

Dubai Humanitarian Authority

HEALTH SAFETY AND ENVIRONMENT MANUAL

1. Introduction:	4
1.1 Definitions, Abbreviations and Interpretations:.....	5
1.2 References:.....	9
2. Roles and Responsibilities:	9
2.1 General HSE responsibilities within the Facilities:	9
2.2 The Persons Responsibilities:	9
2.3 Senior Management Responsibility:.....	10
3. Identification of HSE Hazards, Risk Assessment and Risk Control:	10
4. General Health and Safety Guidelines:	10
4.1 General Guidelines for Members and Partners:.....	10
4.2 Reference:	12
4.3 General Guidelines for Partners (Contractors/Suppliers):	12
5. Personal Protective Equipment:	12
5.1 General Requirements:.....	12
6. Fire Protection and Prevention:	12
6.1 Definition of a Fire:	12
6.2 Classes of Fire:.....	13
6.3 Fire Extinguisher Types:.....	13
6.3.1 The most common and usable fire extinguishers are:.....	13
7. Fire and Emergency Procedure:	14
7.1 Actions to be taken on hearing the fire alarm:	14
7.2 Actions to be taken on discovering a fire:	15
8. Material Handling:	15
8.1 Manual Lifting:	15
9. Mechanical Handling Equipment and Appliances:	16
9.1 Forklift Trucks and other MHEs:.....	16
9.2 Excavators:.....	16
9.3 Operating Procedures of Material Handling Equipment and Plant:	17
10. Scaffolding:	17

10.1 Mobile Tower Scaffolds:	17
10.2 General Requirements for Mobile Scaffoldings:	18
11. Hand and Power operated tools:	19
11.1 General Requirements:.....	19
12. Hot Works:	20
13. Storage of Materials:	20
14. Cold Room Facilities:	20
14.1 Proper Training and Healthy Work Practices:	21
15. Working at Heights:	21
16. Control of Hazardous Energy (Lock out / Tag out):	22
16.1 Training:.....	22
16.2 Exception:	23
17. Accident and Incident Reporting:	23
18. Medical Emergency:	24
18.1 Key Information:.....	24
19. HSE Inspections:	24
20. Welfare Facilities:	24
21. Fines and Penalties:	24
22. Review and Revision:	24

1. Introduction

The consequence for any organization arising from an accident or dangerous occurrence can have a negative impact on life and property. The outcome for an organization has a significant impact on brand reputation, workplace productivity, and professional integrity. It is important to understand that directors and managers in an organization can be held personally responsible for failures to control the health and safety in the workplace, therefore, the guidelines contained in this Manual must be read and understood by each person in position of authority within the Authority and each person in position of authority within the Members and Partners.

This Manual outlines the operational HSE requirements of the business. The aim is to enable the Authority to control its occupational HSE risks and improve its overall performance. The Manual governs the occupational HSE hazards which the Authority can control and over which it is expected to have an influence.

This Manual provides an overview of the HSE expectations of the Authority and the actions that the Authority will undertake during the tenancy period with the Members and Partners that lease the space within the Facilities, and the period of performance for the appointed suppliers.

This Manual is published by the Authority and is applicable to all Members and Partners operating in the Authority. Members and Partners shall conduct their business and activities in accordance with the rules outlined in this Manual and ensure compliance with the guidelines contained therein.

The Authority recognizes and accepts its health and safety duties for providing a safe and healthy working environment (*as far as is reasonably practicable*) for all its workers (*paid or volunteer*) and other visitors to its Facilities.

The Authority aims to promote the health and safety of the Members, Partners, volunteers, employee(s) and all visitors of the Facilities and to that the Authority is determined to:

- Take all reasonably practicable steps to safeguard the health, safety, and welfare of all employee(s) in the Facilities.
- Provide and assist with adequate working conditions with proper facilities to safeguard the health and safety of employee(s) and to ensure that any work which is undertaken does not produce unnecessary risk to health or safety.
- Encourage the employee(s), suppliers and visitors of the Facilities to cooperate with the Authority in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Assist with the safe arrangements for the use, handling, storage, and transport of items/materials.
- Provide sufficient information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their own safety and health.

- Assist the employee(s), suppliers and visitors of the Facilities, as reasonably practicable, to undertake safe arrangements for protection against any risk to the health and safety of the public or other persons that may arise from the activities within the Facilities.
- Provide information to other bodies, authorities, entities which workers are performing any services or works in the Facilities, about any risks to which these workers may be exposed.
- Set up emergency procedures.
- Ensure certified first aiders are available within the Facilities.
- Make sure that the workplace within the Facilities satisfies health, safety, and welfare requirements, like ventilation, temperature, lighting and sanitary, washing and rest facilities.
- Ensure that appropriate safety signs are provided and maintained.
- Report certain injuries, diseases, and dangerous occurrences to the appropriate authority.

1.1 Definitions, Abbreviations and Interpretations:

Term or Abbreviation	Definition
Assembly Point	A location where workmen, employee(s), people and visitors can gather in the event of fire, leak, explosion and other emergency to ensure everyone is in a designated safe area.
Authority	Dubai Humanitarian Authority.
Combustible Materials	Solids or liquids that can easily ignite and burn.
Competent Person	Someone who has sufficient training and experience or knowledge and other qualities that allow him to assist in executing a job properly.
Confined space	One which is both enclosed or largely enclosed and has a reasonably foreseeable specified risk to workers of: fire. explosion. loss of consciousness. asphyxiation.
Dangerous Occurrences	Certain unintended, specified events, which may not result in a reportable injury, but which have the potential to cause significant harm.
DDA	Dubai Development Authority.
Diseases	Any illness caused or made worse by workplace factors.
DM	Dubai Municipality.

EIAC	Emirates International Accreditation Centre.
Environment	Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelations.
Facilities	the Authority's premises including the warehouses, office buildings No. 1, 4 and any other premises acquired or occupied by the Authority, located at Dubai Industrial City Complex, Mohammed Bin Zayed Road.
First Aider	A person trained to take care of individuals involved in an emergency.
Fire Blanket	Blankets which are manufactured using fire resistant or fire-retardant materials.
Firefighting Equipment	Includes the two types of fire-fighting equipment: portable (e.g. fire extinguishers, fire blankets) and fixed systems (e.g. fire hydrants, sprinkler systems).
Fire Watcher	The person or persons responsible for continuously observing hot work activity for the detection of, and response to, fires during hot work operations.
Flammable Materials	The ones that are ignited or flame immediately when contacting with fire or high temperature in the air and continue to burn or slightly flame.
FM	Facilities Management at the Authority.
Hazard	A source or a situation with the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.
Hot works	Any process that generates flames, sparks, or heat.
HSE	Health, Safety and Environment at the Authority.
Incidents	An event that happens unintentionally and may or may not result in damage, harm, or injury.

Injury	<p><u>Serious injury</u>: A serious injury is defined as an event that stops a person from being able to carry out work for more than 3 consecutive days.</p> <p><u>Minor injury</u>: These are all other injuries which stop a person from working for less than three days.</p>
Lifting Activity	An operation concerned with the lifting or lowering of a load.
Makani Number	Makani number is a unique 10-digit number that enables a person to locate a building or any other property.
Manual	The Health, Safety and Environment Manual.
Members	The humanitarian organizations and commercial entities registered and licensed by the Authority or operating from the free zone of the Authority in the Facilities pursuant to lease agreements.
MEWP	Mobile Elevated Working Platform.
MHE	Material Handling Equipment.
Near Miss	A near-miss is a potential hazard or incident in which no property was damaged, and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred.
Partners	Any company or party operating in the Facilities including suppliers and contractors performing works and services in the Facilities, and parties operating from the Facilities pursuant to lease agreements.

Permits	Used for controlling and co-coordinating work to establish and maintain safe working conditions.
PPE	Personal Protective Equipment.
Regulatory Authority	An autonomous enforcing body mandated by the government to oversee and enforce regulations regarding occupational health and safety.
Risk	The chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard.
Risk Assessment	A systematic process of identifying hazards and evaluating any associated risks within a workplace, then implementing reasonable control measures to remove or reduce them.
Safety Responsible Supervisors (SRS)	A person from the respective company who will be responsible for the safety and well-being of their employee(s) and workers and those of their sub-contractor's
SEMA	Storage Equipment Manufacturers Association Ltd.
SOP	Standard operating procedure.
Third Party	An independent organization that has reviewed the manufacturing process, integrity, reliability, performance of a product and has independently determined that the final product complies with specific standards for safety, quality, or performance.
Work at height	Work in any place, including a place at, above or below ground level, where a person could be injured if they fell from that place.

1.2 References:

This Manual falls within the scope of the following documents:

- Dubai Municipality Code of Construction Safety Practice.
- Technical Guidelines (73) for Safe Use of Ladders - Dubai Municipality Code of Construction Safety Practice
- Technical guidelines (74) for Mobile Access Towers - Dubai Municipality Code of Construction Safety Practice
- Technical Guidelines (67) for Mobile Elevated Work Platform (MEWP) - Dubai Municipality Code of Construction Safety Practice
- Technical Guidelines (48) for Examination and Certification of Cranes, Hoists, Lifts and other Lifting Appliances - Dubai Municipality Code of Construction Safety Practice
- Technical Guidelines (61) for Personal Protective Equipment – Protective Clothing- Dubai Municipality Code of Construction Safety Practice
- Technical Guidelines (60) on Personal Protective Equipment-Hearing Protection - Dubai Municipality Code of Construction Safety Practice
- Technical Guidelines (59) for Personal Protective Equipment-Eye and face Protection - Dubai Municipality Code of Construction Safety Practice
- Dubai Civil Defense - UAE Fire and Life Safety Code of Practice.
- Ministerial Resolution No. (32) for 1982 – Ministry of Human Resources & Emiratization.

2. Roles and Responsibilities

2.1 General HSE responsibilities within the Facilities:

- The Authority's, Members and Partners' senior management shall display commitment to HSE by ensuring that adequate resources are available.
- The Members and Partners are responsible for ensuring that their workers/sub-contractor(s) comply with the HSE standards laid down in Dubai Municipality regulations – DM Code of Construction Safety Practice, the Authority HSE manual, or any other requirements included in the contract specification.
- Sub-contractors shall appoint their own Safety Responsible Supervisors to oversee their compliance with local legislative and HSE requirements.
- The Members, Partners and sub-contractors shall attend HSE meetings as required by the Authority representatives.

2.2 The Persons Responsibilities:

All persons (natural persons) within the Facilities are required to comply with the following requirements while engaged in work:

- Take reasonable care of their own health and safety.
- Take reasonable care of the health and safety of other people and the environment, which may be affected by their acts or omissions.

- Cooperate with the Authority with respect to any instructions and/or actions taken by the Authority to protect the employee and/or comply with HSE requirements.
- Report to their immediate supervisor or to the FM any situation which they reasonably believe could present a hazard and which they themselves cannot correct.
- Report all Incidents and work-related injuries before the end of the shift on which they occur.
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interest of health, safety, welfare, or protection/management of the environment.
- Report any unsafe act or condition in the workplace.
- Not refuse any instruction related to HSE.
- Not misuse or abuse any equipment provided in the interests of Health and Safety.
- Comply with all safety rules, signage etc.

2.3 Senior Management Responsibility:

The Authority's, Members and Partners' senior management ultimately responsible for HSE, including the provision of resources essential to the implementation and control of their management system. Resources include human resources, specialized skills, technology, materials, equipment, and financial resources.

3. Identification of HSE Hazards, Risk Assessment and Risk Control

The Authority takes into consideration all its activities, products and services that may have an impact on HSE and over which it has control, or over which it is expected to have an influence. These include:

- Routine, non-routine and emergency activities.
- Activities of all employees having access to the Facilities (including subcontractors and visitors).
- Human behavior, capabilities, and other human factors.
- Identified hazards originating outside the workplace capable of adversely affecting the health and safety of persons under the control of the Authority within the Facilities.
- Hazards created in the vicinity of the Facility by work-related activities under the control of the Authority.
- Infrastructure, equipment, and materials at the Facilities, whether provided by the Authority or others.
- Any applicable legal obligations relating to risk assessment and implementation of necessary controls.

4. General Health and Safety Guidelines

4.1 General Guidelines for Members and Partners:

1. The Members and Partners shall establish stacking and storage systems appropriate to the nature of material to be stored taking into consideration legal and regulatory requirements

and/or manufacturer's recommendations, if any. Floor and wall protection shall be given due consideration depending on the nature of materials stored. Safety of employee(s), material, and buildings as well as protection of environment shall be ensured by the Members and Partners. Lay-out of storage shall ensure adequate spacing between stored material, appropriate passage and clear marking of emergency evacuation routes and firefighting equipment. There shall be a clearance of at least one meter between the tip of sprinklers and the maximum height of storage. Any temporary or permanent alteration or modification done to the warehouse, including installation of stationary or rotary equipment to meet the storage conditions for products as well as for the permitted offices and/or other facilities shall comply with the requirements addressed in Dubai Development Authority Fit-out Guidelines. [Fit-out Permit Requirements](#).

2. Members and Partners shall obtain Dangerous Goods Permit approval from Dubai Municipality if they intend to store any dangerous goods more than permissible limit.
3. No employee of any Member or Partner shall be permitted to use or operate any machinery or heavy equipment unless he is qualified, not younger than 18 years old, physically fit and possess a valid driving license issued in the United Arab Emirates. In addition, he shall have a certificate from an inspection body approved by Dubai Municipality qualifying him to do so. Consequently, the equipment used must also have valid Third Party certificates and approvals.
4. The Members and Partners shall be responsible for maintaining and ensuring the racking and the integrity of the load bearing structures, according to local authority guidelines. The load certificates should be obtained only through Third Party safety consultants, who are SEMA approved.
5. The Members and Partners shall provide PPE required for different operations and shall take all necessary measures to ensure that PPEs are effectively worn by employees.
6. The Members and Partners shall ensure that their contractors or any hired employee(s) must have relevant approvals and Third Party certificates (DM approved) to carry out specialized jobs. (Example: Operators, Lifting activities, Confined space entrants etc.).
7. The Members and Partners shall have SOPs for all their activities and ensure that any deviations from the stated procedure shall be addressed and rectified.
8. Prior to any work at height activities, due diligence must be done by the Members and Partners as to the requirements and the use of any platforms that would assist them in carrying out the necessary works.
9. Permits: Any additional work being carried out inside the Facilities must require a PERMIT obtained and approved by the Authority.
10. Signages: To ensure that everyone can navigate the warehouse effectively and safely, the Members and Partners shall take responsibility for posting relevant signages in their respective areas and relevant to their operations. This includes but is not limited to:
 - Forklift and other machinery movements.
 - Directional signages.
 - Operational Signages.

- Material storages
- Load certificates. Etc.

4.2 Reference:

- [Ladders](#)
- [Mobile Access Towers](#)
- [MEWP](#)

4.3 General Guidelines for Partners (including contractors/suppliers):

All Partners are required to strictly adhere to the mandates mentioned in the contractor guidelines, available with the Authority.

Prior to the start of any work, the Partner shall obtain approval from the Authority on the relevant and applicable permits in addition to the undersigning of the contractor guidelines.

5. Personal Protective Equipment

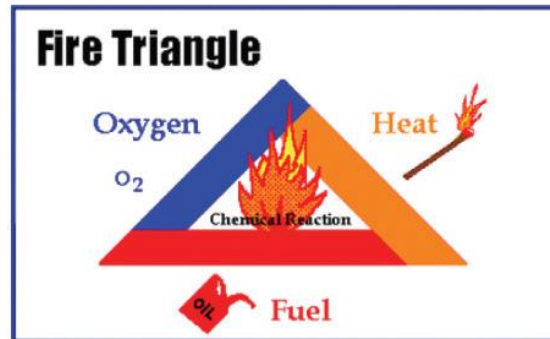
5.1 General Requirements:

- The Members and Partners shall provide PPE required for different operations and shall take all necessary measures to ensure that PPE are effectively worn by employees and partners hired to carry out a specific job.
- The Members and Partners shall assess the workplace hazards to determine the PPE as required for the job being performed.
- PPE shall be properly fit for each employee and adequate for the work he performs.
- Employees of the Members and Partners shall be physically able and medically determined qualified (medical examination) to use respiratory protection equipment that may be required in their job duties. This medical examination shall be repeated yearly.
- The Members and Partners shall ensure that users of PPE are trained by their direct supervisors to know how to use them correctly.
- When PPE is not in use, they shall be maintained in such that sanitary and hygienic way to prevent contamination.

6. Fire Protection and Prevention

6.1 Definition of a Fire:

Fire is a chemical reaction which involves rapid oxidation of combustible materials. Three elements must be present to produce a fire; they are fuel or combustible material, oxygen, and heat or an ignition source. These elements are represented by the fire triangle. Each face represents one of the elements (fuel, oxygen, and heat) while the fourth face represents the fire which is a chemical chain reaction.



6.2 Classes of Fire:

Fires are classified by the fuel they burn. There are six fire classes, which are follows:

- Ordinary combustible material fires (Class A).
- Flammable and combustible liquid fires (Class B)
- Flammable compressed gas fires (Class C)
- Combustible metal fires (Class D)
- Electrical equipment fires (Class E)
- Cooking oils and Fats fires (Class F)

6.3 Fire Extinguisher Types:

6.3.1 The most common and usable fire extinguishers are:

- Water Fire Extinguishers
- Carbon Dioxide Extinguishers
- Dry Chemical Fire Extinguishers
- Foam Fire Extinguishers



CARBON DIOXIDE

DRY CHEMICAL

FOAM

WATER


7. Fire and Emergency Procedure


7.1 Actions to be taken on hearing the fire alarm:

- Leave your workstation, DO NOT return to it.
- Leave the Building by the nearest fire exit.
- Close doors behind you, walk DO NOT run.
- Report to the nearest Assembly Point.
- DO NOT re-enter the building/warehouse until instructed to do so.
- If a fire is confirmed, contact the below stated emergency numbers stating the exact location and status of the fire.

EMERGENCY ASSISTANCE

DXBH SECURITY:

 +971 58 299 6296
+971 58 299 6269


 Security.Supervisor@dubaihumanitarian.ae
warehouse.security@dubaihumanitarian.ae


DXBH FM:

 +971 56 477 6414

 fm@dubaihumanitarian.ae

DXBH HSE:

 +971 52 745 9794

 runcy.george@dubaihumanitarian.ae

7.2 Actions to be taken on discovering a fire:

- Raise the alarm by breaking a break glass call point and shouting “Fire”.
- Attack the fire using fire extinguishers provided or fixed hose reels only if safe to do so (*if in doubt, leave it*).
- If the fire is developed, DO NOT attempt to tackle it; leave the building by the nearest fire exit.
- Report to the nearest Assembly Point.

8. Material Handling

8.1 Manual Lifting:

1. No employee shall be asked to carry loads above his capacity and in any case no load shall exceed 32 kgs.
2. Where possible, mechanical lifting equipment shall be used.

Employee Age (Years)	Allowable Load Limits for Manual Lifting (Kgs.)
16-18	24
18-20	30
20-35	32
35-50	26
More than 50	20

3. Materials on the worksite shall be moved by hand trucks, forklifts, dump bodies, mechanical pulled trucks, or any other mechanical equipment.
4. Appropriate aisles for material movement by mechanical devices shall be prepared and marked with suitable signs for safe movement. These aisles shall be kept clear of any obstructions and pedestrians shall not be permitted to use them.
5. Forklifts, dump bodies and other mechanical handling equipment shall not be operated otherwise than by employee(s) designated by authorities concerned and a responsible company approved by Dubai Municipality. They shall be professional in operating and directing such equipment.
6. Whenever material is to be moved by hand, the material size shall not be above the size which the employee can easily move and bulky materials which restrict visibility shall not be moved.

9. Mechanical Handling Equipment and Appliances

9.1 Forklift Trucks and other MHEs:



1. The equipment shall be:
 - of sound construction, adequate strength and free from patent defect.
 - Properly and periodically maintained.
 - Provided with overhead protection for the driver.
 - Provided with an alarm and a buzzer.
 - Provided with a reverse alarm horn.
 - Thoroughly examined by an approved inspection body every 12 months and obtained a safety certificate.
2. No person other than the authorized person who is trained on forklift driving with a valid driving license issued by UAE and training and qualifying certificate approved by Dubai Municipality shall operate forklift trucks.
3. No attachment shall be incorporated on the forklift unless approved by the manufacturer (importer).
4. All persons, drivers and assistant drivers shall be thoroughly conversant with the factors which affect the stability of the equipment in operation.
5. Forklift drivers shall lift the load for a distance of at least 20 cm above land to ensure the stability and balance of the load before continuing lifting and moving.
6. The driver or any part of his body shall be prohibited from being out of the driving cabin during lifting processes.
7. Maximum allowable loads specified in the metal placards affixed on forklifts shall not be exceeded.
8. The driver/operator shall always engage the emergency brakes when the vehicle is idle and when the driver is out of the vehicle. *(Note: Vehicles must be switched off, prior to leaving the vehicle)*

9.2 Excavators:

1. Equipment license and safety certificate issued by the authority concerned shall be valid and the equipment must be in a safe operating condition.
2. The Members and Partners shall periodically maintain the equipment in accordance with the recommendations and requirements of the manufacturer.

3. No person shall be allowed to work or stand near the operating boom or the tail-swing lifting point.
4. When the excavator is being adopted for use as a crane, slings shall be secured to a correctly designed and manufactured lifting point by a competent authority.
5. No person shall stand under the load when using an excavator as a crane.

9.3 Operating Procedures of Material Handling Equipment and Plant:

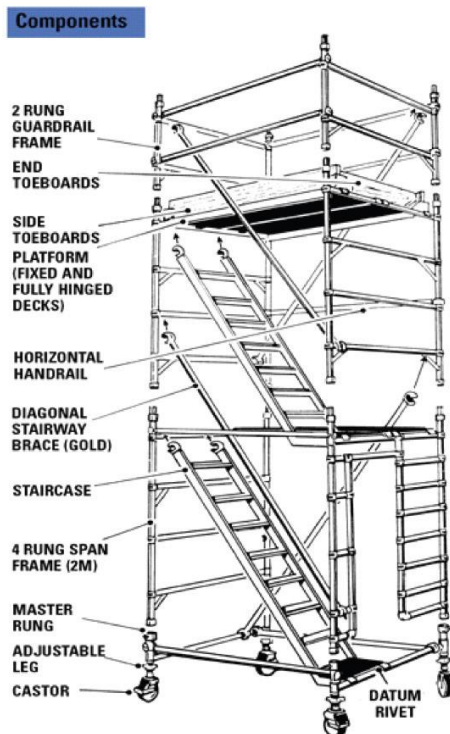
1. All the earthmoving and mechanical handling equipment shall be operated as per the manufacturer's instruction, taking adequate precautions at all stages of its operation.
2. These equipment's shall be thoroughly examined by a responsible inspection body approved by the Municipality every 12 months and obtained a safety certificate.

10. Scaffolding

A scaffold is an elevated temporary working platform used to support workers, materials, and tools during construction/maintenance/repair works. It is being used when it is not possible to perform work with other safe means. Employees working on scaffolds are exposed to many hazards such as falls, complete collapse of scaffolds.

10.1 Mobile Tower Scaffolds:

It is a scaffold mounted on wheels and may be made of normal tube and fittings and has only one platform. The platform shall not extend outward beyond the base support of the tower and shall have standard guard rails and toe-boards.



Means of access (an access ladder) shall be provided from inside the tower or fixed outside the tower according to the safety requirements of ladders.

Mobile tower scaffolds are equipped with casters at the bottom and positive locking brakes to prevent the tower from moving during use. These casters shall be capable of supporting the safe working load of the scaffold.

10.2 General Requirements for Mobile Scaffoldings:

1. The height of the mobile tower shall not exceed 4 times the smallest base width of the scaffold, in case the height is exceeding 4 times the width of the scaffold, special out riggers shall be used to increase the width of the scaffold, and consequently increasing the permissible height.
2. Rolling scaffolds shall be used only on firm, level, clean surfaces.
3. Rolling scaffolds shall be moved on leveled surfaces only by pushing or pulling or both. The manual force used to move the scaffold shall be applied as close to the base as practicable, but no more than 1.5 m (5 feet) above the supporting surface. No persons, equipment or materials are allowed to be on the platform while moving it. Scaffold casters and wheels shall be locked with positive wheel locks after the ending of moving the tower and before anyone is allowed to work on the platform.
4. It is recommended to use a ladder (internal staircase) to access and from the platform, in case of using a vertical ladder higher than 6 m, it shall be protected by a cage or provide workers with proper fall protection equipment.



**Rolling scaffold with
outrigger stabilizers**

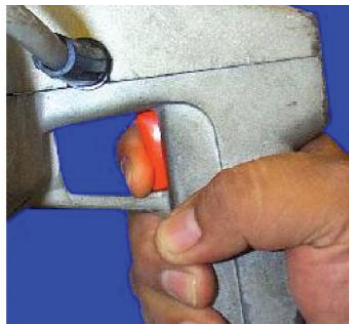


**Adjustable
outrigger stabilizers**

11. Hand and Power operated tools

11.1 General Requirements:

1. All hand and power-operated tools shall be maintained in safe operating condition and shall be used only for the purpose for which they are designed.
2. Every person who supplies, leases or maintain any industrial machinery, equipment or tools shall ensure that such machines/equipment are of safe and good condition and that there is no danger to persons operating them if they comply with their operating instructions.
3. Defective tools or otherwise rendered unsafe by defects that impair their strength shall be removed from service.
4. When tools used on platforms or aloft and subject to falling or displacement, all adequate precautions shall be taken for being appropriately secured or tied.
5. Employees using hand and power-operated tools and exposed to the hazard of falling, flying, abrasive and splashing objects, or exposed to dusts, vapors, mists, and gases shall be provided with the appropriate personal protective equipment necessary to protect them from the hazards.
6. Handling of tools by throwing from one location to another, or from one user to another or from one level to another shall not be allowed.
7. No spark-producing tools or equipment shall be used in areas containing combustible or explosive materials.
8. Powered-operated tools shall be inspected and determined to be in safe operating condition before use and periodic maintenance shall be made in accordance with the manufacturer's instructions.
9. Any power-operated tools shall be operated and maintained only by qualified and trained employee(s).
10. Reciprocating and rotating hand-held powered tools shall be equipped with a constant pressure switch that will automatically shut off the power when the pressure is released (Dead man switch)



11. Employees shall be instructed in the safe and proper use, handling and maintenance of all hand and power-operated tools necessary for the project to avoid accidents.
12. All power-operated tools shall be supplied with instructions for proper use. Employees shall adequately be instructed in the proper use of new unfamiliar equipment which has been recently brought and not previously used on the worksite.

12. Hot Works

1. Any hot work including welding, cutting, heating, and burning shall not be performed without issuing a hot work permit by the Authority after taking all adequate safety precautions and procedures to safeguard the hot work operation.
2. Hot works being carried out, shall be under the supervision of a competent person.
3. A fire watcher must always be available during the time of operation and 30 minutes after the hot work to ensure that no residuals remain after. The fire watcher must be trained and competent enough to extinguish in case of fire.
4. Fire blankets must be present, ensuring that open flames don't splatter to combustible / flammable materials adjacent to the operation. (Ideally all combustible and flammable materials must be removed prior to the commencement of hot works).

13. Storage of Materials

1. The tenant shall ensure that materials stored on racks fall under the approved and specified load stated in the load certificate and the approved design.
2. Any modification, alteration, dismantling and re-erection will require a re-certification of the racking. This shall fall under the responsibility of the member/tenant occupying the space. An inspection sticker stating the date of inspection, the rack number and the validity shall be posted on the racks.
3. The load certificates should be obtained only through third party safety consultants, who are SEMA (*Storage Equipment Manufacturers Association Ltd*) approved.
4. Under no circumstances shall the emergency exits, firefighting equipment, aisles and first aid equipment's be obstructed. Materials shall not be stored within one meter of a fire door opening.
5. All materials shall be stored, handled, and piled with due regard to their fire characteristics.
6. In-compatible materials, which may create a fire hazard, shall be segregated by a barrier having a fire resistance of at least one hour.
7. Materials shall be stored to minimize the spread of fire internally and to permit convenient access for firefighting.
8. Clearance shall be maintained around lights and heating surfaces to prevent ignition of combustible materials.
9. All aisles leading to firefighting equipment shall always be kept free from any obstruction. All access shall be accessible to permit the entrance of Civil Defense vehicles/equipment.

14. Cold Room Facilities

The appropriate clothing and equipment should always be worn when working in cold environments. Depending on the duration of exposure to the environment the following shall be considered:

Body – Wear at least three layers of clothing to provide insulation – a synthetic material for inner clothing, a wool or lofty material in the middle and a waterproof fabric for outer clothing.

Head – A wool knit cap under a hard hat is ideal to help reduce heat loss.

Hand – Gloves and mittens can prevent cold related injuries and maintain dexterity.

Eye and face protection – Use eye protection that is separate from the nose and mouth. This will prevent fogging that can cause low visibility.

14.1 Proper Training and Healthy Work Practices:

- Workers should be educated about the symptoms of cold room related illnesses. Supervisors must also ensure an appropriate rest period for each working schedule.
- Consume high-calorie food to maintain energy reserves and body heat.
- Drink plenty of warm fluids to avoid dehydration.

15. Working at Heights

1. Each employee working at a level which is 2 m (6 feet) or more above lower level shall be provided with safety harness and shock absorbing lanyard to protect them from falls hazards.
2. Anchorage points for safety harness should be sited above the workers head, the height of the anchorage point should not be less than 5 m (18.5 feet) from the ground level, and this point shall be strong enough to withstand a force of not less than 2275 kg (5000 pounds).
3. Safety belt lanyard shall be minimum of 1 cm thickness of nylon or equivalent with maximum length to provide for a fall (Free Fall) not greater than 2m (6 feet), Snap hooks attached to the lanyard must be fitted with a double locking device and shall be opened only by pressing on two places on the hook at the same time to prevent accidental opening.
4. Safety harness and lanyard must bring an employee to a complete stop and limit maximum deceleration distance an employee's travel to 1.07 meters (3.5 feet) after the free fall distance of 2 meters (6 feet) by using a shock absorber.
5. Safety belts shall be used only as a part of a worker positioning system (Restricting employees from reaching the edges) and shall not be used for fall protection.



**Full-body Harness
front**

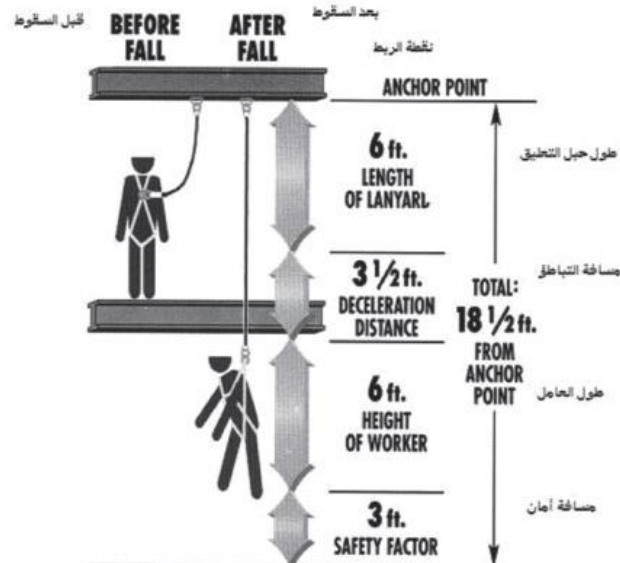


**Full-body Harness
back**



**Shock Absorbing
Lanyard**





16. Control of Hazardous Energy (Lock out / Tag out)

1. Prior to the initiation of maintenance, repair or installation works of a machine or equipment operated by different energy sources, energy-isolating device of this machine/ equipment shall be appropriately locked out and tagged out to ensure the prevention of accidental reenergizing of the equipment by any person or unexpected activation of the machine/equipment which could endanger employees.
2. Tags shall be written in Arabic, English and any other most common language in the workplace to ensure that they are understandable by all employees concerned.
3. Placing lockout and tag out devices to energy isolating devices of different machines/ equipment prior to maintenance and repair operations shall be implemented by well experienced and qualified competent person.
4. All procedures of all maintenance and repair works which shall take place within the Facilities shall be coordinated with the Authority.
5. Prior to starting maintenance or repair on machines or equipment, all authorized and affected employees shall be notified.

16.1 Training:

1. Adequate training for all employees responsible of applying lockout and tag out system shall be provided to ensure the correct application of this system.
2. The training shall include the recognition of different hazardous energy sources, the type of energy available in the workplace and the methods and means necessary for energy isolation and control.

16.2 Exception:

In case energy isolating control devices (lockout and tagout devices) cannot be used for any reason, the following procedures shall be applied:

1. Switching the electrical operating switch of the equipment to “Off” position from the electrical control panel.
2. Closing all the valves.
3. Attaching tags on the equipment that indicate the energy isolation for maintenance and repair works.
4. Assigning an employee to monitor the electrical control panel and closed valves to prevent accidental re-operation by any person.

17. Accident and Incident Reporting

1. In case of any accident occurrence, the member / tenant shall immediately inform the Authority, then a written report on the accident shall be sent to the Authority within 12 hours of the incident.

The Member must notify the Authority prior to escalating the issue to the Regulatory Authorities.

The steps below are to be followed in case of an accident / Incident.

- Inform the Police on telephone **999** in case of serious accident and lost-time injuries which necessitate transfer of injured persons to a hospital and receiving of medical treatment.
 - Inform the **Civil Defense Department** on telephone - **997** and the **Police** on telephone - **999** in case of a fire, explosion, collapse of a structure or scaffold, or breakdown of a crane or any other machinery that may endanger the employees.
 - Inform Dubai Municipality on the emergency telephone **800900** in case of any of the abovementioned cases.
2. The Member or Partner shall submit a report on the accident within **24 hours** of its occurrence.



18. Medical Emergency:

In case of medical emergencies, the FM must be immediately informed. Only trained first aiders are allowed to intervene in such situations. Actions to be taken when dealing with medical emergencies:

- Carry out first aid responses if trained to do so.
- If not, inform the FM/certified first aiders about the emergency.
- Inform the authorized regulatory body – **Ambulance – 998**.

18.1 Key Information:

1. The nearest medical facility - **(Dubai ambulance unit 59)** Location:
<https://goo.gl/maps/cQGf9U9gP1q1Gnw67>
2. Makani Number
 - **Warehouse – 04700 50154**
 - **Open Yard - 05189 49427**
 - **Building 4 - 05197 54656**
 - **Building 1 - 04956 54532**

This number would be useful for first aiders wanting to guide the emergency response team to the exact location.

19. HSE Inspections

As part of the Authority's commitment to ensuring the safety and wellbeing of people and protecting the properties within the Facilities, routine HSE Inspections along with scheduled and planned inspections will be carried out. These inspections ensure that the Authority requirements are being complied with in alignment with the statutory requirements set out by the Regulatory Authorities.

20. Welfare Facilities

To facilitate a clean and well-maintained dining and rest area, the Authority has allotted J17 Showroom as the designated space for everyone within the Facilities.

21. Fines and Penalties

The Authority has the power to impose a penalty on the Member or person who is in breach of any provision of this Manual. The penalty may include the imposition of a fine according to the list of fines and penalties included in the Authority's Regulations and published on the Authority's website.

22. Review and Revision

This manual may be revised at any time by the Authority's management to meet business and operational requirements and to reflect changes in regulations, technologies, and best practices.