



# **PROCEDURE**

## **HSE Rules and Regulations for Contractors Working in Qatar Steel**



# QATAR STEEL COMPANY (QPSC)

Procedure	2.32.2.1.08.01
Established	01-Apr-2006
Effective Date	15-Dec-2019
Revision	04

## REVISION HISTORY

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## 1 INTERNAL CONTROLS

### 1.1 REVIEW of PROCEDURES

To assure Managements, Shareholders and External agencies confidence in the company's policies & practices, QATAR STEEL Internal Audit may verify compliance with this procedure. [Department Owner] shall review this procedure every three years to ensure that it continues to serve the purpose intended.

### 1.2 EMPLOYEE RESPONSIBILITIES


All employees of the company are required to observe and abide with this procedure.

### 1.3 APPROVAL

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

AUTHORITY

DATE



15/12/2019

**Approved By:**  
**Mohammed Nasser Al-Hajri**  
Managing Director & Chief Executive Officer (MD&CEO)



12-12-19

**Checked By:**  
**Alexander Stramrod**  
Manager – HSE Department



11-DEC-2019

**Drafted by:**  
**Sharful Ain**  
HSE Engineer – HSE Department

This document has been reviewed by Document Controller. It complies with the requirements of policy 1.12.0.1.01.01 and it is considered ready for issue.

Signed by \_\_\_\_\_

Date \_\_\_\_\_

**11 DEC 2019**

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**Prepared By:**  
HSE DEPARTMENT

**Issued By:**  
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## 2. Purpose

The Contractors working for QATAR STEEL shall understand and strictly adhere to the Safety & Security Procedures, regulations and standards adopted by the company to avoid personal, vehicle, fire and property damage accidents.

## 3. Scope

This Procedure applies to all contractor, sub-contractor employee working at the Qatar Steel site. Each contractor shall ensure that its employee follow this procedure, as a minimum.

## 4. Procedure

This Procedure specifies the Safety, Security, Fire and Environment rules and regulations to be followed by the Contractor employees working for QATAR STEEL for short and long term duration of contract period.

## 5. General Security Rules

- a) All the Contractor employees shall obtain a valid MIC Gate Pass before entering QATAR STEEL.
- b) All Contractors working for QATAR STEEL shall notify in writing the name of their Site Representatives and contact telephone numbers to P&WH Division and a Copy to HSE.
- c) Carrying camera/video camera and taking photos and video recording is Strictly Prohibited in QATAR STEEL and severe actions will be taken against violators. If the concerned QATAR STEEL department personnel to whom the Contractors are reporting, request for taking photo/video for official purpose, a special permission will be given on written request for a limited period of time.
- d) Materials of contractors shall not be taken out without valid Material Out gate pass.

## 6. Safety

### 6.1 Basic HSE Induction Training

- a) All contractor employees those who are reporting to QATAR STEEL, have to undergo a basic HSE induction training. After completion of the training, a HSE Training card with photo will be issued to the concerned.
- b) All the Contractor employees shall have the HSE Induction card always during the work inside QATAR STEEL. If, HSE personnel during inspection, found any contractor employee without this card, can ask the concerned to leave the place until he brings the card back.
- c) HSE Induction training is made available at training center. However in case of emergencies like unexpected break down works, concerned Department Manager can request for special training, however HSE has the right to accept it depending

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on the resources or availability of sources. However HSE will take the decision for a suitable solution depending on the Urgency.

- d) There will be refresher training on expiry date of HSE card for renewal. All Contractors are requested to renew their cards well in advance to avoid any inconvenience.
- e) Who shall require the HSE Card those who require to work in the plant Under Qatar Steel contract /subcontract shall have the induction training & obtain the HSE card which will have the validity.
- f) Arranging & information to Contractors regarding the HSE induction
- g) Regulations well in time are the responsibility of Department in charge responsible for the job.
- h) VISITORS: It is mandatory to accompany any visitor to the Plant Premises accompanied by a Senior QS Person at all times. Visitors shall wear proper PPE as per the regulations in the Plant working area. For regular visitors Coverall & helmet has been provided by HSE on request. All Visitors/VIPs: Irrespective of their business shall attend short induction training at HSE office familiarize emergency plan & hazards etc.
- i) Any clarification /confusion on HSE card issue can be referred to HSE Dept.
- j) This can be finalized only by HSE coordinator, HSE Engineer and safety Head of Section and their decision shall be final.

## 6.2 Personal Protective Equipment

- a) All Contractors shall supply their company uniform to all employees and they shall wear the uniform at all times of their work in the plant. Wearing of ordinary dresses of pants, shirts while at work is not allowed.
- b) Safety shoes and helmet are mandatory PPE inside the plant. In addition to this, job specific and area specific PPE like goggles, ear muff/plugs, hand gloves, Special gum boot, Welder's glasses, face shield, respiratory PPEs etc shall be worn depending upon the job/area. All PPE shall follow BS/EN or American standards. All PPE shall be supplied by the respective contractor only and QATAR STEEL will not supply.

## 6.3 General Safety Measures

- a) Smoking is allowed only in designated areas and is strictly prohibited in Plant area, Offices, Porta-cabins and any other closed occupancy.
- b) Using Asbestos Material in any form is strictly prohibited within Qatar Steel.
- c) Contractor employees shall not enter unauthorized locations, areas, plants etc inside QATAR STEEL.
- d) After obtaining work permit/clearance from their QATAR STEEL representatives only, they can start their work.
- e) Contractor employee supervisor shall conduct daily tool box talk on the safe execution of the job for the particular day.
- f) Do not engage in horseplay during the course of work.
- g) All the porta cabins/containers of contractors shall be fitted with electrical fittings approved by QATAR STEEL –Electrical section/Maintenance Department.

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### 6.4 Excavation

- a) Necessary Excavation authorization & permits shall be obtained through the concerned QATAR STEEL Department. A copy of the permit along with necessary drawings shall be available at the site of excavation with the contractor supervisor.
- b) If road closure is required, obtain Road closure/diversion clearance from HSE through the concerned Department.
- c) All necessary sign boards involving excavation shall be provided by the contractors including Traffic diversion signs if required.
- d) Fire Extinguishers shall be provided by the Contractors if it is mentioned in the permit.
- e) Contractors shall follow all instructions mentioned in the permit & if it is mentioned only hand excavation, at any cost they shall not use mechanical means of excavation.
- f) After completion of work, refilling of the soil shall be done properly and after getting clearance from QATAR STEEL representative they can remove barricades, sign boards etc and clear the area for use.
- g) Once excavation permit is approved by HSE, any kind of overwriting or extension by any other agency is not acceptable & subjected to serious action.

### 6.5 Scaffolding

- a) All scaffolding material shall follow BS/EN standards.
- b) Scaffolding erection/dismantling shall be done under the supervision of Certified Scaffolding supervisor.
- c) The Scaffolding supervisor after inspecting the scaffold erected shall inspect it thoroughly and fix a Green tag with signature if it is approved for use.
- d) All the incomplete scaffolds shall have Red Tag, saying 'NOT FOR USE'.
- e) If the plant is under operation, only metal boards shall be used and not wooden boards.
- f) Use only skilled & trained scaffolders. A copy of their training certificate shall be handed over during HSE induction training.
- g) All the scaffolders shall use Safety Harness while erecting/dismantling scaffolds.
- h) Scaffolders shall not throw tools or materials up and down. Always receive material hand to hand. If it is difficult, use buckets to pass the materials.
- i) Cordon off the area of erection/dismantling of scaffolds with caution boards.
- j) Platforms shall be provided with Toe boards.
- k) If the erected scaffold is not under use for more than 15 days, it shall be again inspected and fresh Green tag to be provided by the supervisor.
- l) Because of climatic disturbances like sand storm, if the scaffolds get disturbed, it shall be inspected again and fresh green tag to be provided.

### 6.6 Traffic Safety

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- a) All the drivers of LV/HV and two wheelers shall have valid Qatari Driving License for the vehicle/equipment they are operating and a copy of their license shall be given to HSE Department.
- b) All the vehicles used by the Contractors shall have the necessary traffic certificate issued by Traffic department of Qatar. A copy of the certificates of all vehicles/equipment used by the contractor shall be given to HSE/QATAR STEEL.
- c) Permissible Speed limits inside QATAR STEEL are as follows:
- d) Light Vehicles 30 Km/hr
- e) Heavy Vehicles & Motor cycles 20 Km/hr
- f) Forklifts 10 Km/hr
- g) Two wheelers pillion riders not allowed.
- h) Fork Lift/ shovels Operators shall not carry passengers.
- i) Do not overtake vehicles inside plant areas give preference for dump trucks carrying slag.
- j) Reverse parking policy is to be followed & parking at designated areas only.

### 6.7 Tools Safety

- a) Contractor employees shall use hand tools of good quality and good condition. Never use defective tools.
- b) Only trained personnel shall use power tools like grinding machine, drilling Machine etc.
- c) All workers engaged in such activities shall have basic knowledge and proper training. Records for such training shall be maintained by the contractors.
- d) Guarding of power tools is must. Do not use defective or tools without guards.
- e) All Power tools shall be inspected at regular intervals by the supervisors. Records shall be maintained.

### 6.8 Gas Cylinders

- a) The Gas cylinders used by contractors shall follow color coding of BS 349.
- b) All cylinders under use shall be in upright position always.
- c) All cylinders not in use must have the protective caps securely fitted.
- d) Gas cylinders shall be carried in carriers & properly secured
- e) Copper pipe must not be used for extension of hoses.
- f) Gas cylinders must be fitted with flashback arrestors (check valves are not acceptable in place of flashback arrestors), pressure regulators and correctly coded hoses- BLACK for oxygen & RED for acetylene.
- g) While storing keep cylinders separately, chained & marked as FULL, EMPTY & in USE.
- h) Bleed off remaining gas from the hoses as soon as the job is over.
- i) Always lift cylinders from trucks. Never slide or drop them.
- j) Keep necessary fire protection equipment's like fire extinguishers always while hot jobs in progress.

### 6.9 Hot Works

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- a) The personnel engaged in hot works like welding, cutting, grinding etc. shall be a certified professional with enough experience and training. The copies of their qualification & Trade certificate shall be handed over to HSE during the time of induction training.
- b) All hot work jobs carried out, outside CRS shall be done under proper work Permit system.
- c) Remove all combustible materials from the area of hot work.
- d) Suitable fire extinguishers shall be kept ready for any emergency.
- e) The mandatory PPE for hot works like leather gloves, apron, and face shield, filter lenses of different shades according to job requirements, welders' boot etc shall be worn without fail. The supervisor has to ensure it, before starting the job.
- f) Proper ventilation shall be arranged for hot works inside confined spaces and places where there is less chances for venting out gas fumes.
- g) As soon as the job is over, thorough housekeeping has to be carried out
- h) X-ray testing of welded joints/lines shall be carried out after cordoning off the Area with caution sign boards on radiation hazards. It is advised that the radiography may be conducted during non-office hours/off days/holidays and whenever there is less no. of personnel movement.
- i) X-Ray testing has to be carried out only by authorized personnel of SCENR.
- j) The contractors have to inform Radiation protection Officer in advance, about the source & strength of isotopes they are using for x ray.

### 6.10 Rigging Safety

- a) All Rigging equipment like Mobile cranes shall be a certified one and necessary document copies shall be forwarded to HSE.
- b) All rigging activities shall have a certified Signalman & no rigging operations shall be carried out without Signalman. He is the only authorized person to give signal to the crane operator.
- c) All slinging activities shall be carried out by trained slingers only.
- d) The Copies of certificates of Crane Operator, signalman & riggers, slings man etc, shall be handed over to HSE during the time of induction training.
- e) All lifting tackles like slings, shackles, wire rope, belt etc., shall be periodically inspected and defects if any shall be removed from service. Test Certificate copies shall be available for reference.
- f) SWL (safe work Load) shall be clearly marked on cranes & at any instance do not overload SWL.
- g) Avoid lifting operations of heavy objects during rough weather like sandstorm/heavy wind.
- h) Wire rope slings with kinking, crushing, bird's cage etc shall be discarded and removed from service.
- i) For any rigging operations, complete the job and leave the spot. Do not suspend the load abruptly and leave the place.

### 6.11 Housekeeping

- a) Housekeeping is a part of safety and contractors shall advise their employees to follow good housekeeping practices inside QATAR STEEL.

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- b) Do not leave loose/sharp objects lying overhead, which may fall down.
- c) Clean up liquid, oil spilled on floors, walkways, operational areas and other places around the worksite.
- d) Never store oil soaked or dirty clothing in lockers, closed rooms or in the porta-cabins.
- e) Keep utility hoses rolled up and racked when not in use.
- f) Don't leave any object near the entrance, exits, emergency exits, fire extinguishers, water tanks and electrical switchboards etc.
- g) Accumulation of food waste will create serious hygienic problems. It shall be disposed-off immediately & no accumulation is allowed.
- h) All sections/shop floors/offices have separate containers for solid waste, iron waste, oil waste, bio degradable waste etc. Never allow containers to overflow. That means it has to be disposed-off at regular intervals.
- i) Throwing hazardous wastes and pouring waste like used oil is against environment rules and contractor employees shall strictly avoid such acts.
- j) Before starting any contract, confirm waste keeping area specified by the concern department & arrange its clearance from time to time.

### 6.12 Accidents

- a) Any incident resulting in injury, or damage to property, should be reported to the Emergency Control Center (8333) immediately.
- b) Security will liaise with the Police or MIC Security.
- c) QS HSE - Security responds to scene.
- d) Contractors shall bear all expenses and cost of damages in case of any fire, damage of QATAR STEEL property etc created by their employees.

### 7. Health

- a) Contractor employees who work for QATAR STEEL shall be medically fit enough to carry out the job assigned to them.
- b) During summer, to overcome heat stress proper shelters shall be arranged by the contractors for their employees.
- c) Enough number of cold water containers shall be arranged by the contractors for their workers.
- d) HSE/QATAR STEEL will give necessary training on Heat stress to all Contractor Supervisors who in turn shall train their employees.

### 8. Work Permit Executor

- a) Executor must be a person who is trained, competent and authorized who is responsible for the work being completed as described in the Permit to Work.

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- b) Permit executor must go through the PTW training organized by Qatar Steel HSE Department.
- c) After qualifying the PTW training the executor shall go for personal interview by respective department supportive HSE Engineer.
- d) Contractor's personnel may be considered as executors, only if the Service Contractor is suitably qualified and certified and authorized by the Department Manager.
- e) Responsibility for safe execution of the job primarily lies with the QS departments including those where contractor's personnel have signed as executors.
- f) Follow the Qatar Steel permit to work procedure.

## 9. Job Safety Analysis

All contractors are required to submit a job safety analysis in current revision to department for review and approval before start the job.

Following steps to be done in JSA.

- a) Select the job to be analyzed
- b) Break the job down into steps/tasks
- c) Describe the hazards in each step of the task
- d) Develop Control Measures
- e) Develop and Implement Safe Operating Procedures
- f) Evaluate and improve

## Risk Management Process

