



DHCR HSE Contractors

Policy and Procedure

Department: HSE

Document Identifier: PP/HSE/002/01



DHCR HSE Contractors Policy & Procedure

INTRODUCTION

This CSC is a policy been prepared by DHCR HSE, and provides a clear mandate on Contractors Safety requirements.

DHCC Regulations Division, require that every Business Partner must ensure the protection of health and safety of contractors, subcontractors, workers, staff engaged 'construction', in the workplace.

1- Purpose:

- 1.1 The purpose of the Contractors Safety Code ("CSC") is a guidance for Business Partners ("BP") to direct attention to all contractors, regardless of the nature, duration, size of the fit out / construction work to ensure the safety management systems are in place, with effective management communication between all workers.
- 1.2 To ensure that guidance and policy exists for the safety of external contractors visiting / working on DHCC site, facilities, and immediate environment, this includes all commissioning, refurbishment / renovation, decommissioning and demolition activities, and ranges from occasional work such as window cleaning, to high risk work on reconstruction projects.
- 1.3 To ensure the protection of the health and safety of contractors, sub-contractors, employees, patients, visitors, vendors, and other users of all DHCC, as well as the surrounding communities and environment, and to reduce or minimize the risks from exposure to risks arising from contractor's activities
- 1.4 The CSC is intended for strict application by all contractors and all service providers during the pre, interim and post-delivery of works, regardless of the size, scale, duration of any works.

2- Scope of application:

- 2.1 DHCR HSE is committed to provide guidance on the requirements of contractor's safety.

3- Applicable To:



DHCR HSE Contractors Policy & Procedure

- 3.1 This CSC applies to all, healthcare facilities, facilities staff, patients, visitors, contractors, sub-contractors, service providers and others attending DHCC engaging with Contractors, Vendors, Service Providers or any contractual, maintenance obligations. The policy is applicable to all property (buildings owned or occupied) and premises including residential accommodation, and businesses), internal or external within the DHCC campus.

4- Policy:

- 4.1 Compliance is mandatory for every contractor / service provider working on campus.
- 4.2 All working with contractors / service providers have a duty to ensure, so far as is reasonable practicable, the health and safety of all, as reasonable possible, who operate, deliver a service to DHCC.
- 4.3 Safety is everybody's business and the success of a health and safety systems is dependent on cooperation of all persons within each of the BP facility to cooperate.
- 4.4 All contractors / service providers working on site must read this CSC, prior to any site works commencing and understand the health and safety arrangements for their particular site works and incorporate and integrate all their tasks in conformance with the established safety procedures for that particular task.
- 4.5 **Responsibility**
- 4.5.1 Every Business Partner and their staff including all contractors / service providers staff should adhere strict adherence to this CSC.
- 4.5.2 All new Contractors shall be oriented on the CSS
- 4.5.3 It should be understood that the onus is on all BP ensure compliance with CSC
- 4.5.4 Every Business Partner and their staff including all contractors staff are required to report all occupational injuries, fire events, chemical spills, environment incidents to DHCR HSE Department.



DHCR HSE Contractors Policy & Procedure

5- Procedure/Steps:

5.1	<p>Safety Documentation</p> <p>Prior to any site works, the BP must ensure the contractor has the appropriate safety management system documentation: insurance, access to equipment maintenance records, scope of work, roles and responsibilities for the task, appropriate certifiable training (where appropriate), method statement and risk assessment (where required), site safety measures, evacuation procedures, incident reporting procedures, prior to site works commencing.</p>
5.2	<p>Specialist work requiring a Permit to Work (“PTW”)</p> <p>5.2.1 The Permit to Work procedure is dependent on the procedures set down by the Building Facility Management Team / Property Managers and it is the Business Partner’s responsibility to ascertain the procedure prior to any site works.</p> <p>5.2.2 For Works in DHCC owned buildings a Permit to Work is obtained from the DHCC Facilities Department, for all site works.</p> <p>5.2.3 If the contractor is carrying out the following works, a Permit to Work is required:</p> <ul style="list-style-type: none"> 5.2.3.1 Working at Height (Above 2 meters) 5.2.3.2 Isolation/Tag out/Lock out of Services 5.2.3.3 Work in Confined space 5.2.3.4 Hot work 5.2.3.5 Mechanical Lifting Devices 5.2.3.6 Work in restricted area (Medical Gas Areas/ Radiation (Infrared/ Ultrasonic / Microwave/ EM/ Radio Active Material)Areas/ Laboratory) 5.2.3.7 Deep Excavation/ Deep Penetration in to structures 5.2.3.8 Major Electrical Works 5.2.3.9 Work on Roof Top 5.2.3.10 Work on Scaffolds
5.3	<p>5.3.1 A Work Permit, for major fit out works / construction works may require the contractor to provide the following documents to the Building Property Manager / Facility Manager, as follows (below is not an exhaustive list, dependant on site</p>



DHCR HSE Contractors Policy & Procedure

	<p>works):</p> <ul style="list-style-type: none"> 5.3.1.1 Final Design / Architect's Drawings 5.3.1.2 Civil Defence Certificates 5.3.1.3 Contractor's licenses and insurance policy 5.3.1.4 Method Statement and risk assessments 5.3.1.5 Any specialist Permit to Works 5.3.1.6 Competency / Training Certificates <p>5.3.2 The Contractor must submit the appropriate Liability Insurances and all Insurances shall be extended to indemnify the Building Owner / Business Partner / Investor for the specific site works in the event of negligence on behalf of the contractor against any claim for which the Contractors may be legally liable.</p>
5.4	<p>Safety Work Assessment</p> <p>Any work activity, there should be an assessment of the risks and hazards of the task to ensure a full assessment of site works are completed in an effort to eliminate harm. This task must be undertaken by a competent member of staff from the Business Partner to ensure the contractor / service provider adhere to the CSC and eliminate harm.</p>
5.5	<p>Contractor Pre – Site Assurances</p> <p>5.5.1 Prior to commencement of any work the contractor must ensure they have a liaison point of contact with the appropriate Security, Facilities, Building Facilities for the building, in the event of an emergency.</p> <p>5.5.2 The Contractor must nominate their site representative, who is the day to day liaison with the Security, Facilities, Building Personnel.</p> <p>5.5.3 If a Contractor is in any doubt regarding the application of site procedures, or in any circumstances affecting safe workings not covered by the contractors scope of work they must notify the Business Partner, who must seek further guidance and clarity.</p>
5.6	<p>Escalation of Concerns</p> <p>IF the Business Partner/Investor/Building Manager/Building Security & Facility team are concerned or are not satisfied with the work practice of the contractor or his employees or sub-contractors and there is a concern a situation has potential to result in an accident, incident, dangerous occurrence or unsafe act, it is required that the site works must be stopped and</p>



DHCR HSE Contractors Policy & Procedure

	consultation with the contractor and/or the facility manager for guidance and oversight review, prior to commencing or recommencing works, is required.
5.7	<p>Contractor arrival on site</p> <p>The Contractor must ensure their Senior Representative on site must have the required information (see above) ready for production to either the Building Management/Facilities Team and Business Partner and the DHCR HSE Regulator in the event of an inspection.</p>
5.8	<p>Building Security Arrangements</p> <p>5.8.1 It is the responsibility of all contractors to observe and adhere to all local security arrangements for the building they are operating and prior consultation and agreement regarding compliance with the building security provisions are essential.</p> <p>5.8.2 All contractors must adhere to local access policies and not access any restricted areas or allow a third party to access same, without prior approval from the Building Management/Facilities Team.</p>
5.9	<p>Contractors Storage of Equipment</p> <p>5.9.1 All contractors are responsible for the safe and secure storage of any equipment, plant, machinery or items related to their work that are brought to the location and storage of equipment on site is strictly forbidden, to eliminate the generation of a fire Load.</p> <p>5.9.2 Contractors are strictly forbidden from storage of their material (electrical equipment/chemicals/catering facilities wood/any construction material) in the basement/stairwell/fire exit route/corridor/proximate to medical gas of any building, if discovered site works could be immediately terminated.</p> <p>5.9.3 Contractors equipment must not block or obstruct any fire equipment to prevent or restrict access to Fire Extinguishers, Fire Hose, Fire Alarm Control Panel, Sprinklers, Manual Alarm Control Points, Smoke or Heat Detectors etc. or any other Fire Detection or Protection equipment in the facility.</p> <p>5.9.4 The Contractor must not store flammable material in stairwells and must seek Building Facility Management Team approval.</p>
5.10	<p>Contractors Access Arrangements</p>

DHCR HSE Contractors Policy & Procedure

- 5.10.1 Unauthorised access on without prior Building Management/Facility/Security team approval, may result in their site works being stopped.
- 5.10.2 Before commencement of any work, the contractor shall ensure that all its staff involved have been issued appropriate building access approval obtained from the 'Building Management Team' ("BMT") and this can only be used individually.
- 5.10.3 If an 'Entry Pass' is required it must be worn by all contractors and available for inspection by BMT. Security reserve the right to withdraw passes for deemed unsafe /dangerous acts. All contractors must return any identification/access cards/keys when their scheduled works are completed or by arrangement from the BMT.
- 5.10.4 All contractors must adhere to all regulations regarding the issuing of keys and usage of same. All access cards / keys must be returned to the location received once usage is complete BMT.
- 5.10.5 All contractors must adhere to all local security procedures, protocols and instructions while on site.

5.11

Contractors Work Area

- 5.11.1 Contractors work area must be clearly defined. The contractors must ensure appropriate Safety signage, to identify the site, at the entrance of the site (for Fit Out Works).
- 5.11.2 The contractors segregated work area (for all works) is the responsibility of the contractor to control site access and ensure access is restricted to authorised persons only. Access to sites must be strictly controlled to prevent access by children or any unauthorised personnel.
- 5.11.3 All construction and maintenance work is to be isolated from other activities and public. Where this cannot be controlled by closing of areas to stop access temporary to the area, then barricades are required to be used. If at any stage during the construction or maintenance work, a chosen method of isolation found not to be successful, then appropriate additional controls must be implemented.



DHCR HSE Contractors Policy & Procedure

	<p>5.11.4 Under no circumstances is construction or maintenance work to be carried out above or proximate to a workplace where harm may occur or that has potential to exposes others to an increased risk of the hazard.</p> <p>5.11.5 The contractor must make the appropriate arrangements with the BMT prior approval provisions to shutdown of water, gas, fire alarms and electricity supplies in consultation with any external stakeholders e.g. Dubai Civil Defence, Dubai Municipality, DHCR HSE, where appropriate.</p>
5.12	<p>Fire Activation</p> <p>In the event of a fire alarm activation within the contractor's work area, it may be necessary for BMT or security personnel to enter the location for alarm investigation and verification. For such instances a set of keys to access secured work areas are to be provided to the Security and BMT, at all times and the area must be left in a safe condition for access.</p>
5.13	<p>Contractors Fire Safety</p> <p>5.13.1 It shall be the contractor's duty to ensure the safety of every person, on site and they must conduct themselves, in such a way as to ensure that as far as is reasonably practicable any person on the premises is not exposed to danger from fire as a consequence of any act or omission from the contractors, sub-contractors or service provider.</p> <p>5.13.2 It is the contractors responsibility to ensure their team know the location and the correct use of: fire extinguishing equipment and how to use, alarm points, emergency numbers, escape route, fire exits and assembly points, as an absolute basic requirement and the BP has responsibility to guide, prior to any site works.</p>
5.14	<p>Fire Fighting Equipment</p> <p>5.14.1 Firefighting equipment is suitable for hazards normally found in any given area. If the Contractor introduces fire hazards into an area, that are over and above the schedule, prior to site works, the contractor is responsible for providing the appropriate firefighting equipment, in accordance with the hazard, taking into consideration the environment and type of hazard, with prior consultation to Building Management Team and the Business Partners, as to avoid introducing any further fire risks.</p> <p>5.14.2 Contractors shall provide at least two fire extinguishers located at the access/ exit door from the unit. Any generator brought on the site shall have one CO2 e</p>



DHCR HSE Contractors Policy & Procedure

	<p>extinguisher. All combustible materials shall be cleared from the area before welding, cutting or burning. Hot work should only be undertaken at an agreed time with the BMT in consultation with the security personnel.</p> <p>5.14.3 Upon completion of the fit-out work, all the existing fire alarm system shall be activated and tested for its effective compliance, in consultation with the BMT and Security Team.</p>
5.15	<p>Contractors Fire Check</p> <p>5.15.1 All contractor personnel upon arriving on site must check the following:</p> <p>5.15.1.1 Nearest means of escape in the event of a fire</p> <p>5.15.1.2 Location, type and method of operating fire – fighting equipment (Only if trained to do so)</p> <p>5.15.1.3 Location of the nearest fire alarm - Break Glass Unit and Fire Alarm Panel</p> <p>5.15.1.4 Procedure to be taken in case of fire or on the sounding of an alarm</p> <p>5.15.1.5 Emergency contact numbers</p>
5.16	<p>Fire Drills</p> <p>The contractor may be required to participate in fire drills if requested by Building Management Team and when a Fire Alarm is sounded.</p>
5.17	<p>Fire Alarm Systems and Automatic Detection</p> <p>5.17.1 The contractor must notify the Building Management Team of any work which has a capacity to create a flame, give off fumes and dust or which is likely to cause interference with fire detection equipment, prior to any works undertaken, to allow appropriate assessment.</p> <p>5.17.2 The contractor must ensure that the Fire Detection and Alarm System must not be interfered with and only temporarily disabled with prior approval from the Building Management Team and notification to DCD, and Building Security, dependant on the activity. Disabling a Fire Alarm Detection & Protection systems is a significant activity and places the integrity of the Building for Life Safety at significant risk and in all cases it is advised to avoid this activity, unless there are no alternatives.</p>



DHCR HSE Contractors Policy & Procedure

	<p>5.17.3 Disabling of a Fire Alarm Detection & Protection systems should only be carried out for the minimum period of time, with approval from the key stakeholders.</p> <p>5.17.4 The method of Fire Alarm Control system disablement must be disabled / re-enabled, only be approved personnel and must only be disabled for the minimum duration and reconnected as soon as possible and must never be disabled out of hours, in accordance with the BMT procedures. All Business Partners, who are affected in the building must be put on notice of the Disablement, so they can revise their emergency preparedness.</p> <p>5.17.5 If the Contractor activates the fire alarm they must immediately notify Building Management Team and security.</p>
5.18	<p>Personal Protective Equipment (“PPE”)</p> <p>The contractor is responsible for providing his employees appropriate an individual personal protective equipment, dependant on the work activity and provide provisions for first aid.</p>
5.19	<p>Contractor Machinery</p> <p>5.19.1 All machinery bought by the Contractor must be guarded, safe and have current planned preventative maintenance and test certificates (where appropriate).</p> <p>5.19.2 Building Management Team can inspect equipment and refuse usage of certain equipment if found to be unsafe, dangerous or has potential to cause harm.</p> <p>5.19.3 All equipment must be secured to avoid interference by unauthorized personnel.</p> <p>5.19.4 All plant tools, equipment must be safe and suitable. Contractors may not use Building Management Team machinery without prior approval. All tools shall be maintained in safe working conditions.</p>
5.20	<p>Machine Guards</p> <p>5.20.1 Contractors are not permitted to remove machine guards and only be in exceptional circumstances, with the main contractors, signed approval.</p> <p>5.20.2 Guards and electrical trips switches must work effectively and must not be removed or bypassed.</p>



DHCR HSE Contractors Policy & Procedure

	<p>5.20.3 Break stone / concrete works the contractor must ensure the correct installation and maintenance of screens, dust screens, dust mats, local ventilation or enclosures by put in place and overseen and approved by the BMT (where appropriate).</p> <p>5.20.4 Diesel or petrol operated equipment is prohibited.</p>
<p>5.21</p>	<p>Electrical Equipment and Appliances</p> <p>5.21.1 Contractors shall not interfere with or work on any of electrical installations prior to approval from Building Management Team.</p> <p>5.21.2 A competent qualified Electrician must only carry out repair or installation of any electrical equipment. No temporary electrical supply shall be installed without the approval from Building Management Team. All cables shall be in good conditions with no evidence of exposed wires.</p> <p>5.21.3 Contractors carrying out electrical work must have appropriate electrical installation standards; this applies to fixed installations and portable equipment.</p> <p>5.21.4 Portable electric tools must be operated at 110 volts. Electrical connections supervised by the Building Management Team.</p> <p>5.21.5 Contractor must ensure equipment has complete isolation, where 240 – volt of equipment is used it shall be protected by the source of supply by the suitable RCD.</p> <p>5.21.6 Contractors must not enter sub-stations or switch rooms without approved by the BMT.</p> <p>5.21.7 The contractor shall keep tag “Safe for use” on all electrical power hand tools in use.</p>



DHCR HSE Contractors Policy & Procedure

	5.21.8 No power equipment shall be used without safety tag. All electrical leads should be connected to the power source through standard plugs and sockets in a good condition
5.22	<p>Chemical Safety</p> <p>5.22.1 No chemical substances are to be stored on site.</p> <p>5.22.2 The following chemicals: white spirit, adhesive glue, aerosol sprays are classified as flammable or extremely flammable, hazardous, explosive, corrosive, oxidising, toxic, harmful or dangerous to the environment and in relation to usage during works, must be outlined in the method statement and risk assessment.</p> <p>5.22.3 Only sufficient amount of chemicals for a daily work are permitted. Contractors using oil base paints, varnishes and flammable material such as glue must supply fireproof storage for chemicals.</p> <p>5.22.4 Contractors should use water based glues unless there is prior approval by the Building Management Team to use solvent based products. If solvent based products are used consideration must be assessed for the possible effects of fumes and vapours on patients and staff and the control measures must be outlined in the method statement and risk assessment.</p> <p>5.22.5 All chemicals brought in by contractors or sub-contracts must be supported by a detailed site specific risk assessment, prepared in consultation with Building Management Team.</p> <p>5.22.6 Storage facilities for hazardous substances must be approved from Building Management Team. Substances shall be held in a secure place with clear identification. The Contractor must remove all substances on site upon completion of the contract.</p> <p>5.22.7 The contractor must provide copies of the Safety Data Sheets for all materials used in the contract and the safety procedures associated with such materials.</p> <p>5.22.8 The contractor must ensure that their operatives are adequately supervised to</p>



DHCR HSE Contractors Policy & Procedure

	<p>ensure their activities cause minimum disruption.</p> <p>5.22.9 It is responsibility of the Contractor to ensure that his employee are properly informed and trained how to use and control hazardous substances.</p>
5.23	<p>Permit to Work</p> <p>5.23.1 Where the contractors' activities are expected to create a special hazards e.g.</p> <ul style="list-style-type: none"> 5.23.1.1 Working at Height (Above 2 meters) 5.23.1.2 Isolation/Tag out/Lock out of Services 5.23.1.3 Work in Confined space 5.23.1.4 Hot work 5.23.1.5 Mechanical Lifting Devices 5.23.1.6 Work in restricted area (Medical Gas Areas/ Radiation (Infrared/Ultrasonic /Microwave /EM/Radio Active Material) Areas or Laboratories 5.23.1.7 Deep Excavation/ Deep Penetration in to structures 5.23.1.8 Major Electrical Works 5.23.1.9 Work on Roof Top 5.23.1.10 Work on Scaffolds <p><i>Permission is required for 5.23.1 – 5.23.10 from the Building Management Team, prior to commencement of operations. The permission will be sanctioned through the use of a Permit to Work in accordance with the BMT systems.</i></p> <p>5.23.2 The Building Management Team in conjunction with the Contractors will undertake a program for assessing the risks and potential dangers involved in carrying out the activity.</p> <p>The Permit to Work will include the following:</p> <ul style="list-style-type: none"> 5.23.2.1 Any restriction 5.23.2.2 Any special hazards 5.23.2.3 A statement that the plant or equipment is safe for work to commence and equipment locked off



DHCR HSE Contractors Policy & Procedure

	<p>5.23.2.3 Bespoke safety management system</p> <p>5.23.2.4 Bespoke Risk assessment</p> <p>5.23.2.5 Bespoke Method Statement</p> <p>5.23.2.6 Evidence of Certified training</p> <p>5.23.2.7 Evidence of PPE</p> <p>5.23.2.8 Evidence of PPM</p>
5.23.3	The Permit is valid for the period stated and must be returned duly signed by on completion of the work.
5.23.4	The Contractor is responsible to notify Building Management Team, if they observe it necessary to isolate other areas or services on the site and to recommend any additions or extensions to the terms of the permit.
5.23.5	The Contractor must carry a copy of the Permit and / or display in the work location at all times on site.
5.23.6	The Contractor must ensure all of their staff, sub-contractors are aware of all Permits to Work and any restrictions, safety management systems, limitations, hazards contained in the permit.
5.24	<p>Hot Works</p> <p>5.24.1 Hot works, include welding, thermal or oxygen cutting or heating and other related heat or spark producing operations which may cause smoke or fire, or which may trigger alarm in the fire detection systems. These works are significant Fire Hazard and extensive precautions and systems must be put in place prior to works.</p> <p>5.24.2 Hot works for any maintenance or construction procedure are not to take place in any building without a Building Management Team hot work permit and the contract is overseen and duly notified to the Facilities, BMT and Security personnel.</p> <p>5.24.3 A detailed specification of dry powder fire extinguishers shall be located within</p>



DHCR HSE Contractors Policy & Procedure

	<p>the hot work area, outlined in the Risk Assessment and in accordance with the nature of the works.</p>
5.24.4	<p>Permits to work for Hot Work Permits is required for use of welding equipment, metal cutting torches, blow torches or any other naked flame. There must be a close control of sparks by the provision of necessary controls, with detailed safety systems outlined in the method statement and risk assessment.</p>
5.24.5	<p>At the end of the work a careful search of the surrounding area must be checked every 20 minutes, by a competent person, after completion of work that residual sparks or smouldering material are not left which could give rise to a fire.</p>
5.25	<p>Working at Heights Where Contractors are involved in working at heights, any work / activity regardless of height where an employee could fall and suffer harm. A Safe Operating Procedures / Permit to Work at Heights must be completed and submitted to Building Management Team (see 5.1 and 5.3 above).</p>
5.26	<p>Special hazards / high risk activities Hazards that may be faced by Contractors, while working within DHCC are extensive and there may be potential for working proximate to Medical Waste, Radiation, Medical Gases, Biological and Chemical Hazards. The Contractor is responsible for making sure their employees / sub-contractors are aware of the hazards and have the appropriate control measures to eliminate risk during DHCC works, in consultation with the Business Partner and BMT, where appropriate.</p>
5.27	<p>Work above ground</p> <p>5.27.1 Work by a Contractor that involves the erection of any scaffold, support, shoring or similar structure. The Contractor and / or sub-contractor must ensure the scaffolds are built to the standards complying with Regulations.</p> <p>5.27.2 The Contractor must keep a register of all maintenance and alterations to the original scaffold, to include walkways, covers, guardrails, warning notices, lights and steps and the removal of ladders of other means of access when work ceases. A Safe Operating Procedures / Permit to Work at Heights must be completed and submitted to Building Management Team and / or Business Partner with supporting documentation (see 5.1 and 5.3 above).</p>



DHCR HSE Contractors Policy & Procedure

	<p>5.27.3 All scaffoldings must be erected using sound materials in a good condition and supplied by approved scaffolding company. Contractor's Supervisor must ensure that the scaffolding is not overloaded. No one should stand or climb over scaffolding guardrails. No scaffolding shall be erected to obstruct normal access. Contractors are not allowed to erect or carry scaffolding near live overhead electrical cables. All scaffolds must be provided with suitable access.</p> <p>5.27.4 All scaffolding working platforms, with the exception of the ladder access points, must be closed boarded, fitted with toe-boards, including stop ends and have double guardrails (top guardrails plus intermediate).</p>
<p>5.28</p>	<p>Excavations</p> <p>5.28.1 Before any excavation work requires Building Management Team (where appropriate) prior approval must be obtained and details provided as follows: location Electric cables, drains, air, gas, water trains. The Contractor is responsible to ensure the excavations are secured. There must be adequate and appropriate barriers, shoring, warning notices, lights etc.</p> <p>5.28.2 Prior to any excavations the Contractor and / or sub-contractor must ascertain from Building Management Team (where appropriate) the location of underground services.</p> <p>5.28.3 When the site works is finished the Contractor / sub-contractor must make good all the permanent markers, protective covers and warning notices.</p> <p>5.28.4 There are numerous underground services throughout DHCC, including electrical cables, pipes, chilled water, gas and telecommunication services. Prior to works it is the contractors responsibility to identify any excavation / cable works with DHCI FM team / Building Management Team and agree and identify the site works, location of cables, DHCC maps of services, an isolation services and consultation and prior approval regarding any shut down (even temporary of any services).</p>



DHCR HSE Contractors Policy & Procedure

	<p>5.28.5 A detailed emergency preparedness plan must be operational and bespoke to the task at DHCC.</p> <p>5.28.6 A Safe Operating Procedures must be completed and submitted to Building Management Team and or Business Partner with supporting documentation (see 5.1 and 5.3 above).</p>
<p>5.29</p>	<p>Confined Space</p> <p>5.29.1 Any site works concerning confined space such as tanks, drains, sewers, attics or manholes. The Contractor is required to provide the appropriate Permits to Work to ensure safety of the person entering the vessel or confined space prior notification to Building Management Team.</p> <p>5.29.2 A buddy system must be maintained at all times whilst entering a confined space.</p> <p>5.29.3 A detailed emergency preparedness plan must be operational and bespoke to the task at DHCC and outlined in the method statement.</p> <p>5.29.4 A suitable energy and substance lock out and tagging procedure must be completed before entry.</p> <p>5.29.5 A Safe Operating Procedures must be completed and submitted to Building Management Team and or Business Partner with supporting documentation (see 5.1 and 5.3 above).</p> <p>The contractor will ensure the following:</p> <p>5.29.5.1 Vessel / Space is safe for entry</p> <p>5.29.5.2 All operations are carried out in a safe manner</p> <p>5.29.5.3 Safety equipment is available and in good working order</p> <p>5.29.5.4 Employees are suitable qualified to undertake the work</p> <p>5.29.5.5. Air Monitors are taken frequently and procedures outlined in the risk assessment</p>



DHCR HSE Contractors Policy & Procedure

5.30	<p>Contractors Infection Control</p> <p>5.30.1 The contractor must minimize raising dust from construction activities adjacent/proximate / adjoining to clinical areas.</p> <p>5.30.2 The construction area should be sealed fully during the construction period.</p> <p>5.30.3 A dust barrier should be created from the floor to the slab (true ceiling) and edges sealed. For short-term minor projects this may be plastic sheeting, however for more long term projects this should be a solid sealed barrier. It may be necessary to create a lobby (ante-room) if the barrier is the entrance/egress for construction workers.</p> <p>5.30.4 Air filtration for excess dust should be undertaken using local exhaust extraction /wet mop and/or vacuum with HEPA filtered vacuum before leaving work area, these measures taken are to prevent airborne dust from dispersing into atmosphere.</p> <p>5.30.5 A construction dust survey should be taken in construction activities adjacent to clinical areas to minimise release of dust and the contractor must consult with the Building Management Team and / or Business Partner in the control measures operational to minimise this release by blocking off and sealing air vents, for the temporary duration of local specific tasks, this should only be undertaken with prior approval from Building Management Team to eliminate a fire risk.</p> <p>5.30.6 In consultation and prior approval and supervision from Building Management Team, for an agreement to remove or isolate HVAC system in areas where work is being performed, particularly proximate to other clinical facilities must be prior consulted and agreed regarding the method of work.</p> <p>5.30.7 Debris should be removed from the construction area at the end of each working day. Debris should be removed in covered containers route of removal must be agreed by the BMT.</p>
------	--



DHCR HSE Contractors Policy & Procedure

	<p>5.30.8 A chute may be necessary if the construction is above ground floor level, in consultation with the BMT.</p> <p>5.30.9 In addition, normal good housekeeping procedures should prevail during the operation in particular, holding skips and other containers should be kept moistened and/or covered. The construction area should be vacuumed on a daily basis or more frequently if required, to maintain an environment as free from dust as possible.</p> <p>5.30.10 A dust mat with a stick surface or moist carpet should be placed inside the exit from the construction zone to trap dust. This should be vacuumed/changed daily or more frequently when visibly soiled.</p>
<p>5.31</p>	<p>Compressed Gas Cylinders (CGC)</p> <p>5.31.1 If CGC are required they must be in a good condition and clearly labelled- Black (Oxygen), Maroon (Acetylene), Red (LPG) etc. Have a valid test certificate, hoses shall be properly colour coded to the internationally recognized standards for gas.</p> <p>5.31.2 Gas cylinders shall not be left unattended. Arrangements shall be made to store cylinders in a suitable place, always standing upright. Cylinders shall not be left on direct sunlight.</p> <p>5.31.3 Oxygen and fuel gas cylinders shall be kept separate. All gas cylinders must be handle with care and not be misused.</p> <p>5.31.4 Contractor must carry out frequent checks to ensure these procedures are complied with. Oxygen or gas cylinders must not be taken in to confined space.</p> <p>5.31.5 Contractors working with CGC must be trained.</p> <p>5.31.6 A Safe Operating Procedures must be completed and submitted to Building Management Team and or Business Partner with supporting documentation</p>



DHCR HSE Contractors Policy & Procedure

	(see 5.1 and 5.3 above).
5.32	<p>Construction First Aid</p> <p>All work involving a contractor must have access to first aid facilities on site and a site with more than 50 employees must have a qualified nominated, trained fire aider</p>
5.33	<p>Construction Reportable Events</p> <p>The contractor and team to include sub-contractors are required to report any incident resulting in harm, fire event, chemical exposure, dangerous occurrence for any of the Permit to Work Activities or any unsafe acts, as soon as a concern is raised and this must be reported to DHCR HSE.</p>
5.34	<p>The DHCR HSE Department</p> <p>5.34.1 The DHCR HSE Department has the authority to stop temporarily or permanently stop works until the works meet with safety standards.</p> <p>5.34.2 The DHCR HSE Department may carry out site inspection for any site works on campus. Any breaches of legislation, evidence of dangerous occurrences / unsafe acts of such a nature, it is at the discretion of the DHCR HSE Department to stop site works until the issue is rectified. Any prohibition of site works and costs incurred due to construction / site work delays will be incurred by the contractor / business partner as and where appropriate.</p>

6- Appendix

6.1 Incident reporting Form

7- Communication: (Check all that apply)

<input checked="" type="checkbox"/>	Announcement
<input type="checkbox"/>	Awareness
<input type="checkbox"/>	Training
	Other specify

8- Definitions:

DHCR HSE Contractors Policy & Procedure

Accident: An accident is an unplanned event resulting in death, or resulting in an injury such as a severe sprain or strain (for example, manual handling injuries), a laceration, a broken bone, concussion or unconsciousness

Adverse Event: An adverse event is defined as an unexpected, undesirable, or potentially dangerous occurrence

Building Management

Team: Any member who oversees or manages the operations of a building
Concerning estates and facilities and such representatives could
Be facilities management, building management, security, health & safety
And / or DHCC Facilities & Projects teams

Contractor: A registered contractor holding a registered contracting licence,
Any company, firm, person or persons engaged to carry out work.
This includes service contracts as well as building contractors,
sub-contractors and their staff.

Dangerous *(Below is not an exhaustive list)*

Occurrence: dangerous occurrence' means an occurrence arising from work activities in a place of work that causes or results in –

- (a) the collapse, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment,
- (b) the collapse or partial collapse of any structure under construction or in use as a place of work,
- (c) the uncontrolled or accidental release, the escape of any chemical, fume, gas or the ignition of any substance,
- (d) a fire involving any substance, or



DHCR HSE Contractors Policy & Procedure

(e) any unintentional ignition or explosion of explosives, as may be prescribed.

DHCC

Dubai Healthcare City.

DHCR

is the regulatory arm of Dubai Healthcare City Authority.

An independent licensing and regulatory authority for all healthcare providers, medical, educational and other business operating within DHCC.

Event:

Anything that constitutes an Incident, Unsafe Act, Near Miss and Dangerous Occurrences

First Aid:

Incident that resulted in injury and treated by a first aider on site or no treatment required and the injured is generally able to return to the normal duties afterwards

Hazard:

Hazard is the potential of an activity, arrangement, circumstance or substance to cause harm or loss to either by injury/illness to human, damage to property or environment, and or loss to process.

For example, working at height is a hazardous activity, a machine without proper guards are a hazardous arrangement, insufficient light or too much noise is hazardous circumstances and flammable liquids or toxic chemicals are hazardous substances.

Incident:

Any event that could have or did lead to unexpected or unintended harm, loss or damage to staff, visitor, contractors, third party, hospital property, premises and the environment

Fit Out Work:

Near Miss:

An incident, which could have but did not result in harm, loss or damage to staff, visitor, third party, hospital property or premises.

Risk:

Risk is defined as the chance of something happening that will have an impact on the achievement of organisational stated objectives and the likelihood that a specified undesired event will occur due to the realization of a hazard by, or during, work



DHCR HSE Contractors Policy & Procedure

activities. A risk always has two elements; the likelihood that a hazardous event may occur and the consequences of the hazardous event.

Risk Assessment: A Risk Assessment is the process of identification of hazards and the qualifying of the risk of harm that such hazards might cause.

Safety Management

System:

Service Provider: Any company who provides facility management services, which also refer to any sub unit / sub-contractor who have been provided as an out sourced suppliers of services

Sub-Contractor An employer of workmen who is working under the main contractor and abides by the main contractors' requirements

9- References :

9.1	UAE Labor Law 8
9.2	Local Order No. No. (6) of 2000 Concerning, Regulation of Construction Works in the Emirate of Dubai
9.3	Administrative Resolution No. (38) of 2012 Amending Administrative Resolution No. (30) of 2007 Issuing the Implementing Regulations of Local Order No. (11) of 2003 Concerning Public Health and Community Safety in the Emirate of Dubai
9.4	Local Order 11 of 2013 Concerning Public Health & Community Safety in the Emirate of Dubai
9.5	Code of Practice Technical Guidelines Management of Contractors OSHAD 2016
9.6	DHCA Governing Regulation No. 1 of 2013.
9.7	DHCR HSE Incident Reporting Policy
9.8	DHCR HSE Risk Assessment Policy
9.9	UAE Fire Life Safety Code 2017
9.10	Dubai Municipality Code of Construction Safety Practice



DHCR HSE Contractors Policy & Procedure

Revision History

S No:	Summary	Amend Type*	Page	Issue No.	Issue Date
1.	Technical Review	Modify	All	1	13/6/2018
2.					
3.					
4.					
5.					
6.					

* Amend Type: New- Add – Modify – Cancel