



QATAR ARMED FORCES
QATAR EMIRI CORPS OF ENGINEERS

GAP İNŞAAT

Document Submittal

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O/Ref. No.: P401-DS-GAP-HSE-001

Y/Ref. No.: -

To: QATAR ARMED FORCES- QATAR EMIRI CORPS OF ENGINEERS

Date: 31-Oct-19

Project: PROJECT 401 - INTEGRATED TRAINING CENTER FOR
QAF JOINT SPECIAL FORCES

Contractor's Representative: Celalettin Avkovan

Signature:

Subject: PROJECT HEALTH, SAFETY AND ENVIRONMENT PLAN

☐ 1 For Information

☐ 3 For Amendment

☐ 5 As Requested

☐ 2 For Review & Comments

☐ 4 For Approval

☐ 6 Other

Item	Doc. No. & Owner	Rev.	Document Title	Issue Type	Media	Copies
1	P401-PL-GAP-HSE-001	0	HEALTH, SAFETY AND ENVIRONMENT PLAN	DOC	Hardcopy & CD	1

Status

☐ A-Approved

☐ C-Revise & Resubmit

☐ E-Sample Required/Mock-up Necessary

☐ B-Approved as Noted

☐ D-Additional Info Required

☐ F-Other

ENGINEER's Comments:

Commented by:

Name & Signature

Date:

ENGINEER

Name & Signature

Date:

Received by:

Signature:

(Contractor)

Date:

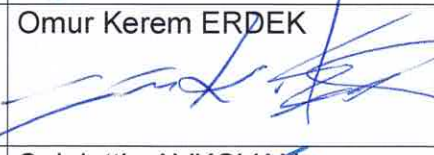
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**Contract : PROJECT 401 – INTEGRATED TRAINING CENTER
FOR QAF JOINT SPECIAL FORCES**

Contract No.: T-101-01

CLIENT : QATAR ARMED FORCES

Contractor : GAP İNSAAT YATIRIM VE DİS TİCARET A.Ş.

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Revision History:

Rev.	Date	Change Description
00	October, 31 2019	Issued for Approval

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HEALTH, SAFETY AND ENVIRONMENT POLICY

GAP INSAAT act in accordance with and leads the below mentioned essentials to minimize or eliminate adverse impacts which may affect the interested parties including customers, employees, subcontractors, suppliers and other third parties and, property and environment during our activities and commit the implementation of these principals:

- To comply with HSE Regulatory and Customer HSE Requirements.
- To asses the HSE hazards and risks of our activities and take required precautions in order to eliminate or minimize them.
- To report accidents / incidents and investigate the causes of accidents/incidents.
- To review the HSE Management System Performance and improve it continually.
- To provide the participation and leadership of all personnel on HSE Management System applications.
- To report the HSE Key Performance Indicators to the interested parties.
- To improve the HSE awareness by the implementation of effective training program and incentive scheme and providing effective communication.
- To disseminate the Zero Incident Safety Culture to Workforce.
- To integrate the best practices in the field of HSE to GAP INSAAT's HSE Management System.
- To prevent the adverse potential impacts, which may damage to environment.
- To ensure the consumption of natural resources at the minimum level.
- To minimize the adverse social impacts on local communities by providing effective community relations.

General Manager
Sadettin KORKMAZ

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1 PURPOSE

This HSE Plan is to provide guidance to GAP INSAAT's Project Management, staff, subcontractors and all other Parties involved in the Project.

It outlines the organization and arrangements for managing HSE and addresses all aspects described within GAP INSAAT HSE Policy.

The HSE Policy statement, goals and objectives are summarized as follows:

- Everybody, working on the project shall apply Project Specifications and Qatar Legislations, Laws, Regulations, QCS 2014, national and international codes and standards regarding HSE aspects.
- Exceptional HSE performance leads to continued health, safety and environment of everyone who works on the Project.

The main objective of the HSE Plan is to provide an overview of the structured approach to be used in the elimination and minimization of HSE risks. This approach will also help to prevent unsafe acts and conditions, eliminate potentially physical and working environment conditions and improve HSE awareness and behavior.

The HSE Plan is a living document and shall be reviewed and revised according to recommendations and lessons learnt throughout the execution of the operations.

This HSE Plan applies to all design, construction and installation, commissioning and testing activities being undertaken by GAP INSAAT.

GAP INSAAT is fully committed to adopting and achieving the HSE goals of:

- **No harm to people.**
- **No damage to property.**
- **No serious accidents.**
- **No damage to the environment.**

To ensure that the HSE Policy is translated into action, GAP INSAAT will adopt and implement a management responsibility model based on Project Specifications.

GAP INSAAT shall be fully committed to audit HSE Management Systems of ISO 45001: 2018 and ISO 14001:2015.

The Plan shall be checked every six months after the first revision.

2 SCOPE

The scope and object of the Project HSE Plan undertaken by GAP INSAAT:

- To complete the Project by causing no harm to people, property and environment by working in line with the Health, Safety and Environment Legislation in force and the related Regulations;
- To define the requirements regarding the HSE Management System that has to be applied in order to implement the said activities in line with the Contract Scope, Legal Codes and Regulations;
- To ensure the said requirements not to exceed the limit values specified in the Project specification, HSE regulations and standards;

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- To define the requirements that have to be applied and the measures to be taken in order to implement in line with the Contract Scope, Legal Codes and Regulations regarding HSE Management the works under responsibility of the subcontractors and suppliers to be employed by GAP INSAAT;
- To prevent any incompliances that might arise during whole Project HSE Management;
- To define and enforce the corrective activities required regarding the incompliances determined in the HSE Management;
- To ensure all of the organization units in charge to implement the Project be informed fully on the Project HSE Management Plan;
- To exercise activities towards increasing the HSE awareness of all personnel including, the Subcontractors to be employed within scope of the Project;

This Project HSE Plan has been designed to satisfy the requirements of of ISO 45001: 2018 and ISO 14001:2015, the liabilities of the Main Contract and the requirements of the laws and legislations present in “QATAR” within the coverage of the integrated management system of GAP INSAAT and Project Specifications.

3 SCOPE OF WORK

- **Site grading and construction site roads** comprise of grading of installation area, grading of camp area all topsoil earth works and all excavation and fill works under the project for site access road.
- **Detailed Design Engineering Works**
- **Temporary Facilities** – Establishment and activation of temporary facilities for the construction site
- **Infrastructure Works**
- **Earthworks**
- **Soil Improvement Works** (if required, depending on the soil analysis results)
- **Concrete structure works**, building civil works (formwork, reinforcement, concrete), including insulation of all foundations under the project as required.
- **Finishing works** including all finishing (tiling, painting, partition walls, floor, ceiling...) and cladding works of the buildings under the project.
- **Structural Steel fabrication / installation** cover all steel structure fabrication and installation works under the Project
- **Transportation** covers all inland transport services.
- **Substation works** cover all the works concerning the mains feeding high voltage line of the project and all works to be performed by the project.
- **Renovation works**
- **Electrical works** cover Switchboard and electric equipment installations, ceiling cable installations, electric and instrument cable laying and termination works, fitting installations, weak current systems, site installation, electrical cold tests and commissioning , support to the operation team in the stage of performance tests concerning the project's electrical works shall be in scope.
- **Instrumentation and control work** covers support to field tests of all control and measurement devices, their installation, electrical and/or tubing connections and commissioning works.
- **HVAC System** covers the duct works, HVAC system equipment installation, plumbing system equipment and piping works concerning the heating, cooling and ventilation of the buildings.

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- **Training Equipment** covers Training Information Management Plan, Shooting Ranges, Target Systems, Bullet Proof Systems, Special Equipment, Simulator Training Systems; Hand-gun, Close Quarters Battle LVS, Sniper LVS, VR Parachute, VR Special Warfare Mock Combat, VR Helicopter Sniper, 360 Degree Hubvee, Parachute Training Systems, Helicopter Training Systems, Warranty and Maintenance Support Services
- **Wind Tunnel System** cover all scope for installation and commissioning of Wind Tunnel
- **IT and Security System** cover all IT and security system required by the project
- **Furniture cover** all office and building furniture required by the project
- And other miscellaneous site minor services Subcontracts as may be required during the execution of the Project.

4 LEGISLATIONS and STANDARDS

HSE expectations shall be incorporated into GAP INSAAT's planning and decision-making processes such that they become a transparent and effective management measurement tool of success.

GAP INSAAT's Management shall identify the regulatory requirements that apply to the HSE aspects of the Project. The requirements include relevant provisions of:

- Directives.
- Laws
- Legislations.
- Standards.
- Project Specifications.

Regulatory requirements include:

- Qatar Construction Specification 2014
- Qatar Civil Defense Law No. 9 of 2012
- Qatar Labour Law No.14 of 2004 of the State of Qatar parts 3, 10, 11, 13, 15 & 16
- Qatar Environment Protection Law No. 30 of 2002
- Qatar Traffic Law No. 19
- Environment Executive Regulations of 2005
- Law No. 8 of 1974 Public Hygiene
- Law No. 8 of 1990 Regulation of Human Food Control
- Resolution of the Minister for Civil Service and Housing Affairs No. 8 of 2005
- Instructions of Healthcare Waste Management
- Resolution of the Minister for Civil Service and Housing Affairs No. 9 of 2005
- Determination of Working Hours in Open Places During Summer
- Resolution of the Minister for Civil Service and Housing Affairs No. 16 of 2005
- Medical Care of the Workers of the Institutions
- Resolution of the Minister for Civil Service and Housing Affairs No. 17 of 2005
- Conditions and Descriptions of the Expedient Workers Residences

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- Resolution of the Minister for Civil Service and Housing Affairs No. 18 of 2005
- Models of Work Related Injury Statistics Occupational Diseases and Reporting
- Resolution of the Minister for Civil Service and Housing Affairs No. 19 of 2005
- Periodic Medical Examination for Workers Exposed to the Occupational Diseases Risks
- Resolution of the Minister for Civil Service and Housing Affairs No. 20 of 2005
- Precautions and Requirements in Work Areas to Protect Workers against Risks of Work

Standards

- ISO 14001: 2015
- ISO 45001: 2018
- QCS 2014

Specifications

- Contractor HSE Specification
- Work Zone Traffic Management Guide
- Workers' Rights Book - National Human Rights Committee - Doha, Qatar
- Safety Specification for Incident Reporting and Investigation
- Safety Specification Qualifications for the HSE Personnel
- Qatar Traffic Control at Road Works

5 DEFINITIONS

Accident	An undesired or unplanned event that results in injury, illness, disease or death. Or an event that induces a loss of plant / material / construction.
Audit	Systematic examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving the organization's policy and objectives.
Confined Space	Confined Space: A space (a pipe, duct, tank, excavation, pit, or recess) that: - Is large enough and configured such that an employee can enter and perform assigned work; - May contain hazardous materials, be oxygen-deficient, have a flammable atmosphere, or have the potential for such conditions; - Has limited or restricted means for entry or exit; - Is designed such that entrapment and/or crushing could occur; - Is not designed for continuous employee occupancy.

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Continual Improvement	Process of enhancing the HSE Management System to achieve improvements in overall HSE performances, in line with the organization's HSE Policy.
Emergency Case	A sudden serious and hazardous event / condition requiring immediate action; and period related to such incidents.
Environment	Surroundings in which an organization such as GAP İNŞAAT operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.
First Aid	First simple treatment given by a trained person or health officer to injured person(s), after an accident.
Frequency	The repetition of an accident/incident with certain periods.
Hazard	Source or situation with a potential for harms in terms of injury or illness, damage to property, damage to the workplace environment, or a combination of these.
Hazard Assessment	The examination of the impact and results of the threats in case that they are realized.
HSE Proactive Performance Measurement	HSE Proactive Performance Measurement that measures the compliance of HSE Management System performance with HSE management program, operational activities and HSE legislation, law and regulation, etc.
HSE Reactive Performance Measurement	HSE Reactive Performance Measurement that determines the frequency and severity rates of occurring accident, incident, and illnesses and calculate the number of occurring accident, incident and illnesses.
Incident	An unplanned, uncontrolled event that results in damage to property, plant, equipment or infrastructure, or harm to the environment.
Interested Parties	Individual or group concerned with or affected by the HSE performance of organization.
Lost Time	The time when work can't be carried out due to incident/accident.
Medical Fitness	The physiological and psychological conditions of the employees to work conditions.
Near Miss	An unplanned, uncontrolled event that under different circumstances could have resulted in an incident or accident.
Non-Conformance	Any deviation from work standards, practices, procedures, regulations, management system performance that could either directly or indirectly lead to injury or illness, property damage, damage to the workplace environment, or a combination of these.

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Oil Spill	The spreading of oil or oil products to the environment due to a leak or flooding.
Performance	Measurable results of the HSE Management System, related to the organization's control of health and safety risks based on its HSE Policy and objectives.
Risk	Combination of the likelihood of a combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill health that can be caused by the event or exposure(s).
Risk Assessment	Overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable.
Severity	A statistical term used to define the degree of impact for job accidents.
Safety Committee	A committee established by the Contractor to discuss all HSE related issues.

6 ABBREVIATIONS

CLIENT	Qatar Armed Forces
ENGINEER	Qatar Emiri Corps of Engineers
CONTRACTOR	GAP İNŞAAT Yatırım ve Dış Ticaret A.Ş.
HSE	Health, Safety, Environment
BS	British Standard
ISO	International Standard Organization
MSDS	Material Safety Data Sheet
MS	Method Statement
PTW	Permit to Work
BBS	Behaviour Based Safety
CAR	Corrective Action Request
EC	European Community
EN	European Norms
KPI	Key Performance Indicator
QCS	Qatar Construction Specification

7 HSE POLICY and OBJECTIVES

7.1 HSE POLICY

In order for the HSE policy to be effective, it should be documented and be periodically reviewed for continual adequacy, and amended or revised if needed. The involvement and commitment of employees is vital for successful HSE.

Employees need to be made aware of the effects of HSE management on the quality of their own work environment and should be encouraged to contribute actively to HSE management.

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Employees (at all levels, including management levels) are unlikely to be able to make an effective contribution to HSE management unless they understand their responsibilities and are competent to perform their required tasks. This requires the organization to communicate its HSE policies and HSE objectives to its employees clearly, to enable them to have a framework against which they can measure their own individual HSE performance.

HSE Policy will be available to all, Employer, Engineer and Sub-contractor personnel at any time and communicated by the workforce and other interested parties upon request and / or via site safety boards, e-mail, hard / soft copies etc..

7.2 OBJECTIVE

The following two main items as explained in the Project Specifications will be fundamental targets and goals of GAP INSAAT through the implementation of all design, execution, testing, commissioning activities:

- Zero Injury.
- Zero Environmental Harm

In its quest to the “Zero Injury” and “Zero Environmental Harm”, GAP INSAAT sets up objectives that are easier and more practicable to measure and evaluate to allow a monitoring of the system to prevent any deviation through the project lifetime.

GAP INSAAT HSE objectives are:

- to assure HSE awareness at all levels of GAP INSAAT (via trainings, toolbox talks, site tours, audits, inspections, etc.).
- to implement the GAP INSAAT’s HSE Plan.
- to maintain good communication with executives, employees, subcontractors and third parties concerning HSE.
- to eliminate or minimize HSE risks.
- to prevent unsafe acts and conditions.
- to implement required corrective and preventive actions regarding HSE non-conformances.
- to ensure compliance with “QATAR” HSE legislations, laws, regulations and Project Specifications.
- to coordinate with third parties such as “QATAR” interested parties and authorities, etc. to ensure that safe working practices are established when working on, within adjacent to their facilities.
- Comply with Employer Project Objectives determined in “Contractor HSE Specification”.

Relevant Key Performance Indicators (as a minimum, mentioned in Construction Contractor’s KPIs) shall be implemented by GAP INSAAT to monitor the compliance with these objectives and the progress regarding the HSE System implementation during the project.

7.3 LEADERSHIP and COMMITMENT

GAP INSAAT HSE Policy statement is a public commitment to excellence in the field of HSE performance through effective planning, implementation, performance measurement and feedback with the ultimate aim of achieving our corporate HSE goals and continual improvement.

Subcontractor and supplier HSE Policy statements shall also be assessed and aligned to ensure that they share “GAP INSAAT’s Project Goals”.

GAP INSAAT has a basic commitment to conduct their activities in a manner that will:

- Provide a safe, secure and health workplace
- Protect the safety and health of employees and of stakeholders, subcontractors, suppliers and other third persons.
- Protect property.
- Protect environment.

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- Strive to eliminate hazards that could result in environmental harm, injury or ill health.

GAP INSAAT Management is primarily responsible for identifying, planning, implementing and controlling all HSE critical activities in order to ensure HSE commitment of the workforce.

All levels of management are responsible for:

- Showing their commitment to HSE in their behavior.
- Hazard identification and risk assessment for their specific work and activities.
- Ensure the development of job specific method statements.
- Providing information to employees on potential hazards and risks at sites.
- Ensuring protective methods and measures are implemented.
- Training of employees in safe system of working practices
- Providing effective supervision and daily unsafe act / condition auditing
- Review and approval of subcontractors and suppliers.

Management commitment shall be visible at all levels and the concept of HSE being a line responsibility will be introduced to all Managers and Engineers.

GAP INSAAT Management values the prevention of human injury or illness, loss of assets.

GAP INSAAT shall not accept any compromise on its own values. To achieve HSE Excellence, GAP INSAAT's Project Management Authority believes that three crucial behavioral elements are required:

- **Leadership** by personal example ensuring that what we say is what we do.
- **Involvement** of people at all level simply stated, No involvement – No commitment.
- Effective communication founded on mutual **Trust**.

GAP INSAAT Line Management is held collectively and individually accountable for upholding the values and beliefs, setting the HSE standard, providing the resources and ensuring compliance with the standard. They are committed to instill a passion for safety within every part of the Project that will lead to safer working practices and attitudes.

Self-regulation is an important aspect of Project as it provides assurance to GAP INSAAT Management. It also provides self-realization by line management of the state of the business with the consequence that improvements are more likely to be carried out, than if identified by an external party.

7.4 DRUG and ALCOHOL POLICY

This policy is concerned with the use of illegal drugs, the use or misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents and alcohol. GAP INSAAT has a **zero tolerance** on being unfit for work due to alcohol and drugs.

The policy applies to all staff and is necessary to:

- reduce the risk of accidents caused by impaired judgement.
- reduce the cost of absenteeism or impaired productivity.
- offer support to employees who declare a drug-related problem. Prior to returning to work a screening test should be undertaken.

The implementation of this policy is the responsibility of the Project Manager.

All members of staff are expected to support this policy by:

- agreeing to participate in alcohol or drugs screening if requested.
- telling Line Managers about any alcohol or drug-related problem they have, or think they may be developing.

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- telling Line Managers about any prescription or over the counter medication they are taking which may affect their ability to work safely.
- not coming to work in an unfit state as a result of consuming alcohol or taking drugs.
- not possessing or supplying any illegal drug or other drug of abuse in the workplace or while at work or worker's accommodation facilities.
- not consuming alcohol or illegal drugs or any other drug of abuse in the workplace or while at work or worker's accommodation facilities.
- not discontinuing an agreed course of treatment for a drugs or alcohol related problem without good reason.

Disciplinary action shall be taken in accordance with **Disciplinary Action Procedure** where help is refused and / or impaired performance continues and in cases of gross misconduct. Instances of possession / dealing will be reported to the police.

GAP INSAAT shall provide staff (HSE Engineer, HSE Officer) with general information about the effects of alcohol and drugs on health and safety.

The HSE Manager or his nominated representative may arrange alcohol and drug screening for:

- safety critical promotion.
- for cause or post incident investigations.
- prior to recruitment into Project operations.
- compliance with Project Specifications, local laws and regulations.
- random, unannounced screening of all staff, contractors and subcontractors whilst undertaking work for GAP INSAAT.

7.5 PPE POLICY

Despite efforts to eliminate or control workplace hazards, the use of PPE is mandatory as an additional precautionary measure. All GAP INSAAT personnel shall at all times, use the PPE during the work on the site in accordance with PPE Procedure. All personnel shall be responsible for the correct use, care and maintenance of all PPE provided for their protection and will immediately report to their supervisor or manager if they find any PPE faulty or unfit for service.

The PPE shall be replaced in case of any damage or loose.

All PPE shall be distributed to workers according to GAP INSAAT PPE Matrix and replaced prior to expiry date. All safety boots shall be replaced bi-annually whether it is damaged or not.

All GAP INSAAT personnel, subcontractors and visitors while on site will wear, as a minimum the following PPE:

- Safety helmets : EN 397
- Safety boots with toe protectors and reinforced soles : EN 345
- High visibility vest : EN 471
- Safety goggles : EN 166
- Safety gloves : EN 388

All personnel protective equipment shall be in accordance with National and International Standards (EN, ANSI etc.).

In addition, additional PPE shall be worn as circumstances and work activity in accordance with risk assessments such as:

- Gloves with special characteristics (e.g. cut resistant or insulating).

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- Safety harnesses and lifelines, including fall arrestors.
- Filtered eye protection for welding.
- Respiratory equipment as required by circumstances.
- Hearing protection etc.

GAP INSAAT Management view compliance with PPE requirements as a fundamental risk control measure and, as such, will use the degree of compliance exhibited amongst the workforce as a significant HSE Performance Indicator. In addition, GAP INSAAT acknowledge that GAP INSAAT Management must provide leadership in this field by setting a good example for others to follow.

7.6 SMOKING POLICY

The objective of this policy is to enable a safe work environment by protecting personnel from the effects of environmental tobacco smoke and by eliminating potential sources of ignition of flammable or combustible materials.

All employees, sub-contractors and visitors shall refrain from smoking in work areas, site sheds, offices and company vehicles. All Project work yards are designated as smoke free, including outside areas.

Smoking shall only be available at designated “Smoking Area” on both Project site, offices and labour accommodations.

Smoking areas shall be shaded on the site and camps, and be equipped with ABC type fire extinguishers and ashtrays.

Employees who disregard this advice should be formally cautioned in accordance with the corrective action policy and could face disciplinary action or dismissal in accordance with Disciplinary Action Procedure.

7.7 SAFETY CULTURE

The culture of GAP INSAAT is defined by its values, beliefs, common working practices and the ways in which GAP INSAAT and individuals within it respond to unusual situations. GAP INSAAT’s culture shall support health and safety through its values, beliefs and practices.

Reason and others have identified the various elements of a culture that will move the GAP INSAAT forward through these stages of development. These elements are as follows:

An informed culture—one in which those who manage and operate the system have current knowledge about the human, technical, organisational and environmental factors that determine the safety of the system as a whole;

- **A reporting culture**—in which people are willing to report errors and near misses;
- **A just culture**—a culture of ‘no blame’ where an atmosphere of trust is present and people are encouraged or even rewarded for providing essential safety related information but where there is also a clear line between acceptable and unacceptable behaviour;
- **A flexible culture**—characterised as shifting from the conventional hierarchical mode to a flatter professional structure; and
- **A learning culture**—in which there is the willingness and the competence to draw the right conclusions from its safety information system, and the will to implement major reforms when the need is indicated.

Each of these elements shall be related to one or more of the availability and sharing of information, the promotion of flexibility and innovation, and supporting honesty and transparency (and through that avoiding barriers to the free flow of information) through a “no blame” approach.

Collective and individual mindfulness shall be enhanced through each of these elements. Individuals shall be encouraged to provide information and various people receive and consider information. GAP INSAAT shall become more aware through the gathering together of information, and the analysis and use of that information.

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The Importance of Leadership

GAP INSAAT's Project Leaders (Project Manager, Project Manager, HSE Manager) who make the key decisions as to how an organisation is run are integral to determining, supporting or undermining the Project safety culture, in the following ways:

- The leaders shall set the values and may promote and support, or undermine, those values by the way in which they behave, including through the processes that they put in place.
- The leaders shall drive or support organisational mindfulness and individual knowledge through the processes that they put in place or require within the organisation.
- Policies that are developed or authorised by the leaders shall be either consistent or inconsistent with the culture and values that they seek to promote.
- Failing to hold people accountable for inappropriate or non-compliant behaviour may undermine the credibility of the leaders and the culture they seek to promote. This is particularly evident where safety is seen as being discretionary and treated seriously only where it is convenient, and not where it gets in the way of the day to day demands of the business or productivity. Accountability is driven from the top of the organisation.
- Leaders who engage in a "witch hunt" to apportion blame following a significant incident will stifle the free exchange of information and the volunteering of information on hazards and risks. Conversely, recognising or rewarding the reporting of hazards and risks can encourage that flow of information.
- To the extent that individual behaviour is driven by perceptions of benefit, this is achieved through the promotion of training and less formal means for providing information.
- To the extent that perceptions of detriment may drive individual behaviour, the identification and enforcement of accountability throughout the organisation is critical.

Supervisor Duties, Behaviour and Performance

The positive duty on an Supervisor to exercise due diligence shall be aimed at providing for active involvement in activities that will support and drive a positive Project safety culture and ensure the provision of resources and accountability to support work health and safety. Supervisors shall take reasonable steps to:

- acquire and keep up to date knowledge of work health and safety matters; and
- gain an understanding of the nature of the operations of the business or undertaking and generally of the hazards and risks associated with those operations; and
- ensure the availability for use and the actual use of appropriate resources and processes to eliminate or minimise risks to health and safety from work; and
- ensure there are appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- ensure the implementation of processes for complying with specific duties and obligations under the Act (e.g. reporting notifiable incidents, consultation); and
- verify the provision and use of the resources and processes.

7.8 SAFETY PROMOTION and INCENTIVE SCHEME

The purpose of the Safety Incentive is to influence all employees to participate in the HSE Management System and to believe that safety is a value and not just a priority and to influence the behavior of individuals and groups and develop a project culture that manifests:

"The work and personal health, safety and wellbeing are equal in importance that we have to take the time to do it safely. It is the responsibility of each individual on-site, to themselves and the people around them to ensure that everyone leaves the job in the same condition as they arrived".

Incentive Program

The Safety Incentive covers GAP INSAAT's Safety Incentive for Subcontractor and Workforce Safety Incentive. GAP INSAAT shall be responsible for the implementation of GAP INSAAT's Safety Incentive for Subcontractor and Workforce Safety Incentive Program.

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Workforce Safety Incentive Program

GAP INSAAT shall be responsible for implementing Workforce Safety Incentive. GAP INSAAT Incentive will at a minimum incorporate the following:

Monthly Area Awards

Activity areas shall be assessed according to the Weekly Area Safety Assessments. The activity area achieving the highest average score over a period of one month shall be eligible for an award. The Executives in charge of the safest area and each member of his crew shall each receive a cash award or present. The recommended amount will determined by GAP INSAAT Management.

Safety Awareness Competitions

Employees shall participate in a monthly competition to raise the overall safety awareness of Subcontractor's employees and to generate ideas to improve the safety performance. The monthly safety awareness competition must at a minimum meet the following requirements:

- Monthly safety competitions shall have a specific theme for the month that is relevant to the next phase of work, work currently being performed or specific to safety areas needing improvement.
- Employees should enter slogans, poster drawings or ideas to improve safety and to raise the safety awareness.
- A committee must judge competition entries and the winning entrants must receive a prize.
- The winning posters, slogans, etc., must be published and distributed in all work areas.
- The winning ideas for improving the safety performance and safety awareness must be implemented.

Safety Incentive for Subcontractor

GAP INSAAT shall implement and fund the safety incentives to support the safety and to create competition in certain categories. The basis for award to GAP INSAAT workforce shall be established upon verifiable safety performance based on the Safety Incentive compliance and initiatives supporting the "No Incident" goal. GAP INSAAT shall hold a safety function quarterly and award Subcontractors for outstanding performance in the following categories:

- a) Field Execution.
- b) Administration.
- c) Housekeeping.
- d) Accident - Free Initiatives.

GAP INSAAT shall conduct a Semi Annual Safety Audit and utilizes the results of the audit and the Safety Assessments to determine the winners in categories.

Site Execution, Administration and Housekeeping audits shall be based on the Safety Program compliance including the GAP INSAAT HSE Plan, Safety Rules and Procedures.

The HSE Audit shall be based on initiatives taken to create a "No Incident" working environment over and above the requirements of the Safety Incentive. Subcontractor shall submit a report to the GAP INSAAT Management clearly explaining initiatives implemented over and above the requirements of the Safety Program and indicate the results thereof. The report must be submitted to the GAP INSAAT for review at least seven days prior to the scheduled audit.

Subcontractors will receive awards and certificates recognizing their performance.

GAP INSAAT will publish the names of the winning employees of each category on Notice Board.

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General Rules for Administering the Incentive Program

GAP INSAAT shall establish an Safety Committee, consisting of representatives from GAP INSAAT and Subcontractor Management Staff. The Committee shall convene on a monthly basis to review the overall and individual program status and to determine monthly and quarterly winners.

GAP INSAAT shall review the site weekly during Safety Assessments, with representation from each Subcontractor for GAP INSAAT's Safety Incentive for Subcontractor.

In the event of a Lost Time event, or achieving 80% or below in the Safety Assessments and not correcting the deficiencies within the agreed upon timeframe the associated Subcontractor shall be disqualified from GAP INSAAT's Safety Incentive. The deficient Subcontractor will also disqualify that area from Workforce Incentive for that month.

In the event of a Fatality, the Subcontractor will disqualify from GAP INSAAT's Safety Incentive for Subcontractor. Reinstatement shall be subject to Committee approval, upon successful completion of Root Cause Analysis investigation of the accident and the successful implementation of the recommended improvements. GAP INSAAT will stop its Safety Incentive during this period and will continue upon the Safety Committee's approval.

7.9 DISCIPLINARY ACTION

GAP INSAAT adopt a disciplinary system on the Project.

A written disciplinary procedure Disciplinary Action Procedure for violations of GAP INSAAT shall be instigated and included as a section within the Human Resources Procedures and Employment Contracts of GAP INSAAT Workforce.

The purpose of this procedure is to place accountability within the GAP INSAAT Organization and to avoid any disputes that may occur through any seemingly unfair decisions.

The disciplinary procedure shall:

- Observe Qatar Legal and HSE Regulations.
- Be in accordance with the GAP INSAAT HSE Plan and Procedures.
- Be fair and equitable to all employees.

The following safety guidelines apply to the development of a disciplinary procedure:

- Define the range of offences
- Detail the actions against the different categories of offences (e.g. verbal warnings, written warnings, suspension and dismissal).

8 HSE MANAGEMENT

8.1 HSE SYSTEM and IMPLEMENTATION

GAP INSAAT's Project HSE Plan is an integral part of the HSE Management System.

The essence of the Project is the setting of objectives based on HSE Policy which contain these aspects.

HSE significant aspects and applicable regulatory requirements will be matched by a corresponding objective.

GAP INSAAT Management have developed, implemented and maintained an HSE Management System. Within the HSE Management System, supporting plans, procedures and instructions have been developed. These supporting plans, procedures and instructions shall be adhered and referred to, during the operation phase and its associated activities.

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GAP INSAAT HSE Management System has been designed to ensure the successful delivery of GAP INSAAT's HSE commitment, expectations and legal compliance.

Personnel at all levels in the organization are responsible for achieving the HSE objectives; this requires clear communication between stakeholders, personnel, sub-contractors, suppliers, third persons and others.

Through this structured GAP INSAAT HSE Management System, specific roles and responsibilities associated with Project objectives have been identified. Reviews shall be undertaken periodically of objectives requirements that may lead to revision of the system, its components and associated personnel responsibilities.

GAP INSAAT Management shall further ensure that competent personnel fill key positions in the organization to aid development and implementation of positive HSE behaviour to achieve success with regard to the expectations and objectives at all levels.

The Project activities related to HSE shall be realized in a constant manner with due regard to this Project HSE Plan, procedures, instructions, etc.

This Project HSE Management System has been designed to satisfy the requirements of **ISO 45001: 2018** and **ISO 14001:2015** standards, the liabilities of the Main Contract and the requirements of the laws and legislations present in the "State of Qatar" within the coverage of the integrated management system of GAP INSAAT and Project Specifications.

8.2 SAFETY SYSTEM EVALUATION

GAP INSAAT has constituted methods for regularly monitoring and measuring the main characteristics and HSE performance of its activities that may have an important environmental impact and GAP INSAAT is implementing and maintaining continuity thereof.

Plans shall be constituted in relation with the monitoring and measurement activities and the activities available in the plans are monitored and measured periodically.

Monitoring and measurement activities include documentation of information in order to monitor their effectiveness, success level and suitability to applicable operation/business administration controls, legal and other requirements, proactive measures and objectives and targets of GAP INSAAT.

Corrective or preventive actions shall be commenced, if necessary, by monitoring the accidents, incidents, narrow escapes and proofs of insufficient HSE performance of the past shall also be monitored.

Methods shall be constituted, implemented and maintained for the maintenance and calibration of tools and equipment that are used for monitoring and measurement. Records and results of calibration and maintenance activities shall be maintained.

Details of the issues related with monitoring and measurement shall be explained in the Monitoring-Measurement Plans that will prepared by the management and each site specific to the project, and details in relation with how to prepare these plans are explained in the Monitoring, Measurement and Assessment of Conformity Procedure.

8.3 MONITORING SUB-CONTRACTOR'S HSE MANAGEMENT SYSTEM

Subcontractors, suppliers and others are keys to GAP INSAAT performance and GAP INSAAT Management shall assess their capabilities and competencies to perform work on GAP INSAAT behalf in accordance with Subcontractor Management Plan on HSE Management System. GAP INSAAT Management will work together with them to ensure GAP INSAAT HSE expectations are aligned. GAP INSAAT Management shall monitor the performance of subcontractors and partner's performance and ensure procurement processes contain the mechanism to deliver GAP INSAAT expectations.

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8.4 OCCUPATIONAL HEALTH MANAGEMENT

GAP INSAAT has health management plan and related procedures referred in this plan for the Project to provide an outline of the health risk management controls that shall be employed to mitigate potential health impacts during construction activities.

These procedures are designed to integrate appropriate health risk controls into site construction activities. They provide an outline of the specific responsibilities and documentation to be maintained to facilitate internal and external auditing.

Project management has overall responsibility for implementation of these health management procedures. Project employers are required to include health risks controls within their method statements to mitigate against potential health hazards and to provide that sufficient equipment and resources are available to effectively implement the requirements of these health management procedures.

Project management shall provide first aid facilities for project personnel who are assigned to a project site. Trained First Aid attendants shall be available to administer treatment at all times while personnel are at a site. A record of all workplace first aid / medical treatments shall be maintained by the person administering the treatment.

A nurse shall be appointed to oversee that all employees who are injured or ill are placed in a rehabilitation program and shall submit a monthly report to the Project Manager on all activities. The Project Manager shall monitor trends in injuries and occupational health through regular review of the treatment records.

8.5 SAFETY COMMITTEE

For the purposes of site safety, health and welfare monitoring, the site management shall establish a Safety Committee in accordance with QCS 2014 and Project Specifications.

The composition of the Safety Committee shall include representatives from the workforce and the sub-contractors. It will have the function of keeping under review the measures taken to ensure the health and safety at work of the workforce. In carrying out the function the Safety Committee shall draw up agreed objectives and terms of reference. The membership and structure of the Safety Committee shall be agreed in consultation between site management and workforce representatives. The aim shall be to keep the total size as reasonably compact as possible.

An Objective shall be the promotion of co-operation between management and workforce in instigating, developing and carrying out measures to ensure the health and safety at work of the workforce.

The committee should be concerned with all relevant aspects of health, safety and welfare in the workplace. It should draw up objectives and agreed terms of reference. These might include:

- study of accidents, dangerous occurrences, disease statistics and trends
- examination of safety audits and other inspection reports
- consideration of reports and factual information from the enforcing authorities
- reports which safety representatives may wish to submit
- development of safety procedures and safe systems of work
- effectiveness of the safety content of employee training
- adequacy of safety and health communication and publicity in the workplace
- the provision of a link with the appropriate enforcing authorities' inspectors
- the appropriate input into risk assessments, etc.

The chairman of the Safety Committee shall be the Project Manager. Committee members shall include HSE Manager, the HSE staff (HSE Engineer, Medical Advisor / Doctor) of GAP INSAAT and representatives of the workforce, sub-contractors and Employer. The number of management representatives shall not exceed the number of employee representatives.

The committee shall meet on a monthly basis and the meetings shall be conducted in accordance with a formal agenda and subject to comprehensive minutes that will be promptly distributed to all committee members within seven days of the meeting.

Any remedial actions that are subsequently taken should be publicized throughout the workplace via the normal channels of communication and should be brought to the specific attention of the safety committee.

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8.6 EMPLOYEE WELFARE FACILITY

GAP INSAAT shall ensure that they comply with the requirements of the **Qatar Labour Law 14- Part 10, Article (104), QCS 2014** and Project Specifications for the provision of welfare and first aid equipment and facilities.

Welfare General Provisions

GAP INSAAT shall provide adequate drinking water, toilet installations, and first aid facilities on all work areas of the Project.

At each place of work, copies of publications shall be provided, dealing with fire, gas and electric shock precautions, together with a telephone for emergency, suitable accommodation, transport, and first aid equipment including stretchers as required.

GAP INSAAT shall be responsible for ensuring that first aid, including the provision of trained personnel, is available. Arrangements shall be made for ensuring the quick removal for medical attention of workers who have suffered an accident or sudden illness.

The manner in which first-aid facilities and personnel are to be provided shall be prescribed by the applicable laws or requirements, and drawn up after consulting the competent health authority and most representative organizations of employers and workers concerned

Where the work involves risk of drowning, asphyxiation or electric shock, first aid personnel will be proficient in the use of resuscitation and other life saving techniques and in rescue procedures.

- suitable and sufficient washing facilities, including showers if necessary due to the nature of the work
- hot and cold (or warm) water, soap or other cleanser and towels or other effective means of drying
- suitable and sufficient changing rooms
- lockers or other facilities in which to secure work clothing that is not taken home and personal clothing that is not worn at work
- suitable rest facilities where meals may be prepared and eaten.

8.7 EMPLOYEE MEDICAL SCREENING

GAP INSAAT shall undertake medical examinations of all employees and job candidates throughout the Project. Pre-employment and during work medical screening shall be in accordance with Qatar medical regulations, Project Specifications, Pre-Employment Medical Screening Procedure and Employee Medical Screening Procedure.

8.8 LESSONS LEARNED

GAP INSAAT Project Management shall actively solicit information on incidents, which occur elsewhere in order to learn lessons from the experience of others. GAP INSAAT Project Management shall then apply those lessons learned the with a view to preventing similar occurrences. Information gathered will not be limited to that which is available internally.

Information gathered from incident investigations shall be analyzed to identify and monitor trends and develop prevention programs.

Lessons learned shall be identified and documented on **Lessons Learned Log** and reported to Project Manager and the CLIENT (if requested) on a monthly basis by HSE Manager.

Lessons learn fliers or bulletins shall be prepared after a critical situation for the project (accident, injury or near miss) and communicated to all Project personnel including sub-contractors via meetings, emails and safety distribution boards.

GAP INSAAT shall review its HSE management system (HSE plan, procedure or policy) and revise if necessary in the event of "Lessons Learned".

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8.9 KEY PERFORMANCE INDICATORS (KPI)

GAP INSAAT Management shall establish HSE Key Performance Indicators. The purpose of these indicators is to measure and report on HSE performance.

These KPI's shall be communicated to, and to be understood by, the whole of the GAP INSAAT Project Management and sub-contractor. GAP INSAAT shall review Key Performance Indicators (KPI's) once every month.

Subcontractors' performance shall be monitored as detailed in Subcontractor Management Plan.

Key Performance Indicators (KPI's) shall be linked and/or shared with the HSE incentives. Key Performance Indicators (KPI's) shall be monitored by GAP INSAAT and also be prominently displayed.

Key Performance Indicators (KPI's) preparing by GAP INSAAT HSE Manager such as incidents, near misses, HSE audits, behavior-based safety observations, frequency rates, severity rates, HSE goals achieved, illnesses, toolbox talks, HSE meetings, HSE non-conformances, man-hours training, inspections, working man-hours, etc. shall:

- Identify the key areas of measurement.
- Measure site perceptions toward HSE.
- Ensure the effective and efficient data needed to drive continual improvement.

The use of such indicators provides a measure against which HSE performance can be assessed in order that:

- Assurance of ongoing compliance and continual improvement can be demonstrated.
- Achievement of goals and objectives can be determined.
- Areas requiring the development of improvement initiatives can be identified.
- Required changes to the GAP INSAAT HSE Plan and its associated elements can be identified.

In addition,

- HSE leading indicators shall as a minimum include;
- Leadership visits completed;
- Toolbox meetings held;
- Safety Committee meetings held;
- HSE audits completed;
- HSE inspections completed;
- Safe Design Hazard reviews held;

HSE lag indicators shall as a minimum include;

- Total Recordable Injury Rate (FAT, MTC, RWC, LTI) shall be reported as a count and as a frequency rate using the formula: $[\text{number of FAT} + \text{MTC} + \text{RWC} + \text{LTI} \times 200,000 \div \text{number of man-hours worked during the reporting period}]$
- Significant Incidents
- all environmental incidents shall be reported (ENV)
- all environmental incidents that result in the violation or breach of environmental permit conditions shall be classified and reported separately.
- Training, Toolbox Talks and the Safety Incentive will be used to continually improve HSE behaviors through observation, recording, coaching and reward.
- A documented, risk-based audit program and schedule exists to periodically evaluate progress towards HSE targets, regulatory compliance, and effectiveness of GAP INSAAT's HSE Plan implementation and to provide assurance regarding new processes and activities.
- GAP INSAAT Management and HSE personnel participate in audit program as required.
- Findings from learning processes (e.g. audits, incident investigations, near misses, etc.) are prioritized, tracked and used to systematically improve the GAP INSAAT's HSE Management System.

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- GAP INSAAT Management Team reviews audit findings to ensure that consistent desired performance is delivered. Based on the review, new risk-based targets are considered and established wherever necessary.
- Procedural compliance audits will be completed to ensure that all procedures are followed and that a positive HSE culture is established.

Key performance indicator data shall be compiled and reported to the Project Manager and shall be published on notice boards. Data shall be reviewed and reported against a target or program to emphasize achievements and will require managers to implement action plans for recovery where significant shortfalls occur.

Analysis and Evaluation

The results of the monitoring will be analyzed and evaluated and used for:

- Comparing desired and actual health and safety performance,
- Assessing the validity of risk assessments and the operation of risk control measures,
- The identification of health, safety-and welfare trends,
- The identification of Accident health and safety near miss / defect events,
- The identification of recurring, safety sub-standard, behavior patterns
- The identification of underlying health and safety system weaknesses
- Aiding judgments about changes to the nature and / or frequency of monitoring
- A source of information to support continuous improvement

Reports, or relevant extracts, will be passed to others who might benefit from the results. Records shall be retained and made available for third parties as required.

Continuous Improvement

The HSE Plan is constructed to promote the concept of continuous improvement and the nurturing of a proactive health and safety culture within the contract. In this respect it is based on ISO 45001: 2018 and ISO 14001:2015.

The findings of review shall be reported to the management team to allow “Management Review” and set up new objectives.

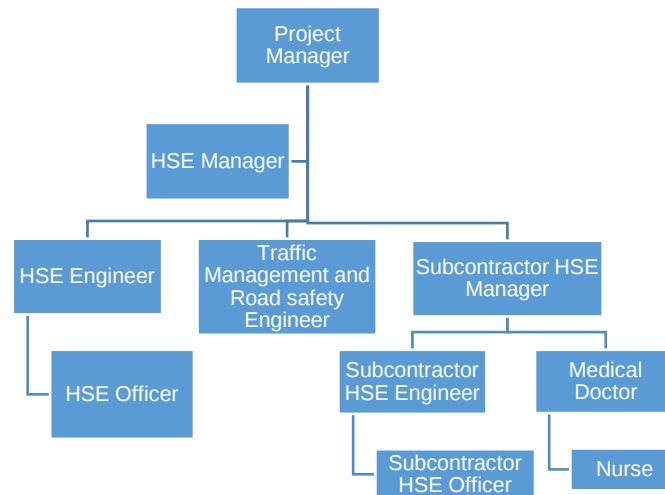
9 ORGANIZATION and RESPONSIBILITIES

GAP INSAAT appoints a full time HSE Manager to implement, maintain and monitor overall compliance with the Project HSE Plans, procedures etc..

The Project HSE responsibility rests with GAP INSAAT’s Project Manager supported by the HSE Manager. The Project Manager is responsible for the successful implementation of the project HSE Plan for the entire duration of the Contract. The requirements of the project HSE Plan will be communicated to all personnel through project inductions, HSE training, meetings, visual and written communications. The effective implementation of the HSE Plan will be monitored through regular inspections and audits.

All entities of GAP INSAAT shall appoint HSE Team consisting of HSE Manager, HSE Engineer(s), Safety Officer(s), Medical Advisor (Doctor), Nurse etc.. for their scope of work to monitor the compliance with the relevant parts of the HSE Plan and all relevant procedures. But also each entity of the GAP INSAAT shall ensure that sufficient safety staff is provided to ensure the effective control of the site safety assurance tasks.

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GAP INSAAT HSE Organization Chart

9.1 PROJECT MANAGER

The Project Manager is responsible to;

- ensure the project HSE Plan is reviewed to maintain currency at all times.
- reviewing accident investigation reports and the report recommendations are implemented.
- provide adequate HSE resources, services, facilities to effectively manage the HSE program.
- to be a role model for other project personnel with regard to the HSE issues.
- display 'due diligence' in all HSE matters and champion the implementation of the project HSE Plan.
- ensure that weekly and monthly HSE reports are being sent to the Engineer and external bodies (the CLIENT, the Qatar government agencies) and the Engineer.
- ensure that the all project personnel perform project related activities as per the instruction from the Engineer.
- ensure that all incidents are reported to the Engineer.
- ensure that all incidents are investigated
- ensure that all the HSE personnel appointed on the project meet the required qualifications as stipulated in the Safety Specification Qualifications for the HSE Personnel
- ensure that HSE audits and inspections are conducted, reviewed and actioned
- ensure project specific HSE lessons learnt are captured and recorded
- chair the monthly Project Safety Committee Meeting
- ensure that sufficient numbers of HSE personnel are deployed on the Project.
- attend all Executive Safety Walks and Expressway Programme Monthly Committee Meetings organised by the Engineer.
- lead weekly project safety walk and ensure that the findings are recorded and actioned.
- identify and reward individuals who display positive safety behaviours

9.2 DEPUTY PROJECT MANAGER – Design and Construction

The Deputy Project Manager is responsible to;

- initiate the GAP INSAAT's policy for prevention of injury and HSE hazards.
- ensure the adoption of GAP INSAAT's HSE Policy.
- ensure the determination of GAP INSAAT's HSE Policy and monitoring of HSE Management System implementations.

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- provide the necessary HSE resources and facilities to meet the requirements of the established policy.
- be aware of the requirements of local laws and regulations.
- insist that safe work practices are always observed.
- maintain awareness and promote operation goals in respect of HSE
- support the HSE activities and the implementation of the HSE Plans.
- attend the Site Safety Meetings.
- stop the job if it is unsafe and reprimand any member of the staff failing to discharge satisfactorily the responsibilities allocated to him.

9.3 HSE MANAGER

The HSE Manager is responsible to;

- provide HSE technical advice to the Project Manager, Department Managers and other HSE personnel
- ensure the project HSE Plan is reviewed as directed by the Supervision Consultant to maintain currency at all times
- conduct accident investigation
- to be a role model for other project personnel with regard to the HSE issues
- display 'due diligence' in all HSE matters and champion the implementation of the project HSE Plan
- ensure that weekly and monthly HSE reports are being sent to the Engineer and external bodies (the Employer, the Qatar government agencies and the Engineer)
- ensure that the all project personnel perform project related activities as per the instruction from the Engineer
- ensure that all incidents are reported the Supervision Consultant
- ensure that all incidents are investigated
- ensure that all the HSE personnel appointed on the project meet the required qualifications as stipulated in the Safety Specification Qualifications for the HSE Personnel
- ensure that HSE audits and inspections are conducted, reviewed and actioned
- ensure project specific HSE lessons learnt are captured and recorded
- demonstrate a high level of HSE awareness and leadership
- coach and mentor all members of the project HSE team
- prepare and maintain HSE Risk Register for the project
- responsible for development and delivery of project HSE induction and other identified HSE training to enable people to work safely
- monitor and report compliance with the project HSE Plan
- ensure that all personnel working on the project are inducted, trained to perform the tasks/activities they are expected to perform
- manage and participate in regular HSE inspections and HSE system audits
- report all incidents are reported to the Supervision Consultant and external bodies
- attend project Safety Meetings, Safety Walks, Executive Safety Walks and Expressway Programme Monthly Committee Meetings
- promote hazard identification, reporting and elimination or control by all project personnel
- monitor and review the safety performance of the project safety team and take appropriate actions to correct poor performance
- ensure security arrangement for the project are in place
- monitor and report effectiveness of security arrangements
- co-ordinate the ongoing review process of HSE Plan to reflect legal requirements, Qatar laws and standards

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9.4 HSE ENGINEER

The HSE Engineer is responsible to;

- assist the HSE Manager in all HSE related activities
- provide HSE technical advice and coordination in line with the project HSE Plan, legislation and standards
- demonstrate a high level of HSE awareness and leadership
- ensure that all project personnel are inducted and trained for their respective jobs
- conduct regular safety inspections and participate in HSE audits
- ensure that all incidents are reported and investigated
- assist the HSE Manager in accident investigation
- regularly attend toolbox talk and other safety meetings
- actively promote hazard identification, elimination and control

9.5 DEPARTMENT MANAGER

The Line Manager is responsible to;

- ensure project HSE Plan and all associated policies, procedures and standards are understood and implemented
- ensure that by their actions they demonstrate the safety Leadership values within the scope of their role
- the overall supervision and control of the day-to-day work which impacts on health, safety, and the environment
- ensure that personnel working under their direction are trained and qualified to safely perform the work expected of them
- ensure that relevant job specific training and inductions are provided to all personnel
- ensure by the application of tools such as JSA, JHA, that the hazards are identified, understood by personnel and that hazard controls are adequate and applied effectively
- ensure that appropriate personal protective equipment (PPE) is available for all personnel in their charge and that the PPE is used correctly
- participate in incident investigations

9.6 HSE OFFICER

The HSE Officer is responsible to;

- develop, implement and monitor Board Occupational Health and Safety Policy, Programs, and Procedures.
- assist HSE Engineer in complying with current health and safety legislation and/or regulations with the objective of ensuring that all reasonable and proper measures are taken to protect the safety and health of workforce and visitors.
- increase health and safety awareness at all levels within the Project.
- investigate and report on all personal injury accidents occurring to personnel and/or visitors to HSE Engineer, and to assist in the investigation of all accidents/incidents that result in substantial damage to Project personnel, vehicles and property.
- investigate and report on complaints of hazardous working conditions to HSE Engineer and / or HSE Manager.
- respond to employees' safety concerns.
- conduct, as necessary, the safety inspection of any Project facility.
- assist the Safety Committee.
- respond to fires and other emergencies on or about the Project property.
- coordinate registration and removal of hazardous waste.

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- arrange for HSE testing and/or evaluations of the workplace by external agencies/consultants as may be necessary.
- assist HSE Manager and HSE Engineer on the coordination of the training of personnel, prevention and investigation, work place inspections and other matters related to implementing safety procedures on the Project.
- assist HSE Manager and HSE Engineer on the coordination of Project emergency procedures.
- assist HSE Manager and HSE Engineer in emergency preparedness.

9.7 SUPERINTENDENT / SUPERVISOR, SITE ENGINEER

The Superintendent / Supervisor, Site Engineer is responsible to;

- ensure they set a personal example to all employees on wearing the appropriate PPE (Personal Protective Equipment).
- familiarize themselves with the applicable method statement, work instructions applicable to their activities.
- ensure that they are aware of the hazards associated with their work activities, the control measures devised to eliminate or reduce the risks of these hazards and effectively communicate these control measures to the workforce.
- ensure effective instruction, training and supervision is given to the employees under their control, particularly to inexperienced or new employees and those of any subcontractors.
- familiarize themselves with the accident reporting / investigation procedures.
- know the location of the medical facilities, first aid stations and first aid persons.
- report all near misses.
- ensure all site rules are effectively communicated to employees under their control and that they are implemented.
- empowered and obliged to instruct other employees, not under their direct control, particularly subcontractor's employees who are in breach of the requirements of the HSE Plans or any statutory legislation and impose disciplinary procedures for non-compliance.
- develop safe work practices and encourage a HSE culture on the Project.

10 CRITERIA FOR THE SELECTION OF HSE PERSONNEL

GAP INSAAT shall ensure that the HSE personnel for the Project will meet the requirements of the Employer. GAP INSAAT and SUBCONTRACTORS HSE personnel shall be selected and nominated in accordance with Specification for the HSE Personnel.

11 HAZARD and RISK MANAGEMENT

Hazard identification and risk assessment shall be completed regarding all activities undertaken by GAP INSAAT that will identify all aspects of construction that could have a HSE impact and will assess the potential risk and impact of that activity on the safety of work. Management controls then shall be identified to eliminate and/or minimize those identified impacts.

All hazards identified shall be assessed and appropriate controls shall be developed by GAP INSAAT according to the principles of the hierarchy of controls. The intent is to eliminate or to control the risk of the hazard to ALARP (As Low As Reasonably Practicable). The use of PPE shall be considered a last resort.

GAP INSAAT shall identify hazards and control risks through the development and use of formal hazard identification and risk management studies, site inspections and audits, development of hazard registers, work procedures, JSA and the implementation of recommendations from incident/injury investigations. Once hazards are identified, the probability and consequences of those hazards resulting in actual harm shall be assessed in accordance with Project Risk Register and Risk Assessment Procedure.

GAP INSAAT shall implement a Supervisors Task Observation (STO) programme as stipulated in the Specification Supervisor Task Observation.

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GAP INSAAT Supervisors / Foremen shall observe tasks in progress and discuss their observations with the workers under their control. Such discussions may include:

- the validity and compliance to the current safe work procedure / work instruction or JSA;
- the use of the correct tools and equipment;
- the correct use of PPE;
- any unsafe acts or conditions noted;
- safe acts or work practices were observed;
- question the workers level of knowledge and understanding of the safe work procedure/work instruction or JSA;
- an explanation of the hazards/risks to the worker due to non-compliance; the identification of what corrective actions may be required;
- re-affirm the need to change where required the persons behaviour or work practice.

The Supervisors Task Observation shall be recorded on an STO report card at least three STO cards per week.

11.1 RISK REGISTER

GAP INSAAT has prepared Project Risk Register documented on Project Risk Register and Project Risks and Mitigation Measures identifying the project specific risks and mitigation measures to be adopted. The risk register shall be reviewed and revised in accordance with Risk Assessment Procedure.

11.2 RISK ASSESSMENT

The risk assessment for the project shall be undertaken by a team, which will include the Construction Managers, HSE Manager, HSE staff from GAP INSAAT and relevant representatives from the construction and installation management teams. These risk assessments shall be used to highlight safety issues that will need to be managed throughout the project lifetime.

The risk assessment shall be reviewed by the HSE Team to reflect any significant changes to the project scope or construction methods, or as required due to audit results.

Risk Assessment and the implementation of relevant control measures shall be actively check through HSE inspections and audit processes to identified any deviation and improvement in accordance with Project Specifications and Risk Assessment Procedure.

Project HSE risks and mitigation measures are identified in Project Risk Register.

11.3 JOB SAFETY ANALYSIS (JSA)

JSA is a simple and effective process used to review specific work plans to identify HSE hazards, improve safety and increase job familiarization, by involvement of the workforce.

All tasks or work activities the Project shall have a documented safe work procedure and method statement. JSA shall be done in accordance with Job Safety Analysis Instruction and Job Safety Analysis Procedure and documented via Job Safety Analysis Form to ensure all hazards associated with the task or work activity shall be identified and controlled. Individual tasks or work activities that require a JSA or equivalent shall be analyzed in accordance with the following criteria;

- what are the steps making up the job or task? (Steps)
- what are the hazards that could impact on each step of the job? (Hazards)
- what action is to be taken to remove or reduce the risk of harm? (Controls)

GAP INSAAT's Supervisors who are responsible for performing tasks or work activities are responsible for identifying hazards associated with the task or work activity and for completing a JSA or equivalent.

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11.4 METHOD STATEMENT

GAP İNŞAAT, including sub-contractors and 3rd parties, must be in possession of an approved Method Statement for any activity which they intend to undertake. Where personnel are in a work party or other group an approved method statement must be in the possession of the supervisor.

The method statement shall include the steps of work activity and JSA prepared by the site supervisors identifying the activity HSE risks and mitigation measures to be taken against said risks.

The method statement shall be submitted to the Employer and / or Supervision Consultant prior to activity for approval.

11.5 PERMIT TO WORK (PTW)

A Permit to Work (PTW) is a process designed to provide a safe system of work for persons engaged in hazardous operations, or working in hazardous environments. GAP İNŞAAT shall implement PTW system on the Project in accordance with Permit to Work Procedure. The permit shall be issued to ensure that specific safe system of work is adopted and required checks and verifications shall be completed prior to authorizing work where special care is necessary.

Following situations in which a permit-to work procedure shall be necessary:

- Work into confined spaces, e.g. vessels, manholes, shafts, sewers, etc. where the atmosphere may be toxic, flammable or oxygen deficient;
- Heavy lifting operations;
- Deep excavations;
- Work on electrical equipment;
- Hot Works (e.g. welding / flame cutting)
- Temporary Structure erection and dismantling (e.g. to bridge deck construction)
- Working with radiographic sources

Principle:

The process shall be completed in four steps:

- Issue.
- Receipt.
- Clearance.
- Cancellation.

Permit to work process involves an “authorized person” and a “responsible person”:

Authorized Person

The “authorized person” is recognized competent by Management to issue PTW by ensuring relevant safety control measures have been implemented (e.g. isolation) and also by ensuring that the responsible person is fully aware of limits of permits (time and location) and control measures to be respected during works. Cancel PTW and remove specific control measures implemented for the works.

Responsible Person

The “responsible person” is the person to whom the permit is issued and in charge of work. He is responsible for ensuring that work adhered to conditions imposed by the permit, and must fully brief all persons under his control. Confirm and handback PTW to authorized person when activity has been completed.

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12 EMERGENCY MANAGEMENT

12.1 EMERGENCY RESPONSE PLAN

GAP INSAAT shall take actions against any emergency situation in accordance with Emergency Preparedness Procedure, Emergency Services Procedure, Emergency Evacuation Plan Procedure and documented Project Emergency Response Plan.

GAP INSAAT Management is fully committed to maintain a high level of emergency preparedness and response in accordance with Emergency Preparedness Procedure, the primary objectives of which are to:

- Establish and maintain a trained and exercised emergency response organization.
- Establish map for evacuation, access for emergency services, fire and first aid facilities etc. to ensure that all data required are adequately collected and available to the relevant parties.
- Ensure that emergency response team members understand their individual roles and responsibilities.
- Review the Emergency Management regularly to ensure their effectiveness in the management of an emergency.
- Provide suitable support, resources and expertise to respond to all emergency situations.
- Ensure good cooperation with external emergencies services and local authorities.

12.2 MEANS OF COMMUNICATION

In order to provide the emergency communication at site, emergency contact numbers for each site shall be determined. Each site shall have an emergency response organization and emergency contact numbers. Communication is detailed in Emergency Response Plan.

Testing of Emergency System shall include as a minimum:

- Testing alarms.
- Emergency drills.
- Precautionary musters.
- Reporting and Notification.
- Communication.

12.3 FIRST AID and MEDICAL FACILITIES

GAP INSAAT shall ensure that the Project comply with the requirements of the Qatar Labour Law 14, Part 10, Article (104), QCS 2014 and Project Specifications for the provision of medical supplies and trained first aiders, nurse and doctor as required.

General Provisions

- At each place of work, copies of publications shall be provided, dealing with fire, gas and electric shock precautions, together with a telephone for emergency, suitable accommodation, transport, and first aid equipment including stretchers as required.
- GAP INSAAT shall be responsible for ensuring that first aid, including the provision of trained personnel, is available. Arrangements shall be made for ensuring the quick removal for medical attention of workers who have suffered an accident or sudden illness.
- The manner in which first-aid facilities and personnel shall be provided and prescribed by the applicable laws or requirements, and drawn up after consulting the competent health authority and most representative organizations of employers and workers concerned
- Where the work involves risk of drowning, asphyxiation or electric shock, first aid personnel shall be proficient in the use of resuscitation and other life saving techniques and in rescue procedures.

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- Suitable rescue and resuscitation equipment, as required, including stretchers shall be kept readily available.
- First aid kits or boxes, as appropriate, shall be provided at the work place, accommodations, office site and in selected vehicles and shall be protected against contamination by dust, moisture, etc.
- First aid kits and boxes shall not contain anything besides material for first aid emergencies.
- First aid kits and boxes shall contain simple and clear instructions to be followed, be kept under the charge of a responsible person and be regularly inspected and kept properly stocked.

First Aid Requirements

- The number of first aid personnel shall be determined by the number of workers employed on site. Such number shall be at least in accordance with Qatar Standards and Regulations.
- The first aid kits shall be identified and fixed in an obvious and readily accessible location.
- First aid rooms shall be provided as necessary in selected locations and equipped as indicated in the Qatar Standards and Regulations
- An adequate number of first aid boxes shall be provided by GAP INSAAT at all work locations, site offices and accommodations.
- The contents of the first aid box must be sufficient for its intended purpose, taking into consideration the numbers of the workers in the area.
- Each first aid box shall be placed in a clearly identifiable and accessible location. Boxes shall be constructed to protect the contents from dampness, dust or other contamination and be clearly marked with a white cross on a green background.
- First aid boxes shall be frequently inspected by a first aid officer to ensure they are kept fully stocked.
- No first aid box shall contain anything other than first aid appliances and materials.
- A First aid box shall always accompany small groups of workers assigned to carry out tasks in remote locations.
- The content of the first aid boxes shall comply with the relevant regulations published by the "State of Qatar".

13 COMMUNICATION

13.1 HAZARD COMMUNICATION

Communication on hazardous materials at the project sites shall be established on the basis of an individual's "right to know".

Potentially hazardous materials to be used on site shall be reviewed by the HSE Manager prior to delivery. Such materials that arrive at the project site without an approved Material Safety Data Sheet (MSDS) shall be held in "quarantine" in a suitable storage / lay down area until that information is available. Material Safety Data Sheets must be provided by manufacturers or distributors and maintained at the project site for reference and training.

Personnel working with hazardous materials shall be provided with information and training concerning those materials.

An inventory / register of all hazardous materials shall be established and maintained at the project site in order to assist with materials management, environmental management, and emergency planning.

Hazardous substances shall be handled, stored, and transported in accordance with statutory requirements and approved codes of practice. Substances shall not be introduced to any project work area unless a Material Safety Data Sheet (MSDS) is available at the workplace for that material.

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Communication shall be established in accordance with Hazard Communication Program.

13.2 MANAGEMENT COMMUNICATION

GAP INSAAT Management shall make arrangements for a good communication throughout the Project.

Safety Committee Meeting

As a minimum, once per calendar month GAP INSAAT Management shall meet to discuss HSE matters and set up new objectives and targets for the coming month. GAP INSAAT Management (Project Manager, HSE Manager, HSE Team, Site Managers, Health Unit, Human Resources) shall attend to these meetings and The Chairman of the Committee will be Project Manager. The format of the meeting will be based on the following structure:

- Minutes of the previous meeting.
- Matters arising.
- Issues arising from GAP INSAAT workforce HSE Meeting.
- Accidents, incidents and near misses.
- Feedback on incidents.
- Monthly look-ahead of operation activities.
- Anticipated concerns.
- Interface between contractors, subcontractors and suppliers.
- HSE feedback from personnel.
- HSE Performance Review.
- Additional meetings may be called to address special circumstances e.g.
- Work requiring special instructions and precautions.
- Poor performance by specific subcontractors.
- Report back of audit and inspection findings.
- Reporting the impact on HSE of any change to the work program.

Minutes of the meeting shall be distributed to all interested parties promptly after each meeting and displayed on project safety notice boards and discussed at weekly work group toolbox meetings.

Project Progress Meeting

Project progress meetings shall be held weekly. HSE issues shall be the first item to be discussed at all project progress meetings. Representatives of the GAP INSAAT and the Supervision Consultant shall attend as a minimum.

The following shall be discussed / presented as a minimum:

- tabling of incidents, including environment incidents, injuries or near miss events reported since the previous meeting
- tabling of any HSE inspection or audit reports conducted since the previous meeting
- review, discussion and satisfactory resolution of any outstanding action items from previous meetings in accordance with agreed action date
- tabling and discussion of any other HSE matters arising in connection with the project

Task Prestart Meeting, Specific Task Safety Instruction (STSI)

A prestart meeting, Specific Task Safety Instruction (STSI), is a brief meeting to discuss/review the immediate work activities and any HSE matters related to the specific task or work activities. GAP INSAAT shall hold task pre-start meetings prior to the commencement of each new or re-start task, shift or day and as required during the course of a shift or day as the need arises.

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Supervisors for the work group shall lead the STSI / prestart meeting and discuss the following:

- outline the work task requirements
- standard work procedures for the task
- approved JSA
- outline risks
- any permit requirements
- raise any HSE matters relevant to the task

Reporting

Monthly Report

GAP İNŞAAT Management shall prepare a monthly HSE report, which will be submitted to Supervision Consultant and the Employer if asked. This report shall cover HSE activities over the preceding month and shall, as a minimum, contain the following information.

- Man-hours worked.
- HSE KPI s; A tabulation of all recordable statistics such as, Lost Time (Lost Days of work), accidents, incidents, near misses, injuries, vehicle accidents, health treatment cases, recordable injury/illness and hazardous occurrences.
- A summary of HSE activities, problem areas and corrective actions, and HSE audits.
- Method statement / risk assessments performed and approved by GAP İNŞAAT's HSE Management.
- Training sessions.
- Equipment tests (Loading tests for cranes, etc.) and grounding measurements.
- Deficiencies related with machinery and equipment.
- HSE Inspections and Audits.

Feedback From Workforce

It is important that site personnel form an active part of the HSE Process. Mechanisms utilized by GAP İNŞAAT for feedback include:

- Observations.
- Suggestions.
- Recording of concerns / recommendations and lessons learnt raised at toolbox talks.
- Concerns / recommendations rise with site supervision.
- Job Safety Analysis.
- Near Miss Reporting.
- Prime Rules of Safety.

HSE concerns or suggestions raised by personnel shall be tabled at the monthly Project HSE Committee Meeting and feedback provided as to the outcome.

Language

The language for the Management level is English. All documentation relevant to Project is in English and Turkish (as needed). All checklists and essential instructions shall be in English, Turkish and other languages according to employee nationality (Hindi, Urdu, etc.). All warning signs shall be understood by all personnel.

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Safety Awareness, Poster, Slogan and Notice Board

Posters, Rules of Safety, notices and HSE Policy for the Project shall be posted in key locations around the site to maintain HSE awareness. HSE information shall be issued to inform workforce about particular issues and about progress in achieving objectives, results of inspections and accident investigation findings.

14 HSE MONITORING

GAP INSAAT shall constitute methods for regularly monitoring and measuring the main characteristics and HSE performance of Project activities that may have an important environmental impact and GAP INSAAT shall implement and maintain continuity thereof.

Plans shall be constituted in relation with the monitoring and measurement activities and the activities available in the plans shall be monitored and measured periodically.

Monitoring and measurement activities include documentation of information in order to monitor their effectiveness, success level and suitability to applicable operation/business administration controls, legal and other requirements, proactive measures and objectives and targets of GAP INSAAT.

Corrective or preventive actions shall be commenced, if necessary, by monitoring the accidents, incidents, narrow escapes and proofs of insufficient HSE performance of the past shall also be monitored.

Methods shall be constituted, implemented and maintained for the maintenance and calibration of tools and equipment that will be used for monitoring and measurement. Records and results of calibration and maintenance activities shall be maintained.

Details of the issues related with monitoring and measurement are explained in Monitoring, Measurement and Assessment of Conformity Procedure.

14.1 HSE INSPECTION

GAP INSAAT shall conduct site safety inspections in accordance with Safety Inspection Procedure. All recording and corrective actions shall be in accordance with Corrective and Preventive Actions Procedure.

14.2 HAZARD OBSERVATION CARD

GAP INSAAT shall use observation card (Hazard Near-miss Notification Form) in accordance with Corrective and Preventive Actions Procedure.

14.3 ROAD SAFETY AUDIT

GAP INSAAT shall conduct RSA to ensure the safety of the traffic and the public may be influenced. Audit shall be undertaken in accordance with Road Safety Audit and the necessary safety measures shall be taken in accordance with Road Safety Procedure.

15 HEAT STRESS MANAGEMENT

GAP INSAAT shall manage the heat stress throughout the Project in accordance with Heat Stress Management Plan.

15.1 FLAGGING SYSTEM

GAP INSAAT shall establish a "Flagging System" detailed in Heat Stress Management Plan.

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16 TRAFFIC MANAGEMENT PLAN

16.1 TRAFFIC DIVERSION PLAN

GAP INSAAT shall ensure the traffic safety and manage the traffic in accordance with Work Zone Traffic Management Guide, Qatar Traffic Control at Road Works and Traffic Management Procedure.

16.2 FLAGMAN

GAP INSAAT shall nominate flagman in accordance with Safety Specification Flagman and Flagman Safety Procedure.

16.3 TEMPORARY LANE AND ROAD CLOSURE

GAP INSAAT shall ensure that all TLC and TRC operations comply with local regulations, Work Zone Traffic Management Guide, Qatar Traffic Control at Road Works and Traffic Management Procedure.

17 SAFE PROCEDURES

17.1 PUBLIC SAFETY

GAP INSAAT shall ensure safety of the public affected by the work in accordance with Community Safety and Public Safety Procedure.

17.2 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

GAP INSAAT shall ensure the hazardous substances will be assessed and controlled in accordance with Project Specifications and **COSHH Procedure**.

17.3 SIMULTANEOUS OPERATIONS PROCEDURE (SIMOPS)

GAP INSAAT shall manage the simultaneous operations (multiple works on the same working site such as welding and lifting operations in the same excavated area) throughout the Project in accordance with Simultaneous Operations Procedure.

17.4 MANUAL HANDLING

GAP INSAAT shall manage the manual handling required activities throughout the Project in accordance with Project Specifications and Manual Handling Procedure.

17.5 TRENCHING and EXCAVATION

GAP INSAAT shall manage the excavation and trenching required activities throughout the Project in accordance with Project Specifications and Excavation and Trenching Procedure.

17.6 WORKING AT HEIGHTS

GAP INSAAT shall manage the working at height activities throughout the Project in accordance with Project Specifications and Fall Protection Devices, Fall Hazard Management Procedure and Working at Height Procedure.

17.7 FORM-WORK

GAP INSAAT shall manage the form-work activities throughout the Project in accordance with Project Specifications and Formwork Procedure.

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17.8 SCAFFOLDING

GAP INSAAT shall manage the form-work activities throughout the Project in accordance with Project Specifications and Scaffolding Procedure.

17.9 LADDERS

GAP INSAAT shall manage the form-work activities throughout the Project in accordance with Project Specifications and Portable Ladders Procedure.

17.10 BARRICADING AND FENCING

GAP INSAAT shall install any barricade and / or fence throughout the Project in accordance with Project Specifications and Barricading and Fencing Procedure.

17.11 CRANES AND LIFTING EQUIPMENT

GAP INSAAT shall manage the crane and lifting equipment involved activities throughout the Project in accordance with Project Specifications and Cranes and Lifting Equipment Procedure.

17.12 MOBILE EQUIPMENT

GAP INSAAT shall manage the mobile equipment involved activities throughout the Project in accordance with Project Specifications and Mobile Equipment Procedure and Heavy Equipment and Mobile Incident Prevention Procedure.

17.13 CONFINED SPACE

GAP INSAAT shall manage the confined space activities throughout the Project in accordance with Project Specifications and Confined Space Procedure.

17.14 PORTABLE ELECTRICAL TOOLS

GAP INSAAT shall manage the portable electrical tools using activities throughout the Project in accordance with Project Specifications and Portable Electrical Tools Procedure Powder Actuated Tools Procedure, Lock Out-Tag Out Procedure and Color Coding Procedure.

17.15 WELDING, GRINDING, CUTTING

GAP INSAAT shall manage the hot work (welding, grinding, cutting) activities throughout the Project in accordance with Project Specifications and Hot Work Procedure and Permit to Work Procedure.

17.16 LOCK OUT and TAG OUT

GAP INSAAT shall ensure that lock out tag out (LOTO) required activities will be managed throughout the Project in accordance with Project Specifications and **Lock Out-Tag Out Procedure**.

17.17 PAINTING

GAP INSAAT shall manage the painting activities throughout the Project in accordance with Project Specifications and Painting Procedure.

17.18 RELOCATION OF EXISTING UTILITIES

GAP INSAAT shall manage the relocation of existing utilities the Project in accordance with Project Specifications and Relocation of Existing Utilities Procedure.

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17.19 DEMOLITION OF EXISTING FACILITIES

GAP INSAAT shall manage the demolition of existing facilities the Project in accordance with Project Specifications and Demolition Procedure.

17.20 FALL PROTECTION

GAP INSAAT shall ensure that fall protection will be managed throughout the Project in accordance with Project Specifications and Fall Protection Devices and Fall Hazard Management Procedure.

17.21 IN-HOUSE SAFETY RULES AND REGULATIONS

GAP INSAAT shall ensure that all personnel at the Project will follow site rules in accordance with Project Specifications and Site Safety Rules.

17.22 CONCRETE PLACING

GAP INSAAT shall manage the concrete placing facilities at the Project in accordance Project Specifications and Concrete Operations Procedure.

17.23 WORKING NEAR OR OVERHEAD POWER LINES

GAP INSAAT shall manage the power lines operations at the Project in accordance with Project Specifications and Working On or Near Exposed Energized Electrical Circuit Procedure and Overhead Power Lines Procedures.

17.24 STORAGE OF GAS CYLINDERS

GAP INSAAT shall ensure that storage of gas cylinders will be in accordance with Project Specifications and Compressed Gas and Oxygen Cylinders Procedure.

17.25 FUEL STORAGE and REFUELLING

GAP INSAAT shall ensure that fuel storage and refuelling will be in accordance with Project Specifications and Fuel Storage and Refuelling Procedure.

17.26 STOP WORK PROCEDURE

GAP INSAAT shall ensure that the work will be stopped in accordance with Project Specifications and **Stop Work Procedure**.

17.27 NIGHT WORK PROCEDURE

GAP INSAAT shall ensure that working at night will be in accordance with Project Specifications and Night Work Procedure.

17.28 STORAGE OF CHEMICALS

GAP INSAAT shall ensure that chemical storage at the Project will be in accordance with Project Specifications and Storage of Chemicals Procedure.

17.29 ELECTRICAL SAFETY

GAP INSAAT shall ensure that electrical safety at the Project will be in accordance with Project Specifications and Electrical Safety Procedure.

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17.30 VEHICLE SAFETY

GAP INSAAT shall ensure that vehicle safety at the Project will be in accordance with Project Specifications and Heavy Equipment and Mobile Vehicle Incident Prevention Procedure, Road Safety Procedure and Traffic Management Procedure.

17.31 PERSONAL PROTECTIVE EQUIPMENT

GAP INSAAT shall ensure that PPE will be maintained at the Project in accordance with Project Specifications and Personal Protective Equipment Procedure.

17.32 PERIODICAL CONTROL OF WORK EQUIPMENTS AND GROUNDING

GAP INSAAT shall ensure that periodical control of lifting tools & tackles, cranes and lifting equipments, pressurised cups, electrical installations and grounding at the Project will be in accordance with Project Specifications and Periodical Control of Work Equipments and Grounding Procedure.

18 FIRE SAFETY

Safety signs included fire safety and First Aid matters shall be displayed either to indicate the location of safety devices or the route to follow in case of emergency such as:

- Emergency Alarms.
- Fire Fighting Equipment.
- First Aid Boxes.
- Emergency Exits.

HSE Instruction Signs

These signs shall be used where additional control measures are required by the area and / or by the activity taking place within the relevant area. They shall indicate mandatory or prohibition notices such as:

- No smoking.
- No Access for Unauthorized Person.
- Mandatory Ear Protection.
- Use of Safety Harness.

HSE Warning Signs

These safety signs shall be where hazards have to be made obvious at a specific location, such as:

- Electricity.
- Flammable Materials.
- Potential Fall of Materials.

COSHH Labeling

COSHH indicates the hazards from the relevant substance, such as:

- Irritant.
- Harmful.
- Oxidizing.

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- Dangerous for the environment.

All these signs shall be compliant with Qatar Regulations and Project Specifications.

All these signs and codes shall be introduced to employees via induction and relevant training.

18.1 FIRE PREVENTION

GAP INSAAT shall take fire prevention measures comply with Qatar regulations, guides on fire prevention and Project Specifications. Fire Prevention and Protection Procedure shall also be followed.

18.2 FIRE PRECAUTION

GAP INSAAT shall take fire precaution measures comply with Qatar regulations, guides on fire prevention and Project Specifications. Fire Prevention and Protection Procedure shall also be followed.

18.3 FIRE PROTECTION

GAP INSAAT shall take fire protection measures comply with Qatar regulations, guides on fire prevention and Project Specifications. Fire Prevention and Protection Procedure shall also be followed.

19 ENVIRONMENTAL MANAGEMENT

19.1 ENVIRONMENTAL MANAGEMENT

Project activities shall be under the control of GAP INSAAT in terms of environment. GAP INSAAT shall ensure the environment operational controls in accordance with Environmental Laws of the State of Qatar and Project Specifications.

GAP INSAAT shall implement its Environmental Management System documented in Project Environmental Management Plan.

The environment operational control shall be carried out according to the following plans;

Waste Management

GAP INSAAT on Waste Management shall identify the wastes, which are likely to be generated during the activities of the Project and document the 'cradle to grave' management practices to be employed for the collection, storage, recycling, treatment and/or disposal of waste arising.

GAP INSAAT Waste Management shall focus primarily on wastes generated by construction and installation including the following sources:

- Construction and commissioning of all facilities;
- Accommodation both temporary and permanent;
- Infrastructure.

GAP INSAAT Waste Management Strategy shall describe how waste shall be managed and GAP INSAAT shall:

- Minimise the potential to cause harm to human health and the natural environment;
- Achieve and maintain compliance with Qatar Environment Legislations, Laws, Regulations and Project Specifications.
- Reduce operational costs and reduce any potential liabilities that may arise from waste handling operations.

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Natural Resources Management

GAP INSAAT on Natural Resources Management shall identify the Project measures that are required to avoid and minimise using of resources during Project activities and to respond to any excessive use that occur. Specifically, the resources management shall address the following areas:

- Reduced water use.
- Less energy intensive construction and infrastructure.
- Less destructive resource winning.
- Understanding regional and local eco-systems in relation to global ones
- Maximising the exposure to daylight etc.

Pollution Prevention Management

GAP INSAAT on Pollution Prevention Management shall document the Project measures that are required to avoid and minimise pollution during Project activities and to respond to any pollution that occur. Specifically, the pollution prevention shall address the following areas:

- Chemical substance storage and handling;
- Protection of surface and ground waters;
- Controlling dust and other emissions to air;
- Spill prevention and control;
- Lighting control etc.

Site Management

GAP INSAAT on Site Management shall identify the Project measures that are required to conserving, minimising, restoring etc.. of resources during Project activities and to respond to any site effects according to Project Specifications. Specifically, the site management shall address the following areas:

- Conserving and restoring areas of Site that have been identified as having a high ecological value.
- Preserving and using of existing trees and significant vegetation.
- Using contaminated lands
- Minimization, prevention and reversing desertification by providing suitable landscape protection.
- Minimization of rainwater runoff.
- Mitigation of the impact of heat islands etc..

Community Impact

GAP INSAAT on Community Impact shall document the Project measures that are required to avoid and minimise the adverse community impacts during Project activities and to respond to any adverse community impacts that occur. Specifically, the Management of community impact by GAP INSAAT shall address the following areas:

- Prevention adverse reactions from community.
- Maintaining effective dialogue between GAP INSAAT and communities.

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- Minimization / elimination of adverse community impacts.
- Controlling and minimising noise.
- Protection of public, passengers and staff during execution of the work against the hazards.
-

Complaints from Community

GAP INSAAT on Complaints from Community shall document the Project measures that are required to avoid and minimise complaints during Project activities and to respond to any complaints from community. Specifically, the Management of complaints by **GAP INSAAT** shall address the following areas:

- Receiving complaints from community.
- Communication with interested parties on community complaints.
- Elimination and Minimization measures of complaints from community.
- Monitoring of communication, elimination and minimization of complaints from local community.

Traffic Management

GAP INSAAT on traffic management shall document the Project measures that are required to avoid and minimise the impacts of construction traffic on community during Project activities and to respond to any impacts of construction activities on community. Specifically, the management of complaints shall be made by GAP INSAAT in accordance with Project Specifications and requirements of municipal and other government agencies and shall address the following areas:

- Identification of work to be undertaken on the roads prior to construction activities, to upgrade or stabilise the roads or any bridges or culverts to accommodate.
- Identification of requirements for specific roads.
- Identification of the routes that shall be used with estimated numbers of traffic movement speeds and times of travel.
- Identification of procedure for axle load control.
- Identification of procedure for dust and mud control and cleaning.
- Justification on where the routes have to pass through residential areas and the measures that shall be used to ensure the safety of community and minimise the nuisance impact of traffic movements.
- Identification on how existing road development plans have been taken into account in the identification of route restoration measures.
- Identification of program of road restoration measures that are likely to be required post construction.
- Identification on how access shall be maintained to residential and commercial properties.
- Identification on what road closures and diversions are required, and how they are to be planned, applied for and communicated to authorities and affected community in advance.
- Identification of marine facilities and arrangements for Goods to be transported.

Utility Management

GAP INSAAT shall take measures in order to maintain normal utility service to community affected by the execution of the work. GAP INSAAT shall identify and explain the utility relocation.

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Environmental Management Plan

GAP INSAAT shall document the means by which the potential impacts on residential and commercial buildings, structures of historical, architectural or religious importance, etc. shall be managed. The Built Environment Management of GAP INSAAT shall specifically address the following issues:

Planning Including Protection and Monitoring

- Pre and post construction property condition surveys.
- Identification of and protection of buildings or structures of historical, architectural or religious importance.
- Identification of regular planned coordination with authorities involved in the classification and preservation of historic structures.
- Contingency plans for the identification, excavation, transport, storage, security and protection of antiquities during construction and installation.
- Historic Structures and Antiquities Affected by Works (Those that are known and classified as such and which are to be identified, located and plotted on drawings by GAP INSAAT and those not identified but discovered during the execution of the works.)
-

Planning for Safeguarding historic structures and antiquates on:

- Drawing up plans of actions for supporting and protecting the historic monument or antiquity.
- Agreeing plans of action with relevant authorities and societies.
- Design and execution of the supporting and protective measures agreed.
-

Planning for safeguarding as yet undiscovered historic structures and antiquities

- Procedures for immediately stopping the work in the vicinity of what has been discovered, erected protective barriers and coverings, and posting security guards.
- Informing the CLIENT and awaiting its instructions, and if so requested:
- Meeting with the CLIENT and relevant authorities to discuss and agree the measures to be adopted.
- Designing and executing the supporting and protective measures required by relevant authorities.
- Revision of planned methods and programs to execute the works in accordance with measures.
- Advising the CLIENT on any major Temporary works that may require or any amendments in Design that are necessary.
- Proceeding according to the CLIENT instruction

Cultural and Economic Value

- Strategy for developing designs that reflect the cultural identity and traditions of Qatar
- Maximize the procurement of construction-related products and services from within the region in order to support Qatar economy.
- Use and employ local companies and firms where possible.

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19.2 ENVIRONMENTAL CONTROL MEASURES

GAP INSAAT shall take all environmental mitigation and control measures in accordance with Qatar laws and regulations, Environmental Management Plan and Project Specifications.

The controlling measures are detailed in project environmental management plan.

19.3 HOUSEKEEPING

GAP INSAAT shall manage housekeeping at the Project in accordance with Project Specifications and Housekeeping Procedure.

19.4 NOISE and VIBRATION

GAP INSAAT shall take mitigation and control measures against noise and vibrations in accordance with Project Specifications and Environmental Management Plan.

19.5 DUST CONTROL

GAP INSAAT shall take mitigation and control measures against dust control in accordance with Project Specifications, Risk and Mitigation Measures Plan and Environmental Management Plan.

19.6 WASTE and WASTE WATER CONTROL

GAP INSAAT shall take mitigation and control measures against waste and waste water control in accordance with Project Specifications, Risk and Mitigation Measures Plan, Hazardous Waste Management Procedure and Environmental Management Plan.

19.7 SPILL PREVENTION

GAP INSAAT shall take mitigation and control measures against spills in accordance with Project Specifications, Risk and Mitigation Measures Plan, Spill Management Procedure and Environmental Management Plan.

19.8 ENERGY SAVING

GAP INSAAT shall implement energy saving methods in accordance with Project Specifications and Energy Saving Procedure.

19.9 CONTROL OF EMISSIONS

GAP INSAAT shall take mitigation and control measures against emissions in accordance with Project Specifications, Risk and Mitigation Measures Plan and Environmental Management Plan.

20 MANAGEMENT REVIEW

20.1 REVIEW OF HSE MANAGEMENT SYSTEM

GAP INSAAT shall review whether HSE Management System assures the requirements of ISO 14001:2015, ISO 45001: 2018, Project Specifications and monitor the continuous improvement actions.

GAP INSAAT Project Management shall review the HSE performance of the sites via periodical activity reports.

GAP INSAAT Project Management shall review the HSE Management System once every six month. The main objectives of these reviews shall be to find answers to those questions:

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- Is the HSE Management System appropriate and adequate for GAP INSAAT's implementations?
- Is the HSE Management System being effectively implemented? and is the effect continuous?

Realization rates of HSE targets and HSE Policy shall be assessed during the review. Improving opportunities on various subjects shall be discussed with special care. The modification needs in the HSE Management System are reviewed.

MANAGEMENT REVIEW INPUTS

Before the Management HSE Review Meeting, GAP INSAAT HSE Manager shall collect the data related to the topics explained below, and informs the attendants about the agenda of the meeting. GAP INSAAT executives shall send the required information to the HSE Manager one month ago before the Management HSE Review Meeting.

Audit results: Management Review Meetings shall be planned and conducted after the internal audits. Thus, the findings of internal audits and a general summary of the HSE audit can be used as important inputs. Also, the results of the following periodical HSE audits and the HSE audits conducted by the CLIENT can be used as inputs for this meeting.

Feedback: Several feedbacks can be taken from the stakeholders and third parties about the issues without audit scope.

Situation of preventive and corrective actions: It will be a present situation and a general assessment of several preventive and corrective actions shall be initiated and continued within the organization.

The ongoing items from the previous management review meetings: It will be the reviewing of realization situations of taken decisions the previous of meeting by check the previous meeting records and the realization of the improvements and targets after applying of taken decisions.

Changes in the HSE Management System: It is the reviewing of changes after the risk assessments and controls.

Recommendations for improvement: It is the ensuring of the input for the Management Review Meeting by determining several improvement opportunities during HSE audit and daily life.

Performance of the HSE Management System: It is the assessment and provision of GAP INSAAT's annual HSE performance including KPI's as an input with statistical into the HSE Management Review Meetings.

Any change regarding HSE Regulation, Method of Work, Risk Assessment, etc.

MANAGEMENT REVIEW MEETING OUTPUTS

After Management Review by performing with the inputs listed above, the outputs related with the following subjects are obtained. These outputs are generally documented as minutes of meeting and kept as records. The subjects expected to be outputs are summarized below.

- Decisions and actions regarding the improvement of the HSE Management System activities (operational activities, risk assessment, accident reporting and investigation, near misses, unsafe acts, HSE Plan and procedures emergency cases, training and awareness, communication, HSE Policy, etc.).
- Decisions and actions regarding the determination and provision of the resource needs.

GAP INSAAT Management (Project Manager, Deputy Project Managers, Department Managers, HSE Manager) shall attend the Management Review Meeting. Discussed topics and taken decisions in the Management Review Meeting shall be recorded as a "Minutes of Management Review Meeting" and shall be kept by GAP INSAAT HSE / Quality Manager until the end of the Project.

Responsibilities of GAP INSAAT Management on HSE Management Review are:

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- To demonstrate the adherence to effectiveness, implementation and improvement of the activities of the HSE Management System.
- To ensure the implementations of HSE requirements.
- To ensure the determination of the HSE Policy and its adoption to GAP INSAAT.
- To ensure the determination, monitoring of the HSE targets and planning of the HSE Management System.
- To ensure the determination and declaration of responsibilities in the organization.
- To ensure the continuity of internal communication in the organization.
- To ensure the organizing of the HSE Management Review Meeting.

20.2 REVIEW OF HSE PLAN

GAP INSAAT shall review the HSE plan twice a year. Except the routine revisions, the Plan shall be revised in case of addition of any activity, serious occurrences etc. during the Project life.

21 INCIDENT REPORTING and INVESTIGATION

GAP INSAAT shall be responsible for having and maintaining an Incident Management comply with Safety Specification Incident Reporting and Investigation and Incident Investigation Procedure that addresses incident management, response procedures and needed resources for all reasonably anticipated incidents. Preplanning is the key to successful management and mitigation of an incident. In the event of an incident, time is of the essence and resources will be fully, efficiently and effectively utilized. In this regard, preplanning (and training) must address the utilization of both internal and external resources.

GAP INSAAT Project Management shall provide communication during incident cases and events.

GAP INSAAT Management is committed to satisfy the Project Specifications that all health, safety, technical integrity, incidents, including near misses, are openly reported, investigated, analyzed and documented.

All personnel including subcontractors and suppliers shall be required to promptly report all incidents, injuries and near miss incidents to GAP INSAAT's Project HSE Management.

Lessons Learned

GAP INSAAT Project Management shall actively solicit information on incidents, which occur elsewhere in order to learn lessons from the experience of others. GAP INSAAT Project Management shall then apply those lessons learned with a view to preventing similar occurrences. Information gathered shall not be limited to that which is available internally.

Information gathered from incident investigations shall be analyzed to identify and monitor trends and develop prevention programs.

21.1 INVESTIGATION MECHANISM

GAP INSAAT shall adopt investigation mechanism in accordance with Incident Investigation Procedure.

21.2 INVESTIGATION REPORTING

GAP INSAAT shall provide duly authorized interested parties with information relating to accidents, incidents, injuries and near miss incidents on a monthly basis.

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GAP INSAAT shall also provide interested parties with copies of all incident investigation, corrective action and follow-up reports for review.

GAP INSAAT Management and/or others shall participate in accident and incident investigations and provide whatever technical or specialist support is required.

GAP INSAAT shall report all investigations in accordance with Incident Investigation Procedure.

22 TRAINING

22.1 HSE TRAINING

GAP INSAAT shall ensure that training is delivered in a style, format and language that can be understood by all personnel. Non Turkish / English speaking personnel shall be provided with training and instruction materials in a format and language that they can understand. The main type of training shall be planned in Training Plan and given are as follows;

HSE MANAGEMENT SYSTEM TRAINING

GAP INSAAT Project Management Team shall be trained as per GAP INSAAT HSE Management System such as HSE Policy, HSE Commitment, HSE Leadership, HSE Management System Structure, HSE Plan, HSE Procedures, Risk Management, Emergency and Incident Managements, etc. in accordance with Project Specifications, ISO 45001: 2018 and ISO 14001:2015 Standards.

HSE INDUCTION TRAINING

Prior to the start of the work at sites, HSE Induction Training shall be carried out by HSE Team. In this HSE Induction Training, HSE Team shall give information on such as GAP INSAAT HSE Policy, Prohibited Areas, PPE Usage, Warning Signs, Safety Measures, Hazards and Risks, Scope of the Work, Responsibilities, GAP INSAAT and CLIENT Organization, Site Management, Transportation, Emergency, First Aid, Medical issues, Incident Reporting etc..

VISITOR HSE INDUCTION TRAINING

Visitors shall be informed by GAP INSAAT HSE Management prior to the entering site. They shall be informed on PPE usage, Site safety instruction, hazard communication, emergency, etc. No visitors shall be allowed entering the work site unless they are instructed.

HSE SPECIFIC TRAINING

Where specific safety duties has been identified to complete job in a safe manner or to ensure safety of others, specific trainings shall be developed to ensure a full understanding of the requirements as regards to safety but also to ensure that relevant people attending the trainings shall be able to carrying out their responsibilities as required by the relevant processes and procedures.

BEHAVIOUR BASED SAFETY TRAINING (BBS)

One of the most powerful enabling elements in creating a Zero Accidents Culture is the utilization of the Behaviour Based Safety. Behaviour Based Safety as a critical element of GAP INSAAT's HSE Management System, the observation and feedback process engrained in the BBS Culture is critical to its success.

There are four key principles inherent in the GAP INSAAT's approach to the BBS Training:

- Safety as a value.
- Employees taking responsibility.
- Leadership.
- Actively caring.

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Employees shall be involved and take ownership in injury prevention through work behaviour observations and giving immediate constructive feedback.

The objective shall be to keep every employee safe through teamwork, actively caring, coaching, and giving positive reinforcement.

Behaviour Based Safety is intended to focus on behaviours in the workplace and to implement behaviour changes.

TOOLBOX TALKS

Toolbox talks shall be given by site supervisors on a weekly basis and shall address the application of safety rules, instructions and procedures to the hazards of current work by HSE and Construction / Installation Management Teams. Topic shall be decided by the HSE staff of the GAP INSAAT, respectively, and the Construction / Installation Site Manager and / or Engineer, etc.

During the toolbox talk, the employees shall have an opportunity to raise their concerns and the workforce shall be actively encouraged by management to raise the concerns, HSE matters which are related to their work area and any other relevant HSE matters and may include other items of a non HSE nature as appropriate;

- review of project and team HSE performance to date
- review of any incident / injury in the preceding period
- review of current tasks or work activities and JSAs
- project specific HSE issues raised by the members of the team
- review of any hazardous chemical products in use and the requirements of the MSDS
- overview of forthcoming work and any related HSE requirements.

23 HSE AUDIT

Audits shall be performed with regards to the Quality, Environment and Occupational Health and Safety Management Systems of GAP INSAAT for the following purposes;

- To control whether the Quality, Environment and Occupational Health and Safety management systems of GAP INSAAT are consistent with planned arrangements, conditions of ISO 9001: 2015, ISO 14001: 2015, ISO 45001: 2018 standards and conditions of integrated management system that is comprised by GAP INSAAT,
- To control whether the quality, environment and occupational health and safety management systems of GAP INSAAT are implemented effectively, and whether their continuity is ensured, and in order to determine their effectiveness in meeting policies and objective of GAP INSAAT,
- To inform management on results of audit.

Audit Procedure shall be implemented throughout the Project.

23.1 AUDIT SCHEDULE

The HSE audit schedule shall be prepared to assess HSE compliance of procedures and HSE Policy in place, their implementation in the field and to provide an assurance that they are being effectively communicated, understood and implemented by the workforce.

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GAP INSAAT Project Management at all levels shall participate in the rigorous audit schedule of the HSE program including subcontractors and suppliers.

The target frequency of audits is as follows:

Type of Audit	Typical Duration	Target Frequency
Internal - HSE management system element, single procedure or work instruction, site, etc,	1 day	Every 6 month
External - HSE management system element, single procedure or work instruction, site, etc,	1 day	Annual
New Subcontractor Start-Up	1 day	As required

23.2 AUDIT SCOPE

All of the processes of GAP INSAAT shall within the scope of audit. Administrative, operational and support processes in the project shall be audited according to HSE Audit Procedure and Audit Procedure.

These HSE audits shall be structured to measure the implementation of the HSE Policy, HSE Plan, and procedures in place in terms of their effectiveness and implementation and shall create a profile, which highlights the sites need attention / improvement, thus establishing a baseline for continual improvement objectives.

HSE Audit Program will comprise the following:

- Internal Audits Program.
- External / Corporate Audits Program.
- Management - Site Audits Program.
- Site Inspections for all sites.

Prior to commencement of an audit, the terms of reference must be agreed by the audit. Normally the terms of reference will be drafted by the Audit Team Leader and will cover:

- The scope of the audit.
- The basic methodology to be adopted.
- The team composition.
- The start date and duration.
- The standards against the audit will be conducted.

23.3 AUDIT CHECKLIST

An audit checklist shall be used during internal and external audits given in the **HSE Audit Procedure**.

23.4 AUDIT NOTIFICATION

GAP INSAAT shall notify the personnel at the Project and external authorities prior the Audit to be performed in accordance with CLIENT's **HSE Audit Procedure**.

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23.5 TERMS OF REFERENCE

GAP INSAAT shall perform Project internal and external audits comply with standards and specifications given in HSE Audit Procedure.

23.6 AUDIT TEAM

Project internal and external audits shall be performed by Audit Team. Selection and criteria of internal and external audit team shall be according to **HSE Audit Procedure**.

23.7 PRE-AUDIT MEETING

GAP INSAAT shall conduct pre-audit meetings with the attendance of Project Management, Audit Team and site supervisors to set audit agenda in accordance with HSE Audit Procedure.

23.8 AUDIT SAMPLING

GAP INSAAT shall perform audit sampling during the audit in accordance with HSE Audit Procedure.

23.9 AUDIT FINDINGS

GAP INSAAT shall record and report audit findings in accordance with HSE Audit Procedure.

23.10 AUDIT REPORTING

GAP INSAAT shall report audit findings as stipulated in HSE Audit Procedure. Report Writing shall meet the ISO 19011-2011 standart.

23.11 CORRECTIVE ACTION REQUEST

GAP INSAAT shall take corrective actions on audit findings as stipulated in HSE Audit.

23.12 FOLLOW-UP AUDIT

GAP INSAAT shall undertake follow-up audits in accordance with HSE Audit Procedure.

23.13 CLOSE-OUT MEETING

GAP INSAAT shall organize close-out meeting as stipulated in HSE Audit Procedure and Audit Procedure.

24 SAFETY FILE

GAP INSAAT shall provide safety file for the Employer including the Method Satements, procedures, permits, JSA and related lists and forms for Project activities.

GAP INSAAT shall also provide information about equipments and plants to be used on the site and instructions deal with them.

25 APPENDICES

Appendix 1 GAP INSAAT ISO 45001: 2018 Certificate for OH&S Management System

Appendix 2 GAP INSAAT ISO 14001: 2015 Certificate for Environmental Management System

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BUREAU VERITAS
Certification



GAP İNŞAAT YATIRIM VE DIŞ TİCARET A.Ş.

BÜYÜKDERE CAD. NO: 163 34394
ZİNCİRLİKUYU, ŞİŞLİ, İSTANBUL, TURKEY

Bureau Veritas Certification Holding SAS – UK Branch certify that the Management System of the above organisation has been audited and found to be in accordance with the requirements of the management system standards detailed below

Standard

ISO 45001:2018

Scope of certification

DESIGN, CONSTRUCTION AND CONTRACTING SERVICES

Original cycle start date: **03 July 2018**

Expiry date of previous cycle: **N/A***

Certification / Recertification Audit date: **22 June 2018**

Certification / Recertification cycle start date: **03 July 2018**

Subject to the continued satisfactory operation of the organization's Management System, this certificate expires on: **02 July 2021**

Certificate No: TR006977-1

Version No: 1

Revision date: 03 July 2018

İBRAHİM TAGAY
Signed on behalf of
BVCH SAS UK Branch



0008

Certification body address: 5th floor, 66 Prescott Street, London, E1 8HG, United Kingdom
Local office: Esas Maltepe Ofispark Altayçeşme Mah. Çamlı Sok. No: 21 Kat: 8 34843 Maltepe, İstanbul, Turkey

Further clarifications regarding the scope of this certificate and the applicability of the management system requirements may be obtained by consulting the organization.
To check this certificate validity please call +90 216 518 40 50.

BV_S_53_Rev.A00

* Not Applicable

BUREAU VERITAS
Certification



GAP İNŞAAT YATIRIM VE DIŞ TİCARET A.Ş.

BÜYÜKDERE CAD. NO: 163 34394
ZİNCİRLİKUYU, ŞİŞLİ, İSTANBUL, TURKEY

Bureau Veritas Certification Holding SAS – UK Branch certify that the Management System of the above organisation has been audited and found to be in accordance with the requirements of the management system standards detailed below

Standard

ISO 14001:2015

Scope of certification

DESIGN, CONSTRUCTION AND CONTRACTING SERVICES

Original cycle start date: **10 July 2006**

Expiry date of previous cycle: **09 July 2018**

Certification / Recertification Audit date: **22 June 2018**

Certification / Recertification cycle start date: **03 July 2018**

Subject to the continued satisfactory operation of the organization's Management System, this certificate expires on: **02 July 2021**

Certificate No: TR006975-1

Version No: 1

Revision date: 03 July 2018

İBRAHİM TAGAY
Signed on behalf of
BVCH SAS UK Branch



0008

Certification body address: 5th floor, 66 Prescott Street, London, E1 8HG, United Kingdom

Local office: Esas Maltepe Ofispark Altayçeşme Mah. Çamlı Sok. No: 21 Kat: 8 34843 Maltepe, İstanbul, Turkey

Further clarifications regarding the scope of this certificate and the applicability of the management system requirements may be obtained by consulting the organization.

To check this certificate validity please call +90 216 518 40 50.

BV_S_41_Rev.A00