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I B A H O U S E

I n t e r i o r A r c h i t e c t s

1. INTRODUCTION

Introduction

Founded by an award-winning Emirati Architect, Nawaf AlKhater, alongside his brother, Nasser AlKhater, Ibahouse has quickly become one of UAE's most trusted Interior Design houses due to its design originality, high quality standards and time efficiency.

At IBA House, there's no one blueprint for fine living, but there's always one goal: to create intentional spaces that help everyone enjoy more of life, and IBA House proudly does that by tailoring a unique and customized human-centric experience for each one of the clients. Regardless of what the client's personal taste or project may be, IBA House passionately believes in designing spaces with mind, body, heart and lifestyle at their core.

Since its establishment in 2013, IBA House has managed to create a new kind of design experience across many residential, corporate and commercial properties, resulting in spaces that give their client's room to play, grow and engage with their surroundings.

IBA House's services include concept design, space planning, schematic design, fit out, furnishing, detailing and project management. With the ability to develop and oversee any project from A to Z, IBA House's creative and highly experienced team uses the latest cutting-edge technology, including VR and 3D printing, enabling an unparalleled visualization of each one of their projects.

Furthermore, IBA House's international team of Architects and Interior Designers find it most important to engage their clients in a new kind of design experience resulting in creation of spaces with a sense of belonging that awakens one's individuality.

As famously said by Nawaf AlKhater himself; "It's not about IBA House delivering signature style, but rather creating a signature feeling. A feeling that leaves our clients with a complete sense of belonging."

2. COMPANY STATEMENTS

2.1 Mission

“To help our Clients create intentional spaces that help them enjoy more of life.”

2.2 Vision

“To engage people in a new kind of design experience, resulting in spaces that create a true sense of belonging.”

2.3 Values

“Dedication – Innovation – Versatility – Transparency - Efficiency”

2.4 Personality

“Tasteful – Witty – Creative – Hospitable - Empathetic”

2.5 Behavior

“By putting people at the center of our process, we create environments that awaken individuality. Each space is designed to add more to life and with it, also build community.”

2.6 Objectives

- Enhance our efficiency
- Enhance clients' satisfaction rate
- Enhance our knowledge
- Enhance our work quality

I B A H O U S E

I n t e r i o r A r c h i t e c t s

3. COMPANY PROFILE

3.1 CONTACT DETAILS



Office No. 703 Crystal Tower, Al Asayel Street, Business Bay, Dubai,
UAE PO Box 22689



Tel: +971 4 2663329

|

Fax: +971 4 2663324



info@ibahouse.com |

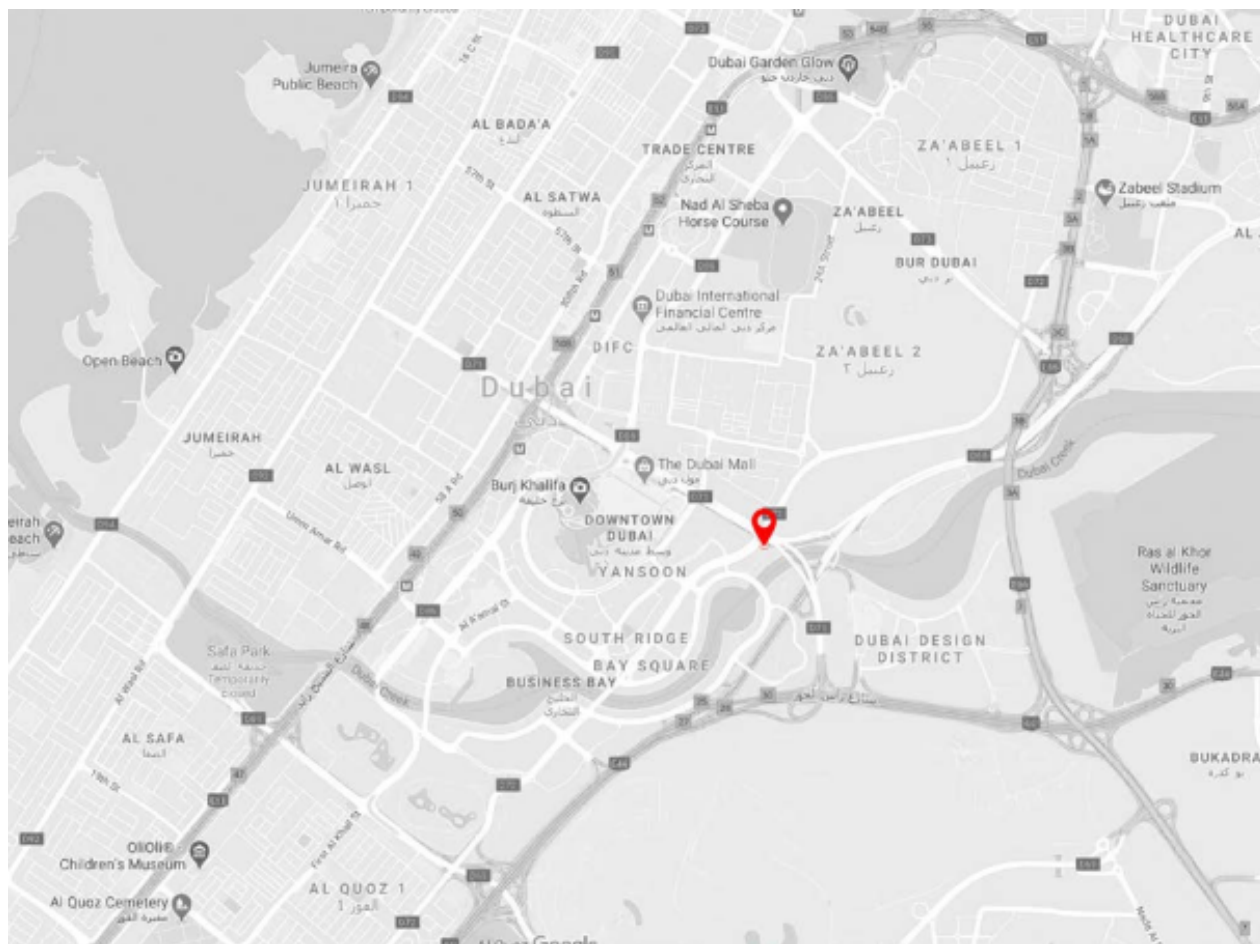
hr@ibahouse.com



www.ibahouse.com

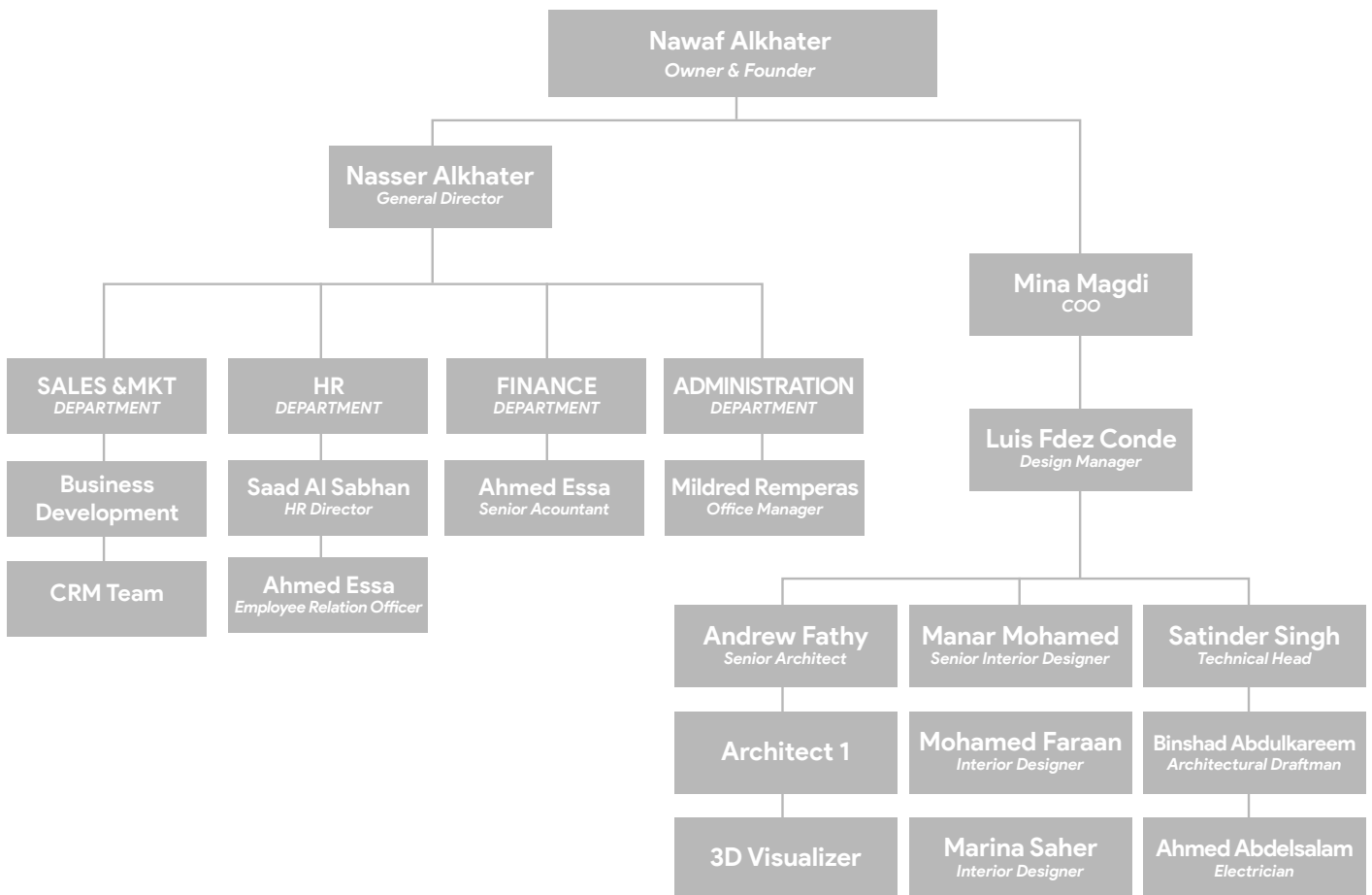
3.2 Location

Map



Office 2410, Burlington Tower, Business Bay, Dubai, UAE

3.3 Organizational Chart



3.5 Certificates and Licenses



رخصة تجارية Commercial License

تفاصيل الرخصة / License Details

License No.	690202	رقم الرخصة
Company Name	I B A HOUSE INTERIOR DESIGN WORKS L.L.C	اسم الشركة
Trade Name	I B A HOUSE INTERIOR DESIGN WORKS L.L.C	الاسم التجاري
Legal Type	Limited Liability Company(LLC)	الشكل القانوني
Expiry Date	10/06/2022	تاريخ الانتهاء
D&B D-U-N-S ®	0	الرقم العالمي
Register No.	1116984	رقم السجل التجاري
Issue Date	11/06/2013	تاريخ الإصدار
Main License No.	690202	رقم الرخصة الأم
DCCI No.	219692	عضوية الغرفة

الأطراف / License Members

Share / الحصص	Role / الصفة	Nationality / الجنسية	Name / الاسم	No./رقم الشخص
	Manager / مدير	United Arab Emirates / الإمارات	ناصر مبارك امان الخاطر	270892
			NASSER MUBARAK AMAN ALKHATER	

نشاط الرخصة التجارية / License Activities

Interior Decoration أعمال تنفيذ التصميم الداخلي

العنوان / Address

Phone No	971-4-2663324	تليفون	P.O. Box	22689	صندوق بريد
Fax No	971-4-2663329	فاكس	Parcel ID	346-749	رقم القطعة
Mobile No	971-55-7682505	هاتف متحرك			مكتب رقم 703 - ملك زهرا كريم - بر دبي - الخليج التجاري

البريد الإلكتروني / Email

الملاحظات / Remarks

تم نقل محل تجاري بتاريخ 08/06/2020

لا يجوز البدء أو القيام بتنفيذ مشاريع جديدة تابعة لإشراف البلدية أو أي جهة أخرى لحين توفير المعايير المطلوبة.

.Not permitted to start or execute any new projects under Dubai Municipality supervision or any other entity until all requirements are met

Print Date 09/12/2021 16:31 تاريخ الطباعة

Receipt No. 14176541

رقم الإيصال



يمكنك الآن تجديد رخصتك التجارية من خلال الرسائل النصية القصيرة، أرسل رقم الرخصة إلى 6969 (دو/اتصالات) للحصول على إذن الدفع.
Now you can renew your trade license by sending a text message (SMS). Send your trade license number to 6969 (Du/ Etisalat) to receive payment voucher.

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Zoho.com/ded

وثيقة إلكترونية معتمدة وصادرة بدون توقيع من دائرة التنمية الاقتصادية. لمراجعة صحة البيانات الواردة في الرخصة برجاء زيارة الموقع www.dubaided.gov.ae
Approved electronic document issued without signature by the Department of Economic Development. To verify the license kindly visit www.dubaided.gov.ae


 ملحق الشركاء
 Partners

تفاصيل الرخصة / License Details

رقم الرخصة License No. 690202 الرقم العالمي D&B D-U-N-S ® 0

اصحاب الرخصة / License Partners

Share / الحصص	Sr. No./مسلسل الشخص	Nationality / الجنسية	Name / الاسم
99.0000000 %	698008	الامارات / United Arab Emirates	اسماني للاستثمار ش.ذ.م.م. / Asmani Investments L.L.C
1.0000000 %	270892	الامارات / United Arab Emirates	ناصر مبارك امان الخاطر / Nasser Mubarak Aman Alkhater

تنبيه
يرجى قراءة الملاحظات

Print Date 09/12/2021 16:31 تاريخ الطباعة

Receipt No.

14176541

رقم الإيصال


 الإمارات
 THE EMIRATES

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 Now you can renew your trade license by sending a text message (SMS). Send your trade license number to 6969 (Du/ Etisalat) to receive payment voucher.

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شهادة شهر قيد شركة في السجل التجاري
Commercial Register

تفاصيل القيد / Register Details

Main Lice. Nr	690202	رقم الرخصة الأم	Register No.	1116984	رقم القيد
Company Name	اي بي ايه هاوس لاعمال تنفيذ التصميم الداخلي ش.ذ.م.م I B A HOUSE INTERIOR DESIGN WORKS L.L.C				
Legal Type	Limited Liability Company(LLC)	الشكل القانوني	ذات مسئولية محدودة		
Expiry Date	10/06/2022	تاريخ الانتهاء	Reg. Date	10/06/2013	تاريخ الإصدار
D&B D-U-N-S No.	®	0	الرقم العالمي		

تفاصيل رأس المال / Capital Details

Nominated	0	الإسمى
Paid	300,000	المدفوع
No. of Shares	0	عدد الأسهم
Currency	UAE Dirhams	العملة درهم اماراتي

عنوان الرخصة / License Address

مكتب رقم 703 - ملك زهرا كريم- بر دبي - الخليج التجاري

عنوان السجل التجاري / Commerce Address

مكتب رقم 703 - ملك زهرا كريم- بر دبي - الخليج التجاري

أنشطة السجل / Register Activities

Interior Decoration	اعمال تنفيذ التصميم الداخلي
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Print Date 09/12/2021 16:31 تاريخ الطباعة

Receipt No.

14176541

رقم الإيصال



الإمارات
THE EMIRATES

يمكنك الآن تجديد رخصتك التجارية من خلال الرسائل النصية القصيرة، أرسل رقم الرخصة إلى 6969 (دو/اتصالات) للحصول على إذن الدفع.
Now you can renew your trade license by sending a text message (SMS). Send your trade license number to 6969 (Du/ Etisalat) to receive payment voucher.

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شهادة تسجيل العضوية Membership Certificate

License no.	690202	رقم الرخصة	690202
Membership no.	219692	رقم العضوية	219692
Registration no.	1116984	رقم السجل التجاري	1116984
Trade Name	I B A HOUSE INTERIOR DESIGN WORKS L.L.C	الاسم التجاري	اي بي ايه هاوس لاعمال تنفيذ التصميم الداخلي ش.ذ.م.م
Legal Status	Limited Liability Company(LLC)	الشكل القانوني	ذات مسؤولية محدودة
Activity	Interior Decoration	نوع النشاط	اعمال تنفيذ التصميم الداخلي
Member Since	11/06/2013	تاريخ الانضمام	11/06/2013
Date of Issue	11/06/2013	تاريخ الإصدار	11/06/2013
Expiry Date	10/06/2022	تاريخ الإنتهاء	10/06/2022

Remarks

This certificate shall be invalid incase of any alteration without chamber's authorization
For online verification of this Certificate, please visit our website
<http://www.dubaichamber.ae/verify>

غرفة تجارة وصناعة دبي
Dubai Chamber of Commerce & Industry

P.O. Box 1457 - Dubai, U.A.E. | Tel (Within UAE) 800 CHAMBER (800 2426237) | Tel (Outside UAE) (+971) 4 2280000 هاتف
Fax (+971) 4 2211646 فاكس | customercare@dubaichamber.ae | www.dubaichamber.ae

الملاحظات

تعتبر هذه الشهادة لاغية في حال أي كسب أو تعديل عليها دون اعتماد ذلك من الغرفة
للتأكد من صحة بيانات الشهادة يرجى الرجوع إلى موقع الغرفة
<http://www.dubaichamber.ae/verify>



شهادة تسجيل لضريبة القيمة المضافة في الامارات العربية المتحدة
Certificate of Registration for Value Added Tax in the United Arab Emirates

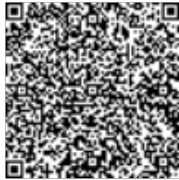
The Federal Tax Authority certifies that the entity below is
a registered person for Value Added Tax in the UAE

تشهد الهيئة الاتحادية للضرائب أن الجهة التالية مسجلة لضريبة القيمة
المضافة في الامارات العربية المتحدة

Full Arabic legal name	إي بي إيه هاوس لاعمال تنفيذ التصميم الداخلي ش.ذ.م.م	الاسم القانوني الكامل باللغة العربية
Full English legal name	I B A HOUSE INTERIOR DESIGN WORKS L.L.C	الاسم القانوني الكامل باللغة الانجليزية
Registered address	Office No 2410 , Burlington Tower, Business Bay, Bur Dubai, Dubai, United Arab Emirates, 22689, +97142663329	العنوان المسجل
Tax Registration Number	100392849400003	رقم التسجيل الضريبي
Effective Registration Date	01/01/2018	تاريخ التسجيل الفعلي
First VAT Return Period	01 Jan 2018 - 31 Mar 2018 and quarterly thereafter	فترة أول إقرار لضريبة القيمة المضافة
VAT Return due date	29 Apr 2018	تاريخ استحقاق إقرار ضريبة القيمة المضافة
Start and end dates of Tax periods:	1 Apr to 30 Jun, 1 Jul to 30 Sep, 1 Oct to 31 Dec, 1 Jan to 31 Mar	بداية ونهاية الفترات الضريبية

يرجى التأكد من صحة تفاصيل الشهادة. يجب إبلاغ الهيئة الاتحادية للضرائب في حال تغيير الاسس التي حصلت فيها على رقم التسجيل
الضريبي الخاص بك.

Please check that the details on this certificate are correct. You must inform the Federal Tax Authority of any change on the
basis of which you obtained your Tax Registration Number.



Issuing Date:

09/03/2018

تاريخ الإصدار

Global Quality Certification LTD.

Quality Certified
ISO 9001:2015



Quality Certified

Certificate of Registration

I B A House Interior Design Works LLC

United Arab Emirates

Operates a

Quality Management System

which complies with the requirements of

ISO 9001:2015

Scope of Certification

Interior Design

Issue Date: Oct 15, 2019
Expiry Date: Oct 14, 2022

License No: QC2866-19
Original Certified: Oct 15, 2019



President
Global Quality Certification Ltd GQC

This certificate verifies the original certificate issued and is valid as long as it is displayed as an electronic copy at www.gqcl.co.uk and surveillance audits are satisfactorily completed. Global Quality Certification Ltd



ISO 9001:2015

Global Quality Certification LTD.

Customer Satisfaction
Certified
ISO 10002:2018



Quality Certified

Certificate of Registration

I B A House Interior Design Works LLC

United Arab Emirates

Operates a

Customer Satisfaction

which complies with the requirements of

ISO 10002:2018

Scope of Certification

Interior Design

Issue Date: Oct 15, 2019
Expiry Date: Oct 14, 2022

License No: CS2867-19
Original Certified: Oct 15, 2019



President
Global Quality Certification Ltd GQC

This certificate verifies the original certificate issued and is valid as long as it is displayed as an electronic copy at www.gqcl.co.uk and surveillance audits are satisfactorily completed. Global Quality Certification Ltd



ISO 10002:2018

3.6 Bank Reference

I B A H O U S E

I n t e r i o r A r c h i t e c t s

Branch : EI DUBAI MALL

الفرع:

22-10-2019 11:31:18

ACCOUNT OPENING CONFIRMATION

تأكيد فتح حساب

I B A HOUSE INTERIOR DESIGN WORKS LLC
2410
1,BURLINGTON TOWER AL ABRAJ ST
DUBAI , UNITED ARAB EMIRATES

Welcome and Thank you for choosing to bank with
Emirate Islamic. Please find below your Account
details:

نرحب بكم ونشكركم على اختياركم لمصرف الإمارات الإسلامي
لخدماتكم المصرفية، فيما يلي بيانات حسابكم لدينا:

Account Number:	3708336132601	رقم الحساب:
Account Name:	I B A HOUSE INTERIOR DESIGN WORKS LLC	اسم الحساب:
IBAN :	AE900340003708336132601	رقم الحساب المصرفي الدولي:
Account Type:	CURRENT ACCOUNT	نوع الحساب:
Date Account Opened:	23-MAR-19	تاريخ فتح الحساب:
Branch Name:	EI DUBAI MALL	اسم الفرع:

We appreciate the value of your account and are committed
to fulfil your banking needs.

نحن نقدر حسابكم معنا، ونلتزم بتلبية احتياجاتكم المصرفية.

You can also visit our website www.emiratesislamic.ae or
any of our branches. Or call our Call Centre at 0097143160080
for more information on our product and services.

يمكنكم القيام بزيارة أي فرع من فروعنا أو موقعنا الإلكتروني:

www.emiratesislamic.ae

أو يمكنكم التواصل معنا عبر مركز الاتصال لمزيد من المعلومات
حول منتجاتنا وخدماتنا.

This is a computer generated advice and does not require a signature
إشعار صادر من الكمبيوتر ولا يحتاج إلى توقيع

This advice and the matter to which it relates are subject to the Bank's terms and conditions
يخضع هذا الإشعار وما يتعلق به للشروط والأحكام المعمول بها لدى المصرف



4. PROJECTS

FEATURED PROJECTS



OMNYA TOWERS COMMERCIAL RESIDENCES

SCOPE OF WORK	Design
STATUS	Completed, 2019
AREA	45,500 sqm
LOCATION	Abu Dhabi
VALUE	AED 1,000,000



S - VILLA PRIVATE RESIDENCE

SCOPE OF WORK	Design
STATUS	Completed, 2018
AREA	235 sqm
LOCATION	Dubai
VALUE	AED 940,000



MEYDAN VILLA PRIVATE RESIDENCE

SCOPE OF WORK	Design
STATUS	Completed, 2019
AREA	4,120 sqm
LOCATION	Meydan, Dubai
VALUE	AED 16,500,000



A.K - VILLA PRIVATE RESIDENCE

SCOPE OF WORK	Design & Build
STATUS	Completed, 2016
AREA	260 sqm
LOCATION	Dubai
VALUE	AED 1,050,000

I B A H O U S E

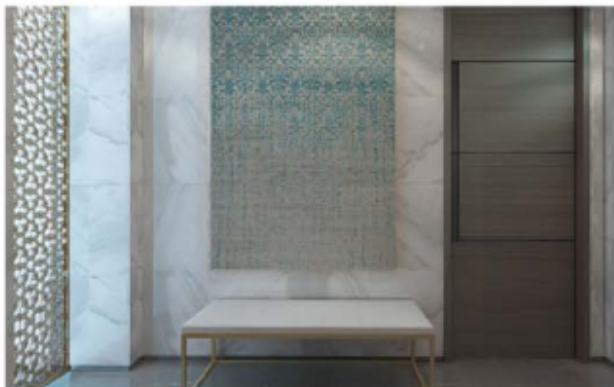
I n t e r i o r A r c h i t e c t s



H - RESIDENCE

PRIVATE RESIDENCE

SCOPE OF WORK	Design & Build
STATUS	Completed, 2019
AREA	300 sqm
LOCATION	Dubai
VALUE	AED 1,200,000



M - VILLA

PRIVATE RESIDENCE

SCOPE OF WORK	Design & Build
STATUS	Completed, 2016
AREA	410 sqm
LOCATION	Dubai
VALUE	AED 1,650,000



K - RESIDENCE

PRIVATE RESIDENCE

SCOPE OF WORK	Design & Build
STATUS	Completed, 2019
AREA	180 sqm
LOCATION	Dubai
VALUE	AED 720,000



HATTA MAJLIS

PRIVATE RESIDENCE

SCOPE OF WORK	Design
STATUS	Completed, 2017
AREA	150 sqm
LOCATION	Dubai
VALUE	AED 600,000



LES FLORALIES
F & B

SCOPE OF WORK	Design & Build
STATUS	Completed, 2019
AREA	380 sqm
LOCATION	Dubai
VALUE	AED 900,000



AGHATTI
F & B

SCOPE OF WORK	Design & Project Management
STATUS	Completed, 2017
AREA	250 sqm
LOCATION	Dubai
VALUE	AED 1,000,000



ABU DHABI PENSIONS RESTAURANT
F & B

SCOPE OF WORK	Design & Build
STATUS	Completed, 2019
AREA	180 sqm
LOCATION	Dubai
VALUE	AED 720,000



CUPPAGAHWA
F & B

SCOPE OF WORK	Design & Project Management
STATUS	Completed, 2017
AREA	258 sqm
LOCATION	Dubai
VALUE	AED 900,000

4.4 Clients

I B A H O U S E

Interior Architects

5days



La
MARQUISE



little
STREAM
nursery



شرطة دبي
DUBAI POLICE



SIEMENS



هيئة الطرق والمواصلات
ROADS & TRANSPORT AUTHORITY



برنامج الشيخ زايد للإسكان
Sheikh Zayed Housing Programme



BRAND AVENUE
Trading L.L.C



4.4 Clients' Recommendation Certificates

I B A H O U S E

Interior Architects

CERTIFICATE OF RECOMMENDATION



PRESENTED TO

IBA HOUSE INTERIOR ARCHITECTS

In recognition of its excellence in the design and supervision of our projects The Lilly @Barsha South and The Azure Residence @DSO, we do highly recommend IBA House Interior Architects represented by its experienced design team as a professional service provider for both architectural and interior designs.

3rd Mar 2019

Date



Signature



BINGHATTI
بن غاطي

27th February 2019

Certificate of Recommendation

To whom it may concern,

We are pleased to issue this certificate of recommendation to **Iba-House Interior Architects** for providing design services to our esteemed organization since 2014.

They have proven and maintained consistent exceptional performance in delivering projects as per Binghatti requirement and guidelines.

This certificate has been issued for whatever purpose it may serve.

Thank You,

Muhammad BinGhatti
CEO & Head of Architecture
Binghatti Developers



BINGHATTI DEVELOPERS FZE

Dubai Silicon Oasis Headquarters, B Wing, 1st Floor, P.O. Box 341186, Dubai, UAE

Tel: +971 4 333 4440, Fax: +971 4 320 8955, Email: developers@binghatti.com

www.binghatti.com



Date: 03 March 2018
VTL/57116/19

Certificate of Recommendation

To Whom It May Concern,

We are pleased to issue this certificate of recommendation to **Iba House Interior Architects** for providing design services to our esteemed organization from past years.

They have proven and maintained consistent exceptional performance in delivering projects as per Vertex Trading LLC requirements and standards.

This certificate has been issued for whatever legal purpose it may serve.

Best regards,

Rayan Daouk
General Manager
Vertex Trading LLC



شهادة شكر

يسر قطاع التسجيل والترخيص التجاري أن يتقدم بخالص الشكر والتقدير إلى

اي بي ايه هاوس لأعمال تنفيذ التصميم الداخلي ش.ذ.م.م

وذلك لتعاونهم الفعال في إنجاح مشروع "البقالات في إمارة دبي"

مع تمنياتنا بدوام التوفيق

طلال علي السويدي

مدير أول قسم الخدمة الذاتية
قطاع التسجيل والترخيص التجاري



صدرت بتاريخ 7/10/2019

5. ASSOCIATE COMPANY

I B A H O U S E

I n t e r i o r A r c h i t e c t s



ب. ٣٦٠ لمقاولات البناء ش.ذ.م.م
B360 BUILDING CONTRACTING LLC

6. IBAHOUSE HSE Policy

IBA House Interior Architects
Health & Safety Policy

Project Name / Number:

**(Adopted under “The Environmental Protection Regulations” In the
Emirate of Dubai)**

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Key to risk assessment layout and information	
Risk Assessment Form	
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HEALTH AND SAFETY POLICY STATEMENT

IBA House Interior Works LLC firmly believes that the company will instill and develop a health and safety culture across the organization, whereby a commitment to the prevention of both injury to employees, subcontractors or persons affected by our activities and incidents of damage or loss of property, plant and equipment will improve the overall performance of the business.

In order to achieve this objective we will:

- Implement an effective Health and Safety Management system to ensure all operations are carried out in accordance with Local, International or Customer specific Health & Safety practice.
- Through appropriate delegation of authority, ensure responsibility for Health and Safety at all levels within the Organization.
- Provide effective training and development for all employees to improve their capability to identify and manage the risks normally associated with the nature of our work.
- Maintain credible and accurate records of all incidents and occurrences, which can be used to produce meaningful statistics against which continuous improvement initiatives can be measured.
- IBA House Interior Design Works LLC employees are in strict compliance with the UAE health and safety legislation and current ministerial orders, including Technical Guidelines issued by the Environmental, Protection and Safety Section (EPSS).

Policy Objectives

IBA House Interior Works LLC will, so far as is reasonably practicable:

1. Establish safe and environmentally acceptable working practices throughout the Company's operations.
2. Provide a safe and healthy workplace and avoid damage to property and the environment.
3. Prevent all injuries at the workplace.
4. Develop a high degree of safety and environmental awareness amongst all personnel.
5. Provide employees with the required skills and support to meet the Company's commitment to health, safety and the environment.
6. Ensure that contractors working on the Company's behalf implement comparable standards.
7. Seek continual improvement in our efficient use of environmentally friendly products, thereby minimizing emissions and reducing waste.
8. Provide competent advice to all management on health, safety and environmental issues and the means to monitor performance.
9. Assess risk, evaluate and monitor as an ongoing process.

INTRODUCTION

The purpose of this safety plan is to provide basic safety guidelines for IBA House Company Personnel. However, no manual can address all possible situations that occur in the field.

Working safely is the responsibility of each employee at IBA House. Adherence to safety rules and guidelines and a positive attitude toward safety enhance job performance. On the other hand, disregard or neglect of safe practice will not be tolerated. Violation of safety rules, set forth in this manual, can result in a disciplinary action, including suspension and termination. Legal avenues will be explored by the company should any employee neglect result in loss of life and/or property.

IBA House Company believes that it is in the best interests of the company and its employees to maintain work/free environment in which the health and safety of employees and guests are protected and company business is conducted efficiently. This requires an accident free work environment.

After reading this complete manual, you will be asked to sign a safety agreement indicating that you have read and understood the guidelines presented and will follow them in the field.

Sites Safety Policy Manual

The basic tenet of the IBA House Safety Policy is that all employees have the inalienable right to perform their duties in a safe and healthy working environment free from all recognizable hazards.

The purpose of this Field Safety Program is to identify and correct the conditions responsible for accidents and to avoid the resultant human suffering and economic waste.

The implementation of the Field Safety Program cannot be delegated as a function solely of the site

Safety Supervisor. Every field supervisor is accountable for the introduction and enforcement of safe working practice within his area of responsibility.

The strictest observance of the requirements of the document and the Client Construction Safety

Manual is obligatory for all IBA House employees. Nothing contained herein shall be interpreted or construed as implying a waiver, or modification to any part of those requirements.

Scope of Work

Contract / Job Name

Contract / Job Number

Month Date

Client

Client Project Management

Consultant

Contractor

Original Contract Value

Commencement Date

Compellation Date

Duration of Contract

General Safety Rules

Safety Devices and Procedures: Removing, bypassing, short-circuiting overriding, or tempering with a safety device or mechanism, such as a “dead man” switch, are a disciplinary offence. Knowingly taking a procedural short rather than following a step-by-step safety procedure is also a disciplinary offense.

Barricades: These warn personnel of or prevent or limit access to an area containing a temporary hazard. Situations requiring barricades include areas below overhead work; areas below welding, cutting, or burning operations, hazardous leaks, spills, or releases; sandblasting; asbestos removal; hydro blasting; radiography; open trenches, ditches, or holes; and roadways or walkways blocked by equipment.

Protecting the Environment: All rules designed to prevent pollution must be followed. Under no circumstances should chemicals, petroleum products, or other waste materials shall be dumped on the ground or in water bodies. Precautions to prevent release of potentially harmful substances to the environment must be taken.

Work Permits: These must be obtained from appropriate personnel of the facility beings inspected for sensitive jobs, such as electrical work, hot work (non-electrical), confined space entry, machine excavation, explosive blasting, hydro blasting, abrasive blasting, radiography, on line leak repair, and asbestos related tasks.

Familiarity with Work Environment: Before beginning a job, an employee should always familiarize “Integrated Management System” with safety requirement, fire protection equipment, exits, and other safe operating procedures. On and offshore facility, a platform occupant should be familiar with all alarm signals and locations of assigned emergency stations, life preservers, and emergency equipment. An employee should never walk within 10 feet of the rear vehicle or piece of equipment unless the vehicle/equipment drivers know he is there.

Fire Prevention: The major causes of fire include electrical overloads or malfunctions, mental errors, poor housekeeping, smoking, improper welding operations, and poor equipment maintenance. Most of these causes are eliminated by using common sense, following work procedures, and maintaining good housekeeping. The following precautions must always be observed to minimize fire hazards.

- Approved leak detectors are used when testing for leaks on natural gas connections.
- Paint, insect sprays, and paint removers are not used near an open flame because of their flammable nature.

- Oily or paint soaked rags, waste, or clothing are not left lying around the job site because of the possibility of spontaneous combustion and its resulting fire.
- Flammable liquids such as gasoline, naphtha, and lacquer thinner is not used as cleaners.
- When pouring or pumping gasoline or similar flammable liquids from one container to another, metallic contact is maintained between the pouring and receiving containers to prevent static electricity from igniting vapors.
- Good ventilation is maintained in all buildings where natural gas, gasoline, or other flammable liquids are handled.
- Mops, rags, and other combustible materials are not placed for drying or storing near engine exhaust or other sources of ignition.

General Safety Advice

Footwear

Some paving materials are quite heavy - wear safety boots, preferably with steel toe-caps and a pierce resistant midsole. If working with wet concrete, wear wellington boots, as the alkali reaction of wet concrete will eat away the stitching on normal footwear. Look for boots that comply with EN345, giving toe protection to 200 joules.

Gloves

Paving materials are by nature quite abrasive and cement or materials containing cement can "burn" exposed skin. You should wear protective gloves when handling such materials. The rubberized gloves last longer but make your hands stink and need regular washing. The knitted gloves wear quite quickly but are fine for digging etc. There are also anti-vibratory gloves that absorb some of the vibration from heavy power tools and help reduce the chance of Hand Arm Vibration Syndrome (HAVS)

Dusts

All dusts should be avoided, which is only common sense, but also take care not to inhale cement dust, which can seriously irritate the lungs. When using power saws to cut paving materials, you must ALWAYS wear a particulate dust mask. Suitable masks will comply to EN143 or EN149. Cements and brick dust are classed as fine dusts.

Eye Protection

This is especially important when cutting paving materials, whether with hand tools, block splitters or power saws. A pair of safety goggles can be bought from Builders Merchants or Hire Shops for a couple of quid. Replacement eyes are much harder to get, and more expensive.

\General Clothing

	Overalls or standard work-wear will protect exposed skin from cements, and reduce the risk of cuts, grazes and abrasions. Beware of loose clothing, especially when working with power tools. Wear a hard hat if working on a job with overhead works or if working in trenches.
Working with cement	
	Mixing cement with water releases an alkali. Avoid breathing cement dust. Wear protective clothing when working with cement. If wet cement comes into contact with the skin, wash off with water immediately. If cement splashes into the eyes, flush with water and seek medical attention immediately.

REQUIREMENT OF RISK ASSESSMENT

Enclosed is the standard form of IBA House Interior Works LLC, Dubai, for Risk Assessments along with the following:

1. How to use Risk Assessments
2. Risk Assessment layout

Requirements of Risk Assessment

Risk Assessment of All the Routine and Non-routine activities are including the following:

- Manual handling
- Display Screen Equipment
- Control of substances hazardous to health
- Personnel Protective equipment
- Noise

The above should be done prior to start of the job.

Construction site hazards in relation to number of tasks, under normal circumstances, and provide guidance on best practice in terms of carrying out these tasks. Under the Management of Health and

Safety at Work Regulations 1992 (SI 1992/2051) (as amended) (MHSWR), contractors are required to carry out and record risk assessments for the situation of work, and therefore assessors must consider site specific circumstances when using these forms. In addition to the hazards highlighted in the general risk assessments, any other hazards and relevant control measures specific to the task being assessed should be included on the risk assessment forms.

To use the general risk assessments, it is essential to take into account the site-specific circumstances in order to tailor the risk assessments to ensure they are legally compliant. This includes consideration of a number of factors, including the competency of the workers carrying out the task or using particular tools or

machinery, how the task is actually carried out, the control measures in place, the actual workplace and any adjacent activities.

What the Risk Assessment can be used for

The general risk assessments can be used to fulfill the following responsibilities:

- The development of site specific risk assessments.
- The provision of risk assessments at the pre-qualification to contract stage to demonstrate to the planning supervisor/principal contractor that adequate provision is made for safety.
- Checking health and safety conditions on site.
- Developing safe systems of work and method statements if required.
- The provision of information on hazards in the workplace to all workers and to other contractors and workers in the vicinity.

Completing the General Risk Assessment Form

The general risk assessments are designed to require the minimum amount of written input by the assessor to save time and resources when carrying out risk assessments. Risk assessment data for carrying out a variety of tasks under normal circumstances is provided, with space for additional information to be added by the assessor. The assessor should cross out any information that is not relevant to the task being assessed and add any site specific information. Clear instructions on completing the forms are given below and these should be followed to obtain maximum benefit from the risk assessments.

Key to risk assessment layout and information

1. Project	Enter the project reference number to which the risk assessment applies.
2. Contractor	Enter the name of the contractor responsible for the assessment.
3. Client	Enter the name of the client.
4. Document Ref. No.	Each document should have a code or number assigned to it for easy reference. If a document control system is in place (e.g. as ISO 9000 series accreditation) the referencing should fit with this system.
5. Assessed by	Enter the name(s) of the assessor(s).
6. Date	Enter the date of the assessment. This will help to ensure that the most current risk assessment document is in use.
7. Tasks/operation and location (including any tools/equipment in use)	This should give sufficient information to identify each activity and assessment area unambiguously. Enter additional information specific to the work situation.
8. Hazards	Common hazards under normal circumstances are provided. From knowledge of the task, cross out any

		hazards that are not appropriate and add any other identified hazards that are specific to the work situation.
9. Risk ratings		Common risk ratings for each hazard under normal circumstances without the use of controls are provided. From knowledge of the task, alter the risk rating if it is not appropriate to the work situation.
Without controls		
With controls		Common risk ratings for each hazard under normal circumstances with the use of appropriate controls are provided. From knowledge of the task, alter the risk rating if it is not appropriate to the work situation. The effectiveness of the control measures is indicated by the reduction in risk. Assessors must rate the task taking into consideration all the control measures actually in use.
10. Harm		The known harm resulting from the hazards is provided. From knowledge of the task, cross out any harm that is not appropriate and add any other identified harm that is specific to the work situation.
11. Persons in danger	in	A list of possible persons in danger is provided. From knowledge of the task, cross out any references that are not appropriate and add any other identified persons in danger.
12. Number of persons in danger	of in	Enter the approximate number of workers exposed to the hazards at any one time.
13. Controls		A list of control measures to minimize risk is provided. From knowledge of control measures used on site, cross out any measures that are inappropriate and add any other identified measures specific to the work situation.
14. Personal Protective Equipment		A list of appropriate personal protective equipment (PPE) is provided. From knowledge of PPE used on site, cross out any references to PPE that are inappropriate and add any other identified PPE specific for the work situation.
15. Additional assessments		A list of additional assessments that may be required is provided. From knowledge of the task, cross out any references to additional assessments that are inappropriate and add any other assessments required that are specific to the work situation.
16. Method statement required		Circle Yes or No. Generally, method statements are required for the higher risk activities.
17. Is the task adequately controlled?		From knowledge of the task, the actual risk to persons and the control measures in place circle Yes or No to indicate whether the task is adequately controlled.
18. Specific legislation		A list of specific legislation is provided. Add any other legislation that is specific to the work situation.
19. HSES and other guidance		A list of Health and Safety Executive (HSES) guidance and other guidance is provided. Add any other guidance that is specific to the work situation; this may include the company's own procedures.

20. Information, instruction and training	A list of information, instruction and training relevant to the task is provided. Cross out any information that is inappropriate and add any other information specific to the work situation.
21. Emergency procedures	Emergency procedures specific to the task are provided. Add any other procedures specific to the work situation.
22. Monitoring procedures	A list of monitoring procedures relevant to the task is provided. The details listed relate to activities that must be checked at regular intervals to ensure that the risk assessment is still valid. Cross out any references that are inappropriate and add any other procedures specific to the work situation.
23. Other items	Include any additional items relevant to the risk assessment. This may include the name of the person who is to implement the control measures, any specific time or working limits, etc.
24. Signature	The assessor should sign the risk assessment.
25. Date for review	A date for review of the assessment should be entered.

Risk Assessment Form

1. Project:	2. Contractor	3. Client
4. Document Ref. No.	5. Assessed by	6. Date
7. Task/operation and location (including any tools/equipment in use)		
8. Hazards	9. Risk ratings	
10. Harm		
11. Persons in danger	12. Number of persons in danger	
13. Controls		
14. Personal protective equipment		
15. Additional assessments		
16. Method statement required? Yes No		
17. Is the task adequately controlled? Yes No		
18. Specific legislation		
19. HSES and other guidance		
20. Information, instruction and training		
21. Emergency procedures		
22. Monitoring procedures		
23. Other items		
24. Signature	25. Date for review	

In this site's safety plan, the Contractor will be able to evaluate the project activities and arrange a schedule of works to suit the site. More importantly, the Contractor will be aware of the potential problems and dangers that may occur during a project, and will be able to work around them, or take the necessary remedial action.

In terms of risk assessment, the most obvious risk during that phase of the project occurs during the excavation relocating, and protecting of existing services stage.

Risk	Risk Factor	Appearance	Recommended Action
Electricity supply	HIGH	Black sheathed and armored cable, in the 10- 75mm diameter range. Newer cables are typically buried 300-450mm deep, and often have a marker tape laid 150mm above them, but do not take this as a standard. Older cables may have a tape-like band wrapped around, or may have a concrete marker tile above them. Cables can also be found in steel or plastic ducting, usually red, but sometimes black. Be aware of possible DIY extension cables, running from the house to a garage or shed. These may only be Twin and Earth or similar, and present a serious danger. Such a cable is YOUR responsibility, not the Electricity Suppliers - you can use the services of a qualified electrician for this type of cable if you prefer.	NOTIFY YOUR ELECTRICITY SUPPLIER IMMEDIATELY Make area secure from children and pets. Do not attempt to investigate - wait for the experts.
Gas pipe	Medium to High	Newer pipes are a distinctive yellow plastic approx. 32mm diameter. Older services may be steel pipes in the same size range. Ducting should be yellow. If you smell gas at any time, stop all work immediately.	NOTIFY YOUR GAS SUPPLIER IMMEDIATELY Make area secure. Kept sources of ignition, eg lit cigarettes, well away
Telephone cable	Medium to Low	Often a semi-transparent, armored cable 15-20mm diameter. Newer cables are often laid inside 40mm plastic ducting, usually grey in color.	Contact BT or your Telco
Cable TV	Medium to Low	Often a thin, double cable no bigger than 10mm diameter. May be in plastic duct, often a 25mm corrugated black, grey or green colored type, but sometimes in 32mm or 40mm green plastic.	Contact your Cable TV company.
Water pipe	Low	Newer pipes are 20mm blue plastic, but older services may be black plastic, or lead.	Contact your Water Supplier. If you have a lead service pipe, they

		Ducting should be blue. Water supply pipes should have 900mm of cover as frost protection. If you encounter such a pipe, either it is too shallow, or you are too deep.	may replace it with a modern pipe at the correct dept, free of charge. They may elect to lower a shallow service, and may charge for this.
Drainage	Low	Usually 100mm diameter clayware or plastic pipe, possibly surrounded with a gravel or sand, or even concrete. It may not be possible to re-align or lower any drainage if your foul and surface water systems are tight for fall. If this is the case, any exposed drains beneath a vehicular traffic area should be encased in concrete. Beneath foot traffic areas, the pipes should be strong enough to take the load of a light pavement and pedestrians.	If in doubt, contact a local builder or drainage contractor.
Foundations	Medium to Low	The very bottom of the brickwork. May be sat on a concrete raft, or concrete strip footing, but older properties, may be bedded onto spreader courses in direct contact with the earth beneath. If you expose any part of a foundation, you are either digging too deep, or the foundation is unusually shallow for some reason.	Consult a local builder or structural engineer.
If you expose any part of a supply cable or pipe, NOTIFY THE RELEVANT UTILITY COMPANY IMMEDIATELY. They will send qualified engineers to assess the situation and take any remedial action required, often at no expense to the householder, provided the cable/pipe is not damaged. If you damage a cable/pipe, you may be expected to pay for the repairs. All good contractors should be fully insured for such an eventuality.			

IBA House safety philosophy and procedures

We attached herewith IBA House's typical safety philosophy and procedures, which is implemented on all projects.

These procedures will be implemented on all projects in addition to client safety procedures.

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PREAMBLE

SECTION 1 RESPONSIBILITY

SECTION 2 INCIDENTS REPORTS AND INVESTIGATION

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SECTION 16 WORK PERMITS

SECTION A Introduction For Safety Plan

SECTION B Safety Engineer (Officer)

SECTION C Safety Plan

SECTION 1

1.1 Responsibilities

1.1.1 Every employee of IBA House is required to play his part in promoting accident prevention commensurate with his area of responsibility. He will familiarize himself with site safety regulations and comply with them at all time.

- The prime responsibility for site safety rests with the project manager.
- He must be fully conversant with clients, the locality of operation Workman's Regulation and Client Construction Safety Manual.
- Insure that all supervisors are also aware of and comply with the safety regulations and accident prevention requirements.
- Institute a system of inspection and correction by supervisors' of potential hazards.
- Hold weekly supervisor's meetings at which safety problems will be discussed
- Coordinate investigation and reporting of accident.
- Discuss accident prevention recommendations made in site Safety Supervisor and initiate action.
- Ensure an adequate supply of the correct type of personal protective equipment is available.
- Check continuity of safety training and weekly "Tool box talks".
- By example, promote and encourage safety awareness in employees at all levels.

1.1.2 The site Safety Supervisor is responsible to the Project Manager for the day-to-day implementation of Safety Program.

- He must be familiar with all requirements of the Client Construction Safety Manual (CCSM).
- Carry out regular site safety audits and report and correct unsafe work practices and potential hazards.
- Investigate and report all accidents including near miss incidents and recommend preventative measures.
- Maintain record of all injuries and damage on site and submit reports as required.
- Assist with training.
- Issue weekly "Safety Line" for display on bulletin boards.
- Attend weekly supervisors meeting and discuss accident prevention techniques and safety performance.
- Ensure maintenance of good hygiene standards and availability of first aid treatment.
- Advise field supervision on safe working methods.
- Enforce the observance of the Work Permit procedure.
- Promote an understanding among the work force that accident prevention is indispensable part of any efficient industrial activity.

1.1.3 A great deal of the effectiveness of the companies' accident prevention effort will depend on the attitude and approach of field supervisor.

- He must understand and comply with requirements of clients Safety Manual and Work Permit procedures.
- Organize work area so that men can perform their duties with maximum efficiency and minimum risk to themselves or to equipment.
- Maintain good housekeeping.
- Inspect equipment and tools before use and ensure correct storage facilities are available and properly unitized.
- Enforce the use of applicable personal protective equipment.
- Correct unsafe conditions immediately as they arise.
- Conduct induction training and weekly safety meetings with work crews.
- Attend weekly supervisor's meeting.
- Cooperate with site Safety Supervisor to create and maintain safe working conditions in all operations being performed.
- Set a personal example.

1.1.4 The workman also, has responsibilities for accident prevention, for not even the best supervisors can watch over each man every minute of the working day.

- Use correct tools and personal protective equipment provided.
- Obey safety rules and do not damage or remove safety device.
- Be alert to hazards both to himself and those around.

1.2. Site Specific Safety Plan

1.2.1. Responsibility

The main employees for the execution of this procedure are:

- a. The Project Manager/Site Agent
- b. The Site Safety Officer
- c. Site Engineers
- d. The Safety Manager
- e. The General Director
- f. Safety Assistants
- g. All supervisory staff

Please see the Appendix for the duties of each designation

1.3. Site Specific Safety Plan (SSSP).

The SSSP is broken down into 10 sections, as follows:

- a. Site Safety Organization Chart
- b. Roles and Responsibilities (**Appendix**).
- c. Risk Assessment: Specific risk assessment will be part of each method statement submitted to reflect different activities.

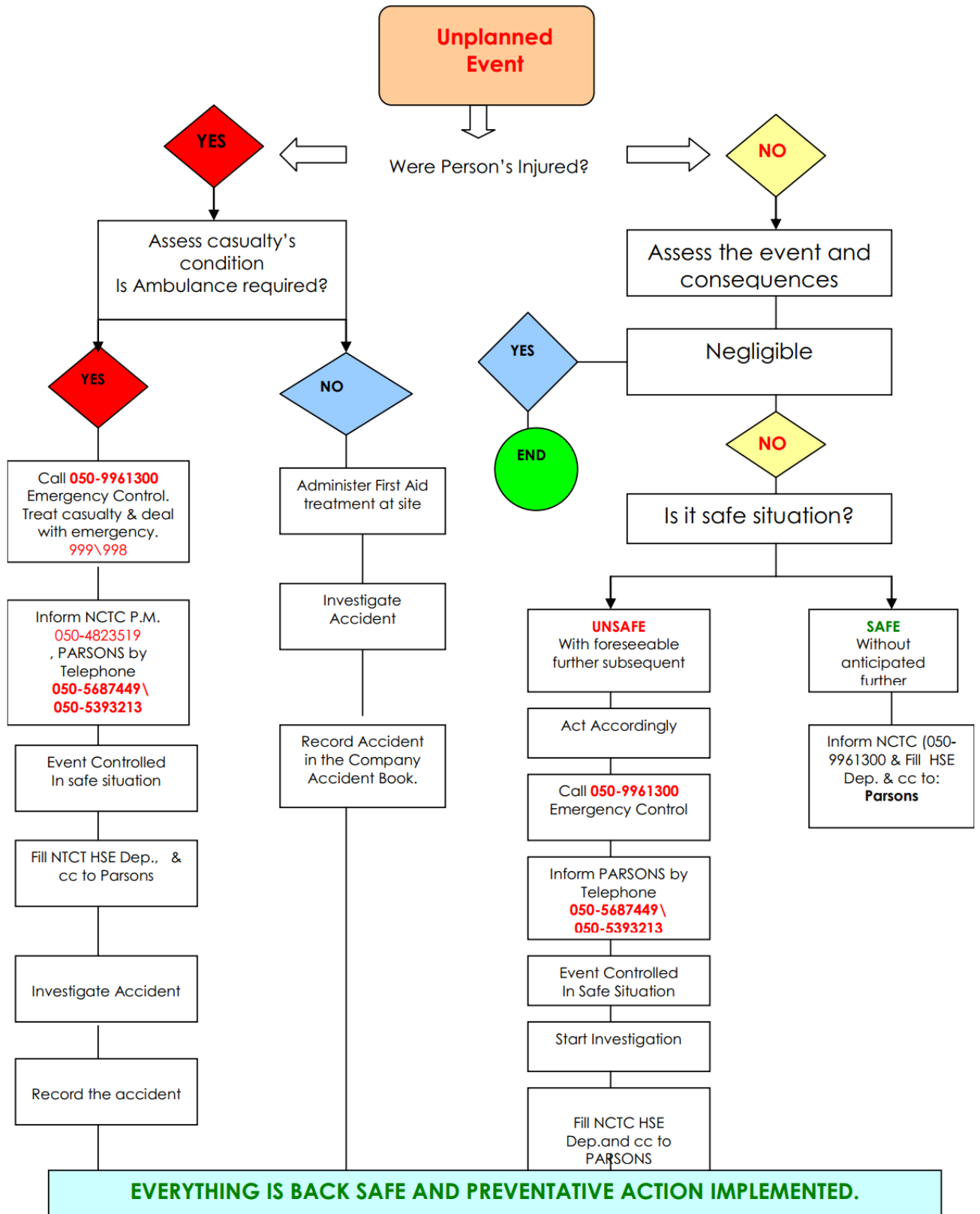
- d. Environmental Issues
 - i. Air-borne contaminants.
 - ii. Noise
 - iii. Toxic materials

All details are available in the IBA House Environmental plan.

- e. Communications
 - i. Informal dispersion
 - ii. Meetings
 - iii. Training
 - iv. Toolbox talks

The communication system will be via verbal, written and visible (Video presentations).

- f. Personal Protective Equipment: The basic PPE (helmet, safety shoes, and reflective vest) will be strictly followed by all IBA House employees. In case of a specific job that requires more safety equipment, all the required safety equipment will be provided.
- g. First Aid: First aid arrangements will be available in the work area and office locations besides full-time trained first aiders.
- h. Fire Plan: The Fire Plan will detail:-
 - Evacuation Procedures.
 - Identification of the location of the fire extinguishers.
 - Identification of the potential Hazards.
 - Identify Egress Routes.
 - Names of the trained Fire Marshalls.
 - Regrouping areas (Muster points)
- i. Accident Reporting: Please check the attached chart - Accident (unplanned event) reporting flowchart (Figure Page 19).
- j. Record keeping: All the safety forms, checklists, and report will be filed and kept in HSE department. The required CC will be submitted to the Engineer upon request.



Accident (unplanned event) reporting flowchart

SECTION 2

2.1. Incident Report and Investigation

We are often able to identify future hazard areas and apply preventative measure through analysis of previous accidents. However, effective remedial action can only be applied when the basic problems are clearly defined. Investigation, submission of detailed factual reports and the evaluations of these facts are the basic problem is clearly defined. Investigation, submission of detailed factual reports and the evaluations of these facts are the basic tools for establishing the real cause of any accident and directing our accident prevention activity in the most efficient way.

2.1.1 Reports

- An immediate oral report will be made to IBA House's main office and the Client's site representative in the following cases:
 - All fatal injuries
 - All injuries requiring hospital treatment
 - All damage to plant or equipment
 - All damage to Client property in any amount
 - All fires
 - All cases of contagious or industrial related diseases
- A full detailed writing report of these incidents must be submitted within few hours with copy to Clients Site Representative. All other accidents will be recorded and monthly injury and damage reports submitted with copies to Clients Loss Prevention in accordance with Client procedures.
- In addition any injury with incapacitates a man for three (3) days must be reported in writing for submission in compliance with the labor law.

2.2. Reporting

2.2.1. The initial responsibility for reporting an accident rests with the supervisor of the operating where the incident occurs.

- Obtain treatment for any injured person.
- Ensure that as far as possible the scene of the incident remains undisturbed.
- Report on the site Safety Supervisor
- Describe the operation was taking place and the sequence of events that led to the incident.

Assist the site Safety Supervisor to examine any plant or equipment involved in the accident and question witness.

2.3. Investigation

2.3.1. The responsibility to investigate all downgrading incidents, submit reports and recommend corrective action is incumbent on the site safety Supervisor.

- Visit the scene of incident and examine any plant or equipment for damage or misuse.
- Question witnesses as to that happened, how it happened and why.
- Take photograph or make sketches.
- Question any injured person as soon as possible.
- Ascertain that events that led to the incident are any irregularities in the operating.
- Analyses the basic cause, report and recommend preventative action.

2.3.2. Accident investigative techniques are many and all may be successfully employed in varying circumstances the overriding factor however must always be that accident investigations are to determine the cause and preventative requirements NOT to apportion blame.

- Selected personnel will be required to undertake specialist training in firefighting, first aid and the use of self-contained breathing apparatus. Supervisors should take an active part in this training to improve their own performance.

SECTION 3

3. Safety Training

3.1. No accident prevention program can be considered complete without the conclusion of a comprehensive training element.

3.2. The issuing and enforcing of safety rules and regulations will not instill in the workman the desired attitude towards accident prevention, this can only be created and fostered through education.

- All IBA House employees will be given a short period of on-site induction training with an integrated safety content. This will normally be given by the section supervisor and will include an identification of the common site hazards, as well as those more specific to the particular craft and indication preventative measures to be taken to avoid accidents.
- All Craft supervisors will prepare a weekly safety speech which they will give to the crews under their control. These speeches should each deal with a specific hazard and should be mainly but not limited to unsafe work practices as applied to the particular craft. Each speech should be approximately ten minute's duration and conclude with a short period for discussion and suggestions.
- A good supervisor will be aware of most hazards as they arise within his specific section responsibility. However, even the best of supervisors may become so familiar with a particular operation under his control that he may fail to notice a fault in standards and developing hazard conditions.

- A weekly safety meeting of all supervisors will be held by the IBA House Project Manager at which he will require the site Safety Supervisor to report safety performance and identify potential hazard's area. Supervisors shall be encouraged to participate openly in discussions to improve site safety.
- Bulletin board will be provided for the display of poster and weekly Safety Line from the safety Supervisor, these will be posted in areas where work forces are likely to spend time or pass by frequently.

SECTION 4

4. Welfare and First Aid

4.1. Welfare

The provision of welfare facilities and the establishment and maintenance of good hygiene at the site is of major importance. Good hygiene and good housekeeping go hand in hand. Trash of any kind if allowed to remain on site constitutes not only a fire but also a hygiene hazard. Mosquito, flies, rodents and snakes with their attendant danger to health.

- Trash-can will be provided at locations throughout the work area and must be emptied regularly.
- Toilet and washing facilities with adequate water supply will be provided and must be cleaned daily.
- Sufficient running water (hot/cold) and ice will be made available on site. Disposable cups should be provided.
- Rest area and, when is allowed by client safety code, smoking area will be designated.
- Adequate supply of hand cleaner and barrier cream will be maintained.

4.2. First Aid

First aid kits are provided at site and will be supervised by the attendance of qualified personnel who shall be employed to provide First Aid duties:

- He will maintain adequate supplies of first aids at all times.
- Familiarize himself with local hospital's availability's and telephone numbers.
- Ensure that the site ambulance is maintained in sound and clean condition.
- Maintain a site register listing all treatment given.
- When requested by the site safety supervisor, give first aid training to supervisors and crew leader.
- Supply first aid kits to the leaders of any crews working at distance from facility.
- Report immediately to the project manager and site safety supervisor any case suspected contagious disease.

SECTION 5

5. Fire Prevention

In order to support combustion three (3) elements are required, Fuel, Heat and Oxygen, if we can exclude any one of these element's fire cannot start and exist. The most transportable/moveable component is "FUEL" and this can be achieved by good housekeeping and regular, early removal from sites of all flammable scrap and waste materials

5.1. Flammable Liquids

The flammable liquids on any construction site will consist for the most part, fuel, oil, paint and solvents.

- Flammable liquid must be stored either in secure open compounds or well ventilated huts.
- The various categories of liquid should be stored separately and clearly marked.
- Storage areas for flammable liquids are to have distance of at least 30 feet from any building or other storage areas, and 50 feet from the boundary fence or any client facilities.
- No smoking or flames are permitted within 50 feet of flammable storage areas.
- Flammable liquids must be stored in securely capped or sealed metal containers.
- Transporting of flammable liquids are to be done in close containers.
- The engine of all gasoline or diesel powered plant and equipment is to be switched off during refueling.
- Any spillage of flammable liquid must be covered with sand and cleaned/removed immediately without delay.

5.2. Fire Extinguisher

- The usual fire extinguisher issued to site is 20 lb., multi-purpose dry powder, stored pressure or cartridge type. These are effective on "A", "B" and "C" fires.
- It is not possible to state the numbers of extinguish required not they're probable sitting as this is dependent upon many factors and should be considered during the planning stage in consultation with site safety supervisor.

Before starting a job, an employee must become familiar with the firefighting equipment available and its location on the job site. To ensure that proper firefighting equipment is used, the type of fire must be identified. Following are the four fire categories.

- **Class A** - Fires of this type occurs in ordinary combustible materials such as wood, cloth, paper, rubber, and Amy plastics. The cooling or quenching effects of water extinguish this type of fire Class A fire is also extinguished by multipurpose chemicals that provide rapid knockdown of flames and form a fire retarding coating that prevents reflate.
- **Class B** - Fire of this type occurs in flammable liquids and gases such as oil, grease, gasoline, or paint. These fires can occur in a vapor air mixture over the

surface of flammable and combustible liquid. A smothering or combustion inhibiting effect extinguishes this type of fire; dry chemicals, foam, Halon, carbon dioxide, or water fog can be used as extinguishing agents.

- **Class C** - Fires of this type occurs in electrical equipment. When fighting an electrical fire, the power source must be disconnected first. A non-conducting extinguishing agent must be used for this fire type. Halon and carbon dioxide are suitable for indoor use but are not recommended for outdoor application because they are dispersed by wind. Foam and water should not be used because they conduct electricity and could cause personal injury or short circuit equipment.
- **Class D** - Fires of this type involves combustible metals such as magnesium, titanium, zirconium, and sodium. Special techniques, extinguishing agents (e.g., dry powder), and equipment is required. Certain types of cathodic protection (CP) systems contain combustible metals.

5.2.1. *Fire Fighting*

A fire extinguisher is only as efficient as the person (s) operating it. Therefore, personnel are to be trained of their proper use before fire and evacuation drills exercise has to be carried out.

5.2.2. *Oil, Gas And Petrochemical Facilities*

Work within existing client facilities will require the issue of work permits and possible special fire precautions. Supervisors of operations within these areas must be familiar with the requirements of client's procedures and comply with them at all the times. Also, he must be aware of the emergency procedure and insure that the personnel under his supervision understand their evacuation routes and assembly points.

SECTION 6

6. Personal Protective Equipment

- 6.1. Introduction:** Protective clothing and equipment must not be misused or altered in such a way that their original protective features are less effective. Contaminated clothing or protective equipment must be disposed of in approved containers according to local regulations; the facility representative should be consulted in this situation.
- 6.2. Head Protection:** Safety hats must be worn by employees in the field or at any location where head injury hazards may exist. For everyday field use, safety hats must meet the requirements of American National Standards Institute (ANSI) 289.1, "ANSI Requirements for Industrial Head Protection." When protecting inspectors from high voltage electrical shock and burns, safety hats must meet the specifications of (ANSI) 289.2, "ANSI Requirements for Industrial Protective Helmets for Electrical Workers." A safety hat and side-shield safety glasses must be worn in conjunction with a welding hood; however, this requirement can be waived if the facility representative deems that wearing the safety hat creates a greater hazard.
- 6.3. Eye and Face Protection:** Protective wear must be worn by an employee at any location where eye and face hazards may exist. Situations requiring eye and face protection include an employee engaged in or observing welding, grinding, machining chipping, handling of hazardous materials, or acetylene burning or cutting. Each eye and face protector must be marked with the information required by ANSI 287.1, "Practice for Occupational and Educational Eye and Face Protection,". The following must be adhered to during an inspection.
- Contact lenses cannot be worn when a job involves exposure to recognized eye hazards because use of these lenses, even in conjunction with standard eye protection, increases risk of eye damage from toxic substances or foreign particles. The exception to this rule is if a doctor's order indicates that contact lenses are a necessity.
 - Chemical goggles are required for working in or entering posted chemical areas. When chemical type goggles are used, the headband must be secured around the back of the head, not around the safety hat.
 - Safety glasses or chemical goggles with dark lenses are not worn at night or in dark locations during the day.
 - A face shield is worn over either side shield glasses or chemical goggles if a job involves flying debris.
 - An electric arc welder wears a welding helmet with No. 10 or darker shade lenses, welder helpers side shield spectacles with No. 6 or darker shade lenses, and employees working in the area side shield spectacles with medium calobar shade lenses. Those passing through a welder's area should avoid looking at the arc.
 - A welder cutting material with acetylene gas requires No.5 or 6 shade lenses and helper No. 4 shade lenses or the equivalent.

6.4. Ear**Protection:**

Protection must be used in all designated high noise areas (90 decibels and greater) and should be worn in all suspected high noise location. High noise areas include pipeline and compressors blow down and purge operations, meter and regulator stations when in operation, compressor buildings when compressors are in operation, and generator rooms when equipment is in operation and piling.

6.5. Body Protection: Clothing must protect an employee from hazards associated with the task being undertaken; a minimum of long pants and a shirt with sleeves (tucked in pants) is required. Appropriate clothing is not loose, poorly fitted, or torn. Clothing made of synthetic materials, such as polyester, contributes to the severity of burns received from fires. Clothing made of natural materials such as 100 percent cotton or wool provides additional protection in flash fires, while synthetic materials do not.

6.6. Respiratory Protection: Respiratory equipment must be available to an employee at any location where he may come in contact with an atmosphere containing gas fumes or vapor contaminants, particulate contaminants, or an oxygen deficiency. The facility representative identifies work areas or inspection jobs with existing or potential respiratory hazards and determines respiratory equipment needed. An employee required by his job assignment to wear a nose mouth respirator, full face gas mask, fresh air mask, self-contained breathing apparatus (SCBA), or other similar protective equipment must be clean shaven in the areas between the mask seal surface and facial skin. The following are example of respiratory equipment currently used by industry that should be available at a facility being inspected.

6.7. Self-Contained Breathing Apparatus: The slings Pack and Air Pack are examples of this type of apparatus. These self-contained masks are designed for emergency use and can be used in any atmosphere except one that is toxic to skin. The cylinders of sling Pack and Air Pack last approximately 15 and 30 minutes, respectively (actual time varies depending on work activity and breathing rate). With this equipment, the air supply cannot be contaminated and a greater range of operation can be accomplished than with a hose mask.

6.8. Air Capsule Escape Device: This is designed for emergency escape from highly toxic atmospheres. It provides five minutes fresh breathing air.

- **Disposable Dust Filter Mask:** This can be used where dust concentration is low. The filter should be discarded when damaged or breathing is difficult for the user. (NOTE : This type of filter

cannot be used in an atmosphere that is oxygen depleted or contains gases or vapors of any type.)

- **Dust (Filter-Type) Respirator:** This removes dust from air being breathed and deposits it on a filter pad. This disposable, valve type respirator provides protection against all dusts. The filter usually lasts one or more days but should be discarded when damaged or breathing becomes difficult. (NOTE: This type of filter cannot be used in an

atmosphere that is oxygen depleted or contains gases or vapors of any type.)

- **Chemical Cartridge Respirator:** This consists of a half face mask into which cartridges for various contaminants are inserted. This type of respirator protects against contaminants not immediately dangerous to life (i.e., can be breathed for a short time period without danger to life but might produce discomfort and possible injury after prolonged or repeated exposures). If any gases or fumes are smelled during use, the user must leave the area immediately and install a new cartridge. (NOTE: This type of respirator cannot be substituted for an Air Pack.)

6.9. Hand Protection: Many Minor injuries from rough materials or irritating surfaces is prevented by gloves. Operating requiring gloves include handling chemicals; cutting and handling brush; sandblasting; welding; handling cables, wires, chains, and pipe; handling heavy equipment; handling skids and sections of pipe; and working with condensers. Rings, watches, chains, and other jewelry should not be worn in the field.

6.10. Foot Protection: Safety toe boots/shoes with oil resistant soles meeting the specifications. "Personal Protection Protective Footwear," should be worn where potential for foot injury exists. At a minimum, leather shoes or boots in good condition, suitable for the job being performed, must be worn. Sandals, platform shoes, canvas shoes, sneakers, and other similar footwear are not allowed on a job site. Bare feet are prohibited

6.11. Special Equipment

6.11.1. Safety Harnesses, Wrestles, Belts, and Lifelines: This equipment must be used where protection from falls is not provided. Such situation includes the Following:

- working from scaffolds, platforms, or other surfaces that do not afford sufficient fall protection,
- working on any roof with a slope greater than one on four,
- working within 6 feet of any roof edge, and
- working in an environment where an oxygen deficiency exists or the surrounding atmosphere may be hazardous to life.

Safety harnesses, wrestles, and lifelines must be inspected before each use. When using these devices, the rope is tied to an object independent of the area supporting the employee. The lifetime must be tied off as short as the

employee's necessary movement permits to limit the length of any possible free fall.

6.11.2. Flotation Devices: Approved personal flotation devices must be worn when working or near a water hazard. On an offshore structure, personal flotation devices must be used when:

- being transferred over water in personnel baskets,
- in areas below the cellar deck,
- on boat, and
- working over water (except when using a safety belt or lifeline).

SECTION 7

7. Transportation Safety

7.1. Automobiles

To operate a Company vehicle, an employee must have a valid driver's license and obey all local traffic regulations. Use safety belts are required for all employees. Picking up hitchhikers is forbidden.

7.2. Safe Driving Guidelines

- Before operating a vehicle, the surrounding area should be surveyed for any obstructions.
- Posted speed limits must be obeyed. Proper speed and distance between vehicles should be maintained to enable a safe emergency stop.
- Other vehicles should be passed only when the space ahead is free and traffic markings permit. On two lane roadways, another vehicle should never be passed on a hill or curve.
- A driver should be prepared to sacrifice his right of way for safety's sake. Right of way should always be given to pedestrians, ambulances, and fire engines regardless of traffic lights and stop signs.
- As a precaution, a driver should inspect his vehicle for equipment problems before driving. This practice ensures that all equipment is in working condition, thus helping to prevent unexpected equipment failure and possible accidents.
- The vehicle's speed should be adjusted to the various conditions encountered, including decreased visibility due to rain, fog, slippery roads due to rain, leaves; congested pedestrian and/or vehicle traffic; and darkness. Hydroplaning on wet roads is a concern. Also, front-wheel drive vehicles and pickup trucks can be "light" in the rear on slippery roads; additional weight can improve stability.

7.3. Accidents

A driver involved in an accident shall not leave the scene or move his vehicle unless permitted to do so by the police except to take any injured person (s) to hospital, following which he shall report to the nearest police station, and if so instructed to return to the scene of the accident. All traffic accidents even minor ones must be reported to the safety supervisor.

7.4. Client Facilities

The entry of vehicles into certain client areas requires the issuance of a work permit. Driver should familiarize themselves with these requirements and abide by them.

SECTION 8

8. Ladders and Scaffolds

During the course of construction work it is often required that men work above ground level in situations where no permanent structure yet exists or is inadequate to provide safe working conditions. In these situations ladders, scaffolds or staging must be supplied and it is the responsibility of the supervisor of the operation involved to ensure that all such structures are of sound material, correctly erected and comply with Safety Manual.

8.1. Ladders

8.1.1. Ladders either wood or metal must be of sound construction and in good condition, the supervisor shall inspect all ladders before use.

- Ladder unpainted
- Side rails not split or broken. .
- All rungs tightly in place
- Hardware secure and movable parts operating freely
- Extending ropes in good condition.
- Ladders are to be fixed at an angle (1 Horizontal : 4 Vertical).
- 1 m of the top ladder length must be kept above the object.

8.1.2. It is important to select the correct ladder for the job.

- Long enough to extend 3 feet above the landing place.
- Extension ladder sections must overlap by a minimum of 4 rungs when fully extended.
- Do not use a metal ladder or one with metal reinforcing near exposed live electrical equipment.

8.1.3. When properly positioned and correctly used ladders are as safe as any other item of equipment.

- Side rails evenly supported top and bottom.
- Head secured by tying or clamping.
- Rungs shall not be used to support scaffold boards.
- When a ladder is placed in an area of vehicles or pedestrian traffic a man shall be stationed at the foot of the ladder whilst it is in use.
- One man at a time on any section of an extension ladder.
- Suspended ladders must be securely lashed top and bottom.
- No obstruction to a proper foothold at each rung.
- Tools and material should not be carried in the hands when ascending or descending.
- Stepladders must be spread to their fullest extent when in use to ensure stability.

8.2. Scaffolds

8.2.1. The two types of scaffold in use are Tube and Coupling and system scaffold of various manufactures, in certain circumstance the two may be successfully combined to extend their range of application.

8.2.2. Load test procedure (if required), inspection and scaffolding tag details will be provided by authorized safety personnel prior to its use in construction.

8.3. Erection

8.3.1. Scaffolds shall only be erected, altered and dismantled by trained personnel under the control of an experienced supervisor.

- Standard or frames vertical with base and sole plates fitted.
- Ledgers horizontal and secured at least 6 feet apart vertically.
- Transoms secured and board bearers placed with regard to the nature of the platform and its probable load.
- Ledger braces fixed at alternate standards.
- Longitudinal or "dog leg" bracing to full height.
- Scaffold tied in or braces rakes fitted where tying in is impracticable.

- Working platform fully decked, with planks correctly positioned and secured in place.
 - Guard rail and toe board correctly positioned.
 - Ladders of adequate length supplied and secured in place.
- 8.3.2. System scaffolding will vary in design, method of erection and type of bracing they must be assembled in accordance with the manufacturer's instructions.
- The height of an independent tower scaffold shall not exceed 4 time the minimum base dimension.
 - Tower scaffolds over 32 feet in height must be tied in or otherwise suitably anchored.
 - Mobile tower scaffolds should only be used on firm and level ground.
 - Men and materials must be removed from the platform before scaffold is moved.
 - Wheel brakes must be fitted and must be applied when the power is in use.

8.4. Inspection

- 8.4.1. Before commencing assembly of any scaffold, the supervisor of the erection crew will inspect all component and reject any item found to be faulty.
- Tubes straight and unit frames square with no signs of damage of excessive rusting.
 - Fittings complete, threads and moving part's silex and undamaged.
 - Planks of rough timber 2" x 9" straight and unpainted.
 - No end splits or excessive knot wood in any plank.
 - Care must be taken when dismantling that scaffold material is not damaged by being thrown or dropped from heights.
 - The supervisor of the erection crew will inspect all scaffolds before and after having used.
 - Scaffolds for special applications such as truss, slung or dead shores must be per planned and designs in consultation with Client site representative.

SECTION 9

9. Welding and Cutting

Generally, electric arc welding and gas cutting are safe operations and not injurious to health providing the necessary precautions is taken and basic safety rules observed. The supervisor of any operation that involves gas cutting or electric welding must ensure that the equipment to be used complies with the Safety Manual. Hot work Permit – will be obtained prior to the starting of any welding, and gas cutting activities.

9.1. Oxy Acetylene

9.1.1. Storage and handling:

- Cylinders will be stored in properly constructed storage that shall be covered as protection against direct sunrays.
- Oxygen and acetylene cylinder shall be stored separately.

- Full and empty cylinders shall be stored in separate compounds that must be clearly noticed.
 - All cylinders shall be stored secured in the upright position with the valve cap in place.
 - Empty cylinders must be returned immediately to the store.
 - Storage areas should be located far away from buildings and other storage areas, particularly from flammable materials.
 - No smoking sign should be posted and no smoking rule shall be enforced in the vicinity of storage area.
 - The handling of cylinder during loading and unloading shall be done with care, they must not be dropped thrown or dragged.
 - Extinguish hoses if alight.
 - Remove regulators and check the damage.
 - Inform supervisor and do not resume work until he has inspected the equipment.
- 9.1.2. If on inspection, the acetylene cylinder appears to be over heated or to have developed a "hot spot" the supervisor must:
- Clear all unnecessary personnel from the area.
 - Remove the cylinder to an open space and open the valve.
 - Apply copious quantities of water or if possible immerse the cylinder completely in water.
 - Inform the site Safety Supervisor and Client site representative.

9.2. Electric Arc Welding

Only approved equipment shall be used, and should be inspected before work commences and faulty item replaced.

- All connections must be secure and make good electrical contact
- Cable insulation should be free from cuts or abrasions
- Where possible cables to be supported overhead or covered to protect them from damage
- Any joints will be made with cable couplings and fully insulation.

9.3. General Requirements

9.3.1. Fire:

Fire can be serious hazard whenever welding or gas cutting operations are in progress.

- Remove all flammable material from the work area or cover with an asbestos blanket.
- Provide metal bins for spent electrode stubs and other scrap.
- Never weld or cut on old empty drums, they may have contained volatile liquids and remaining vaporous can be highly explosive.
- A general-purpose dry powder fire extinguisher must always be available whilst work is in progress and all mobile welding generators should be equipped with a similar type of extinguisher.

9.4. Personal Protective Equipment

9.4.1. The appropriate personal protective equipment to be used whilst involved in cutting and welding operations will depend upon the particular activity being performed.

- Tinted goggles are to be worn whilst cutting and goggles with clear lenses when clipping or grinding.
 - Welders helmets with approved dark lens must be used during electric arc welding
 - Leather gloves, aprons and jackets or protective sleeves should be used as protection from sparks , molten metal and hot slag.
 - Safety boots with steel toe cap should be worn.
- 9.4.2. It is occasionally necessary to perform cutting and welding at some height above ground and in situation where the provision of full scaffolding is not practical. In such circumstances, safety harnesses must be worn by all personnel involved in the operation.

9.5. Confined Spaces

- 9.5.1. Confined space Permit – The competent person or supervisor should give a confined space permit and take the appropriate precautions accordingly.
- 9.5.2. All welding and gas cutting produces dust and fumes many of which are irritants or toxic. In normal operations there is ample ventilation to ensure that the welder does not inhale enough of these substances to cause a problem, when working inside confined spaces however this does not apply and forced ventilation may be required. No operation of this nature should be commenced without first establishing safe working practices in consultation with the site Safety Supervisor, and reference to the Construction Safety Manual.
- When being transported on vehicles the valve cap should be in place and the cylinder secured to avoid violent movement.
 - Empty cylinders are dangerous and must be treated with the same care as full ones.

9.6. Inspection and Operation

- 9.6.1. Only approved equipment shall be used and should be inspected immediately before work commence and any faulty items replaced.
- Cylinder, valves, regulators must be kept clean and free from grease and oil.
 - Cylinder in use should be in a trolley and secured in an upright position.
 - Connections and valves should be examined daily for leakage using soapy water.
 - Hose connections must be made with clamps or by crimping never use wire.
 - Ignition is to be use of a flint gun, not a naked flame.
 - Do not allow the torch flame to come in contact with the cylinders or hand lighted torch on. The regulator.
 - Acetylene under pressure can become unstable and explode, the pressure at the regulator must never exceed 15 PSI.

9.7. Emergency Action

9.7.1. Occasional small explosions and flame outs can occur during use and usually are quite harmless and easily corrected a flashback can, however, be dangerous and in this event the operator must take immediate corrective action.

- Close both torch valves, oxygen first.
- Close both cylinder valves.

SECTION 10**10. Small Tools**

The classification small tools are applied to all hand and minor power tools.

IBA House will provide an adequate supply of tools of the best quality, manufactured of sound material free from patent defects. All such tools shall comply with the requirements of the Safety Manual.

10.1. Storage and Maintenance

A clean dry store shall be provided and a record issue and receipt maintained. Tools in store shall be regularly inspected and cleaned. In the case of electrically powered tools this inspection shall be performed by a competent electrician. Damaged or excessively worn tools shall be withdrawn from use for repair or replacement.

10.2. Hammers

Handle smooth and unbroken, head secured with wedges.

10.3. Chisels

Edges sharp, no mushrooming of heads.

10.4. Picks and Shovels

Point and blade sharp, shafts free from cracks or splinters.

10.5. Spanners and Wrenches

Jaw unsprayed or split, no cracks, heads of slugging wrenches not mushroomed. Pipe wrenches jaw teeth, knurl, pin and spring, clean and undamaged.

10.6. Saws

Hacksaws fitted with correct type of blade suitably tensioned. Wood saws teeth properly set, sharp, clean and lightly oiled.

10.7. Electrically Powered

All tools in this category must be of double insulation type or properly grounded, the lead is to be as short as practicable fitted with a grounded plug and any splices made off properly not merely taped.

Before use, every tool must be checked to ensure it conforms with the supply voltage and switches or controls function correctly.

Grinders must be fitted with a protective guard. The maximum running speed must be clearly displayed and only grinding wheels of a suitable periphery speed shall be used. Only competent persons shall be allowed to install grinding wheels that shall be examined for defects before being mounted.

10.8. Curricular Saws

Circular saws shall be fitted with spring loaded gauge.

10.9. Pneumatic Powered

The air compressor used to supply these tools should always be attended and hoses of the correct size supplied. Any joint in the hose should be made with a couple and an inline filter should be fitted in each line.

10.10. Cartridge Powered

The use of cartridge operated tools are restricted to those personnel who have successfully completed the applicable training. The site Safety Supervisor is to

be informed of the intention to use this equipment and will advise on Safety Standards.

Weekly inspections will be carried out for all power tools.

SECTION 11

11. Electrical

- 11.1.** The provision of safe temporary electrical supply to site is the responsibility of the Electrical Supervisor who must be fully aware of the regulation contained in the Safety Manual.
- 11.2.** The requirement for varying voltages, phases, current and the type of electrical equipment needed must all be pre planned, this is of particular importance when all or part of the temporary installation is within an Client restricted area and explosion proof fitting or the use of very low voltages may be required.
- A competent electrician shall be appointed as responsible for the maintenance, alterations, extensions and testing of the installation.
 - No connection shall be made to any existing Client electrical supply without their prior approval.
 - The installation shall be inspected daily with special emphasis on cables and cords which are prone to mechanical damage.
 - Where joints in cables are required they shall be properly made with connectors, taped joints are not permitted.
 - All portable tools and temporary lighting must be grounded.
 - The correct type and rating of receptacle breaker and fuses must be used.
 - Only Client approved electrical equipment shall be used.
- 11.3.** Work on live equipment should not be commenced without prior consultation with Client site representative and the establishment of safe working procedures.
- Exact voltage known
 - Work permit obtained
 - Protective equipment available
 - Second electrician available and standing by
 - Workman clearly understands the job requirements
 - Firefighting and first aid equipment readily available
 - Area marked off and warning signs in position.,
- 11.4.** Electric Shock
- 11.4.1. Electric supervisors will be required to receive training from the site Nurse in the emergency treatment for electrical shock. Posters detailing the action to be following in the event of this emergency arising will be displayed in prominent locations.

SECTION 12

12. Testing

The supervisor of testing operation must be fully conversant with the Safety Manual and shall instruct all other persons involved in the test of the hazards involved and precautions to be taken.

12.1. Preparation

12.1.1. The correct preparations can greatly assist in assuring a safe and efficient test procedure.

- Vents fitted and of sufficient capacity, including venting of vessels that would collapse if subjected to vacuum.
- Valves of adequate rating correctly calibrated and placed upright in position
- Adequate drainage directly away from the area
- Expansion joints restrained
- Barriers and warning signs in position

12.2. During Test

- No persons involved in the test operation should be allowed near equipment under pressure.
- Rate of pressure increase not to exceed 10.50 PSI/M
- Equipment not under test to be isolated
- Water is normally used for testing but in some cases hydrocarbon oil may be specified.
- Smoking and the use of naked flame should not be permitted when testing.
- Draining should proceed slowly to avoid excessive vacuum.

12.3. Pneumatic Testing

12.3.1. Gas/Air Pressure testing is extremely dangerous and must be carefully pre planned in consultation with site Safety Supervisor and Client site representative and carried out in accordance with the Safety Manual.

SECTION 13

13. WORK PERMITS

- 13.1.** Many client facilities (oil, gas and petrochemical and other industries) are restricted areas and potentially hazardous, the Work Permit procedure is designed to minimize the effects of such hazards by inspection of the area prior to work commencing and the establishment of safe working procedures.
- The Work Permit will be issued by the operations supervisor.
 - The Work Permit will be received by the authorized craftsman and only after he and the operation supervision have inspected the site and reviewed the hazards involved.
 - No work in a restricted area may be commenced until a Work Permit has been issued applicable to that particular operation and shift.
 - In the event of changing conditions creating hazards not previously specified, work must be stopped and the Work Permit no longer effective. Work will not be resumed until a new permit has been issued.
- 13.2.** The Work Permit is a record of conditions and requirements and specifies the minimum safety precautions that must be observed. The authorized craftsman will ensure that IBA House personnel do not operate any valve, switch or other item of client equipment. He will respond to any request or warning given by members of the operational staff and ensure that all personnel under his control are aware of the evacuation procedure and assemble point.
- 13.3.** Documented Work Permits are required for the following activities:
- Hot Work Activates (Welding, gas cutting, etc.)
 - Confined-space activities (Manhole construction, limited-access areas, etc.)

Site Inspection & Audits Matrices

S.No.							
Inspection Type		Period	1 Daily	2 Weekly	3 Monthly	4 Prior Commencing Work	5 Change Of Weather Condition
First Aid					✓		
Welfare			✓	✓			
P.P.E			✓				
Fire Extinguisher					✓		
House Keeping			✓				✓
Temporary & Electricity				✓			
Power Tools				✓			
Plant/Equipment				✓		✓	
Gas/Flammable Liquids				✓			
Lifting Gear					✓	✓	
Ladder/Access				✓			
Excavation			✓				✓
General HSE Inspection				✓			
Hot Work						✓	
Confined Space						✓	
Storage				✓			
Scaffolding				✓			✓
Generator					✓		
Traffic Detour			✓				✓
Information HSE Report				✓	✓		
Weekly site HSE Check List				✓			
Weekly Site Environment Check list				✓			
Safety Audit					✓		

Weekly and biweekly safety planning

The weekly and biweekly safety planning will be submitted with the weekly progress report.

SECTION A

Introduction

As a IBA House employee when working for our Client we apply our skills and expertise for growth and smooth functioning with clients or organization.

Due to the various potential hazards during construction, we follow and comply with lay down safety procedures and regulations. Utmost care is very much important to avoid any accident that may lead to injury, death or any damage to the equipment.

We are pleased to mention that IBA House has worked for more than 10,000 man days without any serious accident. Maintenance and further improvement of our safety record are everybody's responsibility. And we will achieve this throughout team efforts.

This IBA House PROJECT SAFETY PLAN is to be treated as a guide for safe working at any site. It is being issued as the guidelines to be followed in our day to day activities. Good safety habits should never be left alone at the gate of work site but should also be practiced in our day to day life because an accident to any one is equally painful to everyone.

Remember that PROTECT YOURSELF PROTECT OUR GOOD NAME PRACTICE SAFETY IN ALL OPERATIONS.

SECTION B

Safety Engineer (Officer)

It is IBA House company policy to appoint one Safety Engineer on every job who will supervise the safe operation of work. He is responsible for the following.

1. Acquire all work permits required for the job.
2. Brief and update all Foremen and Supervisors about the hazards that may be encountered while working at the site.
3. Ensure that all workers have proper personal protection equipment for the job.
4. Ensure that required personal protection equipment's are available in stores.
5. Ensure that all site workers are applying safety rules and procedures while working.
6. Maintenance and care of site safety equipment such as H2S detectors, B.A. etc..
7. Report all accident and relevant losses incurred to the proper authorities and keep record the same.
8. Hold regular safety meetings for all foremen and supervisors to discuss previous weeks incidents and toward plan to avoid such incidents in future.
9. Control desert movement plan and check for any delayed personnel.
10. Carry out safety induction training of all newly joining personnel before going to the site.
11. Devise and implement various safety improvements programs in consultation with foremen and supervisors.

SECTION C**Safety Plan**

1. No operation will be carried out obtaining valid work permit.
2. At the beginning of every project or before mobilization of crew, safety Engineer will explain to all foremen about desert movement, evacuation plan at site and the hazards involved in the task. The foremen in turn will explain this to the work force with him.
3. Before starting the work at any location Safety Engineer will check all locations for any possible hazards, fix assembly points, evacuation roots and will delegate the responsibility of siren activation in case of emergency. If required he will install wind sock and hydrogen sulfide gas detector with audible alarm.
4. All personnel will be trained in use of breathing apparatus so that in case of emergency they can use it.
5. Supply of proper personnel protective equipment to all workers will be ensured.
6. Every work site will be provided with one first aid kit to use in case of minor injuries.
7. Firefighting equipment (portable fire extinguishers) will be arranged as per the requirement.
8. Identity existence of operating facilities (viz. vessels, pipe lines etc..) and other hazardous areas (viz. deep excavations, well heads etc..). After that the area will be marked and all working force will be marked and all working troche will be informed not to cross that limit without proper precaution and supervision.
9. Any employee having poor health will not be allowed to work on that day by his supervisor.
10. Any machinery will be checked before starting. All loose equipment and articles on the machine will be removed prior to start. It will be checked that the rotating part of machine will not cause any harm the persons in the vicinity. All rotating parts will be guarded properly and will be secured at position.
11. Welding and gas cutting operations. Wherever there is possibility of presence of H₂S Gas Detector will be placed at the site and respective work force will be informed. Before commencing the welding, all combustibles in the area will be removed away from that location.
12. No person will be allowed to work on any machinery unless he has sufficient knowledge of working with that class of machinery and the dangers arising in connection with its operations.
13. Safety Engineer will daily check every site for safe atmosphere and housekeeping if anything is found he will take joint steps with foreman of area/operation for rectification.
14. Safety Engineer will attend every accident site immediately after he receives the information of any happening. Following will be his course of action at site:
 - a) Help the injured person to get first aid.
 - b) Call for further medical support, if required.
 - c) Will take stock of the situation and if felt necessary, will remove work force away from accident location.
 - d) Call for appropriate authorities to deal with the situation. (Such as in case of fire, call fire brigade)
 - e) If the accident is of serious nature, he will not allow any alteration in the situation except taking care of injured person

- f) Report accident loss and damages to IBA House
15. Critical excavation work within a range of one meter from operational/existing facility shall be done by hand. All excavations near operational area in which person or vehicle is liable to fall will be provided with all round barriers. As soon as the work competes, the excavated portion will be filled back with prior permission of client and barriers will be removed. Wherever excavations are deep and there is danger of dislodgment of sand, the timber support will be provided. No load will be kept or moved near edge of excavation if it is likely to cause any collapse and endanger any person.
16. Desert Movement Procedure
To avoid any mishaps during working and movement of people or material, CAT Company will use only authorized paths leading to work site. These paths will be marked on maps and all drivers and foremen/supervisors at site will be made conversant with these routes.
- Besides this following precautions will be taken:
- I. All IBA House cars will be equipped with sand tiers.
 - II. Every foreman/supervisor before leaving the camp shall log in, in special log book his area/site of work, number of workers with him, authorized route he is using for the movement and probable returning time. He will also have list of names of crew with him.
 - III. If anyone for any reason leave work site, he shall inform his foreman or next anchorage about his whereabouts, route he is following and during of his absence.
 - IV. After returning work site, immediately he will inform about his return to same person.
 - V. In case of delay of absent person for more than one hour, the in charge will immediately inform about this to Safety Engineer or site in charge, who will in turn take proper action by sending a search team consisting of at least two cars.
 - VI. After arrival in camp from site, every foreman will log in his safe arrival along with crew members and time of arrival.
 - VII. The Safety engineers will check these log books daily to make sure that all work force has returned to the camp. If in case any person or group of persons has not returned back, immediately a search team will be formed and as well as local authorities will also be informed.

THIS PROCEDURE WILL BE GIVEN WIDE PUBLICITY BY DISPLAYING ON EVERY NOTICE BOARD IN CAMP.

17. Evacuation Procedure in Case Of Emergency:
- a) To identify and to take care of emergency situation, following things will be made available:
 - b) Wind sock.
 - c) H2S gas monitor with audible alarm.
 - d) Two breathing apparatus sets at safe location.
 - e) Fire extinguishers.

At every site by keeping in mind normal direction of wind during working hours, assembly will be located in opposite direction of wind. In case any emergency arises and it is in the opinion of the site in charge that situation might endanger the health and life of worker he will apply following procedure for evacuation:

- a) Activate the siren immediately.
 - b) All hot jobs at site will be stopped immediately and all possible ignition sources (such as oxy acetylene torches, welding generators) will be shut off.
 - c) Do not be panicky, rush to your assembly point and instruct all workers to gather at that point.
 - d) During gathering operation, if situation demands, as instructed before, everyone should wear the respirators (such as, in case of high volume gas release)
 - e) After assembling at assembly point, the site in charge will take roll call to make sure that no one from his crew is left at site. After insuring that all crew is safe, he should immediately start moving away from the source of danger. After reaching at a safe distance, he will immediately inform safety engineer and respective authorities.
 - f) In case one or more persons are missing then the site in charge should delegate the responsibility of further evacuation to other responsible person and self along with one helper should dawn one B.A. set each and check the location for missing person without endangering the health and life of self and the other helper. If the missing person is found in he area take him in to fresh air and arrange immediately to transport him to the nearest medical facility.
18. Safety Improvement Programmer:
- a) Work of safety never ends and there are always scope of improvement in such operation for doing it safer. As a IBA House safety policy various safety improvement programs will be carried out viz.
 - b) Safety Meeting: Once every week one safety committee meeting will be held in which all Foremen and Supervisors will participate. In this meeting various topics related to safety will be discussed such as accidents in last week, investigations and action plan for avoiding recurrence, discussions on it. Besides once in every fortnight one safety committee meeting with worker's participation will be help in which various problems related to worker's safety will be discussed such as personnel protective equipment, safety rules and procedures and their importance.
 - c) Safety talks on various topics: After every safety committee meeting 10 minutes talk on safety will be given by Safety Engineer. Every week the participants will be different. And after completing one term other topics related to safety will be selected.
 - d) Regular Inspection of Site: Site will be regularly inspected for any unsafe condition and actions. These will be rectified immediately. One a fortnightly basis all the hand tools will be inspected and defective tools will be removed from the tool kit with proper replacement. All personnel protective equipment will also be checked and if found defective will be rectified immediately.
 - e) Safety Suggestion scheme: Company will introduce a safety suggestion scheme for all it's employees. Through this suggestion, any employee giving any good suggestion for improvement of safety standard of the Company

including change in procedure, change in method he will be given a cash award along with his salary.

- f) Safety Award Scheme: If Company completes this project without any serious accident and incident and will keep its safety record intact, it will give cash award for those who contributed to this achievement.
- 19. All Supervisory staff will attend safety training programs conducted by IBA House Fire & Safety Dept. by turn. Besides IBA House management will be requested to provide fire. Fighting training for all Supervisory Staff at the beginning of construction period and refresher courses if required.
- 20. Our target for safety is to continue with same zeal and to maintain our safety record and achieve zero accident. incident for the whole duration of the project.
- 21. For specific details on any topic, please refer to IBA HOUSE SAFETY MANUAL submitted to you along without tender documents.

SAFETY AGREEMENT FORM

Please fill out this form and return to IBA House Interior Design Works LLC, P.O. Box: 22689 Dubai, United Arab Emirate.

Tel: +971 4 266 3329 Fax: +971 4 266 3324

I _____

* (Please Print Name Clearly) hereby certify that I have read and understood that basic safety policies of IBAHOUSE and will follow them in the field.

* (Signature) * (Date)

Appendix

Responsibilities and Authorities

Job Title: Project Manager

Division

Department

Reporting To: Executive Director

Duties and Responsibilities

1. Manage and direct the project technically & time wise by monitoring the execution of the activities and analyzing the manpower progress.
2. Prepare and update the material procurement schedule to facilitate the material preparation on time.
3. Submit the proposed subcontractors' list, Materials and equipment to the consultant or the client., as well as monthly updating the submittals status and reporting to the PE
4. Manage the meetings with the key personnel of the project to discuss all of technical problems and prepare an execution plan for every trade foremen to be properly followed. Manage the meetings with the relevant subcontractors for coordination among them.
5. Prepare and submit the monthly progress report to the PE aiding him in preparation of the monthly progress report then submit the monthly progress report to the consultant.
6. Attend the meetings with the consultant and owner representative to discuss all of the project aspects, which may be affecting quality.
7. Ensure that the inspection and test status as per specified requirements.
8. Effective handling for Non conformities internally & externally, as well as the corrective & preventive actions taken.
9. Effective handling for the results of internal quality audits of the project.
10. Plan for in site training for the labors (if necessary).
11. Ensure that the data on the material requisition are legible, identified and quantified properly.
12. Advising the Contracting Department by variations.
13. Approved the Project Quality Plan in mobilization stage.

Minimum Requirements

Qualifications B. Sc. degree in civil engineering

Past Experience 10 years' experience is normally required for occupying this position.

Job Title: Site Engineer

Division

Department

Reporting To: Projects Manager

Duties and Responsibilities

1. Preparing the daily report, which reflect the actual manpower and equipment on the site.
2. Manpower & equipment allocation for different activities.
3. Funding over the daily completed activities to the consultant or the client for inspection.
4. Ensuring that activity completion is carried out as per specified requirements.
5. Actual evaluation for skilled labors and trade workers.
6. Reporting the project manager of all inspection and test status.
7. Evaluate of the nonconforming product and customer complaint nonconformity.
8. Coordinate with the PM in preparing the weekly progress report, which reflects the actual progress of the works.
9. Periodical meetings with the general foreman and trade foremen to organize the activities performing and labors allocations and giving his instruction for specific activities.
10. Taking off quantities forming variations.
11. Control of project documents. (Specifications, drawings, etc)
12. Control of customer property (if any).
13. Control of measuring devices in the site.

Minimum Requirements

Qualifications B. Sc. degree in civil or mechanical engineering

Past Experience 5 years' experience is normally required for occupying this position.

Job Title: Health, Safety, Environmental & Quality Manager (HSEQ)**Division:** Top Management**Department:** Quality Dept.**Reporting To:** General Director**Duties and Responsibilities**

1. Issuing, distributing, removing, backup, controlling and changing of quality system manual, quality system procedure, project quality plans, safety manuals , safety plans and technical procedures (Work instruction or method statement).
2. Preparing the topics of management review meetings & maintain the review output.
3. Following up the effectiveness of implementation of the corrective and/ or preventive actions.
4. Analyzing for the nonconformity to prevent recurrence of such nonconformity.
5. Following up the status of measuring devices.
6. Control of his quality records according to the quality records register.
7. Managing & arranging the team of internal quality audit.
8. Carry regular and random inspections on all sites and record results and suggest to the top management for any possible improvement in the quality management system and safety requirements or the departmental activities.
9. Identify safety training needs for both management and operatives and conducting awareness training to the new appointed employees regarding IBA House quality management system.
10. Monitoring the processes and products compliances, compile and record safety statistics
11. Continual improvement of IBA House quality and safety management system.
12. Follow up the amendments of the national, international, regional and local standards used by
13. National Arranging with the Procurement Eng. & Contracts Manager for visiting the suppliers and subcontractors on their premises to check their capability of meeting IBA House requirements.
14. Advise on suitability of purchase of safety equipment
15. Develop and implement safe systems of work for the project
16. Compile a general safety plan for the Company in conjunction with the Quality Assurance Department
17. Commit to improve safety standards on a yearly basis, through quantifiable safety data

Minimum Requirements**Qualifications** B. Sc. degree in civil or mechanical engineering**Past Experience** 5 years' experience is normally required for occupying this position.**Job Title: Quantity Surveyor (QS)****Division** Estimation & Tendering Sec.**Department:** Engineering Dept.**Reporting To** Chief Estimator**Duties and Responsibilities**

1. Detailed surveying and calculation of all quantities of works to be performed by the subcontractor in tenders.
2. The development of BOQ if one is not provided by the consultant.
3. To survey and calculate the quantities of works performed by subcontractors in jobs in hand to be able to accurately pay them for works done.
4. To calculate the quantities requested by the projects in material requisitions to check whether these quantities are reasonable or not.

Minimum Requirements

Qualifications B Sc. degree in Civil Engineering or HD in Quantity Surveying

Past Experience 3 years' experience is normally required for occupying this position.

Job Title: Health, Safety & Environmental Officer (HSE)

Division: Safety Section

Department Fit-Out Department

Reporting To HSEQ Manager

Duties and Responsibilities

1. Awareness and understanding of all safety rules and regulations in the Company through reading and understanding the site specific safety manual.
2. A continuous surveillance by the appointed safety officer must be carried out on the site to ensure implementation of required safety methods.
3. The safety officer must check, coordinate and display required posters.
4. Preparing the site safety plan with the SA in the beginning of the project (mobilization stage).
5. Preparing daily safety report, reflect the safety status in the site.
6. Preparing hazards assessments when required and submit it to the SA and HSEQ Manager.
7. He must from time to time inspect the site and inform in writing to the SA of required improvements to ensure that activities are undertaken in a safe manner.
8. He must maintain all documents and registers for equipment to be used for a specified task.
9. Ensure the use and wearing of PPE and safety equipment and provided employees with adequately protective clothing and be acquainted with the location of available medical facilities.
10. When any hazardous material is to be used on site compliance with requirements of storage must be ensured.
11. Ensure that sub-contractors operate in a safe manner and comply with the project safety plan
12. Liaise with departments and clients in controlling the permit to work/dig systems
13. Carry out regular and random inspections on the site and record the results
14. Compile and record safety statistics, and maintain the necessary safety related records
15. Ensure risk assessments have been carried out for work activities
16. Ensure the use and correct tools and equipment for the job
17. Report to the HSEQ manager any unsafe conditions or defects in plant or equipment. Report any injuries resulting from work activities
18. Investigation into site accidents and analysis of the causes and associated preventative actions
19. Ensure the maintenance of a high standard of housekeeping at all times
20. Safety officer and all site senior staff will conduct toolbox talks on a regular basis, record will be maintained.

Minimum Requirements

Qualifications Completed High School

Past Experience 5 years' experience is normally required for occupying this position.

Job Title: General Foreman (GF)

Division Projects

Department Fit-Out Department

Reporting To Operation Manager

Duties and Responsibilities

1. Reporting to the SA.
2. Transfer the instruction of the SE to the trade foremen.
3. Follow up of the activities performing.
4. Deputing the SE for all of nonconformity of activities.
5. Follow up the status of measuring devices.
6. Evaluation of labors performance.

Minimum Requirements

Qualifications 2 Year Diploma in Civil Engineering.

Past Experience 5 years' experience is normally required for occupying this position.

Job Title: Trade Foreman (TF)

Division Projects

Department Fit-Out Department

Reporting To General Foreman

Duties and Responsibilities

1. Reporting to the general foreman.
2. Resources allocation for different activities.
3. Follow up of the activities quality.
4. Implementing the method statements as per requirements.
5. Reporting the GF for the productivity of labors.
6. Upgrading of the unskilled labors to be skilled during proper in site training.

Minimum Requirements

Qualifications Completed High School

Past Experience 5 years' experience is normally required for occupying this position.

Job Title Office Secretary (SEC)

Division

Department Administration

Reporting To Executive Director

Duties and Responsibilities

1. Responsible for the inflow & outflow of all letters, correspondences, faxes, memos, and all other forms of internal & external forms of communication.
2. Responsible for keeping the filing system intact at all times and ensuring the security and right placing of all documents.
3. Responsible for sending and receiving material requisitions from, to sits and offices as well as receiving all office supplies and making sure of their completion.
4. Reporting to the GM all the correspondences etc. for proper circulation.

Minimum Requirements

Qualifications BA or B. Sc. with qualifications in secretarial skills.

Past Experience 5 years' experience is normally required for occupying this position.

