

GENERAL SITE RULES: HEALTH & SAFETY

1. All subcontractor personnel should undergo GalFar HSE induction program prior to deployment at site, wherever required client HSE induction shall be completed.
2. All the individual deployed at site should have a valid Qatar visa to work or Qatar ID, a copy of the same shall be available with the worker.
3. All the employees deployed by the sub-contractor has to be covered in workmen compensation insurance by the sub-contractor
4. Safety jacket/cover all, safety helmet, safety shoes, safety glasses and hand gloves are the mandatory PPE's at site which must be used for any work.
5. Job specific PPE's must be used as per the hazard identification and work permit requirements (full body harness/face shield/breathing apparatus etc.)
6. All personnel should understand and comply with GalFar Golden Rules all the time.
7. Always comply with legal requirements, client safety rules and regulations
8. Any works at site should commence only after receiving valid work permit.
9. Never enter the confined space, trenches and/or excavations without the authorization.
10. Prior to start of any job, the method statement/risk assessment for the activity need to be reviewed and approved by GalFar.
11. All project sites in GalFar are "No Smoking" areas except at designated locations
12. Possession or use of alcohol, prescription drugs or other controlled substances as defined by the State of Qatar can be grounds for immediate dismissal.
13. Gambling, fighting, horseplay, manhandling in areas under company control will result in summary dismissal.
14. Sufficient supervisory and safety officers as per the QCS Requirement or client requirement to be deployed. generally, for Infrastructure/Buildings Projects: 1 Safety officer per 50 workers. For Oil&Gas projects: 1 Safety officer per 20 workers in hazardous area and 1 safety officer per 30 in non-hazardous area.
15. Safety officers should be qualified and needs to obtain approval from GalFar and client prior to mobilization.
16. Ridding on equipment or machinery and sleeping around or under them is strictly not allowed.
17. All cranes/lifting equipment to be third party certified including accessories; operators should possess valid Qatari License and third party training. Do not attempt/encourage who does not possess license for driving/operating vehicles/Machineries at Site.
18. Competent person's third party training certificates to be provided to GalFar (E.g. first aiders, scaffolders, confined space, working at height), only scaffold to be used with "Ready for use/Green tag" mark, for working at height.
19. Eating and resting are allowed only in the designated areas and it is strictly prohibited in the working areas. Waiting, resting or stand under equipment, plant, machinery or hazardous area is restricted. Sleeping is not permitted at any part of workplace.

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20. Workers should carry the individual water thermos/bottles.
21. Food should be carried in the hygienic food containers. Carrying food in the plastic bags are not allowed.
22. Operating any vehicle at speed exceeding the designated limit is not allowed. All personnel inside the moving vehicles must wear seat belt.
23. Always follow the signage displayed at workplace
24. Work personnel should have basic knowledge and experience on their job. All personnel should attend tool box talk briefing prior to start work at site.
25. Personnel who are engaged in handling hazardous material/chemical should be trained on it as mentioned in the MSDS.
26. Proper material stacking techniques shall be followed. Materials never be stored at emergency exits, Floor edges, rear to the doors and access.
27. Know the location of emergency exits, evacuation routes, and emergency assembly points in work area. Participate in all trainings and emergency drills.
28. Participate in HSE inspections/ walkthrough as needed & take actions on all observations.
29. Report any HSE related incidents to Galfar HSE team/ focal point.
30. Submit weekly/monthly HSE performance reports as required to Galfar.
31. Only authorized scaffolder shall do the scaffolding erecting and modification. Completed scaffold shall be inspected by the competent scaffolding inspector.
32. Always use only good condition access equipment (ladders, scaffolding, platform, mobile elevated working platform, etc.). The access equipment should be 'anchored' or secured safely before you use it.
33. Follow the color coding requirements for all equipment/power/hand tools.
34. Erect and maintain warning notices, signs, signals, lights, protective guards, enclosures, platforms, barricades and other devices as necessary to adequately protect all personnel on site; including but not limited to employees, other contractors, client personnel and the public.
35. Do not override any safety devices/equipment/barriers without authorization.
36. If there is any doubt regarding a job procedure or the safety involved, STOP and ask an immediate supervisor/responsible person before proceeding with the task.
37. Before carry out any work, personnel should always check around the work site. Look for any hazards, make sure enough space to work in, be aware of the location of any emergency equipment and be familiar with its use.
38. When working anywhere near power lines use extreme caution and ensure all written practical procedures are followed.
39. Use of mobile telephones on site is not permitted without prior notification and/or approval of a supervisor. Non-intrinsically safe phone shall not be taken into oil or gas plant/process areas.
40. Never operate an energy isolation device that is locked and/or tagged out. Never remove a lock and/or tag from an energy isolation device without authorization from the responsible person.

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41. Ensure that all equipment and plant are serviced and maintained in accordance with manufactures recommendation.
42. Galfar has the rights to remove any of the sub-contractor's employee from the site for not following the company's QHSE guidelines. It is the responsibility of the sub-contractor to provide the replacement for the removed personnel.

GENERAL SITE RULES: ENVIRONMENT

1. Always maintain the work place and surrounding area clean, clear and tidy. Do not leave rubbish lying around site. Use only designated lavatory at site.
2. Ensure valid licenses to execute works such as., environment permits, approvals etc., if needed.
3. Always maintain the workplace and surrounding area clean, clear and tidy. Do not leave rubbish lying around site. Use only designated lavatory at site.
4. Everyone should take reasonable care to prevent pollution and wastes. All site personnel should be keen to promote for reduce, re-use and recycle principles whenever possible.
5. Wasting of energy should be prevented by effective utilization.
6. All food wastages to be disposed through appropriate waste containers which are placed at designated locations.
7. Ensure adequate lighting is provided for construction activities at site.
8. Ensure that dust generated materials transported to and from site are covered by tarpaulin/mess.
9. Where required to prevent dust arising, spray water on ground or cover with mess/tarpaulin.
10. Store, handle and dispose all hazardous materials according to material safety data sheet (MSDS).
11. Make sure chemical and fuels storage areas provided with drip trays/ secondary containments.
12. Clean up any spills properly and dispose of the waste in accordance with local regulations.
13. Equipment maintenance and portable equipment operations must be performed in an impermeable surface to prevent polluting the soil with drip trays or buckets provided, as necessary.
14. Ensure different types of wastes are segregated and disposed as per the client / legal requirements, records should be submitted to Galfar on a monthly basis.

GENERAL SITE RULES: QUALITY

1. Subcontractor shall strictly abide by all the applicable laws and regulations, statutory requirements as applicable in the state of Qatar.
2. Subcontractor shall strictly abide by all QHSE regulations & IMS procedures of Galfar Al Misnad and our Client during the performance of services under this subcontract order.

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3. For value of work more than QR 2 Million or as requested, Subcontractor has to provide a Project Quality Plan.
4. Provision of QA/QC team for implementation of all QA/QC for works such as Material Inspection, Work Inspection, Control of non-conformities etc., carried out under this Subcontract order. Provision of dedicated team/personnel for Material Submissions, Procurement, Shop Drawings preparation, Method Statement, Documentation etc.
5. The M/s Sub contractor shall comply with Galfar Al Misnad IMS, PQP and shall exhibit this throughout the contract duration. CV of the Key personnel shall submit for review and approval.
6. M/s Sub contractor shall establish and maintain a system for the control of quality that complies with the requirements of, ISO 9001, Contract requirements and Project specifications. This system shall be subject to GALFAR approval.
7. The quality system shall be maintained so as to assure that all services offered for acceptance are subjected to all of the examinations and tests required to prove conformance to contract requirements
8. GALFAR and their Customers, including Regulatory Authorities have the right of access the subcontractor facility and reserve the right to conduct inspection and/or surveillance of the subcontractor facilities, system, procedures, and products
9. All documents and referenced data to prove conformance to contract requirements shall be available for review by GALFAR or applicable customer representative to determine compliance with the requirements for the control of product.
10. The Sub contractor shall also be responsible to compile, maintain, inspect, and store all quality records prior to handover to the GALFAR.
11. QC function is to coordinate & perform the inspection & verification activities to ensure compliance to the quality requirements.
12. Subcontractor shall arrange for vendor inspections as applicable in the Project requirement.
13. Subcontractor shall prepare handover documents and assist GALFAR to handover the works to Client in all respect including clearing /documenting punch list items during defect liability period.
14. Pre-activity meeting/training shall be arranged/attended for new and major activities.

NB: In addition to the above general QHSE guidelines, Client/Site specific QHSE guidelines (If any) will be communicated at the site and through LPO Conditions, which shall be complied by all sub-contractors.
