders shall be classified as Hazardous materials, and therefore the following guidelines shall apply to Transporting of cylinders (as per Compressed Gas Cylinder Storing & handling procedure # 2.32.2.1.16.01)

i. Cylinders shall be transported with cylinder caps securely fitted to the cylinder.

ii. Cylinders shall be transported in the upright position.

iii. Cylinder should not be transported on a vehicle with regulators attached.

iv. Cylinders to be transported in a cage designed to keep cylinders upright

v. Cage and cylinders needs to be secured by suitable means to prevent cylinders and cages to move during transportation.

4.10 Risk assessment (See APPENDIX B – Check List)

A risk assessment helps to determine what action should be taken to control the risk and how urgently the action needs to be taken

a) High risk areas SMD - billet bays / Rolling mill billet charging and bundling area / PD dispatch / Port loading and unloading / Warehousing

b) Requiring barricading / isolating persons from risk) /

c) Areas where there are vehicles reversing / loading and unloading /

d) Heavy traffic (Process areas inside the plant) / Low visibility (night time / during winters)

Departments should carry out a **Risk assessment** (as per the QS HIRA Procedure) on its activity / on the road. By considering the risks to employees on the road & to

review it periodically to ensure it remains valid. Management lies with the User departments

This assessment should take into account the type of vehicle to be driven,

1. Safe site - The nature of the journey / route – illumination / working environment
2. Safe vehicle suitability and Maintenance
3. Safe driver -- Competency / stress -- Working hours (rest / sleep) Eating food Facility / meals breaks / activity
4. All workplace transport activities such as loading and unloading.

- Look carefully at all the vehicles and people moving round your workplace
- Mark the traffic and pedestrian movements on a plan so you can see where pedestrians and vehicles interact
- Identify improvements that will reduce the contact between pedestrians and vehicles
- Remember to include less frequent tasks, eg waste skip changes
- Make sure you consider delivery drivers as they are particularly vulnerable

Controls Measure that can be considered

Training

By HSE

a) Basic **Safety induction** to visitors / contractors / sub-contractors through

b) Train a responsible person (nominated by department to manage this procedure & its implementation) & Have a procedure in place, provide training and resources

c) Refresher training every two years on usage of seat belts / speed limits

By User department

a. For Road users (Employees) on trip / route planning- Have **pedestrian routes** to avoid taking potentially hazardous shortcuts

b. **For drivers** --Technical Training should be provided – Department's nominated person to train all concerns, they have more influencing powers and should take ownership **supported by HSE** on safe driving and Traffic management control procedure / Defensive driving / Transportation of hazardous material / First aid /

Motor cycle safety / Parking areas / Night driving guidelines / audit / hazards and control measures

Instruction by User department –

To manage visitors / contractors / sub-contractors through Contractor management - Ensure visiting drivers are familiar with workplace routes and reversing areas
Managing **Behavior based safety** of the drivers / operators and Pedestrian's and have controls over impaired driving due to fatigue / stress / lack of sleep / consuming alcohol – medicine / drugs that are restricted and having control over distraction, main reasons are Errors of judgment and momentary lapses of concentration

Guide / Supervision to visitors/ contractors / sub-contractors

By User department to manage for visitors and contractor / Sub contractors / new employees
Visitors should report to **the reception area or site office** and be given information on the safety procedures for the workplace before they are allowed into areas where vehicles and powered mobile plant are used.

Temporary – Permanent Barricades

Water-Filled K-Rail / Cones --Isolate the hazard from people e.g. by creating a delivery area away from other pedestrians or work activities / Schedule delivery times to avoid / Reduce the need for pedestrians and vehicles to interact / Schedule work to prevent mobile plant and pedestrians being in the same area at the same time

Road maintenance –

Infrastructure including lighting (periodic light cleaned due to dusty environment and inspection for replacing), Painting / stripping-lines
Vehicle routes at the workplace should have a firm and even surface, be wide and high enough for the largest vehicle using them. Free from obstructions, grease and surface damage, Roads well drained, maintained and lit , ,

Signs Boards (See **APPENDIX E)**
Provide Sign boards (Enforceable "No Parking" and no parking / direction / walk ways / hazards communication to drivers
They should be clearly sign-posted to indicate speed limits / Arrow Boards / Message Boards / Warning signs / Truck mounted attenuators / Portable traffic signals / Stands / Water barrier wall / Barricades / Traffic drums / Vertical panels / crash attenuators / Lights—flashers and steady-burns / sequential lights / Portable light towers

Signals / Beacon Lights / Fix mirrors at blind corners e.g. convex mirrors / Speed cameras / monitoring / Traffic calming measures like speed humps / Use of safety Belts / Enforcing speed limits

Speed limiters on forklifts / Interlocked gates / Boom gates /

Traffic segregation between pedestrians, light vehicles and other Heavy Vehicles must be in place and respected.
Hinged gates that open towards the pedestrian / Provide separate entries and exits for pedestrians and vehicles./ Create exclusion zones e.g. forklift-only areas in loading bays or pedestrian-only areas around tearooms, amenities and entrances. / Remove or identify blind corners using bollards / Use vision panels in pedestrian doors entering vehicle areas

Right of way

Heavy Vehicles and special vehicles shall have **right of way** over light vehicles.

Emergency vehicles shall have **right of way** at all times when their sirens and bar lights are activated and they respond to a scene
Pedestrians shall yield to all vehicles and stay confined to walkways

Vehicles Maintenance & Registration Documents
Routine & Pre use check list / inspections of safety features + legal requirement of having valid **Registration document (Istamara)** (vehicle approved by Qatar Traffic law for use) and following the guidelines of transportation of dangerous goods

Have **designated Parking areas** - Flat or only have small slopes - steep gradients which cannot be avoided should be clearly signposted and guarded

Road surveillance / Department patrols / Inspection / Senior's making safety tours

Heavy vehicles shall be fitted with audible signal devices (**reverse alarms** etc.) Where vehicles with **restricted or limited visibility** such as Cargo Trucks, Mobile Equipment etc. are required to reverse, such reversing shall not be allowed unless under the guidance of a **flagman** or spotter, to safeguard the blind spot area of the vehicle. (User Departments must a list and communicate to all concerned parties / service providers)

High visibility clothing and **High-visibility markings for mobile plant**

Emergency preparedness–
Departments should ensure adequate communication system and first Aid training

Driver stress - rotation.

4.11 ENTRY to QS Restricted Area

General requirements

a. Vehicle or engine driven mobile equipment shall be in good condition to meet the requirements of Qatar Govt. Traffic Dept. and QS HSE **Checklist (Appendix- C).**

b. The number of vehicles / mobile equipment shall be kept to the minimum essential for the site personnel and work requirements.

c. The vehicle or equipment shall be provided with the right type and size of fire extinguisher certified. Extinguisher shall be properly mounted at an easily retrievable location.

Fitted with Spark Arrestor

a. Approved type spark arrestor shall be fitted properly to the engine exhaust of equipment and vehicles entering QS Restricted Areas (QS Gas Reduction Station, Gas Stations and Valve Stations at DR, RM, SM, and LCP, & In areas where there is a potential of Gas leaks or fire explosion areas). Spark arrestor shall have quality markings such as documentary proof of quality.

b. Vehicles provided with a catalytic converter or spark arrestor muffler in the exhaust can be exempted provided that, manufacturer's proof is available to show equivalence to a spark arrestor (see Appendix-D).

c. User Department shall ensure that the spark arrestor is frequently checked and maintained in good condition.

4.12 Vehicle Classification

A. LIGHT VEHICLES

Light vehicles shall conform to the minimum standard for Light vehicles as stipulated in the Qatari Road Traffic Ordinances.

B. HEAVY VEHICLES

Heavy Vehicles shall conform to the minimum standard for heavy vehicles as stipulated in the Qatari Road Traffic Ordinances.

C. SPECIALIZED VEHICLES / Equipments

Specialized Heavy vehicles such as cranes, tippers, truck-mounted cranes, forklifts, etc. shall conform to the minimum standard as set out by the Original Equipment Manufacturer and assessed to be safe for use on site.

4.13 Duties of Nominated Person by Departments

Each department shall nominate Person / s responsible for managing the Road traffic Management for his department

Responsibilities for health and safety management must be clearly allocated. It is important each worker, contractor, subcontractor, visiting driver and other relevant people clearly understand their role in following safe work practices and taking reasonable care of themselves and others

Duties (Roles and Responsibilities towards Road traffic Management)

1. Do transport **Risk assessment** of his department and take necessary controls, Using "APPENDIX B " -- "Site Inspection - Workplace Transport Checklist"
2. Have a **List** and Type of **vehicles / equipments** in their departments owned by QS / Hired / brought in by outside agencies (slag dumpers / loaders / trucks / fork lift / mobile crane / pick up / cars / Motor Cycle etc.)
3. **Nominate a person for each vehicle / equipment for Periodic cleaning and responsibility with record**
4. **List of Authorized persons** to use QS vehicles and maintain their license copy & expiry date
5. In relation to Road traffic Management -- Making of **JSA + Procedures / Reviewing procedures** (to include lay outs) also considering within it Environment management and Health and safety Management systems & train the operators
6. Departments should **Train its authorized drivers** / operators on road safety including hazards + sign boards (Supported by HSE) As the Driver / operator follows their immediate supervisors instruction due to their influencing factor
7. List of **restricted area for vehicle movement** – Define areas requiring usage of spark arrestor
8. Departments to **Designated** parking areas with adequate control measures for Motorcycles / Cars. Not allowed to park in close proximity to process plant areas / traffic movement (sign boards + safe walk ways – Segregation of Pedestrians and Vehicles)
9. **List where Reverse** movement is required in limited / tight areas / blind spot's, Based on activity / task - Ensure Sign board + Flagman + illumination List of Vehicles requiring Reverse horn
10. Ensure **securing loads** / hazardous material (cylinder) are safely transported, Have a system to check that the loads are **secured / lashed** and not loose before it leaves the work area / departments
11. **Flashing** lights is available & functioning in vehicles entering plant areas

12. Should **Manage (Contractor management) Visitors / Contractors / Sub contractors** on road safety through **Instruction, Information Training and Supervision / Monitoring** through Communications / Contractual agreements etc. including **PPE**
13. **Investigate incidents** –Find the Root cause & discuss it at the department's monthly safety meetings / Assign **Objectives & targets** to avoid re occurrences / Present slides of road violators and communicate for awareness / Maintain data and make analysis on Number and type of incidents / Train the road users (Employees + Contractors + sub-contractors) – Trip / Route planning
14. Ensure **Periodic inspection** (Department patrols) based on department requirement but minimum **once a year**
15. Ensure Sign boards cleaning and maintenance / lighting / painting / barricades of roads
16. Periodic **auditing by nominated person** at least **once a year** to determine the effectiveness of the control measures
17. **Ensure compliance to (4.1— 4.12)**
18. Ensure the whatever the department control / supervises / manages comply to The maximum speed on Qatar Steel premises roadways for light vehicles is **30km/hr.** and for Heavy Vehicles and Equipment's is **20 km/hr** &
19. **Seat belts** are worn all the time
20. Have a **Route map / Layout** for Equipment / Slag dumper travelling with hazardous material is defined
21. Ensure adequate **Illumination** -- periodic light cleaned due to dusty environment and inspection for replacing -- inspection sheet as record & date
22. Not to use **mobile phones** while driving Park and speak in case of emergency
23. Dealing with **extremes weather** conditions

4.14 Employee Transport buses through in and out of the plant --

Managing the risks to employees while travelling to and from work

Department should take appropriate steps to ensure the health and safety of our employees and others who may be affected by their activities This includes the time when they are driving at work, whether this is a company/ hired vehicle,

Drivers behind the wheel of a vehicle are responsible for their own and others' safety on the road. They should take reasonable care of their own health and safety and that of others who might be affected by their actions; and they should use equipment provided to them correctly.

There will always be risks associated with driving. Although these cannot be completely controlled, Facility department has a responsibility to take all reasonable steps to manage these risks and do everything reasonably practicable to protect people from harm

As a measure of control –Fatigue / Stress (working hours / breaks / residential facilities – sleeping hours) should be considered -- Total number of hours worked, and not just the number of hours spent at the wheel, when planning driving schedules.

Controls Measures

HSE -Security should ensure that Employees using their own vehicle are behaving in a safe manner / attitude.

Departments should ensure that their authorized employees / Operators are competent to drive

Competent drivers are competent through driver assessment

Reviewing the risk assessment in light of incidents

Have an effective contractor management system related to road safety, Control starts at the selection criteria level and then management level by departments and finally at the Security level

Investigations should be done and recommendations implemented to avoid re occurrence

More rigorous monitoring by departments as well as HSE

To restrict long hours

Choosing vehicles carefully

Vehicle should be properly Maintained

Specifying safe routes for journeys to avoid risky routes

Feed back

Involving employees in identifying and putting in place control measures; developing an occupational driver appraisal service;

Periodic Consulting employees travelling in the buses and reviewing

Involving Drivers as participation and consultations for Risks arising from their work; proposals to manage and/or control these risks; the best ways of providing information (sign boards), Instruction and training

Drivers not to use mobile phones while driving;

Managing extremes weather conditions

Providing rest rooms

Organize campaign / Competition on road safety point system,

Provide personal protective equipment where there are risks to health and safety that cannot be adequately controlled in other ways;

4.15 Three areas for consideration

Safe site – Activity + Design (Traffic routes)
Safe vehicle
Safe driver

Safe site – Activity

Reversing

During activities --Many deaths and serious injuries involving vehicles at work happen during reversing, with poor visibility being the main cause

Adopting a one-way system is one of the best ways to reduce reversing operations

Reversing up to structures or edges

Banksman (signalers)

Banksman should only be used when there is no other way to control reversing risks. Because they often have to stand relatively close to a vehicle when it is reversing, properly trained and competent

Use the standard hand signals, Both banksman and driver should agree and understand them before any maneuvers start.

Visible to drivers at all times. - low-light conditions - high-visibility equipment, such as bats, batons or flags;, a high-visibility vest, vehicle- or site-fixed visibility aids (such as mirrors, cameras etc), Stand in a safe position where they can guide the reversing vehicle and be visible to the driver at all times. If a driver loses sight of a banksman they should stop immediately. Portable radios or similar communication systems can be helpful,

Parking

Provide safe and suitable parking areas, with parking for work-related vehicles separate from that for private cars, motorcycles and bicycles.

Clearly signposted and enforced parking areas may be necessary if there is an increased risk of injury from uncontrolled parking.

Drivers should not have to cross potentially hazardous work areas or traffic routes. Physical precautions such as bollards and barriers can help prevent vehicles from crossing into pedestrian walkways.

Parking areas should:

Be clearly signposted;

Not impede traffic routes;

Ensure pedestrians and vehicles are kept apart;

Allow drivers and pedestrians to see clearly;

Be firm, level and well drained;

Be well lit, if possible;

Be as close as possible to where people need to go when they leave their vehicles.

Hard standings flooring

Safe parking -- brakes ON; engine OFF; key OUT; equipment SAFE

Parking on a slope

Apply all brakes;

Leave vehicles in gear (if it is safe to do so);

Use wheel chocks or stops where appropriate;

Park vehicles facing up or down the slope, not sideways on,

There are some exceptions to this for example, where operators are working directly in front of the vehicle pointing downhill (such as a farm worker opening a gate), it may be safer to park across the slope to prevent the vehicle from moving if the brakes fail.

Loading and unloading

Follow the loading and unloading procedure

adequate safety **information** beforehand.

safety checklists and if it does not meet the criteria then to reject loading or unloading

Department who actually places the load onto the vehicle and those in control of sites must ensure the **loading** is carried out safely and that the load will remain in a safe and stable condition until it reaches its destination.

Those in controls of sites where **unloading** takes place must also ensure unloading is carried out safely.

Hauliers are responsible for ensuring the correct **equipment** and vehicles are used and their **drivers** are properly trained and monitored.

Deliveries and collections

Drivers know what to expect when they arrive at a site, for example any restrictions on vehicle size or type, or when goods should be delivered or collected;

safe system of work for deliveries and collections;

safe place for drivers to wait during loading and unloading;

Suitable equipment is available to allow safe loading and unloading, for example for drivers delivering at retail outlets;

There is enough time allowed for drivers to check loads are secure and sheeted properly;

Instructions (in writing) are provided for all those involved.

Consider scheduling collections and deliveries to avoid the start and end of shifts / busy hours

Visiting drivers

Visiting drivers should report to the site operator for any relevant instructions such as

the **workplace layout**, plan of the workplace at the entrance with clear and concise instructions in several languages, possibly including pictures.

Which **route to follow**, and

Where **to park**, load and unload. Firm, level ground, free from potholes and debris

Communication of the language English / Hindi

Smoking area

Pedestrians walk ways

Hazards -- overhead power cables or pipe work

Waiting area for drivers - rest between driving shifts, especially if they may be waiting for several hours, with easy and safe access to **toilet,** Washing and **Refreshment facilities** and **Shelter** in case of bad weather.

Vehicle has been **properly loaded**, (Center / balanced load)

Lashing – because of using Public road – (responsibility of dispatcher as a first level then Security) / (Mark parking and mark cranes)

Crane operators / loaders -- Operators Eye testing and using of glasses

Preventing vehicles moving

Slow speed and driver moving out from back & when one leaves the other comes in (blind spot)

Load safety

Mention the truck requirements

Suitable vehicles for the load including the Rated capacity' (the manufacturer should provide this information) or its legal limit of maximum capacity

Overloaded vehicles can become unstable, difficult to steer, and have less efficient braking

Designed to distribute the forces they receive into the main chassis frame of the vehicle;

if they have moving parts, move as little as possible to prevent **lashings** losing tension in transit; be compatible with the securing equipment to be used. eyebolts --be firmly attached either directly to the chassis or to a metal crosspiece or outrigger (those secured only to wooden members are unlikely to be strong enough).

Avoid using sheeting hooks to secure loads as they are only designed to secure a tarpaulin over the load for weather protection. Lashings (such as webbing, chains, cables or clamps) should be in serviceable condition and be checked for damage at regular intervals to ensure their tension has not been lost. Use sleeves and/or corner protectors to prevent damage to both the load and the lashing or sheet if it passes over a sharp edge or corner. Ropes and buckle straps suspended from a roof rail and/or the curtains of a standard curtain-sided vehicle are generally not suitable for securing a load.

Packing

Pack individual parts of a load closely together to prevent them moving, but if this is not possible, use suitable packing (known as dunnage) to fill any gaps, for example timber, folded cardboard, hardboard, high-density foam or air bags. Dunnage should take up as much of the empty space as possible.

Loading Loose material

Load Loose material on vehicles safely / Multi-site deliveries / Shifted loads / Tipping

Anyone responsible for loading should be given clear instructions and training on how to distribute loads safely on the vehicle so it is safe to drive.

Follow these principles where possible:

Spread loads as evenly as possible during loading, moving and unloading as **unbalanced** loads can make the vehicle or trailer unstable, or overload individual axles.

Place the load as close as possible to the bulkhead or headboard. Fill any gap with appropriate dunnage where this is not possible. However, avoid loading drawbar trailers too far forwards – this can lead to a snaking effect as the combination moves.

Avoid loading to the back of the trailer, because this can cause the trailer to tip backwards (especially for single-axle trailers), reducing the vehicle's grip on the road surface.

Arrange loads close to the middle of the trailer and slightly forward of it to place enough downward force on the tow bar to keep the trailer coupled, but not putting too much pressure on the tow vehicle suspension or hitch.

Balance loads across the axle (or axles) of a drawbar trailer so that coupling or uncoupling can be managed easily and safely, and the trailer remains stable.

Load in a way that will allow for efficient unloading (for example in reverse delivery order) and reduce double handling.

Figure 15 Loads spread evenly across vehicle

Multi-site deliveries

149 Delivering to more than one site is more complicated than delivering to just one site because:

Loads spread evenly across vehicle

Preventing vehicles from overturning

Plan out suitable routes, avoiding slopes that are too steep, and uneven or slippery surfaces, kerbs or sharp turns;

Erect barriers, walls, banks and signs to help drivers avoid unsuitable terrain or hazards such as pits or trenches;

Consider speed restrictions and enforce them where appropriate;

Load evenly according to the loading capacity of the vehicle;

Use vehicles suitable for the task;

Transport loads on lift trucks with loads carried as close to the ground as practicable;

Make sure vehicles are well maintained

Only allow properly trained operators to drive vehicles;

Keep surfaces well-repaired, free of obstructions and clear of debris.

Not turning with a raised body; / striking overhead obstructions; / high winds.

Written information, including details of the load, safe tipping procedure, characteristics of the site

Driving on slopes

To help avoid overturns when driving on a slope, drivers should do the following:

Check the manufacturer's instructions for stability limits and other recommendations for use.

If driving across a slope cannot be avoided, try to drive forwards up the slope.

Never turn across a slope while already on it.

If driving down a slope cannot be avoided, drive down the shallowest part of the slope. It is usually better to drive forward down the slope rather than diagonally, to maintain the stability of the vehicle.

Never drive a lift truck diagonally down a slope.

Always drive loaded lift trucks up or down slopes with the forks facing uphill.

Without a load, ensure the forks face downhill when driving up or down slopes;

Keep speed to a minimum on slopes.

Many vehicles are more stable going uphill than downhill. Being safe to drive up a slope does not mean it will be safe to drive down it.

Driver protection and restraints

Tipping sites

Figure 16 Vehicles should be parked on level ground

Unloading

Remove load in balanced condition

Never stand or walk immediately behind the vehicle

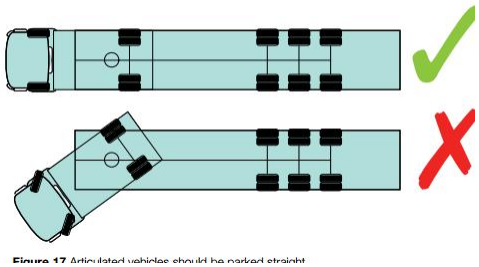


Figure 17 Articulated vehicles should be parked straight

Overhead power lines Restrict entry into this area

Work at height on vehicles

Falls from vehicles, they are often caused by:

Slipping while walking on loads;

Tripping on ropes or torn sheets, causing overbalancing;

Wearing inappropriate footwear;

Poor working surfaces made worse by bad weather;

Poor means of access onto and off the vehicle;

A lack of awareness and training

Personal fall-protection systems

Anchor point, - a lanyard and a harness, inspected regularly & a fall-arrest system -which does not prevent falls, but minimizes the consequences of a fall

Getting on and off vehicles

Well constructed ladder or the vehicle's steps and maintain at least three points of contact, never use parts of the vehicle which are not designed as hand or footholds (such as mudguards, bumpers, tracks or hooks).

Ladder safety

Level and comfortable to use, with sufficient tread;

Have the same features as those on site-based ladders or stairs;

Be well built, properly maintained and securely fixed;

Have a slip-resistant surface;

Not allow material such as mud, grease or oil to build up (for example, use grating to allow mud etc to pass through a step);

Have the first rung or step positioned so that it can be easily reached, ideally

Approximately 40 cm from the ground, and no more than 70 cm

Walking on vehicles

Always make sure there are suitable measures in place to prevent a fall;

Do not walk or lean backwards, especially near the back or open sides of a vehicle (for example during sheeting);

Never stand on a load once it is attached to lifting equipment (for example a crane or a lift truck).

Trimming, sheeting and netting

Some loads will need trimming to make sure they are properly balanced before being transported, sheeted or netted. Trimming is common where loading using a bucket or hopper has left a load unevenly spread.

Avoid walking on loads while trimming. As well as the risks of falling from height, they are often uneven or unstable. They may appear to be solid even though there are gaps or 'voids' under the surface (common with aggregate loads). Use the working platform of a vehicle or a site-based working platform instead.

Covering loads

There are a number of reasons to cover a load, including:
Keeping materials hot, such as bitumen or asphalt;
Keeping materials dry, such as quicklime;
To protect the environment and legal requirements
To prevent loss of load during transit and comply with road traffic legislation protection from the weather

Sheeting and netting can involve risks from working at height and manual Handling to reduce these risks, consider other ways of covering the load, such as protecting each unit separately, using pre-packed loads, or using alternative vehicles such as curtain-siders or closed containers that do not require sheeting.

A gantry with a work-restraint system to prevent a fall

Nets

Nets are easier to handle than sheets and can often be thrown over the load from the ground.

If you use nets

Never use them to secure a load beyond their maximum rated capacity;

Make sure they are properly tightened, according to the manufacturer's instructions;

The mesh size needs to be less than the smallest item the net is expected to hold (although this will not always apply to nets used over loose bulk loads).

Safe site - Traffic routes

- Plan your workplace so that pedestrians are safe from vehicles
- Provide a one-way system if you can
- Provide separate (segregation) routes for pedestrians and vehicles (Large vehicles routes designed properly)
- Avoid reversing where possible
- Provide appropriate crossing points where pedestrians and traffic meet
- Use signs to indicate vehicle routes, speed limits, pedestrian **crossings** etc
- Make sure lighting is adequate where people and vehicles are working
- Visibility - Avoid sharp or blind bends on vehicle routes as far as possible.
- Make sure road surfaces are firm and even
- Make sure there are safe areas for loading and unloading
- Try to provide separate car parking for visitors as they may not know your site

Well-drained surface & must not be so uneven, potholed, sloped or slippery / kept free from obstructions / slip, trip or fall. /appropriate markings and signs where necessary / enough width and headroom to allow vehicles to circulate freely without having to leave the route. / avoid steep slopes / properly signposted / avoid sharp or blind bends (or use measures such as mirrors to improve vision / surface made of suitable material, firm and even, and able to safely bear the loads that will pass over them / maintained to provide good grip for vehicles or people, eg gritted or sanded if slippery, with no obstructions, holes or loose materials / provide prominent warning to limited headroom, both in advance and at the obstruction itself / avoid passing close to any edge, or anything that is likely to collapse or be left in a dangerous state if hit (such as cast-iron columns or storage racking), unless it is fenced or adequately protected / avoid potentially dangerous items unless they are well protected (eg fuel or chemical tanks or pipes).

Speed -Speed limits --Speed humps and cushions

Speed humps are a proven way to limit the speed that vehicles move around a site. They are only suitable for routes where vehicles can go over the humps safely. Most industrial lift trucks are not designed to go over them and some **emergency** vehicles, such as ambulances, need to avoid them. It is often possible to include some type of bypass to allow these vehicles to avoid going over the humps.

Warning signs should be clearly visible, and should be far enough from the hump to allow drivers to change their speed safely. The humps themselves should also be clearly marked.

Sometimes speed cushions can be used instead of speed humps. They work in a similar way, but do not stretch across the whole road. Instead, they leave some space clear for certain types of vehicle to drive through or straddle the raised areas, for example cyclists or larger emergency vehicles.

Signs, signals and markings

Signs are necessary to inform drivers and pedestrians about potential hazards and what they need to do. Road signs used to warn or give information to drivers in private workplaces must be the same as those used on public roads, wherever a suitable sign exists.

Signs should be placed so that people have time to see and understand them and then take action before they reach the hazard; be placed where they can be seen, depending on who uses the route. For pedestrians and car drivers their positioning may be similar, but for large goods vehicles they will need to be much higher; be clear and easy to understand; stand out enough to be noticed; be kept clean and well maintained so they are visible at all times; be reflective or phosphorescent if they have to be visible in darkness and where possible, adequately illuminated; be regularly reviewed to make sure they are still relevant to the hazard.

Traffic lights are useful to control the flow of traffic at busy junctions, at narrow places and at site entrances. Speed sensors and flashing warning signs can help control the speed of traffic.

Road markings should be used to show, for example, traffic lanes, route edges, priority at junctions, stop lines, no-parking areas and pedestrian crossings. They should also be used to instruct drivers, for example ‘SLOW’ White road markings are used to regulate traffic and yellow markings are used to regulate parking. Wherever possible, both should be reflective and those that have faded should be replaced when they are no longer effective.

Drivers and pedestrians should be able to expect that the layout, street furniture and markings on site will be similar to those on public roads.

Lighting

Every workplace must have suitable and sufficient lighting. All traffic routes, maneuvering areas and yards should be adequately lit, particularly near junctions, buildings, plant and pedestrian routes. Where vehicles move around when it is dark, ensure the site is adequately lit,

Avoid sudden changes in lighting levels, such as when leaving a dark warehouse into a bright day, as this can affect a driver's vision

Temporary workplaces and unprepared roadways

Temporary traffic routes often have uneven ground, lack of road markings and poor driving surfaces.

To reduce the risks when using these routes, you may need to consider:

The competence of drivers; providing extra information and instruction to drivers;

safe systems of work and traffic management; supervising drivers; providing temporary, moveable barriers (eg concrete sections bolted togetheror hollow, plastic barriers filled with water or sand), timber baulks or fencing to mark out routes.

Soft ground

Ground that has not been prepared to highway specification (or similar) may be firm enough for smaller, lighter or tracked vehicles, but not for larger, heavier vehicles or plant. To prevent vehicles overturning because of poor ground conditions, the ground should be assessed before use and, where necessary, reinforced. This is particularly important during tipping or lifting operations.

If outriggers are used for stability, they often need steel or timber pads under each outrigger, selected or designed for each operating location. Most lift trucks are not designed to operate on soft or uneven ground, so use specialist all-terrain lift trucks where appropriate.

Slopes

Steep gradients can make operating vehicles difficult, especially if the surface is made slippery, for example in poor weather. Some vehicles can become particularly unstable on slopes. Examples include: most lift trucks; raised-tipper lorries; raised-body tankers involved in transferring powder or bulk solids; vehicles with a trailer containing liquids (such as a bowser or a slurry tanker) without effective baffles.

Loading and unloading operations taking place on steep slopes may result in both the load and the vehicle becoming unstable.

Weighbridges location and moving of vehicles

Barriers in the pedestrian route between the weighbridge door/window and the vehicle.

Markings

Easy access to fittings and control points

Consider locating fittings such as intercom systems or barrier buttons by the driver's position on vehicles so they can be easily operated.

Ventilation

Avoid using vehicles that generate potentially harmful exhaust fumes in confined spaces, or in places or buildings where the build-up of fumes could pose a risk to health. Always make sure there is adequate ventilation.

Safe vehicle

Work equipment used (which includes vehicles) is **suitable** for its purpose. When buying or hiring a vehicle, consider what it is to be used for, the environment in which it will operate and who will operate it.

The design of vehicles used on public roads has to meet specific legal standards, set out in the Road Vehicles / mobile plant, lift trucks.

Need to be guards on dangerous parts of the vehicle, for example power take-offs, chain drives, or exposed hot exhaust pipes.

Seat restraints and driver protection

Safe and comfortable seats,

Restraints and rollover protection. ROPS (rollover protective structure Seat belt

Monitor if operators are wearing seat

Unless a risk assessment concludes otherwise. Exceptions might be a warehouse lift truck operator picking orders in a warehouse (or similar work), where the surface is good, vehicles move slowly, and operators need to get in and out of the truck frequently. Instructions should be clear and enforced.

Working outdoors in bad weather or in an inhospitable working environment (such as cold stores or foundries)

Passengers Seats

Should only be allowed on a vehicle if it is designed to accommodate them safely, with suitable seating and restraints

Vehicle visibility and reversing aids

Able to see clearly around their vehicle, so they can see hazards and avoid them. Vehicles should also be clearly visible to pedestrians and other vehicles in the workplace, so consider fitting, for example**, additional lights, reflectors and flashing (or rotating) beacons (as well as horns** for drivers to warn others that they are approaching).

Large shovel loaders often have poor visibility from the cab. Visibility can be poor to the side or front of a vehicle as well as behind, and loads on vehicles can severely limit visibility from the driving position. Consider fitting **extra mirrors,**

Reversing alarms or sensors, and CCTV

Lift trucks and compact dumper vehicles in particular have reduced forward visibility when they are transporting bulky loads.

Maintain vehicles in good repair, particularly the braking system, steering, tyres, lights, mirrors and specific safety systems

Reduce the risk of falling when people have to climb onto a vehicle or trailer by providing well-constructed ladders, non-slip walkways and guard rails where possible

Safe driver

Train lift truck operators

Reassess lift truck operators at regular intervals, eg every three to five years, or when new risks arise such as changes to working practices

Make sure all drivers are supervised (including those visiting the site)

5.0 Breach of this Procedure

Any breach of this procedure will be treated as a potential disciplinary issue and dealt with through the normal course of disciplinary action for Qatar Steel Employees.

6.0 Contactor Employee Traffic Violation Matrix

Below Matrix will be followed for Contractor Employees for the Traffic Violation:

Violation	First Offence	Second Offence	Third Offence
No Seat Belt	Remove QS Induction Card for 5 days	Expelled from QS Site (64 to be removed from MIC Card)	NA
Over Speeding	30-40 KM/H Remove QS Induction Card for 3 days	50-60 KM/H Expelled from QS Site (64 to be removed from MIC Card)	NA
Mobile Phone	Expelled from QS Site (64 to be removed from MIC Card)	NA	NA
Unsafe Parking	Traffic Violation Issued	Remove QS Induction Card for 3 days	Expelled from QS Site (64 to be removed from MIC Card)

7.0 Appendix

Appendix 'A'

Traffic Violation Notice (# A 0000001)

QATAR STEEL

Traffic Management Control Procedure	Document Number: Classification: Internal

APPENDIX A: Traffic Violation Notice

TRAFFIC VIOLATION NOTICE — NUMBER A 0000001

PERSONAL DETAILS

FIRST NAME	LAST NAME
DEPARTMENT/COMPANY	POSITION/OCCUPATION
DRIVERS LICENCE NUMBER	Employee/QS ID NUMBER

VEHICLE DETAILS

TYPE OF VEHICLE (Circle Correct Type)

CAR	BUS	TRUCK	PICK-UP	MACHINERY	OTHER

OTHER DESCRIPTION/REMARKS

MAKE	MODLE
COLOUR	REGISTRATION NUMBER
GATE PASS NUMBER	OTHER NUMBER

DETAILS OF OFFENCE

DATE OF OFFENCE	TIME OF OFFENCE

LOCATION OF OFFENCE

NATURE OF OFFENCE

OFFENCE 1	OFFENCE CODE	Demerit point
OFFENCE 2	OFFENCE CODE	Demerit point
OFFENCE 2	OFFENCE CODE	Demerit point

FOR SPEEDING OFFENCE			
SPEED OF VEHICLE		SPEED LIMIT	
Type of detection		Follow	Radar
OFFENCE CODE	Demerit Points	Comments	
ISSUED BY			
FIRST NAME		LAST NAME	
PIB NUMBER		POSITION	
DATE OF ISSUE		TIME OF ISSUE	
SIGN			
OFFICE USE ONLY			
DATA ENTERED BY		DATE ENTERED	
DEPARTMENT/COMPANY ADVISED		HSE ADVISED	
Current Points Total		Suspended Driving notice Issued YES | NO	

Appendix 'B'

Safety Check list for implementing **effective control measures** in your workplace

Site Inspection - Workplace Transport Checklist

Guide as to what should be considered when trying to reduce the risk from vehicles in the workplace.
If the question is not relevant to your workplace leave the boxes blank.

Check list –for implementing effective control measures in your workplace		
Consider the following	Yes / No	Comments / Action
Separation		
Are separate entries and exits provided for vehicles and pedestrians including visitors?		
Do the entries and exits protect pedestrians from being struck by vehicles?		
Does the layout of the workplace effectively separate pedestrians, vehicles and powered mobile plant?		
Are systems in place to keep pedestrians and moving vehicles or plant apart like physical barriers, exclusion zones and safety zones?		
Vehicle routes		
Check that the layout of routes is appropriate	Yes No	
Are the roads and footways suitable for the types and volumes of vehicular traffic and pedestrian traffic using them?		
Is the level of lighting in each area sufficient for the pedestrian and vehicle activity?		
Is there a safe pedestrian route that allows visiting drivers to report for instructions when entering the site?		
Are loading zones clearly marked?		
Do vehicle route designs take into account vehicle characteristics under all conditions, for example emergency braking, running out of fuel or adverse weather?		
Are there enough **parking** places for vehicles and are they used?		
Are traffic directions clearly marked and visible?		

Are vehicle routes **wide** enough to separate vehicles and pedestrians and for the largest vehicle using them?		
Do vehicle routes have **firm and even surfaces**?		
Are vehicle routes kept **clear** from obstructions and other hazards?		
Are vehicle routes well **maintained**?		
Do vehicle routes **avoid sharp or blind corners**?		
Pedestrian routes		
Are pedestrian walkways **separated** from vehicles?		
Where necessary are there safe pedestrian **crossings** on vehicle routes?		
Is there a **safe pedestrian route** which allows visitors to access the site office and facilities?		
Are pedestrian walkways clearly **marked**?		
Are pedestrian walkways well **maintained**?		
Vehicle movement		
Check that the need for REVERSING is kept to a minimum and where reversing is necessary that it is undertaken safely and in safe areas	Yes No	
Have drive-through, properly designed and signposted **one-way systems** been used to reduce the need for reversing?		
Where reversing areas are needed are they **marked** to be clear to both drivers and pedestrians?		
Are **non-essential workers excluded** from areas where reversing occurs?		
Are vehicles slowed to safe speeds, for example **speed limiters on mobile plant** on vehicle routes?		
Do drivers use the **correct** routes, drive within the speed limit and follow **site rules**?		
If risk assessment shows site controls cannot be improved further and you need a **banksman** to direct reversing vehicles, are they adequately trained and visible?		
Signs		
Check that suitable safety features are provided where appropriate	Yes No	
Are there **speed limit** signs?		
Are roadways marked where necessary, eg to indicate the right of way at road junctions?		

Are features such as fixed mirrors (to provide greater vision at blind bends), road humps (to reduce vehicle speeds), or barriers (to keep vehicles and pedestrians apart) provided where necessary?		
Are there clear warnings of powered mobile plant hazards?		
Is there clear **signage of pedestrian** and powered mobile plant exclusion zones?		
Is there enough **lighting to ensure signs** are visible, particularly at night?		
Warning devices		
Are flashing lights, sensors and reversing alarms installed on powered mobile plant?		
Information, training and supervision		
Do powered mobile plant operators have relevant high risk work licenses?		
Are they trained in operating the particular model of plant being used?		
Have workers received site specific training and information on traffic hazards, speed limits, parking and loading areas?		
Is information and instruction about safe movement around the workplace provided to visitors and external delivery drivers?		
Is the level of supervision sufficient to check traffic movement and ensure safety of pedestrians and drivers?		
Personal Protective Equipment		
Is PPE like high visibility clothing provided and used where necessary?		
Vehicle safety **selection and suitability**	Yes No	
Have vehicles and powered mobile plant been **selected** which are ***suitable*** for the tasks to be done?		
Do vehicles have direct **visibility** or devices for improving vision like external and **side mirrors** and **reversing** sensing device? vision aids such as CCTV;		
Are vehicles fitted with effective service and parking **brakes**?		
Do vehicles and powered mobile plant have **seatbelts** where necessary?		
Are there any **other control measures** that should be		

implemented to manage risks at your workplace?		
Have suitable vehicles and **attachments** been selected for the tasks which are actually undertaken?		
Are they provided with **horns, lights, reflectors, reversing lights** and other safety features as necessary?		
Are there **guards** to prevent access to dangerous parts of the vehicles, eg power take-offs, chain drives, exposed exhaust pipes?		
Do drivers have protection against **bad weather** conditions, or against an unpleasant working environment, ie the **cold, dirt, dust, fumes and excessive noise and vibration?**		
Is there a safe means of **access** to and from the cabs and other parts that need to be reached? Are surfaces, where people walk on vehicles, **slip resistant?**		
Is driver **protection** against injury in the event of an **overturn**, and measures in place to prevent the driver being hit by falling objects, provided where necessary?		
Are operators involved or **consulted** on vehicle selection?		
Is there a regular **maintenance** program for all vehicles and powered mobile plant?		
Vehicle maintenance adequate	Yes No	
Is there a **regular preventative maintenance** programme for every vehicle, carried out at predetermined intervals of time or mileage (eg in accordance with manufacturer's instructions)?		
Is there a system for **reporting** faults on the vehicle and associated equipment and carrying out remedial work?		
Where vehicle **attachments lift people** or objects, are thorough examinations undertaken by a competent person ?		
Do the drivers carry out **basic safety checks** before using the vehicle?		
Tipping		
Check that tipping operations are carried out safely	Yes No	
Do visiting drivers report to the site supervisor for any		

relevant instructions prior to commencing tipping operations?		
Are non-essential personnel excluded from tipping areas?		
Are tipping operations undertaken on ground that is level and stable, and a location free from overhead hazards such as power lines, pipework, etc?		
Where sites are not level and stable, are the tipping faces safe for vehicles involved in tipping operations, eg compacted and no side slopes?		
Are suitably sized wheel-stops provided where vehicles need to reverse prior to tipping?		
Are drivers clear about when tailgates should be released or removed?		
Do drivers check that their loads are evenly distributed across the vehicle prior to commencing tipping operations?		
Are the drivers sufficiently experienced to anticipate loads sticking?		
Do drivers always ensure that the body is completely empty and drive no more than a few metres forward to ensure the load is clear?		
Is there a system of maintenance in place for the tipper and the tipping mechanism?		
(Un)sheeting		
Check that sheeting and unsheeting operations are carried out safely	Yes No	
Do you use ground based sheeting methods?		
Are sheeting and unsheeting operations carried out in safe parts of the workplace, away from passing traffic and pedestrians and sheltered from strong winds and bad weather?		
Are the vehicles parked on level ground with their parking brakes on and the ignition key removed?		
Are gloves, safety boots, and, where necessary, eye and head protection provided, and used by those engaged in the sheeting / unsheeting operations?		
Where manual sheeting is unavoidable, is there a system in place which avoids the need for a person on to climb on the vehicle or load, ie by providing a platform from which loads can be sheeted?		

Driver competence		
Check that your selection and training procedures ensure that your drivers and other employees are capable of performing their work activities safely and responsibly	Yes No	
Do drivers possess the necessary licences or certificates for the vehicles they are authorised to drive ?		
Do you check the previous experience of your drivers and assess them to ensure they are competent? Do you provide site specific training on how to perform the job, and information about particular hazards, speed limits, the appropriate parking and loading areas, etc?		
Do you have a planned programme of refresher training for drivers and others to ensure their continued competence?		
Are Contractors driver made known of the **Routes to be followed**		
Are the drivers communicated about the hazards **Sign boards** (parking and no parking / direction / walk ways / rest room / waiting place		
Management and supervision of workplace transport risk		
level of management control/supervision is adequate	Yes No	
Are site rules documented and distributed?		
Are your supervisors, drivers and others, including contractors and visiting drivers, aware of the site rules? Are they aware of their responsibilities in terms of helping to maintain a safe workplace and environment?		
Has a risk assessment been completed for all workplace transport hazards?		
Is the level of supervision sufficient to ensure that safe standards are maintained?		
Are sanctions applied when employees, contractors, etc fail to maintain these standards?		
Are adequate steps taken to detect unsafe behavior of drivers of site and visiting vehicles as well as		

pedestrians? Are the underlying reasons investigated to correct unsafe behaviors?		
Is there good co-operation and liaison on health and safety matters between your staff and those who collect or deliver goods?		
Check what your drivers and other employees actually do when undertaking their work activities	Yes No	
Do drivers drive with care, eg use the correct routes, drive within the speed limit and follow any other site rules?		
Do your drivers and other employees have enough time to complete their work without rushing or working excessive hours? Do you monitor "job and finish" work to ensure drivers are not rushing to cut corners?		
Are your employees using safe work practices, eg when (UN) coupling, (UN) loading, securing loads, carrying out maintenance, etc?		
Do managers and supervisors routinely challenge and investigate unsafe behaviors they may come across?		
Do managers and supervisors set a good example, for instance by obeying vehicle / pedestrian segregation instructions, and by wearing high visibility garments where these are needed?		
Un(Loading) Activities		
Check that there are safe systems for LOADING and UNLOADING operations	Yes No	
Are loading / unloading operations carried out in an area away from passing traffic, pedestrians and others not involved in the loading / unloading operation?		
Are the load(s), the delivery vehicle(s) and the handling vehicle(s) compatible with each other?		
Are loading / unloading activities carried out on ground that is flat, firm and free from potholes?		
Are parking brakes always used on trailers and tractive units to prevent unwanted movement, eg when coupling vehicles?		
Are the vehicles braked and/or stabilized, as appropriate, to prevent unsafe movements during loading and unloading operations?		

Are systems in place to prevent trucks driving away while they are still being (un)loaded?		
Are lorry drivers and others kept in a safe place away from the vehicle while (un)loading is carried out?		
Is there a safe area marked where drivers can observe loading (if necessary)?		
Has the need for people to go on to the load area of the vehicle been eliminated where possible and if not is safe access provided and used?		
Is appropriate lifting equipment available for (un)loading vehicles?		
Is loading / unloading carried out so that, as far as possible, the load is spread evenly to avoid the vehicle or trailer becoming unstable?		
Are checks made to ensure the load is adequately secured and not loaded beyond their capacity before the vehicle leaves the site?		
Lighting at Work adequate		
Not entering from bright to dart and dark to bright		
Periodic cleaning and replacing		
Visibility during nights and winters		

Appendix 'C'

Vehicle / Equipment Pre service Inspection Check Sheet

Vehicle Pre Service Safety Inspection Check Sheet.

Location: **Date:**

Miles / Km **Vehicle Type:**

Vehicle Reg.No.: **Name of Supervisor or Driver:**

Item	Description.	Pass	Fail	N/A.	Comments	Date Resolved
1	Walk round vehicle, is there any damage or any leaks (Fuel,Oil, Cooling Water, Hydraulic Oil)					
2	Check all tyres, are there any cracks, damage, cuts, swelling and trend wear. Are pressures OK?					
3	Is the Engine Oil level OK?					
4	Are the Brake and Clutch Master Cylinder Oil Levels OK , Are there any signs of leaking Hydraulic Oil.?					
5	Are the Terminals and Battery secure and Electrolyte levels OK?					
6	Is the Cooling Water level OK? Are there any leaks from hoses.?					
7	Is Screen Washer water reservoir full.?					
8	Are all Drive Belts secure and correctly tensioned, or damaged?					
9	Are there any signs of leaks or loose items under the Bonnet.?					
10	Are all Lights working correctly.? including the Direction Indicators.					
11	Are Front, Side and Rear Screens clean and free from damage.?					
12	Are all Controls and Instruments working correctly.?					
13	Are all Warning Devices working and Mirrors correctly adjusted.?					
14	Is the Driver's Seat adjustable.?					
15	Are the Brakes fully functional.?					
16	Is the vehicle clean and tidy.?					
17	Is there a full First Aid Box?					
18	Is there a full Fire Extinguisher?					

General Comments:

Name of person conducting the Inspection: **Signature:**

Copy to QS HSE Department.

Check list for Loaded Cargo.

قطر ستيل
QATAR STEEL

RM-1

CONSOLIDATED LOADING MEMO
SUPPLY CHAIN & LOGISTICS DEPARTMENT
SHIPPING SECTION

Loading Date	: May. 25, 2016	PRINTED AT 10:23
No. of Trucks	: 1	
Transporter	: NABINA TRANSPORT	
Delivery No	: 1812738	
Customer :	NABINA BUILDING MATERIALS	
Destination	: DOHA	
Order No.	: 6232	

Cargo Details

Spec : BS4449:2005 GRB500B

Size	Length	Bundles / Pieces	Quantity M/T
14 MM	12 Mtrs	13	26.052
	Total :	13	26.052

YARD NUMBER	15D

TRUCK NO:	121212	TRUCK REGION		DRIVER NAME	TEST

CHARGE NUMBER	No:OF BUNDLES	TOTAL	CHARGE NUMBER	No:OF BUNDLES	TOTAL	REMARKS

DOCUMENTS PREPARED BY (SIGN BELOW)	LOADED BY (SIGN BELOW)

FINAL INSPECTION & CHECKLIST OF LOADED CARGO

CONDITION OF CARGO	
NUMBER OF BUNDLES LOADED	
NUMBER OF TAGS & STICKERS FIXED	
IS THE LOADED CARGO PROPERLY SECURED/LASHED USING CHAINS OR BELT?	
IS THE CARGO COVERED WITH PROPER TARPAULIN SHEETS & TIED WITH ROPE?	☐ YES ☐ NO IF NO-REASON________
HOW MANY DUNNAGES ARE THERE ON THE TRAILER PLATFORM?	(# DUNNAGES OF 150X150MM REQUIRED)
HOW MANY SIDE SUPPORTS ARE THERE ON EACH SIDE OF TRAILER?	6 SUPPORTS ON EACH SIDE REQUIRED
ARE ALL THE SHIPMENT DOCUMENTS HANDED OVER TO THE DRIVER?	

I CONFIRM THAT, I RECEIVED THE CARGO IS IN GOOD CONDITION إستلمت شحنة الحديد بحالة جيدة SIGNATURE OF DRIVER	SIGNATURE OF INSPECTOR	SIGNATURE OF SHIFT IN-CHARGE

20 MANDATORY SAFETY REQUIREMENTS
1. TRAILERS SHOULD MAINTAIN SPEED LIMIT OF 20 KPH INSIDE QATAR STEEL PREMISES
2. PROPER PPES - HELMET, SAFETY SHOES, HIGH VISIBILITY JACKETS SHOULD BE WORN AT ALL TIMES
3. MOBILE PHONE USAGE WHILE DRIVING IS STRICTLY PROHIBITED- Ref. QS HSE Procedure-2.32.2.1.15.1

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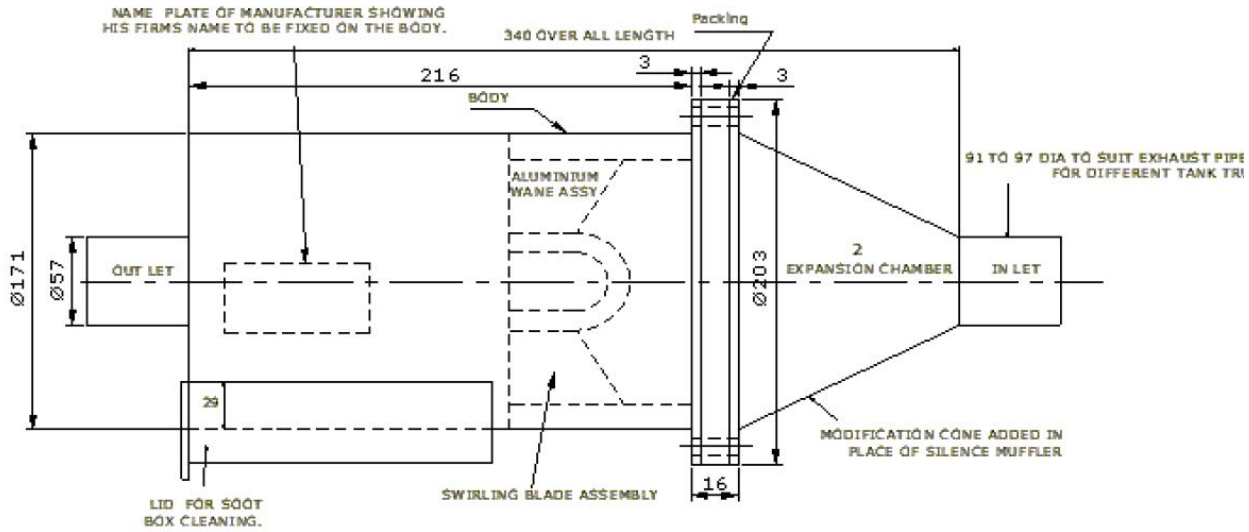
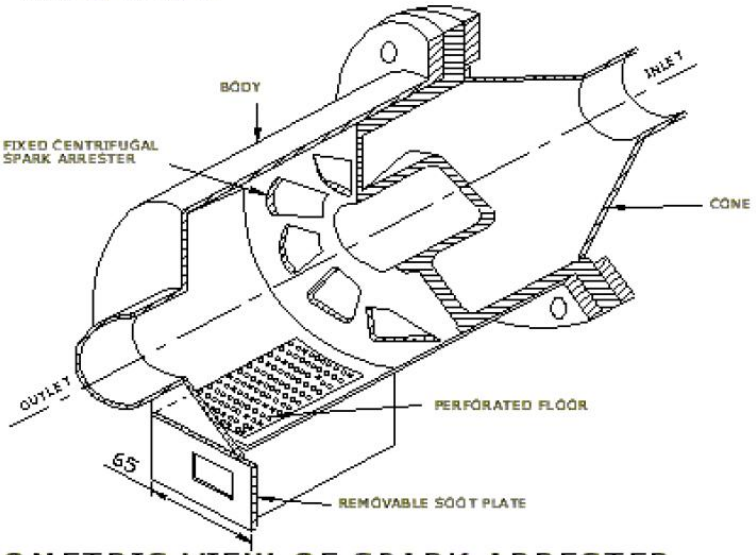
Appendix 'D'

SPARK ARRESTOR



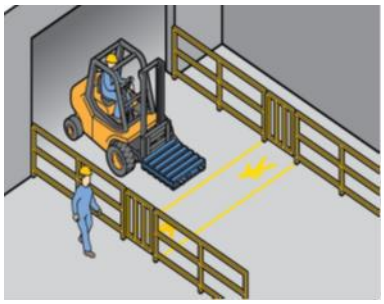
ELEVATION



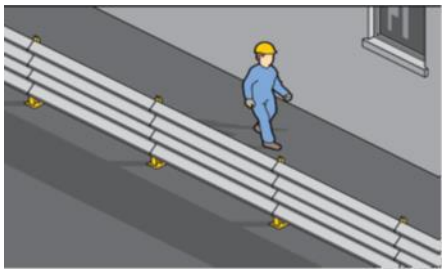
ISOMETRIC VIEW OF SPARK ARRESTER

Appendix 'E'

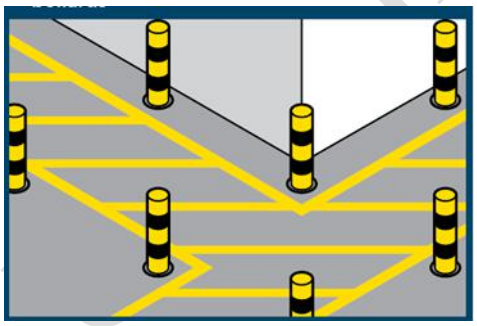
Common Traffic Safety Protection & Signage



Guardrail: is a system designed to keep people or vehicles from (in most cases unintentionally) straying into dangerous or off-limits areas.



High Impact Barrier: keep vehicles within their roadway and prevent vehicles from colliding with dangerous obstacles such as boulders, buildings, walls or large storm drains. Traffic barriers are also installed at the roadside to prevent errant vehicles from traversing steep (non-recoverable) slopes or entering deep water.



Walkway marked with lines: pavement markings (known as honour lines) may be used to define pedestrian..... Walkways within or partly within a shared area or space shall be marked with.

Temporary physical barriers

Segregation of pedestrians

Pedestrian crossings

Speed humps and cushions