

**Al-Adha Engineering for General Contracting and
Engineering Consultation and Commercial Agencies
Limited**

AAE

HSE Job Safety Handbook



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PREFACE

This HSE Job Safety Handbook has been developed to communicate the minimum health, safety, and environmental requirements expected of all AAE employees, subcontractor personnel, and authorized visitors while performing work at any AAE-controlled job site.

This handbook is intended to serve as a practical reference for safe work planning, hazard awareness, and compliance with established HSE requirements and safe work practices. It is not intended to be an all-inclusive manual for every site condition, task, or hazard. Project-specific HSE plans, risk assessments, method statements, permit-to-work requirements, client requirements, and applicable legal and contractual obligations shall also be followed at all times.

Safe work depends on planning, supervision, personal responsibility, and the consistent application of appropriate controls. Where hazards are identified, they shall be eliminated where reasonably practicable or otherwise controlled through engineering measures, administrative controls, safe systems of work, and appropriate personal protective equipment.

All personnel are required to work safely, follow site rules and approved procedures, report unsafe acts and unsafe conditions immediately, and stop work where serious uncontrolled risk exists.

Strict adherence to job site HSE requirements is mandatory at all times.

1. PURPOSE AND SCOPE

1.1 Purpose

This HSE Job Site Safety Handbook defines the minimum health, safety, and environmental requirements to be applied by **AL-ADHA ENGINEERING FOR GENERAL CONTRACTING AND ENGINEERING CONSULTATION AND COMMERCIAL AGENCIES LIMITED** (AAE) during project mobilization, construction, installation, inspection, testing, commissioning support, and related site activities.

The purpose of this handbook is to ensure that work is planned and executed in a manner that protects:

- employees,
- subcontractor personnel,
- visitors,
- client representatives,
- the public,
- property,
- equipment,
- and the environment.

1.2 Scope

This handbook applies to AAE activities, including, where relevant:

- civil works,
- structural works,
- road and bridge works,
- water and wastewater works,
- piping and mechanical works,
- electrical and electromechanical works,
- steel fabrication and erection,
- construction support activities,
- site logistics,
- and temporary works.

1.3 Relationship to Project Requirements

This handbook establishes minimum company requirements. It shall be read together with:

- project-specific HSE plans,

- client HSE requirements,
- applicable method statements,
- risk assessments and job safety analyses,
- permit-to-work requirements,
- and applicable laws, regulations, and approved standards.

Where a client or project requirement is more stringent, the more stringent requirement shall apply.

2. HSE POLICY STATEMENT

AAE is committed to conducting its activities in a manner that protects the health, safety, and welfare of all persons affected by its operations and minimizes adverse environmental impact.

AAE is committed to:

- preventing injury, ill health, incidents, and unsafe acts,
- controlling workplace hazards through planning and supervision,
- complying with applicable legal, contractual, and project requirements,
- providing training, awareness, and supervision appropriate to the work,
- ensuring that personnel are fit, informed, and properly equipped,
- promoting environmental responsibility,
- and continually improving HSE performance.

No task shall be considered so urgent, important, or commercially valuable that it cannot be performed safely.

3. HSE OBJECTIVES

AAE's HSE objectives include:

- zero tolerance for knowingly unsafe work,
- prevention of fatalities, serious injuries, and high-potential incidents,
- reduction of unsafe acts and unsafe conditions through supervision and reporting,
- proper use of personal protective equipment,
- effective permit-to-work compliance,
- proper control of hazardous work activities,

- protection of the environment through responsible site practices,
 - and timely reporting, investigation, and closure of incidents and corrective actions.
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4. APPLICABILITY

This handbook applies to:

- AAE management,
- project managers,
- site engineers and supervisors,
- HSE personnel,
- QA/QC and technical personnel when on site,
- operators, drivers, riggers, and skilled labor,
- subcontractors working under AAE control,
- temporary workers,
- and visitors entering AAE-managed work areas.

All persons on site are required to follow the rules of this handbook and any project-specific HSE controls.

5. ROLES AND RESPONSIBILITIES

5.1 Managing Director

The Managing Director is responsible for:

- providing company commitment to HSE,
- supporting resources for effective HSE implementation,
- promoting a culture of safe and responsible work,
- and ensuring serious HSE matters receive management attention.

5.2 Project Manager

The Project Manager is responsible for:

- ensuring HSE requirements are integrated into project execution,
- ensuring adequate supervision, planning, and resources,
- ensuring high-risk activities are controlled,

- reviewing significant HSE issues,
- and supporting corrective action and incident follow-up.

5.3 HSE Manager / HSE Supervisor / HSE Officer

The HSE function is responsible for:

- advising project management on HSE requirements,
- monitoring compliance on site,
- supporting inductions, toolbox talks, and awareness activities,
- reviewing risk assessments, permits, and controls,
- conducting inspections and reporting findings,
- participating in incident reporting and investigation,
- and monitoring corrective actions.

5.4 Engineers, Supervisors, and Foremen

They are responsible for:

- planning work safely before execution,
- ensuring crews understand the task and its hazards,
- confirming that required permits and controls are in place,
- ensuring only trained and authorized personnel perform specific tasks,
- stopping unsafe work,
- and reporting hazards, incidents, and near misses.

5.5 Employees and Workers

All personnel are responsible for:

- working safely,
- following instructions, permits, and method statements,
- using required PPE,
- reporting unsafe conditions immediately,
- refusing to perform work that presents uncontrolled serious danger,
- and protecting themselves and others from harm.

5.6 Subcontractors

Subcontractors are responsible for:

- complying with AAE and project HSE requirements,

- ensuring their personnel are trained and supervised,
 - providing suitable tools, equipment, and PPE,
 - participating in HSE meetings and reporting systems,
 - and correcting unsafe conditions promptly.
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6. SITE ACCESS, INDUCTION, AND FITNESS FOR DUTY

6.1 Site Access

Only authorized persons may enter project work areas. Entry may be subject to:

- site induction,
- identification requirements,
- permit or access authorization,
- and client-specific rules.

6.2 Induction

All personnel shall attend site induction before starting work. Induction shall include, as applicable:

- site hazards,
- emergency arrangements,
- restricted areas,
- PPE requirements,
- reporting lines,
- welfare facilities,
- and client/site-specific rules.

6.3 Fitness for Duty

No person shall report for work or remain at work if unfit due to:

- alcohol,
- illegal drugs,
- misuse of medication,
- fatigue,
- illness,
- or any condition that could impair safe performance.

6.4 Prohibited Items

Unless specifically authorized, prohibited items may include:

- alcohol,
- illegal drugs,
- weapons,
- explosives,
- and any item prohibited by law, client requirements, or project rules.

7. HAZARD IDENTIFICATION, RISK ASSESSMENT, AND JOB SAFETY PLANNING

7.1 General

Work shall be planned before execution. Hazards shall be identified and suitable controls established.

7.2 Risk Assessment

A risk assessment, task risk assessment, or JSA shall be prepared where required based on:

- nature of work,
- location,
- equipment used,
- interaction with other activities,
- environmental conditions,
- and potential severity of harm.

7.3 Review with Workforce

The supervisor shall brief the workforce before starting work, covering:

- work scope,
- hazards,
- required controls,
- emergency arrangements,
- communication method,
- and stop-work expectations.

7.4 Change in Conditions

If site conditions change, work shall be stopped where necessary and the risk assessment / JSA shall be reviewed before continuation.

8. PERMIT TO WORK SYSTEM

8.1 General

Where required by the project or client, work shall only proceed under a valid permit to work.

8.2 Permit Types

Permit types may include:

- general work permit,
- hot work permit,
- confined space entry permit,
- electrical isolation permit,
- excavation permit,
- lifting permit,
- line breaking permit,
- and other project-specific permits.

8.3 Permit Compliance

No person shall begin work:

- before the permit is approved,
- without understanding the permit conditions,
- or after the permit has expired or become invalid.

8.4 Suspension of Work

If conditions change, the permit may be suspended or canceled and work shall stop until revalidated.

9. GENERAL SITE SAFETY RULES

All personnel shall:

- obey lawful instructions and site rules,
- remain within authorized work areas,

- use approved access routes,
- avoid horseplay, fighting, and reckless behavior,
- not interfere with safety devices or barriers,
- not work under suspended loads,
- not operate equipment without authorization,
- maintain awareness of surrounding activities,
- and report unsafe acts or conditions immediately.

No person shall remove guards, bypass protective devices, or use defective equipment.

10. PERSONAL PROTECTIVE EQUIPMENT

10.1 General

PPE shall be selected based on the task, the hazard, and project requirements. PPE is the last line of defense and does not replace the need for proper planning and hazard control.

10.2 Minimum Site PPE

Minimum mandatory PPE may include, unless otherwise specified:

- safety helmet,
- safety footwear,
- high-visibility clothing,
- safety glasses,
- and gloves appropriate to the task.

10.3 Task-Specific PPE

Additional PPE may include:

- face shields,
- hearing protection,
- respiratory protection,
- welding PPE,
- chemical-resistant gloves,
- fall arrest equipment,
- arc-flash or electrical protective clothing,

- and life vests where required.

10.4 Use and Care

PPE shall be:

- suitable,
- in good condition,
- worn correctly,
- inspected before use,
- and replaced if damaged or unfit for service.

11. WORKING AT HEIGHT

11.1 General

Work at height shall be avoided where reasonably practicable. Where unavoidable, suitable controls shall be implemented.

11.2 Planning

Before work at height begins, the following shall be considered:

- access method,
- fall prevention measures,
- fall arrest system,
- weather conditions,
- dropped object risk,
- rescue arrangements,
- and competence of personnel.

11.3 Fall Protection

Suitable fall protection shall be used where a fall hazard exists, including as required by project rules and applicable standards.

11.4 Housekeeping at Height

Materials and tools shall be secured to prevent dropped objects. Work areas below shall be controlled where necessary.

12. SCAFFOLDS, LADDERS, AND TEMPORARY ACCESS

12.1 Scaffolds

Scaffolds shall:

- be erected, altered, and dismantled by competent personnel,
- be inspected before use and at required intervals,
- be tagged or otherwise identified as safe for use,
- and not be overloaded.

12.2 Ladders

Ladders shall only be used for suitable short-duration tasks and shall:

- be in good condition,
- be placed on stable ground,
- be secured where necessary,
- and extend adequately above landing points where appropriate.

12.3 Temporary Access

Temporary platforms, walkways, and access routes shall be kept safe, clear, and properly maintained.

13. EXCAVATION AND TRENCHING

13.1 General

Excavation work shall not start without proper planning, required approvals, and identification of underground hazards.

13.2 Controls

Controls may include:

- permit approval,
- underground services verification,
- barricading,
- edge protection,
- shoring, sloping, or trench support,
- safe access and egress,
- atmospheric testing where required,
- and water control where needed.

13.3 Inspections

Excavations shall be inspected by a competent person, especially:

- before entry,
- after rain,
- after vibration,
- after ground disturbance,
- or after any change in condition.

No person shall enter an unsafe or unsupported excavation.

14. CONFINED SPACE ENTRY

14.1 General

No entry into a confined space shall occur without:

- a valid permit where required,
- atmospheric testing,
- isolation of hazards,
- suitable ventilation where needed,
- communication arrangements,
- standby / attendant arrangements,
- and rescue readiness.

14.2 Typical Hazards

Confined space hazards may include:

- oxygen deficiency,
- toxic gas,
- flammable atmosphere,
- heat stress,
- engulfment,
- restricted movement,
- and poor visibility.

14.3 Entry Controls

The confined space entry arrangement shall address:

- identification of the space,
- purpose of entry,
- persons entering,
- permit duration,
- PPE and gas monitoring,
- communication method,
- attendant duties,
- and emergency arrangements.

14.4 Suspension

If conditions become unsafe, entrants shall leave immediately and the entry permit shall be suspended or canceled.

15. HOT WORK AND FIRE PREVENTION

15.1 General

Hot work includes welding, cutting, grinding, flame work, or any activity capable of creating ignition.

15.2 Requirements

Hot work shall not begin unless:

- the area is authorized,
- combustibles are controlled or removed,
- fire prevention measures are in place,
- suitable extinguishers are available,
- required permits are issued,
- and a fire watch is assigned where required.

15.3 Fire Watch

The fire watch shall remain alert and shall monitor the work area and adjacent exposure areas for signs of fire or ignition.

15.4 Gas Cylinders

Oxygen, fuel gas, and other cylinders shall be:

- stored and used safely,
- secured upright,
- protected from damage and heat,
- and handled by competent personnel.

16. ENERGY ISOLATION, LOCKOUT/TAGOUT, AND LINE BREAKING

16.1 General

Before maintenance, repair, line opening, or work on energized or pressurized systems, hazardous energy shall be isolated.

16.2 Isolation

Isolation may include:

- electrical isolation,
- mechanical isolation,
- pressure release,
- blinding,
- locking valves,
- depressurization,
- draining,
- and tagging.

16.3 Verification

No person shall rely only on assumption. Isolation shall be verified before work begins.

16.4 Line Breaking

Line breaking shall be planned and controlled, with consideration given to:

- line contents,
- residual pressure,
- chemical hazards,
- PPE,
- spill containment,
- eyewash/shower availability,

- and controlled opening methods.

17. ELECTRICAL SAFETY

17.1 General

Only authorized and competent personnel shall perform electrical work.

17.2 Basic Rules

Personnel shall not:

- work on live equipment unless specifically authorized and controlled,
- use damaged cords or tools,
- bypass protective devices,
- or overload circuits.

17.3 Temporary Power

Temporary electrical installations shall be suitable for the environment and protected as required, including with grounding and protective devices.

17.4 Portable Tools

Portable electrical tools shall be inspected before use and removed from service if defective.

18. LIFTING OPERATIONS AND SUSPENDED LOADS

18.1 General

Lifting operations shall be planned, supervised, and executed by competent personnel using suitable equipment.

18.2 Pre-Lift Requirements

Before lifting:

- lifting equipment shall be inspected,
- SWL limits shall be respected,
- rigging shall be suitable,
- the load path shall be planned,
- and exclusion zones shall be established where needed.

18.3 Suspended Loads

No person shall stand or pass under a suspended load.

18.4 Communication

Clear communication shall be maintained between the operator, rigger, banksman, and lifting supervisor.

19. VEHICLES, MOBILE PLANT, AND TRAFFIC SAFETY

19.1 General

Vehicles and mobile plant shall only be operated by authorized and competent persons.

19.2 Site Driving Rules

Drivers shall:

- obey speed limits and traffic controls,
- use designated routes,
- remain alert to pedestrians and work zones,
- and park only in approved areas.

19.3 Reversing and Maneuvering

Where risk exists, reversing shall be controlled by:

- trained banksmen,
- alarms,
- segregation,
- and site traffic arrangements.

19.4 Vehicle Condition

Vehicles and plant shall be checked before use and removed from service if unsafe.

20. TOOLS, EQUIPMENT, AND MACHINERY SAFETY

20.1 General

Only suitable, maintained, and task-appropriate tools and equipment shall be used.

20.2 Pre-Use Checks

Users shall inspect tools and equipment before use and shall not use defective items.

20.3 Guards and Safety Features

Machine guards and protective devices shall remain in place unless authorized removal is necessary for a controlled maintenance task.

20.4 Competency

Specialized equipment shall only be operated by trained and authorized personnel.

21. CHEMICALS, HAZARD COMMUNICATION, AND COMPRESSED GAS CYLINDERS

21.1 General

Hazardous substances shall be identified, labeled, stored, handled, and used in a controlled manner.

21.2 Information

Relevant safety information shall be available for hazardous materials used on site.

21.3 Handling

Personnel shall use suitable PPE and follow handling, storage, and spill control requirements.

21.4 Cylinders

Compressed gas cylinders shall be:

- identified,
- secured,
- transported properly,
- kept away from ignition where applicable,
- and used with correct regulators and fittings.

22. HOUSEKEEPING, WELFARE, AND SITE HYGIENE

22.1 Housekeeping

Work areas shall be kept orderly and free from avoidable hazards such as:

- debris,
- protruding objects,
- trailing cables,
- improper storage,
- and blocked access or egress.

22.2 Waste

Waste shall be collected, segregated, stored, and disposed of in accordance with project requirements.

22.3 Welfare

Suitable welfare arrangements shall be maintained as applicable, including:

- drinking water,
- rest areas,
- sanitation facilities,
- and arrangements for heat management where required.

22.4 Hygiene

Personnel shall maintain good hygiene and avoid practices that create health risks to themselves or others.

23. ENVIRONMENTAL CONTROLS

23.1 General

Environmental protection is part of site responsibility. Personnel shall minimize unnecessary harm to the environment.

23.2 Typical Controls

Environmental controls may include:

- spill prevention,
- waste segregation,
- proper storage of fuels and chemicals,
- dust suppression,
- noise control,
- water protection,
- and responsible disposal of contaminated materials.

23.3 Spills and Releases

Any spill, leak, or release shall be reported and controlled immediately in accordance with project arrangements.

24. INCIDENT, NEAR-MISS, AND UNSAFE CONDITION REPORTING

24.1 Immediate Reporting

All incidents, injuries, near misses, unsafe acts, unsafe conditions, property damage, and environmental incidents shall be reported immediately to supervision.

24.2 Preservation of Information

Where appropriate and safe to do so, the area shall be preserved for review or investigation.

24.3 Investigation

Incidents shall be reviewed to determine:

- what happened,
- why it happened,
- immediate causes,
- underlying causes,
- and corrective actions.

24.4 Learning and Improvement

Lessons learned shall be communicated where relevant to reduce recurrence.

25. EMERGENCY PREPAREDNESS AND RESPONSE

25.1 General

Emergency arrangements shall be known before work begins.

25.2 Emergency Information

Personnel shall be informed of:

- alarm signals,
- emergency contacts,
- assembly points,
- evacuation routes,
- nearest clinic or medical support,
- and reporting requirements.

25.3 Typical Emergencies

Emergency arrangements may address:

- fire,
- medical emergency,

- gas release,
- electrical incident,
- lifting incident,
- confined space emergency,
- vehicle collision,
- severe weather,
- and environmental release.

25.4 Response

Personnel shall:

- stop work where necessary,
- raise the alarm,
- not create additional risk,
- and follow emergency instructions.

26. TRAINING, TOOLBOX TALKS, AND COMPETENCY

26.1 Training

Personnel shall receive training appropriate to their work and risk exposure.

26.2 Toolbox Talks

Toolbox talks shall be used to communicate:

- daily or weekly hazards,
- lessons learned,
- work method changes,
- seasonal conditions,
- and recurring site safety issues.

26.3 Competency

Only competent personnel shall perform specialized tasks such as:

- lifting,
- scaffold work,
- electrical work,

- confined space entry,
- equipment operation,
- and permit-controlled activities.

26.4 Records

Training and competency records shall be maintained as applicable.

27. SUBCONTRACTOR HSE CONTROL

27.1 General

Subcontractors shall work under HSE controls equivalent to those required by AAE and the project.

27.2 Pre-Work Review

Before starting work, subcontractors may be required to provide:

- personnel information,
- training / competency evidence,
- equipment details,
- method statements,
- risk assessments,
- and required certifications.

27.3 Monitoring

Subcontractor performance shall be monitored during execution, and deficiencies shall be corrected promptly.

27.4 Non-Compliance

Repeated or serious subcontractor HSE breaches may result in work suspension, removal from site, or other contractual action.

28. NON-COMPLIANCE AND DISCIPLINARY ACTION

28.1 General

Failure to comply with HSE requirements may result in:

- verbal warning,
- written instruction,

- removal from task,
- retraining,
- suspension of work,
- removal from site,
- or other disciplinary or contractual action as appropriate.

28.2 Serious Violations

Serious breaches may include:

- deliberate disregard of permit requirements,
- working under suspended loads,
- bypassing isolation,
- non-use of required PPE,
- falsification of safety records,
- and knowingly exposing others to serious risk.

29. CONFIDENTIALITY, DISTRIBUTION, AND REVISION CONTROL

29.1 Controlled Status

This handbook is a controlled document issued under the AAE management system. Controlled revisions shall be reviewed and approved before issue, and obsolete versions shall be withdrawn from active use.

29.2 Distribution

Controlled copies may be distributed to management, project teams, HSE personnel, supervisors, and other authorized users as required.

29.3 Confidentiality

This handbook is intended for controlled business use in connection with prequalification, vendor registration, tendering, and project execution support. It shall not be copied, disclosed, or externally distributed except as authorized.

29.4 Revision

This handbook may be revised from time to time to reflect:

- improvements in AAE systems,
- project experience,
- audit or inspection findings,

- legal or contractual requirements,
- changes in company organization,
- and operational lessons learned.