



SAFETY & HEALTH PLAN

Prepared for:
GENERAL G.P. PROJECTS



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SAFETY AND HEALTH PLAN

It is the policy of Green Point to provide an accident-free and comfortable work environment by eliminating recognized hazards from the workplace. Our health and safety program, and specific individual programs, have been developed to assure compliance with Saudi Arabia local regulations with particular emphasis on the Health and Safety Rules and Regulations that apply to our operations.

In order to maintain the safety standards desired by Green Point, it is necessary to actively pursue an accident prevention program through all levels of our company, from management through all employees. Health and safety are functional responsibilities of each supervisor.

Health and safety are of vital interest to everyone in the company: each level of our organization is accountable for safe performance. Compliance with this program and safety and health rules is taken very seriously. This means that failure to comply is sufficient ground for disciplinary action or for termination of employment. These policies are an integral part of the company's personnel policies.

1 HEALTH AND SAFETY RESPONSIBILITIES

Our goal is to protect employees from injury while working . This must receive top priority from everyone.

Duties and responsibilities of all personnel under our health and safety program are in the following:

Health and Safety Manager :

- a. Administers all aspects of the occupational health and safety program.
- b. Develops programs and technical guidance to identify and remove physical, chemical, and biological hazards from facilities, operations, and sites.
- c. Assists management and supervisors in the health and safety training of employees.
- d. Conducts inspections to identify unhealthy or unsafe conditions or work practices. Completes written report of inspections.
- e. Recommends programs and activities that will develop and maintain

incentives for and motivation of employees in health and safety.

f. Maintains the state health and safety poster, emergency telephone numbers, OSHA Form 300, and other notices required by Workers' Safety. Ensures this information is posted in places where employees can see them on each job.

g. Develops and maintains accident and incident investigation and reporting procedures and systems. Investigates all accidents and takes action to eliminate accident causes. Reportable incidents consist of fatalities, lost work day cases, and without lost work days requiring medical treatment. Keep management informed of findings.

2 Project Manager/Superintendent/Foreman

a. Familiarizes himself with health and safety regulations related to his area of responsibility.

b. Directs and coordinates health and safety activities within area of responsibility.

c. Ensures arrangements for prompt medical attention in case of serious injury have been provided for each job, to include transportation, communication, and emergency telephone numbers; and a person with valid certified first aid training is available if required.

d. Requires all employees supervised to use individual protective equipment and safety devices.

e. Ensures that safety equipment is available, maintained, used, and stored correctly.

f. Instructs and trains all persons within area of responsibility in job health and safety requirements.

g. Conducts frequent and regular health and safety inspections of work area. Directs correction of unsafe conditions.

- h. Conducts weekly safety briefings with all supervisors and/or workers.
- i. Ensures that foremen are aware of and comply with requirements for safe practices.
- j. Reviews all accidents/incidents with foremen and workers involved. Ensures that corrective action is taken immediately to eliminate the cause of the accident.
- k. Requires all subcontractors and subcontractor personnel to comply with health and safety regulations.
- l. Maintains copies of applicable programs and OSHA forms on site, in accordance with company practice and policy.

3 First Line Supervisor / Foreman

- a. Be familiar with, explains, and enforces health and safety regulations that apply to company operations within his/her area of responsibility.
- b. Ensures that safety devices and proper individual protective equipment are used by persons under his/her supervision.
- c. Instructs and trains all persons within area of responsibility in job health and safety requirements, to include hazard recognition and avoidance, and requires compliance by workers with the safety rules established.
- d. Conducts weekly (or as often as needed) safety briefings with all workers under his/her supervision.
- e. Ensures that injuries are treated promptly and reported properly.



- f. Investigates all accidents/incidents, obtains all pertinent data, and initiates corrective action.
- g. Conducts frequent and regular safety and health inspections of his work areas and ensures that no unsafe conditions exist in area of responsibility. Reports to the Project Manager/ Superintendent/Foreman on any corrective actions needed which are beyond his control.

4 Subcontractor Compliance

All contracts and subcontracts require that state laws concerning health and safety will be observed by the subcontractor. The provisions of these health and safety responsibilities apply to subcontractors and their employees working for this company. Failure to fulfill this requirement is a failure to meet the conditions of the contract.

5 WORKERS' COMPENSATION CLAIMS MANAGEMENT

The following actions will be taken/followed on all accidents/injuries being submitted as a Workers' Compensation claim.

a. Injured employees must report all accidents/injuries to their supervisor immediately (within 72 hours), who in turn will notify other appropriate company officials, such as the safety manager or claims manager. All accidents/incidents will be investigated by the safety manager, supervisor, or the claims manager to determine the facts and take corrective action to prevent recurrence.

b. Employees, within ten (10) days after notification to the employer, must complete the Worker Information section only of the Workers' Safety and Compensation Report of Occupational Injury or Disease forms package.

c. The supervisor or claims manager will complete the Employer's Information section of the same report within ten days of the notification.

d. The claims manager will ensure that the Wyoming Workers' Safety and Compensation Division is notified as appropriate by filing the above report within ten days of the notification.



e. Injured employees will be entered into a modified job program, i.e., light duty, restricted duty, part time duty, when such is recommended by the attending physician.

6 DRIVING SAFETY

Vehicle operations are an integral part of our business. Therefore, the following rules shall apply to all business vehicle operations. Hopefully, employees will follow these rules when operating their own personal vehicles.

a. All vehicle operators are required to have a current and valid drivers' license for the vehicle to be operated, i.e., motorcycles, trucks, commercial drivers' license (CDL).

b. No unauthorized use of company vehicles shall be permitted.

c. All cargo or other items, i.e., laptops, suitcases, etc, shall be loaded and secured to prevent them from creating hazards in the event of hard braking.

d. Prior to entering the vehicle visually inspect the entire vehicle. Look for broken windows, light covers, low tire pressure, etc. Report all damage to your supervisor.

e. Adjust all mirrors for the proper vision of the operator.

f. All occupants shall fasten their seat belts. The vehicle shall not be started until all occupants have fastened their seat belts.

g. Check all gauges and switches for proper function and location, i.e., cruise control, windshield wipers, lights, gearshift, and radio. Do not look for these while you are operating the vehicle. Test the brakes to determine their effectiveness and get a "feel" for the necessary brake pressure.

h. Obey all traffic laws while operating the vehicle. This includes the speed limit.



- i. All occupants shall fasten their seat belts. The vehicle shall not be started until all occupants have fastened their seat belts.

- j. Check all gauges and switches for proper function and location, i.e., cruise control, windshield wipers, lights, gearshift, and radio. Do not look for these while you are operating the vehicle. Test the brakes to determine their effectiveness and get a “feel” for the necessary brake pressure.

- k. Obey all traffic laws while operating the vehicle. This includes the speed limit.

- l. Vehicles shall NOT be operated while under the influence of alcohol or drugs which may impair your driving ability. Some prescription drugs and over-the-counter drugs also may affect your driving and decision-making abilities.

- m. Cell phone operation must be conducted ONLY while stopped and out of traffic.

- n. Pay attention! Keep your mind on driving and watching the road. Watch out for other drivers. Make sure are well rested and alert.

- o. Don’t get involved in “road rage”. Don’t become angry at aggressive drivers. Simply pull over to the right lane or the side of the road and allow them to pass.

- p. Always stay at least two (2) seconds behind the vehicle in front of you. If driving conditions are not optimal, i.e., rain, ice, snow, wind, or visibility, allow a further following distance.



Your personal safety is also our concern. When operating a company vehicle, please adhere to the following rules. Again, hopefully, you will use these rules in your personal activities.

- a. If your vehicle becomes disabled, call for help on your cell phone or display a white flag on the antenna as a request for help. Require identification of strangers who offer assistance.
- b.
- c. Keep your doors locked. Park in well lighted areas. Have your keys ready to enter your vehicle. You are a target when looking in your purse or digging in a handbag.
- d. When approaching your vehicle, try to observe any persons in the vicinity of your vehicle and look under your vehicle. Look in the back seat before opening the door. Carry a pen light flashlight.
- e. Vary your routes and schedules.
- f. Leave an itinerary of your trip with your supervisor or family member.

7 Hazard Identification, Assessment, and Control

Hazard identification and elimination is not only an inherent responsibility of supervision in providing a safe workplace for employees, but also requires employee involvement. As such, hazard evaluation and control shall be an on-going concern for all. It is the responsibility of everyone (management, supervisors, and all employees) to identify, report, and correct, all possible hazards.

Green Point has a procedure for conducting inspections of jobsites for compliance with health and safety rules. The purpose of the in-house inspection is to identify hazards and unsafe practices before they cause an injury or accident.

Formal safety and health inspections will be conducted under the following minimum timelines:

- a. Health and Safety Manager: Monthly of all fixed facilities and each project or job site.
- b. Project superintendent: Monthly of his project. More often as different phases



of construction may warrant.

- c Foremen/supervisors: Weekly of area of responsibility of jobsite.
- d The company's health and safety program will be reviewed by the Health and Safety Manager on an annual basis.
- e Workers' Safety Technical Assistance and insurance company representatives may conduct on-site consultation and inspections, if desired and requested.

After completing jobsite or facility inspections, the person making the inspection will:

- a Discuss findings with employees/persons responsible for creating the condition. Invite their comments, suggestions and aid.
- b Where hazards are caused by sub-contractors on the job, discuss the situation with the job superintendent; then identify the problem to the owner, contractor, and other contractors involved.
- c Ensure recommended corrections\changes are transmitted to, and/or discussed with the proper supervisor/person for correction.
- d Follow up on changes, corrections, and other actions necessary.
- e If applicable, provide copy of checklist to company health and safety person, along with statement of corrective actions taken or still required.

8 General Workplace Safety Rules

- a. Report unsafe conditions to your immediate supervisor.



- b. Promptly report all accidents/injuries/incidents to your immediate supervisor.
- c. Use eye and face protection where there is danger from flying objects or particles, (such as when grinding, chipping, burning and welding, etc.) or from hazardous chemical splashes.
- d. Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry shall not be worn.
- e. Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
- f. Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to immediate supervisor.
- g. Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.
- h. Lockout or tagout or disconnect power on any equipment or machines before any maintenance, unjamming, and adjustments are made.
- i. Do not leave materials in aisles, walkways, stairways, work areas, roadways, or other points of egress.
- j. Practice good housekeeping at all times.
- k. Training on equipment is required prior to unsupervised operation.
- l. Compliance with all governmental regulations/rules and all company safety rules in the following sections is required.



9 Housekeeping

- a. Proper housekeeping is the foundation for a safe work environment. It definitely helps prevent accidents and fires, as well as creating a professional appearance in the work area.
- b. Material will be piled or stored in a stable manner so that it will not be subject to falling.
- c. Combustible scrap, debris, and garbage shall be removed from the work area at frequent and regular intervals.
- d. Stairways, walkways, exit doors, in front of electrical panels, or access to fire fighting equipment will be kept clear of materials, supplies, trash, and debris.

10 Fire Prevention

- a. All firefighting equipment shall be conspicuously located, accessible, and inspected periodically, and maintained in operating condition. An annual service check and monthly visual inspections are required for fire extinguisher.
- b. All employees must know the location of fire fighting equipment in the work area and have knowledge of its use and application.
- c. Only approved **safety cans** shall be used for handling or storing flammable liquids in quantities greater than one gallon. For one or less gallon, only the original container or a safety can will be used.
- d. When heat producing equipment is used, the work area must be kept clear of all fire hazards and all sources of potential fires will be eliminated.
- e. A salamander or other open-flame device will not be used in confined or enclosed structures without proper ventilation. Heaters will be vented to the atmosphere and located an adequate distance from walls, ceilings and floors.
- f. Fire extinguisher will be available at all times when utilizing heat-producing equipment.
- g. Storage of LPG within buildings is prohibited.



11 Ladders

- a. Ladders will be periodically inspected by a competent person to identify any unsafe conditions. Those ladders with structural defects will be removed from service, and repaired or replaced.
- b. Straight ladders used on other than stable, level, and dry surfaces must be tied off, held, or secured for stability.
- c. Portable ladder side rails will extend at least three feet above the upper landing to which the ladder is used to gain access.
- d. The top or top step of a stepladder will not be used as a step.

12 Cranes

- a. All cranes will be inspected by a competent person prior to each use/during use to make sure it is in safe operating condition. Also, a certification record of monthly inspections to include date, inspector signature, and crane identifier will be maintained.
- b. A thorough annual inspection of hoisting machinery will be made by a competent person, or by a government or private agency, and records maintained.
- c. Loads will never be swung over the heads of workers in the area.
- d. Employees will never ride hooks, concrete buckets, or other material loads being suspended or moved by cranes.
- e. Hand signals to crane operators will be those prescribed by the applicable ANSI standard to the type of crane in use.
- f. Tag lines must be used to control loads and keep workers away.

13 Tools

- a. Take special precautions when using power tools. Defective tools will be removed from service.
- b. Electric power tools will be the grounded-type or double insulated.



- c. Power tools will be turned off and motion stopped before setting tool down.
- d. Tools will be disconnected from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.
- e. Power saws, table saws, and radial arm saws will have operational blade guards installed and used.
- f. Unsafe/defective hand tools will not be used. These include sprung jaws on wrenches, mushroomed head of chisels/punches, and cracked/broken handles of any tool.
- g. Portable abrasive grinders will have guards installed covering the upper and back portions of the abrasive wheel. Wheel speed ratings will never be less than the grinder RPM speed.
- h. Compressed air will not be used for cleaning purposes except when pressure is reduced to less than 30 psi by regulating or use of a safety nozzle, and then only with effective chip guarding and proper personal protective equipment.
- i. Abrasive blasting nozzles will have a valve that must be held open manually.

14 Inspection Guideline

This listing includes items and categories for health and safety inspections on the job and in the shop. It is generic and not all inclusive, but provides a guideline of areas to be surveyed or developed into a checklist for use during the inspection.

- a. First aid safety and health equipment.
- b. Posters, signs required by Workers' Safety and health and safety practices.
- c. Accident reporting records.
- d. Employee training provided, such as health and safety talks, worker orientation.
- e. Equipment and tools (hand, power, welding, etc.): condition, use.



- f. Protective guards and devices - availability, use, proper maintenance and operating condition.
- g. Housekeeping, maintaining clean work areas free of trash/debris accumulation, tripping and slipping hazards.
- h. Lighting: for adequacy and safety.
- i. Sanitation: water, toilets for cleanliness and proper operation.
- j. Noise hazards, hearing protection.
- k. Ventilation for gases, vapors, fumes, dusts.
- l. Availability of personal protective equipment: Hard hats/head protection, respirators, fall protection equipment, safety belts, life lines, safety shoes, eye protection, gloves.
- m. Fire protection, prevention and control, use of fire protection equipment.
- n. Temporary buildings, trailers, sheds.
- o. Open yard storage.
- p. Storage of flammable and combustible liquids including service and refueling areas for vehicles.

End Of Report –
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