

## Procedure Title: Control of contractors

Effective date: 15-JUN-2020

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## 1- Introduction

- The nature of the operations in the university requires several contractors to work inside the campus involving different categories of hazards that could pose risks to contractors, employees, visitors and students.
- NUB is giving high priority to health, safety & environment, and pay attention to the contractors' health and well-being.
- Such contractors may be unfamiliar with NUB facilities and associated risks. This requires special arrangements to control the work of the contractors and safeguard their activities.
- There are important points for us in Taaleem and NUB as below:
  - ✓ Safety is the number 1 priority
  - ✓ All accidents and incidents can and must be prevented
  - ✓ Each individual is responsible for his or her own safety
  - ✓ People are the most important part in the success of a safety program
  - ✓ Unsafe conditions and unsafe acts are not tolerated
  - ✓ Working safely is a condition of working with NUB for any project
  - ✓ It is good business to work safely and prevent accidents and incidents.

## 2- Purpose

- The procedure sets the framework of the relationship between NUB and the contractors working to complete certain projects as agreed in their contract. Accordingly, it sets the expectations from the contractors working with NUB.
- This procedure address the management of contractors while working with NUB and Taaleem. This covers health, safety and welfare of contractors.
- This document will help the contractors in preparing adequate offers for the activities requested by NUB.

## 3- Scope

- The scope of this procedure is for all contractors performing activities on behalf of Taaleem inside NUB campus.

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- This procedure is built according to PDCA cycle, which manages contractors in each stage.



- This procedure will support NUB to safely manage the contractors starting from selecting the right contractor ending to take decisions about contractors based on their health & safety performance.

#### 4- General requirements

##### 4.1. Contractor selection

- The contractor shall prove his ability to complete the work assigned to him and the competency of his workers.
- This shall include submitting objective evidence to NUB and should be assessed and approved by NUB project manager and HSE manager.
- The selection criteria should include, but not limited to: experience in similar projects, HSE records, HSE policy, employee selection and training, knowledge of risks and mitigation plans, equipment verifications and inspections, and references from credible companies.
- Contractor shall assign project manager for managing the project activities to be the contact person with NUB.
- NUB PM has the ultimate right to accept or refuse the contractor PM based on his competency. The rationale behind this discussion shall be discussed with the contractor.

##### 4.2. Contractor training and competencies

- Each contractor shall have a process in place to ensure that all personnel working in the project with NUB is well trained and competent.
- The contractor shall prove his ability to execute the work assigned to him and the competency of his workers.

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- This shall include submitting objective evidence to NUB and should be assessed and approved by NUB project manager and HSE manager.
- The contractor workers shall receive HSE induction by HSE department on the first day.
- The induction module shall include the university safety rules and emergency plan, Emergency numbers, incident reporting, and Mandatory PPE
- The validity of HSE induction shall not exceed 6 months.
- Daily TBT shall be delivered by contractor supervisor or NUB HSE personnel.

#### 4.3. Contractor entering NUB

- After signing a contract with a specific contractor, the contractor PM shall develop method statement and risk assessment covering the activities under the contract.
- After approving MSRA, the contractor project manager shall request authorization for his workers to enter the university. This request shall be submitted to the general secretary and HSE department. The permission of entry shall not exceed one week.
- All contractor workers are required to leave their national ID after verification at the security gate.
- The contractor shall seek approval before entering equipment or materials. The entry permission for materials and/ or equipment shall be approved by HSE manager. The permission shall be specific to certain number of items and valid only for one week.
- Security shall allow contractor workers to enter the campus based on the approved permission and shall record the timing of entry and exit for each individual.
- Contractor drivers shall comply with the specs of the vehicles in terms of load weight and dimensions and as per vehicle manufacturer's recommendations.
- The materials, equipment shall be secured and well tied to the vehicle used for transportation.
- HSE department shall inspect any equipment or vehicle before entering the site and has the right to refuse it if it's not safe or will pose a risk. Examples of the equipment to be inspected by HSE, but not limited to; loader- welding machine- grinding machine- lifting equipment.
- NUB HSE officer shall escort the contractor vehicle from the gate to the workplace and vehicles must be parked on designated area and as agreed with NUB project manager.
- Contractor's vehicles are not allowed to park inside the campus no longer than a reasonable time for loading and unloading of the transferable materials or equipment.
- Drivers are not allowed to leave the driving cab, unless it's necessary to do so and the driver shall wear the mandated PPE (Vest- Safety shoes- Helmet).

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#### 4.4. Contractor oversight

- Contractors are not authorized to commence any work without NUB supervision and under the PTW authorization.
- All contractor activities shall be supervised by NUB project manager or host department. This shall include escorting the contractor from the gate to the work location and regular visits.
- The general secretary is responsible for assigning project manager from NUB to supervise each contractor.
- The level of supervision required by the project team shall be defined based on the nature and risk associated of the activities being undertaken and the location of the activities.
- HSE department shall supervise high risk activities all the time, from the start till the end.
- Examples of high risk activities include but not limited to; mechanical lifting, welding, working at height, and working on live electricity.
- All violations by contractors shall be recorded by NUB HSE personnel. This record must be signed by the NUB PM and HSE.
- Examples of contractor's violations include but not limited to; smoking inside campus in non-designated areas, not reporting accident or adverse event, and not wearing PPE.
- Penalty scheme shall be applied on the contractor as per Appendix
- NUB PM shall hold a safety meeting with the contractor minimum once a month, the attendees shall include: NUB PM, NUB HSE representative, contractor PM, and the contractor safety representative.
- The meeting agenda shall cover:
  - ✓ Current Safety Topic
  - ✓ Review previous actions
  - ✓ Review of safety statistics, near misses, PTW & RA's
  - ✓ Discuss contractor's violations
  - ✓ Incentive/Recognition Program
  - ✓ Communication
- Immediate and permanent removal from NUB premises shall occur if the contractor's manager, supervisor, or employee violate HSE rules and regulations or behaves in an unsafe way.
- NUB HSE team has the ultimate authority to stop the contractor activities partially or completely. Moreover, HSE team has the right to ask the contractor workers to leave the campus in case of breaching HSE rules.
- For huge and long-term contract, the contract shall use health and safety specialist for managing H&S performance and oversight. This specialist shall be assessed and approved by NUB HSE manager based on his/ her qualifications and experience.

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#### 4.5. Method statement & Risk Assessment(MSRA)

- NUB PM must ensure that an adequate assessment of HSE risks and impacts associated with contractors' activities is undertaken well before the work starts. The results of the assessment should be used to establish a method of work which is acceptable and safe to both NUB and the contractor.
- Method statement shall include satisfactory information of how the contractor will commence the activities in detailed steps.
- The method statement shall establish a logical sequence that demonstrates exactly how a particular job shall be carried out in a safe manner without risking any person's health or safety.
- As with risk assessments, method statements shall be reviewed and updated regularly if necessary.
- Method statement should be documented and attached to risk assessment
- Any actions arising from the Method statement and risk assessment are then listed in the related (PTW); this includes provision of Personal Protective Equipment (PPE).
- Contractors are responsible for developing MSRA related to their activities on site, while NUB is responsible to provide enough site information to enable contractor to develop suitable and sufficient method statement and risk assessment.
- Guidance format for Contractor method statement and tips for developing sufficient and suitable method statement are in Appendix 8.
- MSRA be delivered by contractor to NUB project manager / host department and HSE team before work. The time frame between delivery of these documents and work start ranges from 3 working days to 10 working days depends on project complexity.
- Frequent contractors should be trained by NUB HSE team to conduct Method statement and Risk assessment as per this procedure. The Project manager /Host department might develop method statement and Risk assessment for contractor activity if needed, however, involving of the contractor PM is essential to deliver good quality MSRA.
- NUB shall use 5-steps risk assessment as follows:
  - ✓ Identify the hazards
  - ✓ Decide who might be harmed and how
  - ✓ Evaluate the risk considering the existing precautions and decide if additional controls are required
  - ✓ Record the findings
  - ✓ Review the assessment and revise if necessary

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#### 4.6. Permit to work

- PTW shall be issued to cover all activities done by contractors. The PTW shall be issued by NUB PM and contractor PM before starting work and approved by HSE team.
- Contractor staff must be fully informed of the conditions of the permit.
- A copy of each relevant permit is required to be posted at the work place.
- The PTW is valid for 6 working days and shall not be extended for any reasons.
- Additional control measures are required where special activities will be carried out like burnings, welding, use of naked flames. Confined space entry, excavations, Working at heights, High voltage.
- All precautions/attentions when applying any work permit should be followed & executed in a professional safety manner such as:
  - ✓ Clearance of all removable combustible material when needed
  - ✓ A suitable fire extinguisher must be available in the working area and accessible all the time.
  - ✓ All cylinders must be secured in an upright position
  - ✓ When using liquid petroleum Gas (L.P.G) contractors must seek and obtain prior permission from the project manager /host department before the cylinder may be brought on site.
  - ✓ During excavations the area must be protected by barriers completely boarded overnight and when the area is vacated during the day.
  - ✓ Special warning lights must be displayed during the hours of darkness.

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#### 4.7. Lifting operations

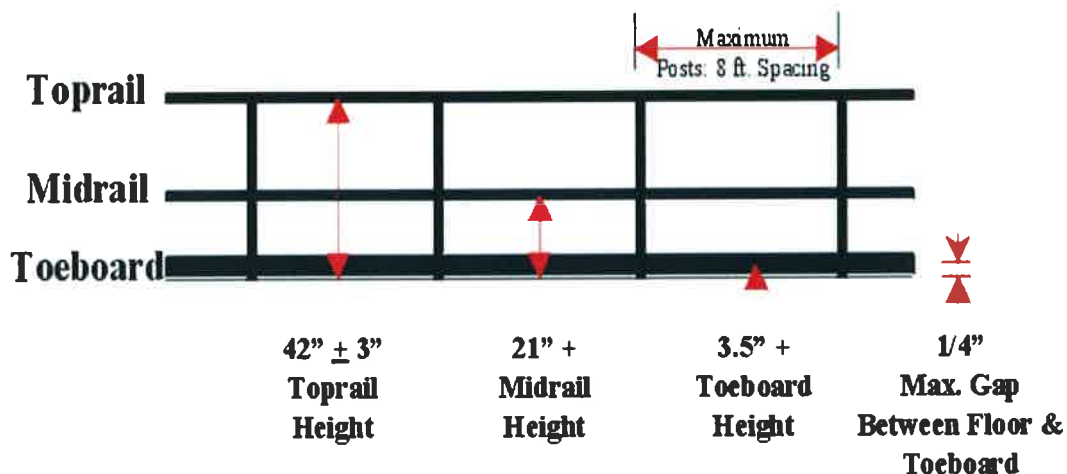
- Lifting plan is required prior any lifting activities and shall be prepared by a qualified and competent person.
- Lifting plan shall be reviewed and signed by contractor PM and NUB PM and submitted to HSE manager for review before 3 working days from the lifting schedule.
- All lifting activities are planned and undertaken using suitable equipment and trained, competent, and qualified persons.
- A pre-lift test must be done after all the procedures are in place, and the lifting operation assessment must consider Load weight, center of gravity, balance and stability.
- All heavy equipment operators must be licensed with equivalent operating licenses and should undertake the proper daily inspection checklists;
- Hoists, Cranes and lifting accessories shall have a valid inspection certificate/load test from accredited third party and working within equipment specifications and in accordance with EN Standards e.g. load charts, validation twelve (12) months for lifting equipment/six (6) months for lifting people.
- The inspection certificate shall be considered only from credible third parties such as Petrolift <https://www.petrolift.com/> & TUV.
- Drop zones must be clearly defined and established. This can be done in various ways, like setting up barricades, using danger tape, fencing off the appropriate areas.
- No lifting shall be done during any wet weather conditions such as rain and/or lightning, and not recommended to be done in wind conditions above 7 m/s.
- No lifting shall be done during night, unless adequate lighting is available on site and pre-approval is granted from NUB HSE manager.
- The contractor shall take appropriate control measures while working near overhead electrical power line such as: ensure that none of the crane, load line or load can become a conductive, and that the operation is not within the prohibited zone.
- Ensure that the ground (soil) can sustain loads imposed by the crane and allow to operate within the levels / parameters specified by the crane manufacturer. The use of balancing mats is mandatory under the outriggers.
- Danger to and from underground services (gas, electricity, water) shall be taken into consideration to ensure that the crane foundation is clear of such services or that they are adequately protected.
- Extra precautions are required while using man basket such as:
  - ✓ Unintended movement of the basket should be prevented e.g. by means of guide ropes or anchoring.
  - ✓ People in the basket shall wear a harness with lanyard. A safety lanyard to be attached to crane hook or basket anchoring point.

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- ✓ The crane operator shall be present at the control cabinet all the time during lifting operations.
- ✓ The basket door shall open to the in-door direction and must be guarded & secured.
- NUB HSE officer shall supervise the lifting activities all the time and shall cooperate with the contractor PM and crane operator to complete the attached lifting plan form, appendix number 5.

#### 4.8. Working at height

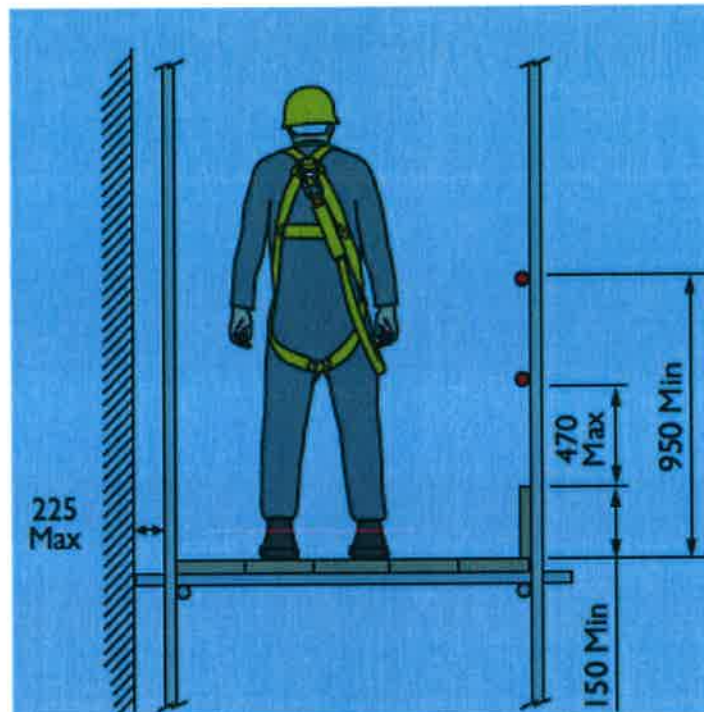
- Fall prevention and protection measures should be implemented whenever a worker is exposed to the hazard of falling more than two meters.
- This will include consideration of the following hierarchy of control measures:
  - ✓ **Avoid** work at height where possible
  - ✓ **Prevent** falls where work at height cannot be avoided
  - ✓ **Mitigate** falls where the risk cannot be prevented
- Risk assessment should consider safer options including elimination or avoidance of the need to work at height such as using extended tool to clean a window instead using of ladder to reach to the window, or considering using MEWP (Man Elevated Work Platform) instead of scaffolding.
- Fall prevention control measures shall be considered when working at height including: installation of guardrails with mid-rails and toe boards at the edge of fall hazard area and the use of fall prevention device such full body harness with shock absorber.
- All personnel who carry out W@H shall be fit and qualified.
- The standard dimensions of the guard rail is illustrated below:



- The use of a harness is mandatory for working higher than 2m from the ground.
- All harnesses must be full body type harnesses with double lanyards.

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- The length of the lanyard must not exceed 1.8m including any shock absorber fittings.
- All harnesses must be certified for use. The harness has only 5 years validity from the production date.
- No waist belt harnesses to be worn on site.
- No working at heights is allowed before sun rise and after sun set.
- When conducting working at height activities using ladders, the ladder used should be suitable for the task & only used for temporary work at height not more than half an hour.
- User should not carry any hand held material nevertheless s/he shall only carry light materials and tools (up to 10kg) to be attached to his body harness, always maintain 3-point contact on the ladder, do not overreach, ensure having a safe handhold on the steps, and avoid side-on working.
- MSRA for W@H shall include rescue plan and equipment to be used in emergency.
- The use of wooden or bamboo scaffold is strictly forbidden.
- The contractor shall refer to OSHA standards while erecting a scaffold.
- Scaffold tag shall be posted clearly after inspection at all access points. Scaffold tag only valid for 7 calendar days.
- Each scaffold walkway shall be at least 18 inches (45 cm) wide.



- Scaffolds shall not be loaded in excess of the working load for which they are intended.

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- Scaffolds cannot be erected, used, closer than 3 m near energized power lines. (from 300 v to 50 kv).
- Do not throw or allow falling to ground any scaffold member, board or fittings.
- When the contractor needs to erect a scaffold with height more 8 meter, the scaffold shall be designed and inspected by a competent third party.
- Example of credible third party in Egypt is ACROW Misr <http://www.acrow.co/> and Safety point <http://www.safetypoint.co/>

#### 4.9. Excavation

- Excavation planning: this step involves soil type identification and acquire underground and overhead facilities clearance to insure that mechanical excavation process will be done safely, underground facilities clearance should be insured by the site owner
- Adequate protective systems will be utilized to protect employees. This can be accomplished through: Sloping, Shoring, or Shielding.
- Sloping: Sloping the sides of the excavation to a specific angle based on the soil type. A slope of this gradation is safe for any type of soil.

Soil Type	Slope	Slope Angle
Stable Rock	Vertical	90 deg
Type A	¾ : 1	53 deg
Type B	1 : 1	45 deg.
Type C	1½ : 1	34 deg.

- Provide safe access and egress to excavation site: provide ladders, steps, ramps, or other safe means of egress for workers working in trench excavations 4 feet (1.22 meters) or deeper. The means of egress must be located so as not to require workers to travel more than 25 feet (7.62 meters) laterally within the trench.
- Provide a warning system (such as barricades, hand or mechanical signals, or stop logs) when mobile equipment is operated adjacent to an excavation, or when such equipment must approach the edge of an excavation, and the operator does not have a clear and direct view of the edge.
- Keep excavated soil (spoils) and other materials at least 2 feet (0.61 meters) from trench edges.
- Inspect trenches daily and following a rainstorm or other water intrusion.
- Work is prohibited under suspended or raised loads and materials.

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- Ensure that personnel wear high-visibility or other suitable clothing when exposed to vehicular traffic.

#### 4.10. Electrical safety

- No live electrical work is permitted
- All personnel working on electrical equipment shall be proved competent and authorized
- A permit to work must be in place
- 1000v Insulated tools that conform to EN 60900 must be used
- As a minimum class 00 for ELV and class 0 for LV gloves that conform to IEC 60903 must be worn when working with live electricity.
- All jewelry, watches, necklaces, rings etc. are to be removed before working.
- All ladders used near exposed energized sources must have non- conductive side rails and must be clean (free of oil, grease or contamination that would cause it to be conductive).
- All portable appliances will undergo periodic inspection and visually pre-use inspected
- Electrical equipment not in use with a potential to cause electrical injury should be isolated from all sources of power and locked off.
- The site supervisor shall report the faulty equipment to NUB PM & NUB HSE manager immediately.
- Faulty equipment shall be taken out of services and to be kept in HSE office or NUB warehouse with label “Don’t use or out of services”
- Electrical systems must be isolated from all sources of electrical power prior to working on or adjacent to exposed conductors or terminals.
- Both NUB electrician and contractor supervisor shall cooperate to complete the LOTO procedure and both should apply their personal lock and tag.
- Physical isolation methods should be used where possible i.e. removal of fuses, circuit isolators, or Lock out /Tag out.
- The contractor shall apply LOTO when required. The following steps shall be taken by quailed technician and verified by site supervisor:
  1. Identify the types and sources of hazardous energy present
  2. Turn OFF and shut down the machine
  3. Identify all isolation points and disconnect all hazardous energy sources
  4. Install locks and tags
  5. Release any hazardous stored energy

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#### 6. Check the effectiveness of the isolation

- Excavation works shall use drawings, cable detection tools, and safe digging practices to minimize the risk from underground electrical services.

#### 4.11. Safe driving

- All vehicles purchased, hired or leased must be in line with local policies and legislative requirements, and be assessed as fit for their intended purpose.
- All vehicles must be fitted with appropriate safety features, e.g. have manufacturer's three (3) points seatbelts and safety restraint systems installed.
- The number of passengers must not exceed manufacturer's specifications for the vehicle. No carrying of excess passengers or transporting people in the back of pickup trucks. Transporting unauthorized passengers is prohibited.
- Drivers must be appropriately assessed, licensed, trained, and medically fit to operate the vehicle within their defined driver classification and have access to health surveillance and ongoing monitoring to ensure they are fit to drive.
- Smoking inside the vehicles is strictly prohibited
- The max speed inside the campus is 15 km/hr.

#### 4.12. Fire prevention & protection

- The primary responsibility of fire prevention during contractor's activities is the contractor. However, NUB shall support and advise the contractor on the suitable means for prevention and control.
- NUB PM is the responsible for safe evacuation of the contractor during emergencies.
- The contractor shall provide suitable number of portable fire extinguishers in site. The capacity, number & type of fire extinguishers shall be identified in the MSRA.
- In case of hot work is required, a competent fire-watcher is required to be present all the time during the activity. In addition, a fire-watcher shall be present in the same area after completion of the hot work activities for at least 20 minutes.
- Storing flammable materials is strictly forbidden. When a contractor is required to use a flammable material to complete his work, the contractor shall seek the approval of HSE manager. Only quantity enough for daily usage will be allowed to enter the campus.

#### 4.13. Hazardous agents

- All chemical used by contractors shall have MSDS from the same manufacturer.

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- A label is required for any chemical container according to UN GHS as below:

**The Basic Parts of A GHS-Compliant Label**



**1** → **n-Propyl Alcohol**  
UN No. 1274  
CAS No. 71-23-8

**2** → **DANGER**

**3** → Highly flammable liquid and vapor. Causes serious eye damage. May cause drowsiness and dizziness.

**4** → Keep away from heat/sparks/open flames/hot surfaces. No smoking. Avoid breathing fumes/mist/vapours/spray. Wear protective gloves/protective clothing/eye protection/face protection. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses if present. Continue rinsing.

**5** → Fill Weight: 18.65 lbs. Lot Number: B56754434  
Gross Weight: 20 lbs. Fill Date: 6/21/2013  
Expiration Date: 6/21/2020  
Acme Chemical Company - 711 Roadrunner St. - Chicago, IL 60601 USA - www.acmechem.com - 123-444-5567

**6** → See SDS for further information.

1. **Product Identifier** - Should match the product identifier on the Safety Data Sheet.
2. **Signal Word** - Either use "Danger" (severe) or "Warning" (less severe)
3. **Hazard Statements** - A phrase assigned to a hazard class that describes the nature of the product's hazards
4. **Precautionary Statements** - Describes recommended measures to minimize or prevent adverse effects resulting from exposure.
5. **Supplier Identification** - The name, address and telephone number of the manufacturer or supplier.
6. **Pictograms** - Graphical symbols intended to convey specific hazard information visually.

#### 4.14. Incident reporting & investigation

- All of adverse events and incidents involving contractors must be reported and properly investigated
- Contractor who fail to report incidents as required will face strong actions. This may include prohibition of the contractors from future contracts.

#### 4.15. PPE & Equipment management

- Contractors are responsible for providing their own work equipment and PPE, unless specified by NUB PM. They should ensure that it is fit for purpose, in good condition and meets all regulatory requirements.
- PPE inspection to be done by the contractor engineer first, to start working on site on daily basis.
- NUB safety team shall inspect all contractor's PPE and equipment prior entering the campus.
- The minimum requirements for PPE for contractors working inside NUB campus are safety shoes, helmet, and high visibility jacket (vest).

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- Work Gloves & safety goggles may be required depending on the activities being performed stated on PTW and associated risk assessment.
- Additional PPE may be required depending on the activities being performed. Task, PTW and Risk Assessments will ensure that the correct PPE is provided for the hazard associated with the work being performed.

PPE	Standard	Job nature	Photo	Sign
Full Body Harness	<b>EN 358, EN 361 &amp; EN 813 Positioning</b>	W@H		
Safety Helmet	<b>EN397</b>	All		
Safety Shoes	<b>EN345 EN 20345- S3</b>	All		
High Visibility jacket (VEST)	<b>NA</b>	All		
Mechanical gloves	<b>EN420-407-388</b>	Handling and mechanical activities		
Electrical gloves	<b>EN60903</b>	Electrical works		

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Ear Protection	<b>EN39</b>	High noise activities based on MSRA		
Goggles Safety glasses	<b>EN166</b>	Welding Cutting Potential splash		
Gumboots	<b>IS 15298 or equivalent</b>	Excavation		

- The contractors shall use PPE from approved brands as following; Protecta – Millar – 3M – CAMP – KAYA Safety- MSA
- In case of the contractor requests to use another brands, the contractor shall seek the approval of NUB HSE in advance.

#### 4.16. Use of NUB equipment

- Using NUB equipment is prohibited for contractors.

In certain cases, it will be necessary for contractors to connect to existing 'live' services. It shall be the responsibility of NUB engineering department to identify live services and ensure that they are made safe before being used by the contractor.

#### 4.17. Use of welfare amenities

- NUB project manager shall arrange toilet facilities and drinking water for the contractor
- Contractor might use NUB clinic for first aid cases as appropriate and only in emergency cases. However, it's required from each contractor to provide first aid box in the site.

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- Extra first aid boxes may be required based on the risk assessment and distribution of workload.
- Each contractor shall appoint a qualified First Aider who will be qualified to administer first aid. The number of first aiders required by the contractor shall be defined based on the below table:

Numbers employed at any location	Numbers of First Aid personnel	Number of First Aid Box required in site
5 to 50 (5 > < 50)	At least <u>one</u> First Aider	At least <u>one</u> First Aid Box
More than 50 (>50)	<u>One</u> First Aider for <u>every 50 persons</u>	<u>One</u> First Aid Box for <u>every 20 persons in the same area</u>

- If the activities is distributed across the campus for the same contractor, the contractor shall provide a separate first aid box for each group.
- Contractor may use the campus clinic if needed.
- Smoking only is permitted in designated areas and as agreed with NUB PM.
- Eating is prohibited inside the campus for contractor. Exception should be managed by NUB PM.

#### 4.18. Housekeeping

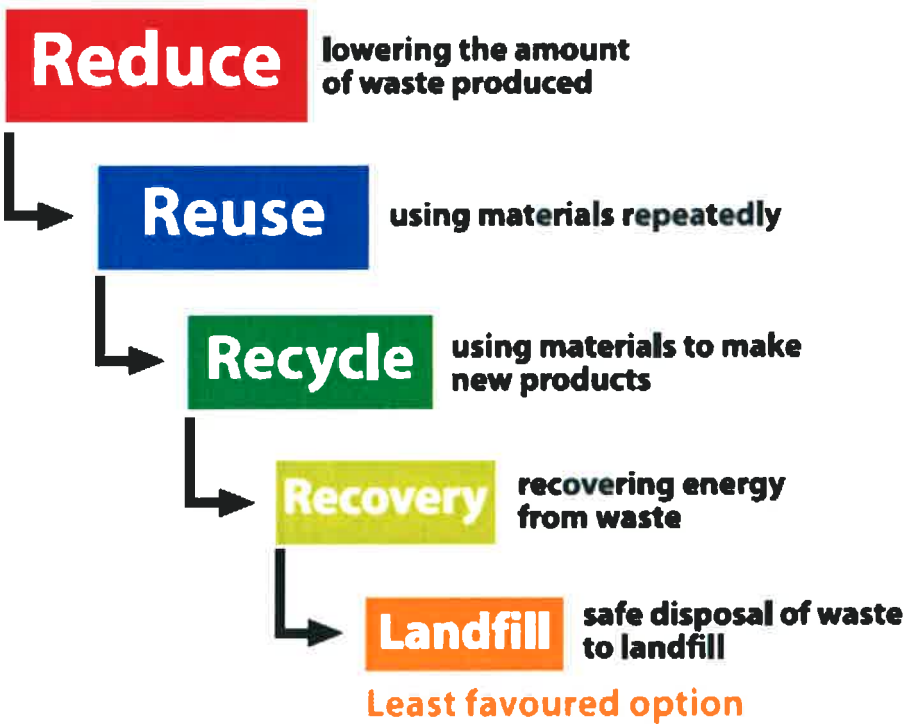
- NUB is fostering a rule that; ***“A Tidy Site is a Safe Site”***
- The construction site should be securely fenced off and clearly sign posted.
- The Contractor must provide adequate safety signage. Safety signage will be prominent at the entry to and across the site indicating the minimum rules for admission and working.
- Signs shall consist of standard pictograms and when needed have text in Arabic language as minimum.

#### 4.19. Waste management

- The contractor shall consider proper waste management techniques including waste segregation.

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**Most favoured option**



- It's important that contractor would consider that if waste management is ineffective it may result in adverse environmental, health and safety impacts such as contamination of land, air or water or exposure of persons to hazardous materials, with the potential for significant liabilities for NUB.
- The contractor shall identify options to minimize and manage wastes according to the waste hierarchy. Identify waste disposal options and available waste routes for each waste stream.
- The contractor shall remove waste routinely to prevent waste accumulation.
- The contractor shall ensure that waste remains secure and readily identifiable at all stages of its storage, transportation, treatment and disposal and ensure compliance with local regulations.

#### 4.20. Monitoring contractor performance


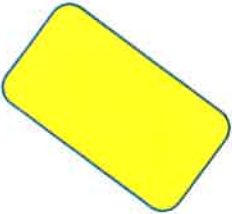
- HSE department shall conduct a thorough audit on each contractor once a month for the long-term contract.

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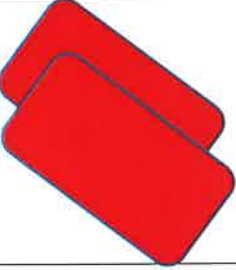
- After completion of the activities by the contractor, the contractor shall go through performance evaluation. This evaluation will support the discussion whether NUB shall use the contractor for future bids or not.
- The evaluation of contractor shall consider violations – accidents – near-miss- audit reports.

#### 4.21. Penalty scheme

- NUB is encouraging our contractors to demonstrate high level of commitment towards occupational health and safety and we are treating our contractors as partners to build a positive safety culture. However, if the contractor fails to comply with HSE requirements, he/she will face aggressive consequences as listed in the below table.
- NUB has absolute discretion on whether to classify an incident as Red Card or Yellow Card and notify Supplier of its decisions in this respect.
- Any classification of individual incidents shall typically have validity of 24 months from the point of notification; however, this validity is NUB discretion.
- A warning letter may be issued based on site violations commenced by the contractor such as failing to comply with PTW requirements or contractor’s worker not wearing the required PPE as per MSRA and / or PTW.
- The yellow card means an incident type that is a high potential incident which could result in a severe loss (i.e. injury, property damage or business interruption).
- The red card means an incident type that is a major incident resulting in actual loss (i.e. fatality, disabling injury, property damage or business interruption).
- The classification of the violation shall be defined by NUB HSE manager. Examples mentioned in the part shall be used as guidance.

Incident card	Incident description	Consequence	Deduction
	Warning letter	NUB HSE manager will send a warning letter with the contractor violation including the detailed of violations and requesting action plan	5,000 LE
	Yellow card (resulting from 3 warning letters or straight yellow card)	NUB HSE manager will send a warning letter with the contractor violation including the detailed of violations and requesting action plan	1,0000 LE

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	1 <sup>st</sup> Red Card (resulting from 3 yellow cards or straight red card)	The contractor may be suspended from working with NUB with max duration of 6 months	25,000 LE
	2 <sup>nd</sup> Red Card	NUB may completely terminate the contractor	100,000 LE

### 5- Roles and responsibilities

S	Task	CEO & CFO	EHS	Supply chain	Engineering Dept.	General secretary	Host. Dep.	Security
1	Contractor selection	A	C	R	R	I	I	I
2	Review and approve MSRA	A	R	I	I	R	R	I
3	Contractor entering campus	A	C	C	C	C	R	R
4	Escort contractor and issue PTW	A	C	I	C	I	R	I
5	Approve MSRA	A	R	I	I	I	C	I
6	Supervise contractor work	A	C	I	C	R	R	R
7	Progress meetings with contractors	A	C	R	I	R	R	I
8	Report and record violation	A	R	I	I	R	R	C

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9	Auditing the contractors on regular basis	A	R	I	I	R	C	I
10	Contractor evaluation	A	R	R	R	C	C	I

A: Accountable

R: Responsible

C: Consultant

I: Informed

## 6- Abbreviations

Serial	Abbreviations	Meaning
1	TBT	Toolbox talk
2	PTW	Permit to work
3	MSRA	Method statement and risk assessment
4	NUB	Nahda University in Beni Suef
5	PM	Project manager
6	NUB PM	NUB project Manager
7	RA	Risk assessment
8	PPE	Personal protective equipment
9	HSE	Health, safety and environment
10	MSDS	Material safety data sheet
11	W@H	Work at height
12	MEWP	Man Elevated Work Platform
13	UN GHS	United Nations-Global Harmonizing System











## 7- References

- ✓ Egyptian Labor law 12/2003
- ✓ HSE guidelines <https://www.hse.gov.uk/>
- ✓ OSHA regulations and guidelines <https://www.osha.gov/>

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## 8- Appendices

Appendix number	Title	File
1	Vehicle check list	 لفحص السيارات.doc
2	Equipment checklist	 Contractor Equipment Safety Che
3	Entry permission for workers	 دخول أفراد مقاول.docx
4	PTW form	 Hot & Cold work permit.السبوعى.doc
5	Lifting plan	 NUB Lifting Plan-Update 2020.docx
6	TBT	 TBT Form.docx
7	MSRA	 NUB MSRA Form.xlsx
8	Tips for effective MSRA	 APP 7 Tips for effective MS.docx
9	Incident report	 Incident Report.docx
10	Arabic instruction for constructions- Summary	 10- Arabic Instruction.docx

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بيان متطلبات المعدات

رقم المعدة :  
الكيلومترات :

التاريخ / / 2020  
اسم السائق :

م	بيانات الفحص	نعم	لا	ملاحظات الفحص
1	صلاحية رخصة السائق			
2	صلاحية رخصة المعدة			
3	الهيكل الخارجي			
4	الإطارات + الاحتياطي			
5	حزام الأمان			
6	فرامل الدواسة			
7	فرامل اليد			
8	الإضاءة الأمامية (عالي / منخفض)			
9	الإضاءة الخلفية (إضاءة إشارة الوقوف)			
10	نور لوحة العدادات			
11	أنوار الإشارات يمين وشمال (أمامي / خلفي)			
12	آلة التنبيه			
13	المرايا الجانبية و مرآة الصالون			
14	شنطة العدة			
15	زجاج المركبة			
16	حالة العدادات			
17	المساحات			
18	زيت المحرك			
19	غطاء فتحة تموين الوقود			
20	حالة المقاعد و الأبواب			
21	حالة الموتور ( تسريب بدوائر الموتور )			
22	سارينة الرجوع للخلف			
23	الدعامات والسلاسل وأحزمة تثبيت الحمولة			
24	ماسورة العادم وشكل العادم			
25	صندوق الإسعافات والمثلث التحذيري و طفاية الحريق			
26	Flag man الشخص الموجه للمعدة			

ملاحظات عامة

التوقيع /

الوظيفة /

اسم القائم بالفحص /

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## Contactor Equipment Safety Requirements Checklist

### استمارة فحص متطلبات السلامة لمعدات المقاولين

#### General Information

Area of work: \_\_\_\_\_ Project Name: \_\_\_\_\_ Date (From - To): \_\_\_\_\_  
 منطقة العمل: \_\_\_\_\_ اسم المشروع: \_\_\_\_\_ فترة المشروع: \_\_\_\_\_  
 Equipment / Tool Name & Type: \_\_\_\_\_ Contactor: \_\_\_\_\_  
 اسم ونوع الماكينة / المعدة: \_\_\_\_\_ اسم المقاول: \_\_\_\_\_

#### Checklist

	Yes	No	N/A	Remarks ملاحظات
1 In case of Trucks, Forklifts, Vehicles (or equivalent) Refer to "Contactor Vehicles Safety Requirement Checklist". في حالة السيارات الكلازكات الأوناش (أو ما يعادلهم) يتم مراجعة "قائمة فحص متطلبات السلامة للسيارات الخاصة بالموردين"				
2 In case of Pressurized fluid Cylinders, Refer to "Cylinders Safety Requirements Checklist". في حالة الأسطوانات المضغوطة يتم مراجعة قائمة "فحص متطلبات السلامة للأسطوانات المضغوطة"				
3 In case of Scaffolds & Safety Belts, Refer to "Scaffolds & Safety Belts Checklist" في حالة السقالات وأحزمة الأمان يتم مراجعة قائمة "فحص متطلبات السلامة للسقالات وأحزمة الأمان"				
4 The connections (air, electricity, fluids if applicable) are reviewed, don't interrupt the line & safe from any leak. تم مراجعة حالة الوصلات (هواء، كهرباء، موائج) والتأكد من انها لا تعترض العمل بالخطوط وتم مراجعة معايير الأمان				
5 Very Hot & Very Cold areas of the machine are indentified (marked) &/or guarded with cover تم تعليم أو حماية الأجزاء التي تصل إلى حرارة أو برودة تشكل خطورة على العامل				
6 Check the presence & functionality of E-Stop التأكد من وجود و عمل زر الإيقاف للطوارئ E-Stop				
7 Operating Safety Procedure sheet is present for the Operation activities. تم التأكد من وجود خطوات التشغيل الآمن لعمليات التشغيل				
8 Protectors / covers / safeguards for the machine are present (if applicable). تم تجهيز غطاء لحماية الماكينة (إذا تم طلبه)				
9 Ensure the commitment to the use of right PPE matgching the equipment & operation type. التأكد من التزام بمهمات الوقاية المناسبة للمعدة (حذاء الامان + النظارة + ..... + ..... + .....)				
10 Ensure the protection of sharp corners تم التأكد من وجود حماية للحدود القاطعة				
11 Other أخرى				
12 Other أخرى				
13 Other أخرى				

- \* General information to be filled by Project Owner
- \* item 2 - 13 if applicable to be filled by maintenance department
- \* the form to be signed by project manager & safety department to allow the entrance equipment
- \* security gate take a copy to allow equipment entrance
- \* the original form to be delivered to safety department for record keeping
- \* Tag must be filled & attached to the equipment

مسؤول السلامة Safety

مسؤول المشروع Project Manager

مسؤول الإدارة المتخصصة Supporting Fuction  
(optional)

Signature:

Date:

تصريح دخول أفراد للمقاولين

التوقيع/

مدير الموقع/

اسم المقاول/

2020 / / / الي

التصريح ساري من / / / 2020

S.N	Name الاسم	Job المهنة	ID الرقم القومي	S.N	Name الاسم	Job المهنة	ID الرقم القومي
1				11			
2				12			
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8				18			
9				19			
10				20			

الاعتماد:

التوقيع/

السيد أمين عام الجامعة /

التوقيع/

مدير الصحة والسلامة المهنية وحماية البيئة/

Type here]

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Serial No. .... رقم التصريح

HOT  / COLD 

WORK PERMIT تصريح عمل ساخن/ بارد

**Section 1 : (Performing Authority By PMS)**

القسم الاول: الجهة المنفذه للعمل

Job performing manager:

اسم مهندس العملية

Function :

المهنة

Location : ..... المكان

Work force: ..... عدد العاملين

Work equipped with the following machine and tools ..... المعدات والأجهزة المصاحبه للعمل

Work description: ..... وصف العمل

**Section 2 : (Area Authority)**

القسم الثاني : (مسئول منطقة العمل)

**Safety Precautions and Equipment Requirements**

احتياطات الامان ومتطلبات معدات العمل

Mechanical isolation عزل ميكانيكي  no.: ..... رقم شهادة العزلElectrical isolation عزل كهربى  no.: ..... رقم شهادة العزلEquipment locking & tagging  معدات عزل وغلطGas freeing خلو غازات  warning sign علامات تحذيريةPortable Fire Fighting Equipment  معدات مكافحة حريق**Personal & Special Protective Equipment Requirements**

مهمات ومعدات وقاية شخصية مطلوبه

Helmet خوذة  Face shield  واقى وجه  Goggle/Glasses نظارة حماية  Ear muff/Plug  واقى اذن Safety harness حزام امان بارشوت  Chemical suit بدله مقاومه للكيمياويات  Chemical gloves جواناتى مقاوم للكيمياويات  Cotton gloves جواناتى قطن Stand by watch ملاحظ لمراقبة العمل  Safety shoes حذاء امان  overall اقروال  Respiratory protection واقى تنفس 

Additional Safety Precautions: ..... احتياطات امان اضافية.

Date: ..... التاريخ Time: ..... الوقت Area Authority Signature : ..... توقيع مسئول منطقة العمل

**Section 4 : HSE Department**

القسم الرابع: إدارة السلامة

**Acknowledge and endorsement : اخطار وتصديق إدارة السلامة**Accept  مقبولReject  مرفوض

Comments : ..... الملاحظات

Date: ..... التاريخ Time: ..... الوقت HSE Engineer signature: ..... توقيع مهندس السلامة

**Section 5 : Declaration**

القسم الخامس: الإقرار

I Have Read And Understood The Work Instructions And Safety Requirements.

قرأت وتفهمت تعليمات ومتطلبات السلامة

Holder Signature: ..... توقيع حامل التصريح

Job performing manager sign.: ..... توقيع مهندس العملية

Permit is valid from: ..... التصريح سارى من To : ..... الى Date : ..... التاريخ

**Section 6: Verification and approval from Engineering Adm.**

القسم السادس: التوكيد و التصديق من الادارة الهندسية

Approved by: ..... الاعتماد Function : ..... المهنة

Signature:.....التوقيع

**Section 7: Work Completion**

الجزء السابع: (انهاء العمل)

The location / equipment has been restored to normal and safe condition تم إعادة المكان / المعدات إلى الوضع المعتاد في امان الساعه

At: ..... hrs الساعه

Date : ..... التاريخ

Holder Signature: ..... توقيع حامل التصريح Job performing manager: ..... توقيع مهندس العملية

Comments : ..... ملاحظات

**Section 9 : Revalidation**

القسم التاسع: تجديد التصريح

Date : التاريخ							
From: من الساعة							
To : الى الساعة							
Performing Mgr signature							
Approved By Saipem							

**Distribution التوزيع :** Original : HSE إدارة السلامة  
2 nd copy : holder حامل التصريح

1<sup>st</sup> copy : Engineering Adm. الادارة الهندسية  
3 rd copy Job performer منفذ العمل

Basic Lift : <input type="text"/>	Complex Lift : <input type="text"/>	Lifting Plan No:
Location of Lifting Operation:		
Description of Lifting Operation :		
Uploading /Unloading Of:		

1.Crane inspection checklist			
Inspection Criteria	Check	Status	
		Safe	Not Safe
<u>Visual Inspection</u>	Is crane visually inspected for defective components prior to the start of work?		
<u>Load Chart</u>	Is the load chart clearly visible to the operator?		
<u>Training</u>	Are all operators trained, and provided with the operator's manual for the particular crane being operated?		
<u>Fire extinguishers</u>	Is a fire extinguisher provided at the operator's station?		
<u>Crane Capacity</u>	Is the rated capacity visibly marked on each crane?		
<u>Warning means</u>	Is an audible warning device mounted on each crane?		
<u>Safety features</u>	limit switches and load indication devices are functioning		
<u>Crane boom</u>	Are cranes with booms that could fall over backward, equipped with boom stops?		
<u>Testing certification</u>	Does each crane have a certificate indicating that testing and examinations have been performed?		
2.Details Of Crane Used			

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Crane Mark / Number	
Capacity	
Last inspection date	

### 3. Load details

Type Of Load	
Size and shape of load (describe in drawing )	
Centre of Gravity identified ( Locate in drawing )	

### 4. Safety Factor according to Crane Capacity at planned radius

	1 <sup>st</sup> Position	2 <sup>nd</sup> position	3 <sup>rd</sup> position
a. Maximum Radius at which load to be placed			
b. Boom Length to be used			
c. Maximum height of lift			
d. Crane SWL ( Ref load chart ) at given radius and boom length			
e. Max. Weight of load ( to be verified )			
f. Total Weight of all lifting accessories used			
g. Total Weight to be lifted ( 4e + 4f )			
h. max utilization of the crane at this position $4g/4d \leq 75\%$			

### 5. Other Hazards identified ( Yes / No )

Live Services	No	Pedestrians around	No
Underground Services	No	Overhead Services	No
Plant or Machinery	No	Excavation / pit	No
Free from interface and obstruction	Yes	Barrier around lifting in place	Yes
Route survey done	Yes	Tag lines required	Yes
Restricted Headroom or confined work area	No	Load on pallet require securing	No
Load visible to operator	Yes	Communication required	

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Ground condition suitable for activity	Suitable	Ground & soil testing	Not req.		
<b>Weather Information</b>					
Wind Speed ( Km/ hr )		Visibility			
<i>Note : No Lift , if wind speed more than 5 m/sec or low visibility or raining</i>					
<b>6. Lifting Accessories to be used ( Attach TPI certificate of all and check for validity )</b>					
Name of Accessories	ID No	SWL in Ton	Date of Last TP inspection	Color Code	Visual check done

**7. Lifting plan showing the placement of crane , radius , boom length and sequence of lifting**

<b>8. Name of personnel involved ( attach third party certificate and check for validity )</b>			
<b>Supervisor</b>		<b>Crane operator</b>	
<b>Riggers</b>		<b>Signal man / Banks man</b>	
<b>9. Authorization</b>			
Name	Position	Signature	Date & Time
	Lifting Supervisor/ HSE		

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<b>Tool Box Meeting</b>	محادثة السلامة قبل بدء العمل
Date : / /20 shift :	التاريخ : / / : الوردية :
Location :	الموقع :
Topic/s discussed .....	الموضوع: .....

I am supervisor who responsible for carrying out the job and I discussed the job and the following safety Recommendations which related to this job with my teamwork.

انا المشرف المسؤول عن اداء العمل وقد قمت بمناقشة الموضوعات والتوصيات التالية والمتعلقة بتنفيذ المهمة بأمان مع فريق العمل تحت إشرافي

اسم المشرف Supervisor Name:.....	المهنة Title : .....	التوقيع Signature:.....
-------------------------------------	-------------------------	----------------------------

**Participants**
**الحضور**

I have read and understood the work instruction and safety requirement and we will implement it.  
لقد قرأت وتفهمت العمل المطلوب وإحتياجات السلامة الخاصة بالعمل وسوف نلتزم بتنفيذها .

S.N	Name الاسم	Job المهنة	Sign.ال توقيع	S.N	Name الاسم	Job المهنة	Sign.التوق يع
1				26			
2				27			
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24				49			
25				50			

من منطلق اهتمام جامعة النهضة بالسلامة والصحة المهنية وحماية البيئة بما في ذلك سلامة المقاولين، حيث أن الجامعة تتعامل مع المقاولين كشركاء الامر الذي يتطلب من المقاولين ومقدمي الخدمات الالتزام باشتراطات السلامة والصحة المهنية وحماية البيئة طبقا لما ورد في إجراءات التحكم بالمقاولين

ومن أهم التعليمات الواردة في الإجراء ما يلي:-

1. يقوم المقاول بعمل MSRA وتقييم للمخاطر قبل بدء العمل. يتم شرح خطوات و طريقة عمل المقاول و ذكر المخاطر وتحديد إجراءات التحكم المناسبة.
2. يتم اعتماد MSRA من مدير المشروع وقسم السلامة والصحة المهنية
3. يقوم سيادة أمين عام الجامعة بتعيين مدير مشروع من الجامعة لكل مشروع يقوم بالمراقبة والاشراف على المقاولين.
4. يقوم المقاول بطلب تصريح دخول أفراد ويتم الموافقة عليه من قبل السيد أمين عام الجامعة والسيد مدير السلامة والصحة المهنية وتكون صلاحية التصريح بحد أقصى أسبوع من تاريخ الاعتماد.
5. في حالة حاجة المقاول لدخول مركبات أو معدات يقوم المقاول بعمل تصريح دخول ويتم تقديمه الي إدارة السلامة والصحة المهنية قبل يوم الدخول بيوم عمل علي الأقل لاعتماده.
6. تقوم إدارة السلامة والصحة المهنية بفحص المعدات والمركبات قبل دخول الجامعة والتأكد من سلامتها وصلاحيتها للعمل.
7. تقوم إدارة السلامة بعمل محاضرة تعريفية للسلامة والصحة والبيئة لكل أفراد المقاولين الجدد لضمان استيعابهم لمتطلبات الجامعة
8. بناء على تصريح الدخول تسمح إدارة الامن لأفراد المقاول بالدخول الي الجامعة وذلك بعد اتخاذ إجراءات الأمن المتبعة بهذا الشأن.
9. يمنع دخول أي فرد تحت سن 18 عام مع تسجيل الأمن لدخول أفراد المقاولين بعد التأكد من إثبات الشخصية.
10. يسمح للمركبات المصرح لها بالدخول بعد فحصها من إدارة السلامة والصحة المهنية وعند وجود حمولة على المركبات يجب تأمين الحمولة وربطها وعدم وجود بروز خارج المركبة.
11. يسمح لمركبات المقاولين نقل الأفراد الي الأماكن المخصصة لهم وذلك طبقا لحمولة وسعة المركبة فقط.
12. لا يسمح للسائق بمغادرة المركبة تحت أي حال من الأحوال.
13. يجب علي المقاول استخراج تصريح عمل يومي واعتماده من مدير المشروع ومدير السلامة والصحة المهنية.
14. يجب على افراد المقاول الالتزام بمهمات الوقاية الشخصية طوال الوقت داخل الجامعة وذلك طبقا لما ورد في تقييم المخاطر المعتمد.
15. الحد الأدنى لمهمات الوقاية الشخصية (الفيست العاكس – خوزه الرأس الواقية – حذاء السلامة)
16. في حالة وجود أعمال رفع يجب علي المقاول اصدار خطة رفع واعتمادها من إدارة السلامة والصحة المهنية قبل اليوم المحدد للرفع بثلاثة أيام على الأقل.
17. يجب أن تكون المعدات وأدوات الرفع مفحوصة ولها شهادة معايرة و سارية من جهة خارجية معتمدة.

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18. عند العمل على ارتفاع يجب على المقاولين اتخاذ ما يلزم لحماية الأفراد من مخاطر السقوط.
  19. عند العمل على ارتفاع أكثر من 2 متر يجب ارتداء حزام السلامة وأن يكون مطابق للمواصفات.
  20. عند الحاجة الي بناء سقالة يقوم المقاول باستخدام عمالة مؤهلة ومدربة على أن تتطابق السقالة مع متطلبات الاوشا
  21. عند الحاجة الي بناء سقالة بارتفاع أكثر من 8 متر يجب فحصها واعتمادها من خلال طرف ثالث متخصص في هذا المجال.
  22. يجب على المقاولين الالتزام بتعليمات القيادة الآمنة داخل الجامعة ومن ضمنها ارتداء حزام الأمان والالتزام بالسرعة المقررة (15 كم / س)
  23. يجب علي المقاول اتخاذ ما يلزم من تأمين الموقع ضد أخطار الحريق و توفير أجهزة إطفاء مناسبة.
  24. عند استخدام المقاول لمواد كيميائية يجب الالتزام باشتراطات السلامة الواردة بنشرات السلامة الخاصة بالكيماويات MSDS
  25. يجب أن تكون المواد الكيميائية معرفة بكارث تعريفي ظاهر علي العبوة.
  26. يمنع منعاً باتاً تخزين مواد كيميائية خطيرة أو قابلة للاشتعال داخل الجامعة. وعند الحاجة الي استخدامها يتم ادخال كمية لا تتخطي كمية يوم واحد و ذلك بعد موافقة إدارة السلامة و الصحة كتابيا
  27. يجب على المقاولين الإبلاغ عن الحوادث مهما كانت شدتها في نفس اليوم من خلال إبلاغ مدير المشروع ومدير السلامة بالجامعة.
  28. عند الحاجة لاستخدام معدات تابعة للجامعة يجب الحصول على تصريح من السيد مدير المشروع بالجامعة.
  29. يجب علي المقاول توفير صندوق اسعافات أولية وفرد مدرب علي الإسعافات الأولية وذلك طبقا لما ورد في الاجراء الخاص بالمقاولين NUB
- HSE – 01
30. في حالة المشروعات الضخمة يتعين علي المقاول توفير أفراد متخصصين في السلامة والصحة المهنية على أن يكونوا متفرغين لمتابعة تنفيذ اشتراطات السلامة وأن يتم الموافقة عليهم من قبل إدارة السلامة والصحة المهنية بالجامعة.
  31. يمنع التدخين خارج الأماكن المخصصة لذلك.
  32. في حالة عدم التزام المقاول بالبنود السابقة وما ورد في الاجراء NUB- HSE – 01 يجب على إدارة السلامة والصحة المهنية إيقاف الاعمال كليا أو جزئيا وإخراج العمالة المخالفة مع العلم انه سيتم مراجعة مدي التزام المقاولين دوريا بهذه التعليمات.
  33. كما يرجي العلم أنه في حالة مخالفة التعليمات أعلاه ستقوم الجامعة بتطبيق الجزاءات وذلك طبقا لما ورد في الأجراء الخاص بالمقاولين
- NUB- HSE – 01
- وفي حالة وجود أي استفسار يرجي مخاطبة إدارة السلامة والصحة المهنية بهذا الشأن.

### إدارة السلامة والصحة المهنية وحماية البيئة

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