



PROCEDURE

Reverse Car Parking & Safe Driving

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QATAR STEEL COMPANY (QPSC)

Procedure	2.32.2.1.09.01
Established	04-11-2012
Effective Date	18-02-2019
Revision	01

REVISION HISTORY

Revision No.	Issue Date	Amendment Description	Date Effective	Revalidated
00	04-11-2012	Established	04-11-2012	03-11-2015
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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. The HSE Manager 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 the company's policy and procedures.

1.3. APPROVAL

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

AUTHORITY

DATE



25/2/2019

Approved By:
Mohammed Nasser Al-Hajri
Managing Director & General Manager (MD/GM)



21/02/2019

Checked By:
Alexander Stramrood
Manager – HSE Department



19/02/2019

Drafted By:
Jacobus Theodorus Goosen
Head of Section – Safety

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 18-02-2019

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HSE Department

Issued By:
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2. PURPOSE:

The management of Qatar Steel is committed to providing a safe work place for all employees, visitors, contractors & sub-contractors. To that end, these reverse car parking guidelines have been developed to ensure that all employees, visitors, contractors & sub-contractors, take care while parking their cars in side Qatar Steel premises.

3. SCOPE

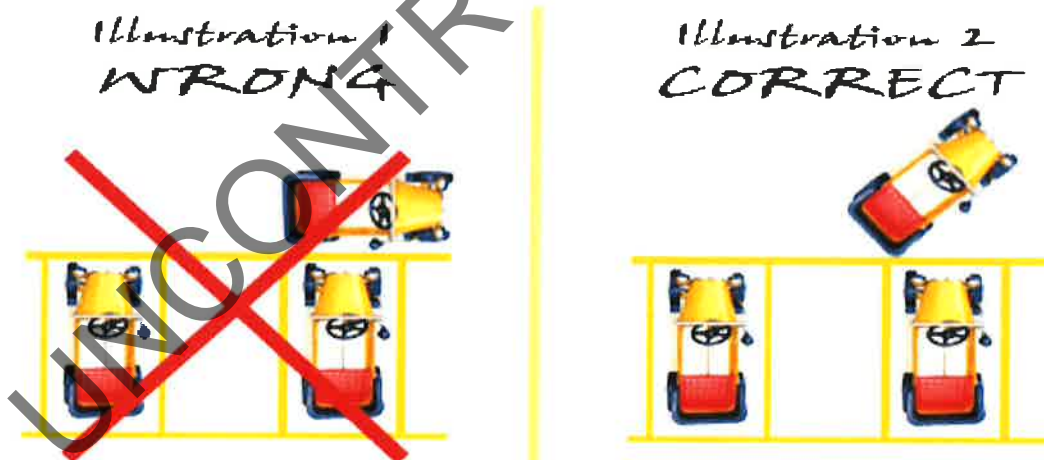
These reverse car parking guidelines shall apply to all Qatar Steel controlled facilities including QD-3 & Doha office.

4. PROCEDURE

Every year, a significant number of accidents involving vehicles in the workplace occur, and many more people are injured. A lot of damage is also done to property and profit. Better planning, training, awareness and the appropriate use of vehicles, can avoid most of these accidents. Carelessly parked vehicles can create a risk of injury. Vehicles should be parked in a dedicated parking area. This guidance has been made by HSE to help people involved in transport in the workplace to reduce the chances of accidents happening.

It is mandatory that all QS employees, visitors, contractors and sub-contractors park their cars in reverse as per following examples.

4.1 REVERSE CAR PARKING

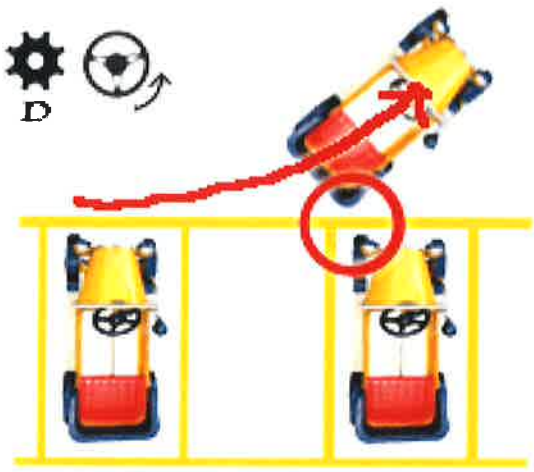


In illustration 1, you have to make several attempts reversing and forwarding before you can park in the lot. While in the illustration 2, you can park into the lot with only one time reversing.

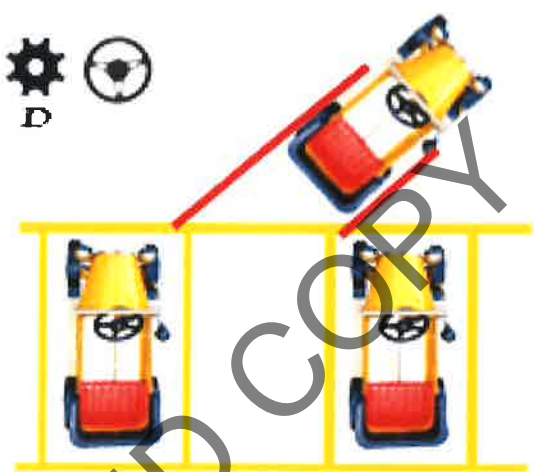
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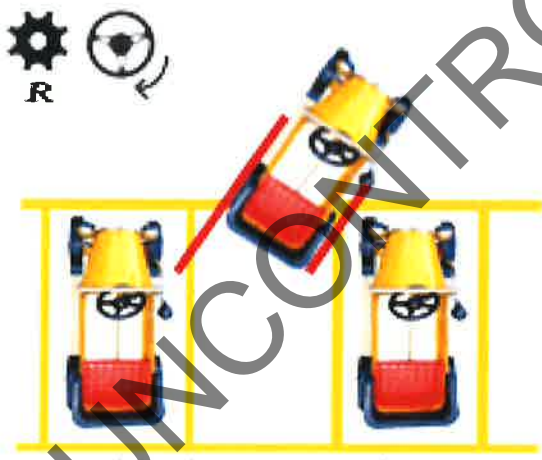
Step -1



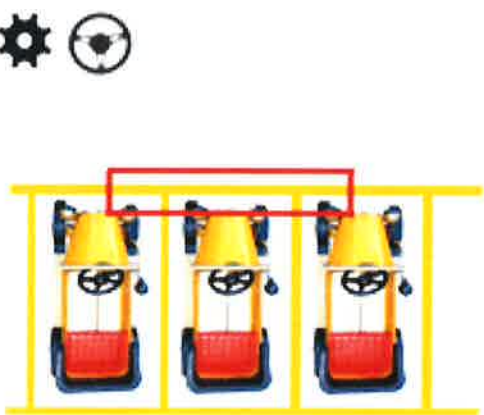
Step-2



Step-3



Step-4



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Good Examples



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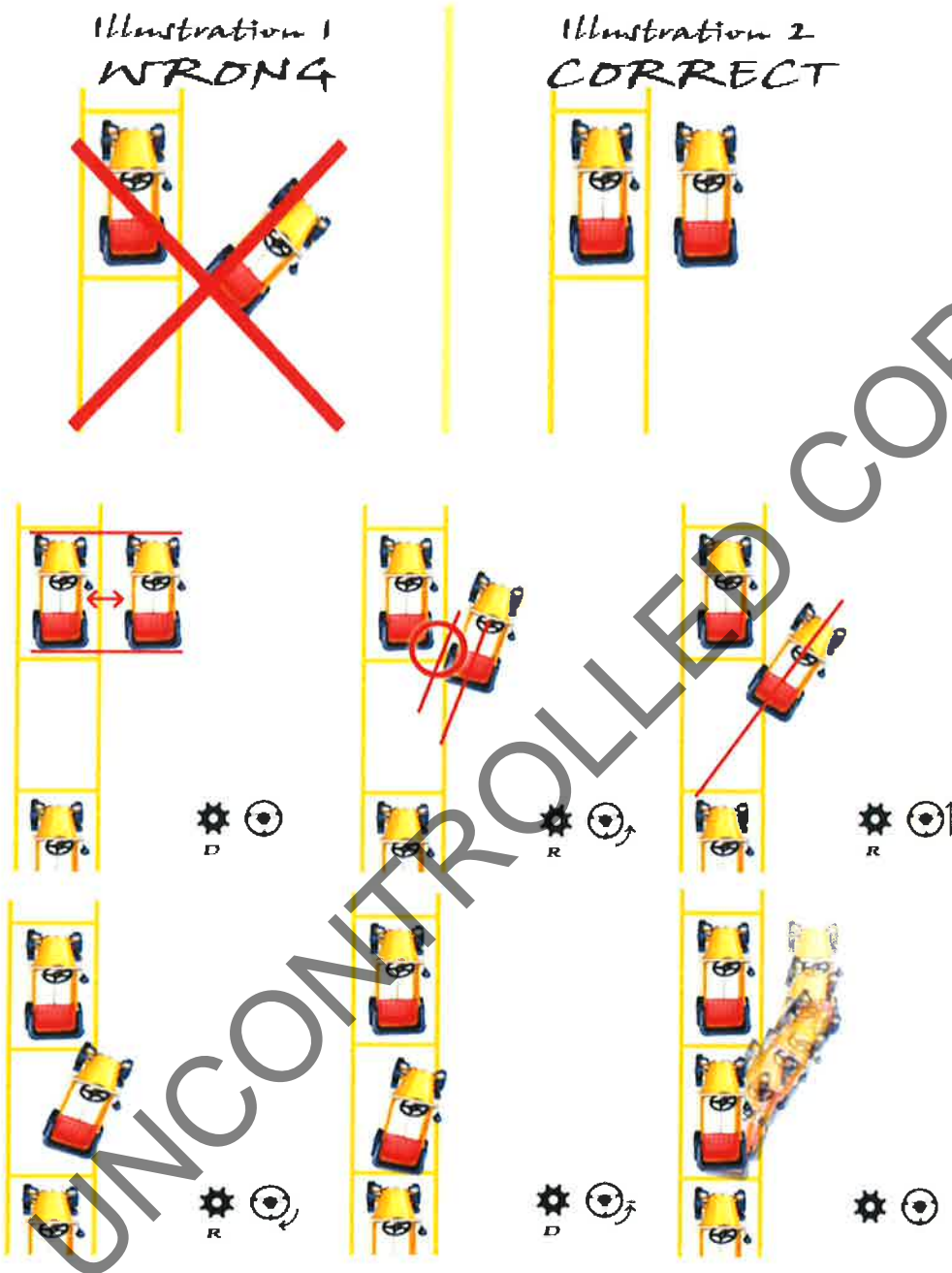
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4.2 PARALLEL SIDE REVERSE PARKING



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5. BENEFITS OF REVERSE CAR PARKING

- Improved visibility & increase field of vision. When leaving the parking space, motorists are able to see oncoming traffic.
- Decreased number of collisions motorists no longer has to back out blindly from their parking space.
- Personal safety is another often overlooked positive of reverse parking. If for whatever reason you needed to pull away from a parking space in a hurry having to reverse out would take longer and potentially put you at greater risk than simply pulling away forwards which would be faster and more direct.

6. SAFETY PRECAUTIONS BEFORE DRIVING

- Are you dressed comfortably?
- Are you wearing appropriate footwear?
- Are you physically fit and mentally alert?
- Are you relaxed and focused on your driving?
- Can you hear and see properly?
- Are you free from effect of any medication or alcohol?

7. TRAFFIC SAFETY

- For the vehicle/equipment they are operating(Light Vehicle/Heavy Vehicle and two wheelers), all drivers shall have a valid Qatari driving License & the necessary traffic Certificate issued by Traffic Department of Qatar / Annual vehicle registration / TPC.
- Permissible Speed limits inside Qatar Steel are as follows:
 - Light vehicles – 30km/h
 - Motor cycles – 30km/h.
 - Heavy vehicles – 20km/h.
 - Forklifts – 10km/h.
- Pillion riders are not allowed on motorcycles.
- Fork Lift/ shovel loaders and all heavy vehicles shall not carry passengers.
- No passengers are allowed to be transported in the back (load-bin) of a pick-up.
- Do not overtake vehicles inside plant areas.
- Give preference for dump trucks, fire trucks and ambulance.
- Maintain a safe distance of 20 meters from slag dumper.
- Do not drive under influence of drugs and alcohol.
- Only authorized person to use the vehicles / equipment.
- Use of mobile phones while driving is forbidden.

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- Wearing of seat belts is mandatory for all passengers whilst mobilizing within the boundaries of the Qatar Steel premises.
- Pre-use inspection -- Horn + Visibility aids, e.g. cameras / mirrors + audible reversing alarm + Beacon or flashing light + cleaning of vehicles.
- Periodic vehicle maintenance.
- Vehicle to be parked at designated areas.
- Follow Traffic Signage.

8. SAFE DRIVING PRACTICES

- **Scanning**

Scan your surroundings (keeping your eyes moving) and maintain safe distance around your vehicle. When a hazard arises on the road, you need time to react. Give yourself this time by keeping a "space cushion" on all sides of your vehicle. This space cushion will give you room to brake or maneuver if required.

- **Know What Is Ahead**

To avoid last minute moves, look down the road 10–15 seconds ahead of your vehicle so you can see hazards early. Constantly staring at the road just in front of your vehicle is dangerous. As you scan ahead, be alert for vehicles around you.

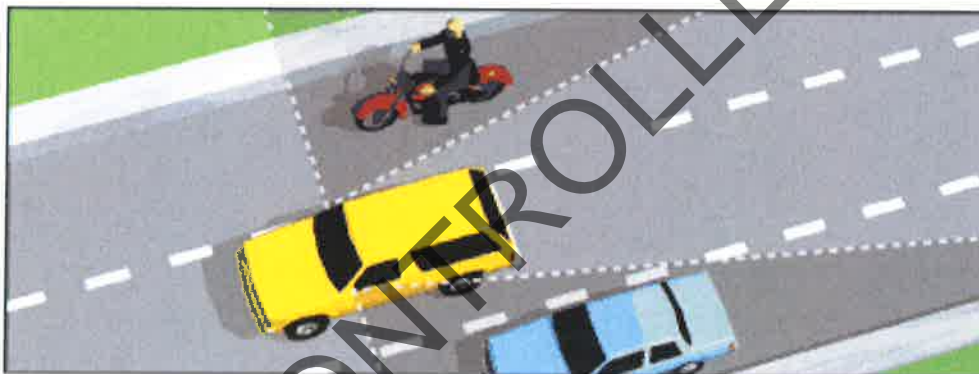
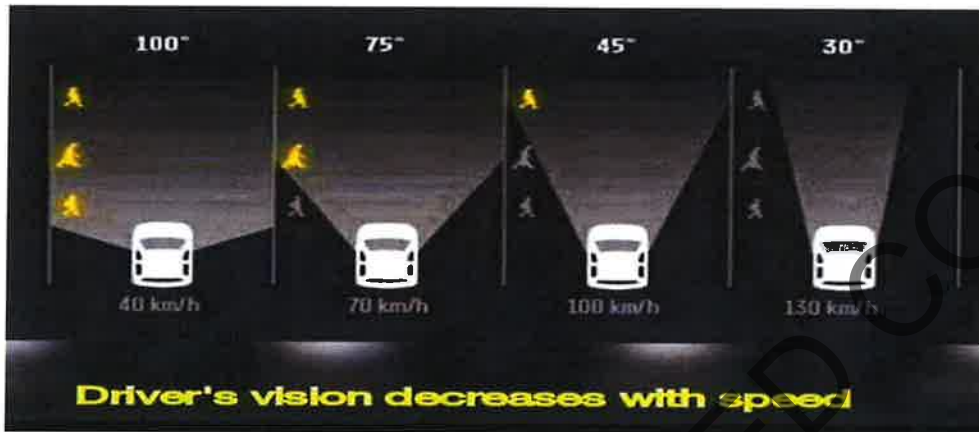
- **Where is the green vehicle headed?**



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Take in the whole scene—If you only look at the middle of the road, you will miss what is happening on the side of the road and behind you. Scanning helps you to see:

- Cars, people or animals that may be in the road by the time you reach them.
- Signs warning of problems ahead.
- Signs giving you information, i.e. speed limits, directions, etc.



The shaded areas are your blind spots.

Before changing lanes, look into your rear view mirror for nearby vehicles and also over your shoulder to check for blind spots. Blind spots can hide a motorcyclist, a vehicle, or a cyclist. Watch for things about to happen, like a ball rolling into the street or a vehicle door opening.

Watch for hazards – Look beyond the vehicle ahead of you. Do not develop a "fixed stare." Keep scanning. Check your rear view mirrors every two to five seconds so you know the position of vehicles near you.

On the freeway, be ready for changes in traffic conditions. Watch for signals from other drivers. Expect merging vehicles at on-ramps and interchanges. Be prepared for rapid changes

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in road conditions and traffic flow. Know which lanes are clear so you can use them if necessary.

- **Know What Is At Your Side**

Any time you come to a place where people may cross or enter your path or one line of traffic meets another, you should look to the left and right sides of your vehicle to make sure no one is coming. Always look to each side of your vehicle at intersections, crosswalks, and railroad crossings

- **Know What Is Behind You**

It is very important to check behind you before you:

- Change lanes. Look over your shoulder to make sure you are not getting in the way of vehicles in the lane you want to enter.
- Reduce your speed. Take a quick glance in your mirrors. Also check your mirrors when you are preparing to turn into a side road or driveway and when you are stopping to pull into a parking space.

9. F.A.Q. on Driving Tips

Q. What is a "Safe Speed" for driving?

Ans.: Comply with Qatar Steel's speed limits, a "Safe Speed" for driving is a relative term depending upon the traffic and weather conditions.

Q. What skills are needed to drive safely?

Ans.: Skills required to drive safely can be enlisted as follows:

1. Good vision.
2. Quick reactions.
3. Good co-ordination.
4. Marked ability to take decisions and judge the traffic conditions.

Q. What precautions need to be taken while vehicle crashes?

Ans.: In case of vehicle crash always slow down and park your vehicle at the road side and then look for what has happened. Never apply sudden breaks. Use hazard lights / hand signals in case of emergency.

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Q. What are the duties of a driver in case of accidents?

Ans.: The driver duties include:

1. Arrange some medical help.
2. Inform police or Emergency no 8333.

Q. Can I use mobile phone while driving?

Ans.: No. According to the best practice, mobile phones should be switched off while driving.

Q. Can persons other than drivers use mobile phone while driving?

Ans.: Yes, the occupants of the vehicle other than the driver himself can use mobile phones.

10. ACCIDENTS

- All employees, contractors / sub-contractors must report all Traffic Accidents.
- All accidents such as personal, vehicle, fire and property damages shall be reported to HSE. Contact Qatar Steel Emergency Control Room Ext. No 8333 or direct line 4477 8333.
- In case of Vehicles accidents, only call Gate no.1 security supervisor on 8361.
- Contractors shall bear all expenses and cost of damages in case of any fire, damage of Qatar Steel property etc. created by their employees.

11. VIOLATION OF RULES

- Security will be monitoring by patrolling and also monitoring speed using speed gun.
- All Employees are requested to follow the procedure. Serious action will be taken, if anyone does not follow this procedure.
- If any employee found violating rules mentioned in this procedure shall be warned through a warning letter by his Dept. Manager on first time of violation, mentioning what will be the consequences if it is committed again.
- If the concerned employee commits the violation again, HSE Manager in coordination with the concerned Department Manager shall recommend appropriate disciplinary action on the violation committed.
- Copy of the action taken, shall be forwarded to HC Manager for updating in the concerned employee's personal file