

**C I R C U L A R – 128 (HSE)**

**Date:** 12 January, 2009

**Ref:** ZADC/HSE/AAZ/gs-045

**TO :** **ALL CONSULTANTS, CONTRACTORS AND PROJECT MANAGEMENT**

**SUBJECT:** **PROJECT HEALTH, SAFETY AND ENVIRONMENT PLAN**

With reference to above subject and as per the Zoning Authority HSE objectives to protect the Environment by minimizing the usage of paper please be informed that Project HSE Plan should be prepared by Contractor, approved by Consultant and submitted along with the Building Permit application in 2 soft copies (CDs).

Please find attached list of **elements to be covered as minimum requirement but not limited in Project HSE Plan.**

The soft copies (CDs) of Project HSE Plan shall be **labeled** with following information:

- 1) Name of the Contractor
- 2) Name of the Consultant
- 3) Name of the project
- 4) Plot Number
- 5) Issue date
- 6) Reference number

In case you require further information/ clarification regarding the same, please do not hesitate to contact via email on [hse@zoningauthority.ae](mailto:hse@zoningauthority.ae) or you may call on 04-3900500 / 501 / 3900704 / 3642084.

This is for your kind information and necessary action.

Thanking you,

For, and on behalf of  
**DUBAI TECHNOLOGY AND MEDIA  
FREE ZONE AUTHORITY – DTMFZA**

**Attachments:** As above

## The following elements to be covered as minimum but not limited in Project Health, Safety and Environment (HSE) Plan

### General Requirements:

- 1) General Manager's forward
- 2) Company HSE Policy (approved by top management of company)
- 3) Leadership and Commitment
- 4) HSE Officer
- 5) HSE Responsibility and Authority
- 6) Project Management Organization chart
- 7) Legislative requirements
- 8) Near miss, accidents reporting and investigation system
- 9) Abbreviations
- 10) Glossary of terms
- 11) General layout of the project
- 12) Subcontractors & suppliers management system
- 13) Site Security Plan and access control
- 14) Penalty for HSE Violation & Awarding System
- 15) Non-conformance, Corrective and Preventive Actions system
- 16) HSE Document Control & Recording System.
- 17) Communication on site.
- 18) Safety Committees & meetings
- 19) Risk Assessment & Job Safety Hazard Analysis
- 20) Safety performance monitoring

### Part-1 Occupational Health & Hygiene

- 1.1. Occupational health hazards
- 1.2. Chemical
- 1.3. Noise
- 1.4. Vibration
- 1.5. Heat stress
- 1.6. Ionising & Non-Ionising Radiation
- 1.7. Food hygiene & water quality
- 1.8. Health surveillance & recording
- 1.9. Welfare facilities
- 1.10. Dust control
- 1.11. Ventilation

## Part-2 Safety

- 2.1 Safety induction/ introduction training
- 2.2 Emergency/ contingency safety plan
- 2.3 Safety training
- 2.4 Permit to work system
- 2.5 Safety alert/ flash system
- 2.6 Fire prevention, detection and protection system.
- 2.7 First aid & medical facilities
- 2.8 Office safety
- 2.9 Shift & personnel change over
- 2.10 Transfer of personnel & materials
- 2.11 Safety requirements for night shift operations
- 2.12 Traffic safety management
- 2.13 Tool box talk meetings
- 2.14 Labour camp special requirements
- 2.15 Cutting & welding
- 2.16 Compressed gases
- 2.17 Confined spaces
- 2.18 Electrical safety (lock out system)
- 2.19 Hand, power tools and machinery safety
- 2.20 Portable electrical equipments
- 2.21 Spray painting
- 2.22 Scaffolding/ work platforms
- 2.23 Heavy Equipment Operations
- 2.24 Lifting equipments & lifting operations
  - 2.24.1 Tower cranes
  - 2.24.2 Mobile cranes
  - 2.24.3 Personnel hoists
  - 2.24.4 Fork lifts
- 2.25 Materials handling (storage & disposal)
- 2.26 Excavation, Trenching and Shoring
- 2.27 Radioactive sources
- 2.28 Diesel generators, transformers and power supply
- 2.29 Hazardous substances
- 2.30 Safety notices, signages and colour code
- 2.31 Diving operations
- 2.32 Personal protective equipments and safety devices
  - 2.32.1 Head protection
  - 2.32.2 Hearing Protection

- 2.32.3 Eye and face protection
- 2.32.4 Hand protection
- 2.32.5 Foot protection
- 2.32.6 Protective clothing
- 2.32.7 Safety harness, lifeline
  
- 2.33 Edge protections
- 2.34 Working at height
- 2.35 Falling of objects from height
- 2.36 Cantilever Material Loading Platform
- 2.37 Safety Officer (appointment)
- 2.38 Inspection & Audit
- 2.39 Ladders, walkways and stairs
- 2.40 Pressure vessels
- 2.41 Pneumatic tools
- 2.42 Work permits
- 2.43 Motorised equipments & checks procedure
- 2.44 House keeping
- 2.45 Fuel and oil storage
- 2.46 Workshop safety
- 2.47 Dangerous zone
- 2.48 Demolition procedure
- 2.49 Illumination

### Part-3 Environment:

- 3.1 Environment protection
- 3.2 Waste (handling) management
  - 3.2.1 Non-Hazardous
  - 3.2.2 Hazardous
- 3.3 Environmental Impact Assessment (EIA) Report
- 3.4 Concrete wash out area
- 3.5 Stock pile and soil control

### Part-4 Appendices:

- 4.1 PTW System Forms
- 4.2 HSE Inspection daily/ weekly system
- 4.3 Machinery Inspection Checklist

- 4.4 Fire System Inspection Checklist
- 4.5 Scaffolding Inspection Checklist
- 4.6 HSE Induction Training Form
- 4.7 HSE Inspection Report Form
- 4.8 Near miss, Accident Report Forms.