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| **شركة أبراج العرب للمقاولات**  **Arab Tower Contracting Company** | cid:image001.jpg@01D06611.9F21BD10 |

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|  | **OHSE Department** | **No (… … … … )** |
|  | **Safety Induction** | **Date (… … / … … / … … … …)** |

1. **Site Rules - The following site rules are to be adhered to at all times:**

* **All personnel must receive a site induction prior to commencing work on site. No induction, no work.**
* **Appropriate personal protective equipment (PPE) is to be worn by all persons on site at all times.**
* **Drugs and alcohol will not be tolerated on his site. Anyone found under the influence will be disciplined and removed from site immediately.**
* **All food and drink is to be consumed within the prescribed welfare facilities compound. Use the rubbish bins provided and be minded not to leave scraps of food as these could attract vermin.**
* **Keep all areas of the site tidy and free from discarded materials.**
* **Ensure mechanical and electrical equipment is stored in the metal site compound containers at the end of each day.**
* **Inform site management immediately should you discover any hazardous materials or activity.**
* **This is a no smoking site.**
* **Do not interfere with or remove any signage, fencing or dust screens without expressed permission.**
* **Do not interfere with existing gas, water or electric services which may become exposed during construction.**
* **Do not interfere with any scaffolding or access equipment. Only suitably qualified persons, with expressed written permission are permitted to assemble, alter and dissemble such equipment.**
* **Ensure that all materials brought onto the site are handled, stored and disposed of in a safe manner.**
* **Only suitable trained employees are permitted to use the plant and equipment on the site. Sub-contractors are to provide their own plant and equipment at all times.**
* **Operatives who are required to erect, alter or dismantle scaffold towers must have suitable training.**
* **Persons undertaking inspection and approval of scaffolding must be formally qualified to do so. Evidence of training certificates must be retained on site.**
* **Misuse of equipment or unsafe practices will not be tolerated. Anyone found doing this or permitting this will be subject to disciplinary action.**
* **No work activities will be permitted to commence until a suitable risk assessment and method statement has been submitted to (and agreed with) the principal contractor.**

1. **Site Hazards**

* **Significant hazards on this site currently include:**
  + **Confined spaces in the basement area**
  + **Crane lifts**
  + **The movement of plant**
  + **Working at height**

1. **Site Housekeeping**

* **Always ensure that your work area is tidy and free from any rubbish.**
* **A waste compound is provide on site for the orderly disposal of waste materials.**
* **This site operates a yellow card/red card scheme -- clean up your work area. Rubbish is a hazard -- contractors not cleaning up during and after their work will be issued with warnings. Any cleaning costs incurred by principal contractors having to tidy up after contractors will be passed on to the offending contractor.**

1. **First Aid**

* **The appointed first aiders on this site are Eid Al Ziedanin (Nurse) , Ahmad Tomasz (OHSE Manager)**
* **Each of these people are suitably trained and possess a current first aid certificate**

1. **Accident Reporting**

* **All accidents are to be logged in the accident book**
* **The accident book is located in the site office**
* **Sub-contractors who posses their own accident book must also enter all accidents into the site accident book**
* **Any accidents/incidents/near miss that are reportable are to be reported immediately to the site safety Manager, Ahmad Tomasz Fayyad**

1. **Fire Safety**

* **Most fires can be prevented with simple precautions. If a fire does occur:**
* **Raise the alarm. This site now has a fully automatic alarm**
* **Locate an escape route. This site has two escape routes which are the stairwells at either side. . It is vital these routes are kept clear at all times**
* **Make your way calmly to the designated meeting point, and stay there. This is very important as a full register will be taken to ensure everybody is present**
* **If the fire is small – and suitable fire fighting equipment is immediately to hand – and you decide to tackle the small fire - ensure that you always position yourself between the fire and your escape route**

1. **Remember - the wearing of suitable PPE is compulsory at all times**

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Please sign this document

**Name … … … … … … … … … …**

**Date (… … / … … / … … … …)**

**Signature … … … … … … … … …**