

Contractor & Supplier HSE Requirements

Practical Solutions for a Safer Workplace



Prepared By Management Consultancy Division
QATAR DESIGN CONSORTIUM



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HSE Instruction Booklet for Contractors and Suppliers (For External Use Only)

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CONTRACTOR & SUPPLIER HSE REQUIREMENTS

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CONTRACTOR & SUPPLIER HSE REQUIREMENTS

1.0 INTRODUCTION / PURPOSE

This document defines responsibilities and provides requirements for planning and carrying out contractor work at QDC facilities. The purpose of these requirements is to minimize or eliminate risk to personnel health & safety and to the environment. This document contains basic safety information regarding emergency response procedures for Contractors working at QDC facilities. This document identifies some, but not all, work practices and procedures that must be followed to minimize impact to personnel health & safety and to the environment while working at QDC.

All Contractors and Sub-Contractors performing work at QDC facilities are expected to comply with these requirements and all applicable laws and regulations of any governmental entity or sovereign authority that pertain to environmental, health and safety standards and/or work practices. Failure to abide by these requirements and applicable environmental, health, and safety standards and /or work practices, may subject you or your firm to corrective action that may result in disqualification for future consideration of work at QDC or termination of any contract agreements with QDC.

When attached to the Contractor/vendor agreement, this document and its appendixes become part of the contract terms. The Contractor must ensure that the requirements put forth in this document are met and that all Contractor personnel and Sub-Contractor personnel are trained in, and comply with all aspects of this document.

2.0 SCOPE

These requirements apply to Contractors classified as follows:

Low Impact Contractors must comply with requirements in sections 5.0 and 6.0.

High Impact Contractors must comply with requirements in sections 5.0 – 9.0.

Low Impact Contractors Perform activities at QDC facilities that most likely will not have a negative impact on the environment or health & safety of other employees on site. Low Impact Contractors are not involved with high risk type activities (e.g., chemical, electrical, mechanical or elevated surfaces).

Examples of Low Impact Contractor activities include: Food service, security, consultants, engineering, architectural, office equipment repair and maintenance, office services (copy center), Information Technology (IT) Services, etc.

High Impact Contractors Perform activities at QDC facilities that may have a potential negative impact on the environment or the health & safety of other employees on site. High Impact Activities include but are not limited to:

- Working with tools, machines, or systems that contain process chemicals or chemical wastes.
- Working on energized electrical circuits and/or electrical related activities
- Working on exposed elevated work surfaces above 6 feet.
- Construction related activities
- Other high-risk activities determined by the Project Manager and/or HSE.

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Examples of High Impact Contractor activities may include: construction trades, facility operations and maintenance, environmental cleanup and decontamination, process equipment installation, Lift repair & maintenance, pest control, janitorial services, etc. (Examples are possibilities; the actual category of a contractor is determined by the type of operations they perform.)

3.0 DEFINITIONS

3.1 QDC Representative

The QDC representative is assigned to oversee and coordinate projects involving Contractor work.

3.2 Contractor/Supplier:

A firm who is contracted directly with QDC to perform work or provide services on the premises of QDC.

3.3 Other terms used in this standard are defined in Appendix 02 – [Definitions](#).

4.0 DEVIATIONS

Deviations from this document are not permitted, except in cases where local regulations are more stringent.

5.0 MANAGEMENT SYSTEM (ISO 9001,14001 & OHSAS 18001) REQUIREMENTS

Applicable to both Low Impact and High Impact Contractors.

QDC is certified to ISO 9001 (Quality Management), ISO 14001 (Environmental Management) and OHSAS (18001) Management System by Intertek. QDC follows the requirements of the standard as per the IMS documentation prepared and implemented. To maintain this certification, all processes, sites and all contractors/suppliers are required to demonstrate strong commitment to regulatory compliance and the management system requirements. Contractors and Suppliers are considered an integral part of management system and are essential to inform of the Management System for ensuring their safety and environmental efforts. Therefore, QDC Contractors are expected to fully support and cooperate with these efforts put forward by the HSE department.

Refer to QDC QHSE Policy (Appendix 4)

6.0 GENERAL REQUIREMENTS

Applicable to both Low Impact and High Impact Contractors.

6.1 Regulatory Compliance

The Contractor and Sub-Contractor personnel shall:

CONTRACTOR & SUPPLIER HSE REQUIREMENTS

- Ensure compliance with all applicable laws and regulations of any governmental entity or sovereign authority that pertain to environmental, health and safety standards and/or work practices. This would include developing and implementing appropriate job-specific work instructions or method statements
- Correct unsafe work practices, conditions, and regulatory violations committed by Contractor and Sub-Contractor personnel.
- Notify the QDC HSE Representative of conditions or practices found on site that could result in serious injury, property damage, or environmental damage. (To use Incident Reporting Forms)

6.2 Entry to Company

CONTRACTOR shall allow only its employees, Subcontractors, and suppliers directly connected with the work, to enter QDC premises. Visitors are subject to the following conditions:

- a) QDC approval is required.
- b) Entry/exit is through the QDC designated gate.
- c) CONTRACTOR must always carry the Access card and loss of card should be immediately informed to the Admin Staff concerned.
- d) CONTRACTOR are not allowed freedom of movement in COMPANY premises. CONTRACTOR shall visit only those area specifically permitted by Company

6.3 Cameras

Photography is prohibited in all QDC controlled areas unless authorized. Contractor shall not take photographs without approval of the QDC Representative. Contractor shall obtain written authorization from QDC Representative and concerned government authorities. The Camera shall be approved by QDC Safety representative and pass shall be obtained from Admin Division. Appropriate Work Permit shall be obtained and QDC employee (directly involved in the job) should accompany the photographer. Contractor shall abide QDC Security Guidelines pertaining to photography.

6.4 Emergency Reporting

Dial the emergency number stated in the notice boards or contact the site Safety Officer/HSE Representative to report any emergency. At all locations QDC have trained fire marshals and first aiders (refer the notice boards to locate them).

6.5 Medical Emergencies

In the event of a medical emergency and when an infirmary, clinic or hospital is not in reasonable proximity to a QDC site, the Contractor/HSE department is responsible for providing trained first aid responders and adequate first aid supplies.

All QDC locations have trained emergency responders who may respond to medical emergencies. However, QDC Emergency Response Teams may not be available during all work hours or on weekends and holidays.

6.6 Evacuations

All Contractor and Sub-Contractor personnel must know the evacuation alarm signals, emergency evacuation routes and evacuation assembly/staging areas for their primary work

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locations. When the building alarm sounds or notification is given, all individuals MUST evacuate. The Safety Officer shall give the trainings based on QDC's emergency response programme to all working in QDC.

6.7 Incident Reporting

All incidents resulting in injuries that require medical treatment (i.e., more than first aid) or "near miss" incidents that could have resulted in serious injury must immediately be reported to the QDC HSE Representative/Safety Officer verbal or in writing. (Please refer to the Incident Investigation Procedure for QDC for details).

6.8 Report of Injuries

The contractor shall report to the QDC HSE Representative/Safety Officer all work-related injuries, and illnesses involving Contractor/Subcontractor workers, that require medical treatment (i.e., more than first aid), as soon as the Contractor obtains knowledge of such incident.

The Contractor is also responsible for maintaining records of lost time and restricted time that result from work-related injuries or illnesses sustained by its workers or subcontractor workers assigned to work at QDC. These records shall be available for inspection upon request by QDC.

The Contractor is responsible for immediately notifying the appropriate regulatory agencies or related governmental entities or sovereign authorities, and/or insurance carrier, as required by country or local jurisdiction, of any occupational injury or illness involving the contractor/subcontractor workers. The contractor is further responsible for completing and submitting any reports or other records required by the above notifications.

6.9 Incident Investigation

All serious or potentially serious incidents involving Contractor and Subcontractor personnel on QDC property or those that involve QDC employees or property damage will be investigated jointly by the Contractor, the QDC Project HSE Representative/Safety Officer, and a member of the QDC HSE staff when available.

6.10 Hazard Reporting

Any identified hazards discovered by the contractor that is beyond their ability and/or responsibility to fix must be immediately reported to the QDC HSE Representative/Safety Officer for immediate corrective action.

6.11 Emergency Equipment Access

Access to emergency equipment (including electrical panels) must be kept clear at all times (e.g., fire extinguishers, emergency showers / eyewash stations, alarm pull stations, Fire Hose, etc.). Emergency Equipment must not be removed or relocated without approval from an QDC HSE Representative/Safety Officer.

6.12 Injury Illness Prevention Program / Safety Program

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The contractor shall develop and maintain all appropriate safety programs or injury and illness prevention programs for its workers assigned to QDC. Such programs shall include training that is appropriate to the general type of work which Contractor's worker is to perform, and shall adhere to all regulatory requirements.

6.13 Safety Equipment

Prior to commencement of an assignment, contractor will assure that contract and subcontract personnel are outfitted with all appropriate personal protective equipment (PPE) that is issued for the specific person (e.g., steel-toed shoes, hand gloves, masks, ear plugs) and appropriate "general issue" PPE (e.g., hearing protection and non-prescription safety glasses) and PPE for site specific hazards (e.g., respirators and laser eye protection).

6.14 Corrective Action Process

The Contractor must implement a process to track closure of any corrective actions identified as a result of an incident investigation, compliance audit or non-conformance with our Quality, Health, Safety & Environmental Management System.

6.15 Smoking Policy

QDC has a NO SMOKING policy for all facilities. Smoking is not permitted inside any building or structure, near any building entrances, near air intakes or common paths of travel. Smoking is only allowed in designated outdoor "SMOKING AREAS".

6.16 Environmental Health & Safety Training

The Contractor is responsible for ensuring all of its employees and subcontractors have the proper training with regard to environmental, health, and safety and are competent to perform their job functions at QDC work sites. Contractor will participate in any limited training offered by QDC to ensure that Contractor employees and subcontractors are familiar with QDC's products, safety procedures, and environmental requirements, etc. The Contractor will make a copy of the content of their training available to QDC upon request. QDC may provide the Contractor with a copy of QDC's training content for comparison purposes. The Contractor is not allowed to use any material with the QDC name or logo unless authorized by QDC.

6.17 Licenses / Permits

The Contractor must ensure all contractor and subcontract personnel have the required licenses or permits for the work they perform.

6.18 Parking / Traffic

All traffic rules must be obeyed while on QDC properties including stop signs, yield signs, parking restrictions, pedestrian crosswalks, and posted speed limits.

6.19 Use of Equipment / Vehicles

The Contractor must provide their own tools, equipment, and vehicles. All tools and equipment must be clearly label with ownership identification.

6.20 Visitors

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Contractors are not allowed to bring visitors or family onto the site unless pre-approved by the QDC HSE Representative/Safety Officer.

6.21 Behaviors that will be considered misconduct include:

- Theft, damage, or unauthorized possession or use of property/systems.
- Unauthorized access to computer files.
- Use, possession, sale, dissemination or other involvement in illegal drugs or controlled substances.
- Unauthorized use or possession of alcohol.
- Being under the influence of alcohol, drugs, or controlled substances.
- Acts of physical violence or acts involving threats, intimidation, harassment, or coercion.
- Introduction onto QDC property of explosives, firearms, chemicals, or other dangerous weapons or devices, and the like without QDC prior written permission.
- Safety violations which present a risk of serious injury or property damage.
- Creation, viewing, distribution, or storage of sexually explicit materials.

6.22 Stopping Work

For an HSE violation QDC may direct the contractor to immediately stop work and leave the site.

7.0 HAZARD COMMUNICATION

Applicable to High Impact Contractors (if contractor and/or subcontractors bring chemicals onto an QDC Site or contract employees are working with or in close proximity to chemicals or chemical delivery systems.)

7.1 Restricted Chemicals

Contractors are allowed to use only chemicals which are approved by the Ministry of Environment and those within the specification limits as prescribed by the manufacturer.

7.2 Chemical Approval

All hazardous chemicals (solids, liquids and gases, including compressed gases) used on QDC sites must be pre-approved by QDC HSE Staff.

Material Safety Data Sheets (MSDS)

The Contractor must maintain MSDS's for chemicals that are used by contract or subcontract personnel at the job site and will maintain a current inventory of the chemicals they use at the QDC site. MSDS's must be accessible upon request.

7.3 Hazard Communication / Right to Know Information Exchange

Information on potential exposure to chemicals must be shared between QDC and the Contractor. QDC Management and QDC HSE Staff will work together to identify and share hazard communication information applicable to contractor activity. The Contractor must communicate the hazard information to contractor employees and Subcontractors. Hazard Communication Information to include:

- MSDSs on any chemicals to which workers in the vicinity of the job site may be exposed

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- An explanation of the labeling and/or warning system used to identify chemicals (e.g., container labels, tank labels, pipeline identification system, etc.)
- Information on the chemicals used in specific types of processes at or near the job site

The Contractor must also provide the QDC Safety Officer with information on hazardous work performed by the contractor and subcontractor (e.g., welding, using volatile solvents, operating equipment powered by internal combustion engines, ionizing radiation, etc.)

7.4 Container Labeling

The Contractor must ensure all containers they use are properly labeled in compliance with applicable legal requirements.

8.0 Environmental Requirements

Applicable to High Impact Contractors and any contractor activity that creates hazardous waste products that cannot be disposed of in regular trash or sanitary sewer.

Contractors are expected to understand and comply with all laws and regulations of any governmental authority that pertains to environmental, health and safety standards and work practices applicable to the activities they perform.

8.1 Indoor Air Quality

Before beginning activities that will generate odors in or near occupied areas or building air intakes (e.g., using paints, adhesives, combustion engines or other odor-producing chemicals or processes), QDC HSE Representative/Safety Officer must be contacted to pre-plan appropriate controls and an employee communication plan as appropriate. Ventilation or other process controls must be provided to prevent the buildup of vapors or gases that could result in health hazards, fire hazards, or nuisance odors. If odors cannot be adequately controlled, activities must be completed when area is unoccupied.

Indoor use of internal combustion engine driven equipment is not normally permitted indoors but if so must have scrubbers installed and/or be evaluated for carbon monoxide buildup and odor generation prior to use. Air monitoring and portable blowers are required to control carbon monoxide buildup.

8.2 Storm Drain Protection

The discharge of anything to the storm drain other than rainwater is prohibited. Outdoor activities must be reviewed to include plans to prevent accidental release to the storm drain and contain any unplanned release (e.g., power washing operations must implement damming and suctioning of residual). Note: many roof drains eventually drain to storm drains.

8.3 Waste Management and Disposal

Wastewater Disposal – The discharge of any material must be to the proper drain.

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Hazardous Waste – The Contractor is responsible for all contractor and subcontractor purchased chemicals and any hazardous waste generated by the contractor and subcontractor using their purchased materials in the ordinary course of their work, e.g., left over paint, etc. The Contractor is responsible for the prompt removal from QDC sites of any such hazardous waste generated and for following all applicable laws for disposal. It may be necessary to make job or task specific determinations as to who “owns” specific hazardous waste, the Contractor or QDC.

Solid Waste Storage, Disposal, and Recycling – The Contractor and Subcontractor personnel are required to sort, separate, and recycle recyclable materials while performing work on the QDC site. The Contractor and the Subcontractor personnel will adhere to the following:

- No hazardous wastes will be placed into any trash receptacle
- All chemical containers must be empty before placing them in any trash receptacle. Empty is defined as having no liquids, pastes, or large amounts of residue remaining in the container. If not empty, chemical container may be required to be disposed of as hazardous waste.
- The Contractor must remove chemical containers brought on site by the Contractor.

8.4 Chemical Release

QDC Management and QDC Safety Officer must be notified immediately regarding any chemical release to air, ground, water, or storm drain.

9.0 SAFETY REQUIREMENTS

Applicable to High Impact Contractors and activity creating potential health and safety concerns for building occupants.

Contractors are expected to understand and comply with all applicable laws and regulations of governmental authority that pertain to environmental, health and safety standards and/or work practices applicable to the activities they perform. These include but are not limited to:

- Storage, handling, and use of flammable liquids and hazardous materials
- Storage, handling, and use of compressed gas cylinders
- Periodic safety inspections of equipment and work-site housekeeping
- Use of fall protection while working at heights
- Following electrical safety practices and lock out / tag out procedures
- Proper use of personal protective equipment
- Proper maintenance and use of ladders and other equipment
- Guarding of wall and floor openings, open trenches, and excavations

At QDC's written request, the Contractor or their Subcontractors must provide documentation of its completion of any regulatory obligations under this agreement. The Contractor shall maintain documentation and verification of work-related certifications and licenses of its workers or subcontractors.

9.1 Construction and Renovation Hazards

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When construction or demolition work may create harmful exposures to the environment or building occupants, the QDC Safety Officer must be involved in planning appropriate controls to manage the hazards and communicate appropriate information to building occupants.

9.2 Hot Work

- A Hot Work Permit process approved by QDC Safety Officer is required for any temporary operation involving open flame, heat, or spark production. This includes, but is not limited to brazing, cutting, grinding, soldering, pipes thawing, welding, and torch-applied roofing. This permit must also meet the minimum requirements of any applicable laws and regulations.

9.3 Confined Spaces

Some QDC sites contain Confined Spaces and Permit Required Confined Spaces. Entry into Permit Required Confined Space must meet local regulatory requirements including rescue availability. Activities should be performed remotely from outside the confined space if possible.

- QDC HSE must be notified of any construction activities that create a new confined space.
- QDC HSE must be notified of any confined spaces that have not been identified with signs.

9.4 Electrical Safety

Only individuals meeting local requirements for qualification, licensing, and training will install, repair, modify, or remove electrical service, wiring, or equipment at QDC locations.

Electrical work should be performed on de-energized circuits unless a compelling reason exists requiring the work be conducted on energized electrical circuits. Exceptions are made for testing and calibrating of equipment that must be operating to be tested or calibrated.

If energized electrical work will be performed, the Contractor is expected to implement an Energized Electrical Work program with appropriate work permits, guarding, PPE and safe work practices. Unguarded energized parts shall not be left unattended.

9.5 Lock Out / Tag Out (Energy Control Program)

The Contractor shall implement an energy control program (Lock out / Tag Out) that meets applicable laws and regulations of any governmental authority that pertain to environmental, health and safety standards and/or work practices to include control of electrical and other forms of hazardous energy as necessary.

- Contractors must coordinate LOTO activities with QDC HSE Representative/Safety Officer when employees of both QDC, and the Contractor or Subcontractor are involved.

9.6 Aisles, Exits, and Walking Surfaces

All exits, aisle ways, and other walking surfaces must be kept free and clear of equipment, tools, materials, debris, and other tripping or slipping hazards at all times.

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When construction activities create a hazard for pedestrians, the area must be barricaded to prevent entry and DETOUR signs posted to redirect pedestrian traffic. QDC Project Manager/Safety Officer must review any plans to block an exit aisle.

QDC Management must approve temporary staging of construction tools and materials in corridors. Cones or barricades must be used to isolate any staged equipment and identify the owner of the equipment.

9.7 Housekeeping

At the completion of the work, Contractor shall clear the site of all debris, leftover, tools, consumable supplies, and materials. Any site remediation required due to Contractor's activities shall be his responsibility. Where Contractor, after due notice, fails to keep the area of its work reasonably clean and safe, or fails to clean this area at the completion of the work or during the execution of work as and when required, QDC may perform this work and deduct the cost from the sum due or to become due to Contractor. This is also applicable for Contractor's yard / site.

9.8 Overhead work

Overhead work above another person is strictly prohibited. An "exclusion zone" with a safe radius must be cordoned off with warning tape and warning signs below overhead work areas. Additional precautions must be taken to prevent damage from falling tools when overhead work must occur above equipment or production lines.

9.9 Structural Supports

Approval from the QDC Safety Officer must be received before drilling or cutting into building structural components.

9.10 Noise

Activities involving equipment and tools that produce high noise levels (75 dBA or over) should be avoided in occupied areas during working hours. Short duration activities (less than 15 minutes) may be performed with permission of the QDC Safety officer/HSE Representative.

9.11 Working Alone

Personnel working in potentially hazardous locations should have at least one other person present at all times, or be under continuous surveillance by a responsible person, as consistent with local regulations and the contractor's internal requirements.

CONTRACTOR & SUPPLIER HSE REQUIREMENTS

APPENDIX 1

SITE SPECIFIC REQUIREMENTS / PROCEDURES / INSTRUCTIONS

Emergency Phone Number
Emergency response Plans
Hazard Risk Assessment
Environmental Aspect Impact

TO BE GIVEN AS PER THE LOCATIONS AND WORK ASSIGNED

CONTRACTOR & SUPPLIER HSE REQUIREMENTS

APPENDIX 2

DEFINITIONS

Acceptable Risk: Risk that has been reduced to a level that can be tolerated by the organization having regard to its legal obligations and its own

Conformity: Fulfillment of requirement

Confined space: A confined space can be defined as any space of an enclosed nature which has limited means of access and egress, restricted natural ventilation and is not intended for continual occupancy by persons.

Contractor: A firm who is contracted directly with QDC to perform work or provide services on the premises of QDC

Customer: Organization/person that receives product

Competence: Demonstrated ability to apply knowledge and skills

Corrective Action: Action to eliminate the cause of a detected nonconformity or other undesirable situation

Document: Information and its supporting medium

Effectiveness: Extent which activities are planned activities are realized and planned results are achieved

Environment: Surrounding in which an organization operates including air, water, land, natural resources, flora, fauna, humans and their interrelation

Environmental Management System: A documented system that ensures consistency and improvement of working practice that has an impact on an environment.

Hazard: Source, situation or act with a potential for harm in terms of human injury or ill health, or a combination of these

Hazard Identification: Process of recognizing that a hazard exists and defining its characteristics

Internal Audit: Systematic, interdependent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the Organization are fulfilled

Infrastructure: Organization (system) of facilities, equipment and services needed for the operation of an organization

Incident: Work related event(s) in which an injury or ill health (regardless of severity) or fatality occurred or could have occurred

Ill Health: Identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and / or work-related situation

Non Conformity: Non fulfillment of requirement

Objective: Something sought or aimed for

Organizations: Company, Corporation, firm enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own function and administration

Occupational Health and safety (OH & S) Conditions and factors that affect or could affect the health and safety of employees or other workers (including temporary workers and contractor personnel), visitors or any other person in the workplace.

OH & S Management System: Part of an organization's management system used to develop and implement its OH & S policy and manage its OH & S risks

Procedure: Specified way to carry out an activity or Process

Process: Set of interrelated or interacting activities which transforms inputs into outputs

Product: Defined as a result of Process

CONTRACTOR & SUPPLIER HSE REQUIREMENTS

Project: Unique process, consisting of a set of coordinated and controlled activities with start and finish dates, undertaken to achieve an objective conforming to specific requirements, including the constraints of time, cost and resources.

Performances: Measurable results of an organization's management of Risk (in terms of all applied standards)

Preventive Action: Action to eliminate the cause of a potential nonconformity or other undesirable potential situation

Review: Activity undertaken to determine the suitability, adequacy and effectiveness of the subject matter to achieve established objectives

Requirements: Need or expectation that is stated, generally implied or obligated

(Expression in content of the document conveying criteria to be filled if compliance with the document is to be claimed and from which no deviation is permitted)

Record: Document stating results achieved or providing evidence of activities performed

Risk: Combination of the likelihood of an occurrence of a hazardous event or exposure (s) and the severity of injury or ill health that can be caused by the event or exposure

Risk assessment: Process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable

Standards: A document produced by an International Committee of experts setting the guidelines how things should be done

Significant Aspects: These are those aspects that can most put the organization at risk

Supplier: An organization or person who receives a product


Traceability: Ability to trace the history, application or location of what which is under considerations

Top Management: Person or group of people who directs or controls an organization at the highest level

Work Instructions : Provide more detail than described in the procedure. The complexity of an organization helps it to determine whether detailed work instructions are needed in addition to procedures. More of its defining the job of an individual how is to be done to reduce mistakes.

CONTRACTOR & SUPPLIER HSE REQUIREMENTS


APPENDIX 3



اتحاد قطر للتخطيط

QATAR DESIGN CONSORTIUM

ARCHITECTS, ENGINEERS, PROJECT MANAGERS & CONSULTANTS



QHSE POLICY STATEMENT

(Quality Health Safety and Environment)

QATAR DESIGN CONSORTIUM is committed towards providing professional services to clients in the fields of Architecture, Civil & Structural Engineering, Building Services Engineering, Energy & Utility Engineering, Quantity Surveying, Construction Supervision, Project Management, Management Systems, Environmental Engineering, Transportation Engineering Services and strives to become one of the top consultancy service providers in the region.

For this the organization shall:

- Identify and carry out works conforming to standards / requirements stated clearly in the agreement with the clients.
- Associate with other companies to provide a wider range of services and ensure that the associated companies carry out works conforming to standards / requirements stated clearly in the agreement with clients.
- Be committed to protect the environment, prevent pollution, and reduce waste of resources by implementing effective environmental management programme for its activities.
- Provide safe and healthy working conditions for prevention of work related injury and ill health by identifying workplace hazards, assessing risks and implementing risk mitigation measures for eliminating hazards and reducing OH&S risks.
- Ensure commitment to fulfil applicable legal and other statutory compliance obligations.
- Ensure high level of competency and team work within the organization.
- Effectively consult and engage staff for participation in the management system requirements.
- Enhance customer satisfaction by creating a customer focused complaint handling and feedback system.
- Be committed to respond timely and take appropriate corrective actions for any complaints received within accepted time frame.
- Improve its performance(s) in the services provided to the customers and shall adopt systems to ensure Service Reliability to its Customer at all times.
- Be committed to Continually improve the effectiveness of the integrated management system through systematic review of our procedures and performance, setting objectives and targets and ensure that the management system is efficient, up to date and consistently improving its performance.

This policy shall be reviewed for continued suitability with the requirements ISO 9001:2015, ISO14001:2015, ISO 10002:2018, ISO 45001:2018 and will be communicated to all persons working for and on behalf of **QATAR DESIGN CONSORTIUM** and will be made available to its clients and other interested parties upon request.

.....(General Manager)

Nov 20, 2018

Dated.....

Annex 01 Rev 3 Dated 20th November 2018

CONTRACTOR & SUPPLIER HSE REQUIREMENTS

APPENDIX 4





اتحاد قطر للتخطيط
QATAR DESIGN CONSORTIUM
ARCHITECTS, ENGINEERS, PROJECT MANAGERS & CONSULTANTS



Incident Report				
Date:		Time:		Incident Report No
Location				
Type	<input type="checkbox"/> Accidents <input type="checkbox"/> Near Miss <input type="checkbox"/> Emergency (<input type="checkbox"/> OHSAS <input type="checkbox"/> Environment)			
Reported by (Name)				
Signature				
<u>Description of the Incident</u> 				
Details of the affected person in case of accident /incident				
Name:		Designation of Person:		
Reporting to insurance company:				
Immediate report to insurance company (Accident/incident or any loss/damages to people and properties)				
Reported by:	Name:	Signature	Report Ref:	Date:
For AMR - OHS				
Received on		Time		
Have the incident caused loss time more than 1 (one) day <input type="checkbox"/> Yes <input type="checkbox"/> No				
Investigation Team	Name:	Title		
Reviewed By:	AMR - OHS	Signature		
Reviewed By:	Management Representative	Signature		

CONTRACTOR & SUPPLIER HSE REQUIREMENTS

APPENDIX 5



Qatar Design Consortium
Quality, Diligence and Commitment

Health, Safety, Security Environment

HSSE Observation Checklist

DATE OF OBSERVATION _____

LOCATION OF OBSERVATION _____

PLEASE TICK YOUR OBSERVATION BELOW

Health Observation

- ☐ Inhaling Particles/Dangerous Gases
- ☐ Chemical Contacts
- ☐ Swallowing
- ☐ Dehydration/Heat stress
- ☐ Contagious Health Concern
- ☐ Uncomfortable Temperatures
- ☐ Noise Hazards
- ☐ Unsafe Office Furniture/Equipment
- ☐ Others Health Concern

Safety Observation

- ☐ Slips/Trips/Falling Hazards
- ☐ Possibility of being struck by Objects
- ☐ Caught In, On, Or Between Objects
- ☐ Inadequate Traffic Signage
- ☐ Obstruction of Pathways/Fire Exits/Stairways
- ☐ Possible electrical Hazards
- ☐ Dangerous driving by QDC staff
- ☐ Contact with Hazardous chemicals
- ☐ Ergonomic Hazards
- ☐ Unsafe Office furniture/Equipment
- ☐ General Safety Concern

Security Observation

- ☐ Breach of security rules
- ☐ Procedures inadequate/not known/Understood
- ☐ Confidential documents found in open
- ☐ Indiscipline Act observed
- ☐ Vulnerability of QDC asset to danger
- ☐ Intrusion of Unauthorized person into restricted QDC Facility

Environmental Observation

- ☐ Air Emission/Gas Leakage
- ☐ Excessive Spillage/Wastage of water
- ☐ Unfriendly Waste Disposal
- ☐ Destruction of Natural Habitat
- ☐ Printed paper unattended at printer
- ☐ Environmental Nuisance Dust, Noise, Smell etc.
- ☐ Any other Environmental Concern

Explain Your Observations Here


Observers contact (Optional) Tel & Email - _____

Purpose of the Observation Card

1. Observations reported are valuable in the analysis of incidents that can prevent or reduce injuries, accidents and Lost Time incidents at the worksite.
2. To develop Health, Safety, Security and Environment (HSSE) Culture throughout QDC.
3. Encourage the involvement of all QDC staffs and visitors in this HSSE Program that will help in the improvement of Safety Performance and Awareness.
4. Data gathered from the observation reports are vital inputs in the development and improvement of HSSE within the organization and communities.

Important

Should you feel that your observation is an emergency that requires immediate action, please contact your **OHS or ER Representative** or call the **QDC** main line – 44191777



CONTRACTOR & SUPPLIER HSE REQUIREMENTS

APPENDIX 6

CONTRACTOR ACKNOWLEDGEMENT OF RECEIPT

Type of Contractor ☐ Low Impact Contractors ☐ High Impact Contractors

I have received and reviewed the QDC Contractor HSE Requirements and understand the requirements applicable to activities our company will be performing at QDC.

We will make sure all employees of our company and Sub-Contractor companies understand and agree to the requirements applicable to the activities our company will be performing.

Company Name	
Signature:	
Typed Name:	
Title:	
Date:	

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Reviewed by (Name):	
Can Work Permit be given : <input type="checkbox"/> YES <input type="checkbox"/> Yes, but with Trainings <input type="checkbox"/> NO	
Type of Work Permit <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly	
Title:	
Signature :	
Date :	