



**OPERATIONAL CONTROLS
CONTRACTOR AND CONTRACTOR MANAGEMENT SYSTEM**

**HEALTH, SAFETY AND ENVIRONMENT
RULES FOR CONTRACTORS AND INCIDENTAL PERSONS
(JEBEL ALI)**

HEALTH, SAFETY AND ENVIRONMENT DIVISION

CONTENTS

<u>Section</u>	<u>Description</u>
1.	Introduction
2.	Definitions, abbreviations and interpretations
3.	DP World Health, Safety and Environment Policy Statement
4.	General duties of contractors
5.	Records and record keeping
6.	Sub-contractors
7.	Training and duty to inform
8.	Compliance with instructions / notices
9.	Inspections, audits, notices and violations
10.	Risk assessments
11.	Admittance of persons
12.	Working hours
13.	Clothing and dress
14.	Pedestrian safety
14.1	General
14.2	Occupation of work sites within cargo-handling areas
14.3	Suspended loads, crush zones and point of work
14.4	Communication devices
14.5	Entertainment devices
15.	Mobile equipment
15.1	General
15.2	Authority to drive (or operate) mobile equipment
15.3	Seat belts
15.4	Travelling speed
15.5	Road traffic signs, markings and notices
15.6	Interface with pedestrians
15.7	Lights, amber flashing warning lights and reflectors
15.8	Parking or staging of mobile equipment
15.9	Conveyance of passengers
15.10	General workplace behaviour
16.	Handling loads
17.	Working at heights
17.1	Fall protection plan
17.2	Drop zones
17.3	Unprotected openings
17.4	Fall protection and fall arrest equipment
17.5	Roof work
17.6	Scaffolding
17.7	Ladders
17.8	Movement or support of persons by means of a lifting appliance
18.	Hazardous (dangerous) substances
18.1	General
18.2	Flammable liquids and substances
18.3	Asbestos and asbestos containing material
18.4	Disposal of hazardous (dangerous) substances / waste
19.	Hot work
20.	Personal protective equipment and facilities
21.	Water environments
22.	Confined space
23.	Demolition work



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- 24. Excavation work
 - 25. Delivery and storage of materials / equipment
 - 26. Permit-to-work system
 - 27. Electrical installations and related equipment
 - 27.1 General
 - 27.2 Portable electrical tools
 - 27.3 Control of hazardous (dangerous) energy
 - 28. Explosive powered tools
 - 29. Housekeeping
 - 30. Health care and intoxication
 - 30.1. Medical examinations and assessments
 - 30.2 Intoxication
 - 31. Spillages
 - 32. Fire precautions
 - 32.1 General
 - 32.2 Fire-extinguishing equipment and fire warning devices
 - 32.3 Open fires
 - 32.4 Smoking
 - 33. Accidents, incidents and non-conformances
 - 34. Sanitation and plant hygiene facilities
 - 35. First aid and medical facilities
 - 36. Security
 - 36.1 General
 - 36.2 Identification card / Facility pass
 - 36.3 Firearms and ammunition
 - 36.4 Use of DP World equipment
 - 36.5 Photographs, publicity and disclosure of information
 - 37. Use of DP World equipment
 - 38. Interference with, damage or misuse of items
 - 39. Disclaimer

 - Attachment 'A' Acknowledgement of receipt and understanding
 - Attachment 'B' DP World HSE Department – UAE
 - Attachment 'C' DP World HSE Policy Statement

1. INTRODUCTION

DP World is continually striving to improve its health, safety and environmental standards throughout its operational area and has an expectation of its contractors to do the same.

DP World – UAE Region expects, as a minimum, all contractors and incidental persons to have a working knowledge of and comply with National, State and Local Government Laws directed at the protection of the health and safety of persons and property, and the protection of the environment against adverse effects. This includes, but not restricted to, Dubai Municipality Codes of Practice, local orders, and technical guidelines; PCFC-Trakhees- EHS Regulations and Standards, which must be read in conjunction with PCFC-Trakhees-EHS HSE procedures and guidelines, all which is separately published. The Contractor is also expected to know his duties under Common Law, to his own Authorized Person and to others, including DP World personnel and the public, and to use methods of work which conform to the best and safest practices.

DP World - UAE Region in compliance with its legal obligation to protect the health and safety of those working on its premises and the protection of the environment against adverse effects, requires that no Contractor be allowed to commence work, without first having read this document, and submitting to DP World a letter of acknowledgement and understanding in the form of **Attachment 'A'**.

Clarification of any these conditions, rules or information can be sought from DP World's HSE Department, the contact details of which are incorporated into this document as **Attachment 'B'**.

2. DEFINITIONS, ABBREVIATIONS AND INTERPRETATIONS

Unless it conflicts with the context of these 'HSE Rules for Contractors and incidental persons', words signifying one gender will include the other gender, words signifying the singular will include the plural and *visa versa*, and words signifying natural persons will include artificial persons and *visa versa*.

In this document, unless the context otherwise indicates –

'Asbestos' means any of the following minerals:

- (a) Amosite
- (b) Chrysotile
- (c) Crocidolite
- (d) Fibrous actinolite
- (e) Fibrous anthophyllite
- (f) Fibrous tremolite,

or any mixture containing any of these minerals;

'Authorized Person' includes an agent, a sub-contractor for work, or an employee of the contractor, sub-contractor or agent;

'Competent Authority' means an inspector, or any other person, duly authorised by a statutory department, and includes, but not restricted to, the PCFC-Trakhees-EHS, Dubai Municipality, Ministry of Labour, etc.;

'Competent Person' means a person possessing the knowledge and experience required for the specific duty or duties and acceptable as such by the competent authority;



'Confined space' means an enclosed, restricted or limited space in which, because of its construction, location or contents, or any work activity carried on therein, a hazardous (dangerous) substance may accumulate or an oxygen-deficient atmosphere may occur, and includes, but not restricted to, any chamber, tunnel, pipe, pit, sewer, container, valve, pump, sump, hatch, or similar construction;

'Contractor' means a registered contractor holding a valid contracting license from the Dubai Economic Department and, where prescribed, in possession of a Certificate of Conformity approved by PCFC-EHS;

'EHS' denotes Environment, Health and Safety. Similarly, **'HSE'** denotes Health, Safety and Environment;

'Excavation' means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;

'Explosive powered tool' means a tool that is activated by an explosive charge and that is used for driving bolts, nails and similar objects for the purpose of providing fixing;

'Fall protection plan' means a documented plan, of all risks relating to working from an elevated position, considering the nature of the work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk;

'Hazardous (dangerous) substance' means any toxic, harmful, corrosive, irritant or asphyxiant substance, or a mixture of such substance for which an occupational exposure limit (OEL) is prescribed, or an occupational exposure limit is not prescribed, but which creates a hazard to health;

'JAFZA' means the Jebel Ali Free Zone Authority;

'PCFC' denotes Ports, Customs and Free Zone Corporation;

'Portable electric tool' means any electrically operated implement which is designed for use with –

- (a) a flexible cord at the supply end and which is intended for use by hand and be carried by hand at the place of work; or
- (b) a flexible cable at the supply end and which is intended for use by hand and to be moved by hand at the place of work;

'Prescribed' means prescribed in terms of National, State or Local Government legislation, and includes Codes of Practice, Local Orders, Technical Guidelines and the like issued by a Competent Authority;

'Sub-contractor' means an employer of workmen who is working under the main contractor and abides by the main contractor's requirements and complies with site EHS requirements;

'Substance' includes any solid, liquid, vapour, gas or aerosol, or a combination thereof;

'Working at heights' includes any situation or circumstance where an individual works within two metres of an unprotected edge which exposes him to a fall of two metres or more, or where an individual is required to work on or near fragile surfaces, where he may fall more than two metres through the structure.



3. DP WORLD HEALTH, SAFETY AND ENVIRONMENT POLICY STATEMENT

A general health, safety and environment policy statement in writing effectively reflects an organization's positive attitude about health, safety and the environment and commitment to it.

DP World is no exception. In this regard, DP World's HSE policy statement is included in this document as an attachment (**Attachment 'C'**) and is to be referred to for guidance / clarification. A more legible copy of the HSE policy statement is available, on request.

4. GENERAL DUTIES OF CONTRACTORS

4.1 The Contractor shall, as a minimum, comply with all National, State and Local Government laws and regulations, including DP World's job-site standards, rules and procedures directed at safeguarding the health and safety of persons and the environment.

(a) It is the Contractor's responsibility to become fully conversant with applicable HSE laws and regulations prior to commencing the contract work.

4.2 The Contractor shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of persons.

4.3 Without detracting from the generality of the Contractor's duties under subsection 4.2, the matters to which these duties refer include in particular –

(a) the provision and maintenance of systems of work, plant and machinery that, as far as is reasonably practicable, are safe, without risk to health and which will not impact negatively on the environment;

(b) taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the health and safety of persons, before resorting to personal protective equipment;

(c) making arrangements for ensuring, as far as is reasonably practicable, the safety and absence of risks to health in connection with the production, processing, use, handling, storage or transport of articles or substances;

(d) establishing, as far as is reasonably practicable, what hazards to the health and safety of persons are attached to any work which is performed, any article or substance which is produced, processed, used, handled, stored or transported and any plant or machinery which is used in his business, and he shall, as far as is reasonably practicable, further establish what precautionary measures should be taken with respect to such work, article, substance, plant or machinery in order to protect the health and safety of persons and the protection of the environment, and he shall provide the necessary means to apply such precautionary measures;

(e) providing such information, instruction, training and supervision as may be necessary to ensure, as far as is reasonably practicable, the health and safety of its Authorized Person and the protection of the environment;

(f) as far as is reasonably practicable, not permit its Authorized Person to do any work or to produce, process, use, handle, store or transport any article or substance or to operate any plant or machinery unless the precautionary measures contemplated in paragraphs (b) and (d), or any other precautionary measures which may be prescribed, have been taken;



- (g) taking all necessary measures to ensure that the requirements contained in this document are complied with by all its Authorized Person;
- (h) enforcing such measures as may be necessary in the interest of health, safety and the protection of the environment against adverse effects; and
- (i) ensuring that work is performed and that plant or machinery is used under the general supervision of a person trained to understand the hazards associated it and who has the authority to ensure precautionary measures taken by the Contractor are implemented.

4.4 The Contractor shall conduct the contract work in such a manner as to ensure, as far as is reasonably practicable, that persons other than its Authorized Person, who may be directly affected by his activities, are not thereby exposed to hazards to their health or safety.

5. RECORDS AND RECORD KEEPING

5.1 The Contractor shall ensure that proper records are kept and maintained with regards its occupational health, safety and environment management system(s), and that such records is made available to the DP World Site Representative, or his duly authorized representative, upon request.

Records required to be kept and maintained by the Contractor includes, but not restricted to, the following:

- (a) A HSE file containing the information / records as prescribed, including such information / records as required in terms of these "HSE Rules for Contractors and incidental persons'.
- (b) A documented HSE plan which addresses hazards and environmental aspects identified and includes safe work procedures to mitigate, reduce or control the hazards / environmental aspects identified.
- (c) A documented method statement detailing the key activities to be performed in order to reduce as far as is reasonably practicable the hazards and environmental aspects / impacts identified in any risk assessment.
- (d) Certificates of conformity (COC), No objection Certificates (NOC), including any permits / approvals required in respect of the contract work / as prescribed.
- (e) HSE specifications pertaining to the contract work which has to be performed.

6. SUB-CONTRACTORS

6.1 Without detracting from the requirements prescribed by PCFC-Trakhees-EHS, the Contractor shall provide DP World Site Representative with a comprehensive and updated list of all the sub-contractors on site accountable to him.

7. TRAINING AND DUTY TO INFORM

7.1 The Contractor is responsible for ensuring that its Authorized Person is competent, provided with sufficient skills and HSE training to enable to work in a manner that is safe, without risk to the health of persons or impact negatively on the environment.

7.2 The Contractor is responsible for ensuring that its Authorized Person receives formal HSE induction training prior to commencing work in or on DP World premises. The Contractor further undertakes to complement such formal induction training by 'on-the-job-training' as necessary.



- 7.3 Without detracting from any duty imposed on the Contractor in terms of PCFC-Trakhees-EHS Regulations and Standards, in terms of these ‘HSE Rules for Contractors and incidental persons’, or any other directive directed at the health and safety of persons and the protection of the environment, the Contractor shall, as far as is reasonably practicable, cause its Authorized Person to be made conversant with the hazards to their health and safety attached to any work such Authorized Person is required to perform, any article or substance which they have to produce, process, use, handle, store, transport or dispose of and any equipment they are required or permitted to use, as well as the precautionary measures which shall be taken and observed with respect to those hazards.

8. COMPLIANCE WITH INSTRUCTIONS / NOTICES

- 8.1 If, during the course of the contract work, the DP World Site Representative, or his duly authorized representative, observes any deviation or disregard of these ‘HSE Rules for Contractors and incidental persons’ or observes any situation or circumstance which may give rise to an accident, incident or non-conformance, the DP World Site Representative, or his duly authorized representative, will inform the Contractor or its Authorized Person thereof, who shall immediately comply with his instruction and remedy such deviation, situation or circumstance.

- 8.2 DP World may deny the Contractor and/or its Authorized Person access to DP World premises if, in DP World’s sole judgement, such action is justified on the basis of safeguarding the health and safety of persons or the protection of the environment against adverse effects.

Further, DP World may suspend all contract work, or part thereof, at any time or terminate the contract for a pattern of frequent failure to adhere to HSE laws and regulations, or DP World’s established on-site HSE standards, rules or procedures.

- 8.3 DP World may remove or instruct the Contractor and/or its Authorized Person to vacate its premises if, in DP World’s sole judgement, such action is justified on the basis of –

- (a) the Contractor or its Authorized Person failing, neglecting or refusing to comply with the HSE rules applicable to it, as specified in this document, or to any legal or other requirement prescribed that is directed at the protection of the health and safety of persons and/or the protection of the environment, as may be applicable to DP World; or
- (b) the Contractor or its Authorized Person, neglecting or refusing to lend themselves to the safe, efficient and smooth working of DP World; or
- (c) the Contractor or its Authorized Person –
 - (i) hinders or obstructs the DP World Site Representative, or his authorized representative, in the performance of his functions;
 - (ii) refuses or fails to comply to the best of his ability with any requirement or reasonable request made by the DP World Site Representative, or his duly authorized representative, in the performance of his functions;
 - (iii) refuses or fails to answer to the best of his ability any question which the DP World Site Representative, or his duly authorized representative, in the performance of his functions has put to him;
 - (iv) willfully furnishes to the DP World Site Representative, or his duly authorized representative, information that is false or misleading;

- (v) tampers with or discourages, threatens, deceives or in any way influences any person with regard to evidence to be given or with regard to a book, document or thing to be produced by such a person before the DP World Site Representative, or his duly authorized representative;
- (vi) tampers with or misuses any safety equipment installed or provided by DP World in the interest of health and safety and the protection of the environment;
- (vii) fails to use any safety equipment at a workplace or in the course of his employment or in connection with the use of plant, machinery or equipment;
- (viii) willfully or recklessly does anything at a workplace or in the connection with the use of plant, machinery or equipment which threatens the health or safety of persons or the environment.

9. INSPECTIONS, AUDITS, NOTICES AND VIOLATIONS

- 9.1 The Contractor shall allow the DP World Site Representative, or his duly authorized representative, to enter and carry out any inspection or audit as DP World may deem necessary or appropriate relative to the contract work.
- 9.2 DP World reserves the right to attend all inspections or investigations undertaken or to be undertaken by a Competent Authority or Service Provider, for example DEWA, relative to the contract work.
- (a) The Contractor shall immediately report to the DP World Site Representative, or his duly authorized representative, any inspection or investigation undertaken or to be undertaken by a Competent Authority / Service Provider.
 - (b) Where advanced notice is not given by a Competent Authority / Service Provider of an intended inspection or investigation, the DP World Site Representative, or his duly authorized representative, shall be notified as soon as reasonably practicable as soon as the Contractor is made aware of such inspection or investigation.
- 9.3 The Contractor shall inform the DP World Site Representative, or his duly authorized representative, forthwith of any notices, warnings or asserted violations issued relative to the contract work by a Competent Authority or Service Provider.

10. RISK ASSESSMENTS

- 10.1 The Contractor shall ensure that, prior to the commencement of any contract work, a risk assessment is undertaken and that such risk assessment is performed by a competent person.
- (a) The risk assessment shall include, at least, -
 - (i) the identification of risks and hazards to which persons may be exposed;
 - (ii) the analysis and evaluation of the hazards and risks identified;
 - (iii) a documented plan of safe work procedures to mitigate, reduce or control the hazards and risks that have been identified;
 - (iv) a monitoring plan; and
 - (v) a review plan.

11. ADMITTANCE OF PERSONS

- 11.1 DP World reserves the right to restrict entry to and control exit from its premises.
- 11.2 Only the Contractor and its Authorized Person shall be allowed access onto DP World premises.
- 11.3 Neither the Contractor nor its Authorized Person shall enter or leave the premises of DP World, except through the designated entrance and exit gates. Routes required to be followed as directed (or defined) by the DP World Site Representative, in order to gain access to or egress from the site where the contract work is or will be undertaken, is to be strictly observed and adhered to
- 11.4 The Contractor shall restrict all activities to the defined work site where the contract work is undertaken or to be undertaken and shall not move outside of this area without the formal written approval of the DP World Site Representative.
- 11.5 Neither the Contractor nor its Authorized Person shall have access to any DP World building, cargo-handling area, plant or machinery, except as necessary and authorized for properly fulfilling the conditions of contract.
- 11.6 The Contractor shall ensure that it and its Authorized Person entering the premises of DP World proceed directly to the area where the contract work is to be performed.
- (a) Any employee of the Contractor found loitering in any area or building other than the work site will be removed immediately from the premises of DP World and may be refused further access to the premises of DP World.
- 11.7 Minors shall not be allowed on the premises of DP World, unless they are employed by or independently contracted by DP World.

12. WORKING HOURS

12.1 GENERAL

- 12.1.1 The Contractor shall ensure that the working hours of the Authorised Person is properly controlled and that such working hours does not exceed the total number of working hours permitted to be worked, as prescribed by the Dubai Ministry of Labour.

12.2 NIGHT WORK

- 12.2.1 The Contractor undertakes to ensure that no contract work is performed during the hours of darkness; unless such work is permitted within the contract or written permission has been obtained from the DP World Site Representative.

12.3 TEMPERATURE EXTREMES

- 12.3.1 The Contractor shall ensure that the rules prescribed by the Dubai Ministry of Labour governing persons working in the sun during summer months is strictly observed and adhered to.

13. CLOTHING AND DRESS

- 13.1 The Contractor shall ensure that its Authorized Person is appropriately attired (Company Uniform) for the work undertaken, or to be undertaken, whilst on the premises of DP World. The outer garment forming part of the

company uniform shall be equipped with appropriate high visibility stripes, or similar (Refer Article 91 UAE Labour Law).

13.2 Section 20 incorporates additional requirements governing personal protective equipment and facilities and is to be referred to for guidance / clarity.

14. PEDESTRIAN SAFETY

14.1 GENERAL

14.1.1 The Contractor and its Authorized Person shall ensure that the following general rules governing pedestrian safety on DP World premises is strictly observed and adhered to:

- (a) The perimeter of the work site occupied, or to be occupied, by the contractor and its Authorized Person shall, wherever practicable, be fenced so as to ensure the safety of persons deployed within such work site.
- (b) The cargo-stacking area is declared a 'NO-WALK ZONE' (Also referred to as a 'ZONE A' or 'PEDESTRIAN EXCLUSION ZONE'). The use of the cargo-handling area as a thoroughfare by pedestrians, in order to gain access to and from one section of the workplace to another, is strictly prohibited.
 - (i) The Contractor will be required to provide its own independent reliable means of transporting its Authorized Person to and from the work site.
- (c) Pedestrians are to be on the continuous look-out for mobile equipment and give way to them at all times.
- (d) Pedestrians are prohibited from taking refuge under the chassis of mobile equipment, in the cargo-handling area, or in, next to, under or on top of cargo.
- (e) Nothing is to be done or omitted by the Contractor or its Authorized Person which will obstruct, interfere with or make unsafe the mobility of pedestrians, whether in a defined access way or otherwise, unless written permission is first obtained from the DP World Site Representative.
 - (i) Where written permission has been obtained, the Contractor shall be responsible for the provision of all necessary fencing, lighting or other warning device, together with its positioning and maintenance, to ensure pedestrian safety at all times.

14.2 OCCUPATION OF WORK SITES WITHIN CARGO-HANDLING AREAS

14.2.1 The occupation of work sites within the DP World, including the requirements governing access to and egress from such work sites, is subject to the Contractor or its Authorized Person being in possession of a valid work permit duly issued by DP World.

- (a) The requirements governing the permit-to-work system in use at DP World is dealt with in Section 26 and is to be referred to for guidance / clarity.

14.3 SUSPENDED LOADS, CRUSH ZONES AND POINT OF WORK

14.3.1 The Contractor and its Authorized Person is responsible for ensuring that no work is carried out above persons or over walkways, gangways, roadways, and the like unless adequate precautionary measures have been taken to ensure the safety of persons, property and vehicles below.



14.3.2 Unnecessary tools and parts shall not be staged in overhead locations.

14.3.3 The Contractor and its Authorized Person shall ensure that the following rules governing suspended loads, crush zones and point of work is strictly observed and adhere to:

- (a) Do not work, run, walk, stand, sit, crouch or lay under a suspended load, in a crush zone, or in any other area where a pedestrian (or worker) can be struck by falling objects, swinging loads, and the like.

14.4 COMMUNICATION DEVICES

14.4.1 The Contractor and its Authorized Person shall ensure that the following rules governing the use of communication devices within the cargo-handling area is strictly observed and adhered to:

- (a) Do not take a call under any circumstances except when considered safe to do so;
- (b) Be stationary as much as possible when using a communication device.
- (c) Be vigilant at all times when communicating via a mobile phone, two-way radio, or similar device.

14.5 ENTERTAINMENT DEVICES

14.5.1 The Contractor and its Authorized Person shall ensure that the following rules governing the use of entertainment devices within the cargo-handling area is strictly observed and adhered to:

- (a) The possession of and use of portable radios or any other electronic device, such as iPods, MP3 players, 'Walkman' type entertainment devices, headphones, and the like, within the cargo-handling area is strictly prohibited

15. MOBILE EQUIPMENT

15.1 GENERAL

15.1.1 The Contractor shall ensure that mobile equipment brought onto or deployed on DP World premises is –

- (a) of an acceptable design and construction;
- (b) maintained in good working order;
- (c) used in accordance with the design and the intention for which it was designed, having due regard to health, safety and the environment;
- (d) provided with safe and suitable means of access;
- (e) where appropriate, be fitted with structures designed to protect the driver (or operator) from falling material or from being crushed should the mobile equipment overturn; and
- (f) on a daily basis, inspected prior to use by a competent person, and the findings of such inspection be recorded in a register.

15.1.2 The Contractor shall furthermore ensure that –



- (a) mobile equipment is properly organized and controlled in any work situation by providing adequate signaling or other control arrangements to guard against the dangers relating to the movement of mobile equipment, in order to ensure its continued safe operation;
- (b) mobile equipment is prevented from falling into excavations, water or any other area lower than the working surface by installing adequate edge protection, which may include guardrails and crash barriers;
- (c) mobile equipment is parked parallel to the quay edge and never perpendicular thereto;
- (d) no person rides or be required or permitted to ride on any mobile equipment otherwise than in a safe place provided thereon for that purpose;
- (e) the engine of mobile equipment is not allowed to run in a manner that it emits smoke or fumes which would not be emitted if the engine was in good condition or ran in an effective manner;
- (f) every workplace occupied by the Contractor is organized in such a way that, as far as is reasonably practicable, pedestrians and mobile equipment can move safely and without risk to health;
- (g) vehicular traffic on the premises of DP World is restricted to demarcated roadways only;
- (h) the use of the container stacking area as a vehicle thoroughfare in order to gain access from one section of the workplace to another is strictly prohibited;
- (i) the use of the quay transfer area, in other words the area under and at the rear of container quay crane, in as a vehicle thoroughfare in order to gain access from one section of the workplace to another, is strictly prohibited.

15.1.3 Nothing is to be done or omitted by the Contractor or its Authorized Person which will obstruct, interfere with or make unsafe the mobility of mobile equipment, whether in a defined access way or otherwise, unless written permission is first obtained from the DP World Site Representative.

- (a) Where written permission has been obtained, the Contractor shall be responsible for the provision of all necessary fencing, lighting or other warning device, together with its positioning and maintenance, to ensure mobile equipment and pedestrian safety at all times.

15.1.4 If mobile equipment in operation threatens or is likely to threaten the safety of persons, the person supervising or driving (or operating) such mobile equipment or the Contractor concerned shall stop such mobile equipment or cause it to be stopped.

15.1.5 Unserviceable mobile equipment shall not be repaired in the container-handling area except:

- (a) if it would be dangerous or impossible to remove the mobile equipment, and
- (b) the repair work is carried out safely under a permit-to-work system, freezing the immediate area from other operations (Refer Section 24 for guidance / clarity concerning the permit-to-work system).

15.2 AUTHORITY TO DRIVE (OR OPERATE) MOBILE EQUIPMENT

15.2.1 The Contractor shall ensure that it, or its Authorized Person, is prohibited from driving (or operating) any mobile equipment brought onto or deployed on DP World premises, unless such Contractor or employee, –



- (a) has received appropriate training, certified competent and has been authorized to drive (or operate) that particular type or class of mobile equipment;
- (b) is in possession of a valid license for that particular type or class of mobile equipment, as prescribed by and issued through or recognized by the relevant UAE Competent Authority (Road Transport Authority); and
- (c) is physiologically and psychologically fit to drive (or operate) that particular type or class of mobile equipment by being in possession of a medical certificate of fitness.

15.3 SEAT BELTS

15.3.1 The Contractor shall ensure that all mobile equipment owned, leased or used by it is fitted with approved seatbelts, such seatbelts are maintained in a good working order and that such seatbelts are worn by the driver (or operator), including passengers, before the mobile equipment is placed in motion and whilst such mobile equipment is in motion.

15.4 TRAVELLING SPEED

15.4.1 All mobile equipment driven (or operated) on the premises of DP World is to be driven (or operated) at a speed that is safe and which is reasonably prudent having regard to the speed of other traffic, the amount of traffic on the roadway (or work area), pedestrian activity, the condition of the roadway or surface, and any load being conveyed, moved or transported on or by such mobile equipment.

- (a) The maximum speed limit on DP World premises is **30 Km/hr**.

15.5 ROAD TRAFFIC SIGNS, MARKINGS AND NOTICES

15.5.1 Road traffic and safety signs, markings and notices located on DP World premises are provided to regulate the movement of traffic (pedestrians and mobile equipment) in an orderly and efficient manner.

- (a) No person is to behave or undertake an activity that is prohibited by an appropriate traffic sign, marking or notice, or any other signs, marking or notices used to identify hazards on DP World premises.
- (b) No person is to remove a road traffic sign, marking or notice unless authorized thereto and subject to the conditions as may be prescribed by the DP World Site Representative.
- (c) No person is to deface a road traffic sign, marking or notice.

15.6 INTERFACE WITH PEDESTRIANS

15.6.1 Pedestrians have the right of way over mobile equipment, even if pedestrians are unauthorized for that particular area.

- (a) The driver (or operator) of mobile equipment is to cease (stop) all activities related to the driving (or operation) of mobile equipment when he observes, or is made aware of, pedestrians approaching or intending to approach such mobile equipment or work area where such mobile equipment is deployed.

15.7 LIGHTING, AMBER FLASHING WARNING LIGHTS AND REFLECTORS

15.7.1 Mobile equipment is to be fitted with clearly visible amber (yellow) multi-flashing warning lights, which is to be used when such mobile equipment passes through or is deployed within the cargo-handling areas of DP world.



15.7.2 No mobile equipment is to be driven (or operated) in the dark or during periods of poor visibility unless such mobile equipment is fitted with at least two front driving lights (headlights) and two back lights (tail-lights) when in operation.

15.7.3 All mobile equipment left unattended at night, adjacent to a roadway in normal use or adjacent to areas where work is in progress, such mobile equipment is to be fitted with appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, in order to identify the location of such mobile equipment.

15.8 PARKING OR STAGING OF MOBILE EQUIPMENT

15.8.1 Parking restrictions, as indicated by road traffic signs or markings, is to be strictly observed and adhered to.

15.8.2 Mobile equipment is not to be parked or staged in any place where it will encroach into any roadway, rail track or any working area, or which will willfully and unnecessarily prevent, hinder, obstruct, foul or interrupt the free and proper passage of traffic.

15.8.3 The engine of mobile equipment is not to be left running when such mobile equipment is left unattended, even for a short while.

15.8.4 As far as is reasonably practicable, mobile equipment is to be parked or staged in such a manner that such mobile equipment can be driven away from a parked or staged area in a forward direction so as to eliminate the need of reversing such mobile equipment.

15.9 CONVEYANCE OF PASSENGERS

15.9.1 The number of passengers permitted or conveyed on mobile equipment is not to exceed the number of seating accommodation provided in or on such mobile equipment.

15.9.2 Seating provided in or on mobile equipment is to be firmly secured and adequate for the number of passengers to be conveyed.

15.9.3 Passengers conveyed in or on mobile equipment are to be properly seated in the passenger seats provided whenever the mobile equipment is placed in motion and whilst in motion.

15.9.4 Passengers are not to be conveyed in or on mobile equipment unless the entrance to or exit from such mobile equipment is fitted with a door or other effective barrier and such door or barrier is properly closed when the mobile equipment is in motion.

15.10 GENERAL WORKPLACE BEHAVIOUR

15.10.1 Mobile equipment is not to be driven (or operated) in a reckless or negligent manner whilst on the premises of DP WORLD.

(a) Without restricting the word 'reckless', a person who drives (or operates) mobile equipment in willful or wanton disregard for the health and safety of persons, property or the environment, such person will be deemed to drive (or operate) such mobile equipment recklessly.

15.10.2 No person is to drive (or operate) mobile equipment that willfully or unnecessarily prevents, hinders or interrupts the free and proper passage of traffic.



- 15.10.3 The driver (or operator) of mobile equipment is not to engage in activities that will distract him from his duties whilst driving (or operating) mobile equipment. Examples include, but not restricted to, the following:
- (a) Eating foodstuffs or drinking beverages whilst driving (or operating) mobile that requires the driver (or operator) to hold in one hand or both hands or with any part of his body such foodstuffs or beverages is strictly prohibited.
 - (b) Communicating or holding a communicating device, for example, a mobile phone, two-way radio, or any similar device, that requires the driver (or operator) to hold in one hand or both hands or with any part of his body such communicating device is strictly prohibited.
 - (c) The use of portable radios or any other electronic equipment, such as iPods, MP3 players, 'Walkman' type entertainment devices, headphones, and similar devices is strictly prohibited, irrespective whether such mobile equipment is or is not being driven (or operated).

16. HANDLING LOADS

- 16.1 Without detracting from the requirements imposed on the Contractor in terms of these "HSE Rules for Contractors and incidental persons" or any other requirement as prescribed, the Contractor shall ensure that all contract work involving the handling of loads is undertaken under the supervision of a competent person who has been appointed in writing.
- 16.2 The Contractor shall further ensure that its Authorized Person has been trained and assessed as competent before carrying out any activities involving the handling of loads to be raised, lowered or moved with the aid of a lifting appliance and that such Authorized Person is in possession of a valid certificate of training / competency - It is a prerequisite in terms of the PCFC-Trakhees-EHS Regulations and Standards that where an Authorized Person is involved in any slinging and rigging / lashing activities, such Authorized Person be trained and certified competent by a third party approved by PCFC-Trakhees-EHS.
- 16.3 Without detracting from the requirements imposed on the Contractor in terms of these 'HSE Rules for Contractors', or any other requirement as prescribed, the Contractor shall not permit or allow any lifting appliance to be brought onto the premises of DP World or permit or allow the use of any such lifting appliance on the premises of DP World by its Authorized Person unless the following conditions have been complied with, namely that –
- (a) it has been designed and constructed in accordance with a generally accepted technical standard;
 - (b) it is conspicuously and clearly marked with the maximum mass load which it is designed to carry with safety: Provided that when this mass load varies with the conditions of use a table showing the maximum mass load with respect to every variable condition shall be posted up by the User in a conspicuous place easily visible to the Operator;
 - (c) the whole installation and all working parts of the lifting appliance brought has been subjected to a performance test by a Registered Lifting appliance Inspector and a valid proof load certificate is available; and
 - (d) the lifting appliance, including all ropes, chains, hooks or other attaching devices, sheaves, brakes and safety devices forming an integral part of such lifting appliance, has been thoroughly examined by a Registered Lifting Appliance Inspector at intervals not exceeding six (6) months and a valid periodic thorough examination certificate is available ;



- (e) the lifting appliance, including all ropes, chains, hooks or other attaching device is maintained in a safe condition and in accordance with the manufacturer's specifications;
- (f) written authority has been obtained from the DP World Site Representative to enter / use such lifting appliance on DP World premises.

16.4 Without detracting from the requirements imposed on the Contractor in terms of these 'HSE Rules for Contractors and incidental persons' or any other requirement as prescribed, the Contractor shall not permit or allow any lifting accessory to be brought onto the premises of DP World or permit or allow its Authorized Person to use any lifting accessory on the premises of DP World unless the following conditions have been complied with, namely that –

- (a) every item of lifting accessory is well constructed of sound material, is strong enough and is free from patent defects and is in general constructed in accordance with a generally accepted technical standard;
- (b) every lifting accessory assembly consisting of different items of loose gear is conspicuously and clearly marked with identification particulars and the maximum mass load which it is designed to lift with safety;
- (c) every item of lifting accessory is subjected to periodic thorough examination by a Registered Lifting Appliance Inspector at intervals not exceeding six months; and
- (d) each article of lifting accessory is maintained in a safe condition and in accordance with the manufacturer's specifications.

16.5 The following general provisions concerning the handling of loads on DP World premises shall be observed and adhered to by the Contractor and its Authorized Person:

- (a) Safe operating procedures are to be available in respect of the different types of loads handled or to be handled.
- (b) Loads are not be carried over or lifted over personnel or vehicles, and personnel must never walk under a suspended load.
- (c) Tag lines must be used where the activity requires the positioning of persons where there is a risk of a crush injury from a moving load.
- (d) The load must not exceed the Safe Working Load (SWL) of the lifting appliance or lifting accessory.
- (e) Defined lines of communication and responsibility must be established prior to proceeding with a lift that include, but not restricted to, the following:
 - (i) A competent person being appointed as the 'person-in-charge' of the load handling operation – Refer sub-section 16.1,
 - (ii) The 'person-in-charge' being the only person signaling and directing the load handling operations at any time – It is a pre-requisite in terms of the PCFC-Trakhees- EHS Regulations and Standards that all signalers are to be trained and certified competent by a third party approved for this purpose,
 - (iii) A clear means of visually identifying the 'person-in-charge' is provided,
 - (iv) The 'person-in-charge' must position himself so that a clear line of sight is maintained at all times with the lifting appliance Operator, the load itself and any other persons assisting with the lift or within the



work area. Where a clear line of sight is not achievable between the 'person-in-charge' and the Operator and the load, then an alternative safe method of work must be provided and radios must be used. In these circumstances, the Operator of the lifting appliance is to be instructed not to move any loads until such time the 'person-in-charge' has effectively established and communicated that all persons have been removed from any crush zone and that it is safe to move the load;

- (f) All crush zones are identified and that no person is permitted inside a crush zone during any part of the lifting operation.
- (g) Personnel working near a load are safely positioned.
- (h) Any obstruction in the path of equipment and the safe shifting of the load is removed.
- (i) The load is correctly slung, balanced, secured and any load swing is minimized before raising, lowering or moving a load, for example, the load attachment is set plumb with the centre of gravity of the load to prevent swinging when the load is lifted.
- (j) Operators of lifting appliances are directed where visibility is impaired.
- (k) Loose items are removed from the load before transferring the load.
- (l) Personal protective equipment is used, as prescribed or identified through the risk assessment process.
- (m) If there is any doubt about the safety of a load – DO NOT LIFT.

17. WORKING AT HEIGHTS

17.1 FALL PROTECTION PLAN

17.1.1 The Contractor shall cause –

- (a) the designation of a competent person, responsible for the preparation of a fall protection plan;
- (b) the fall protection plan to be implemented, amended where and when necessary and maintained as required;
- (c) steps to be taken in order to ensure the continued adherence to the fall protection plan.

17.1.2 The fall protection plan shall include:

- (a) a risk assessment of all work carried out from an elevated position, which shall include the procedures and methods used to address all the risks identified per location;
- (b) the processes for evaluation of its Authorized Person's physiological and psychological fitness necessary to work at elevated positions and the records thereof;
- (c) the program for the training of the Authorized Person from elevated work and the records thereof; and
- (d) the procedure addressing the inspection, testing and maintenance of all fall protection equipment.

17.2 DROP ZONES

17.2.1 The Contractor shall ensure that –

- (a) where work is performed at or from an elevated work position, the area below such work site is fenced (barricaded) and clearly signed so as to prevent pedestrians or mobile equipment entering potential 'drop zones';
- (b) ensure that toe-boards or similar means, in the form of vertical barriers placed along floor perimeters, are provided in order to prevent loose articles accidentally falling off or dropping from a high position;
- (c) ensure that every elevated work position is kept clean, orderly and free of materials, rubbish, tools and similar things that are not necessary for the work done at such high place; and
- (d) ensure that articles are not disposed of from a high place, except by hoist or chute, unless suitable arrangements have been made to secure the safety of persons and mobile equipment that may be struck by falling articles.

17.3 UNPROTECTED OPENINGS

17.3.1 The Contractor shall ensure that –

- (a) all unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any person from falling into or through such openings; and
- (b) notices are conspicuously placed at all openings where the possibility exists that a person might fall into or through such opening.

17.4 FALL PREVENTION AND FALL ARREST EQUIPMENT

17.4.1 The Contractor shall ensure that fall prevention and fall arrest equipment is –

- (a) suitable and of sufficient strength for the purpose or purposes for which it is being used having regard to the work being carried out and the load, including any person, it is intended to bear; and
- (b) securely attached to a structure or plant and the structure or plant and the means of attachment thereto is suitable and of sufficient strength and stability for the purposes of safely supporting the equipment and any person who is liable to fall.

17.4.2 The Contractor shall, furthermore, ensure that –

- (a) fall arrest equipment is only used where it is not reasonably practicable to use fall prevention equipment; and
- (b) suitable and sufficient steps are taken to ensure, as far as is reasonably practicable, that in the event of a fall by any person, the fall arrest equipment or the surrounding environment does not cause injury to the person.

17.5 ROOF WORK

17.5.1 Where roof work is being performed on the premises of DP World, the Contractor shall ensure that in addition to the requirements set out in section 17.1 and 17.4, it is furthermore indicated in the fall protection plan –

- (i) that the roof work has been properly planned;
- (ii) that the roof erectors are competent to carry out the work;
- (iii) that no Authorized Person is permitted to work on roofs during inclement weather conditions or if weather conditions are a hazard to the health and safety of persons;
- (iv) that prominent warning notices are to be placed where all covers to openings are not of sufficient strength to withstand any imposed loads and where fragile material exists;
- (v) that the areas mentioned in sub-paragraph (iv) are to be barricaded off to prevent persons from entering;
- (vi) that suitable and sufficient platforms, coverings or similar means of support have been provided to be used in such a way that the weight of any person passing across or working on or from fragile material is supported; and
- (vii) that there is suitable and sufficient guardrails or barriers and toe-boards or other similar means of protection to prevent, as far as is reasonably practicable, the fall of any person, material or equipment.

17.6 SCAFFOLDING

17.6.1 Without detracting from the provisions contained in the PCFC-Trakhees-EHS Regulations and Standards, the Contractor shall ensure that all scaffolding operations are carried out under the supervision of a competent person who has been appointed in writing and that all scaffold erectors, team leaders and inspectors are competent to carry out their work.

17.6.2 Without detracting from the requirements imposed on the Contractor, or its Authorized Person, in terms of sub-section 17.6.1, additional key considerations for ensuring the safe use of scaffolding includes, but not restricted to, the following:

Scaffolds are to be –

- (a) based on firm, level footing, capable of supporting the weight of the scaffold and any loads likely to be placed on it. Care is to be taken around voids such as basements or drains, or patches of soft ground, which could collapse when loaded. Extra support should be provided as necessary;
- (b) capable of supporting loads likely to be placed on it;
- (c) equipped with fully boarded platforms that are wide enough for the work and for access. Scaffold boards are to be properly supported and not overhanging excessively (no more than 4x the thickness of the board);
- (d) equipped with appropriate protective measures to prevent people or objects falling from height, in other words, guard rails at least 1000mm high, toe boards at least 150mm high, and an intermediate guard rail to ensure the unprotected gap does not exceed 500mm. Other barriers may be used instead of the intermediate guard rail as long as they are strong enough and placed so no one can fall through them;
- (e) provided with safe means of access onto the work platforms;
- (f) provided with safe means of raising materials and equipment and safe means of lowering waste materials where necessary;



- (g) checked for suitability and safety before first use and checked whenever it is substantially altered or adversely affected by, for example, adverse weather and atmospheric conditions;
- (h) protected, where necessary, from impacts from passing vehicles;
- (i) highlighted with bunting and lighting to improve visibility;
- (j) designed and constructed to accommodate severe 'wind loading' when sheeted.

17.6.3 The Contractor shall ensure that all scaffolding is inspected on a regular basis by a competent person:

- (a) immediately after construction;
- (b) before anybody goes on it;
- (c) after any incident that may have compromised the integrity thereof; and
- (d) every 7 days and immediately following any alteration to the scaffold (a formal report is to be completed and entered into the scaffold register)

If, after erection, any scaffold is found to be damaged or weakened to such a degree that its integrity is affected, it shall be safely removed or reinforced immediately.

17.7 LADDERS

17.7.1 The Contractor shall ensure that its Authorized Person are informed, instructed, trained and supervised as necessary to be able to use ladders safely and that systems of work are in place to inspect and maintain ladders in a safe condition.

- (a) Ladders are to be inspected before each use and examined periodically thereafter by its competent person.

17.7.2 The Contractor shall ensure that every ladder brought onto or used on the premises of DP World is constructed of sound material and is suitable for the purpose for which it is used or to be used, and

- (a) is fitted with non-skid devices at the bottom ends and hooks or similar devices at the upper ends of the stiles which shall ensure the stability of the ladder during normal use; or
- (b) is so lashed, held or secured whilst being used as to ensure the stability of the ladder under all conditions and at all times.

17.7.3 The Contractor or its Authorized Person shall not use a ladder, or permit it to be used, if it –

- (a) has rungs fastened to the stiles only by means of nails, screws, spikes or in a like manner; or
- (b) has rungs which have not been properly let into the stiles: Provided that in the case of welded ladders or ladders of which the rungs are bolted or riveted to the stiles, the rungs need not be let into the stiles; or
- (c) has damaged stiles, or damaged or missing rungs.

17.7.4 When work is done from a ladder, the Contractor or its Authorized Person shall –

- (a) take special precautionary measures to prevent articles from falling off; and

- (b) provide suitable sheaths, holster, tool bag or receptacles in which hand tools shall be kept, leaving both hands free for climbing the stiles and when such hand tools are not being used.

17.7.5 Without detracting from the requirements imposed on the Contractor, or its Authorized Person, in terms of the foregoing sub-sections, additional key considerations for ensuring the safe use of ladders includes, but not restricted to, the following:

- (a) ladders are to be rested on a firm, level surface and secured by rope or other suitable stabilization devices;
- (b) stabilization devices to ensure that the ladder cannot 'run' sideways or slide away from the wall or object it is leaned against;
- (c) both feet of the of the ladder are be on a firm footing so that they cannot slip;
- (d) ladders are to be angled to minimize the risk of slipping outwards. The general rule is 'one for every four up'.
- (e) the top of the ladder is to rest against a solid surface, not fragile or insecure materials;
- (f) ladders are not to be fixed or supported by the rungs;
- (g) extension ladders are to be set up with an adequate overlap (2 rungs if < 5000mm, 3 rungs if >5000mm) and shall be checked to ensure they are properly hooked and locked before use;
- (h) only one person at a time may climb a ladder;
- (i) work conducted from a ladder is to be conducted whilst facing the ladder with one hand free to hold the ladder;
- (j) ladders are not to be used in close proximity to energized electrical installations and systems.

17.8 MOVEMENT OR SUPPORT OF PERSONS BY MEANS OF A LIFTING APPLIANCE

17.8.1 The Contractor shall not require or permit its Authorized Person to be moved or supported by means of a lifting appliance, unless such lifting appliance is fitted with a safety cage specifically approved for this purpose.

- (e) Riding or traveling on the forks / tynes of industrial forklift trucks or using cargo pallets, make-shift platforms or cages mounted on industrial forklift truck in order to gain access to or from an elevated work position is strictly prohibited.
- (f) Riding or traveling on the load, lifting hook, sling or using make-shift platforms or cages designed specifically for the raising and lowering of loads (other than people) in order to gain access to or from an elevated work position is strictly prohibited.

18. HAZARDOUS (DANGEROUS) SUBSTANCES

18.1 GENERAL

18.1.1 Without detracting from the requirements imposed on the Contractor in terms of the Dubai Municipality Code of Practice for Management of Dangerous Goods and the PCFC-Trakhees-EHS Regulations and Standards governing the production, processing, use, handling, storage, transportation or disposal of hazardous (dangerous) substances, no



hazardous (dangerous) substance is to be brought onto the premises of DP World without prior review and approval from DP World's HSE Department.

- (a) The Contractor is to submit to DP World's HSE Department the latest version of the Manufacturer's Material Safety Data Sheet (MSDS) in respect of each and every hazardous (dangerous) substance it intends to bring onto the premises of DP World.

18.1.2 Any receptacle containing a hazardous (dangerous) substance, including any receptacle into which a hazardous (dangerous) substance is to be decanted, shall at all times be clearly labeled with regards the contents thereof.

18.1.3 All drums, cans, canisters or similar containers holding hazardous (dangerous) substances shall be kept tightly closed when not in actual use and, after their contents have been used up, to be removed from the premises of DP World and safely disposed of daily.

18.1.4 Only the quantity of hazardous (dangerous) substances needed for work on one day is to be brought onto the premises of DP World.

18.2 FLAMMABLE LIQUIDS AND SUBSTANCES

18.2.1 The Contractor shall ensure that flammable liquids and substances brought onto the premises of DP World are only brought onto the stated premises in small quantities and in approved containers.

18.2.2 The Contractor shall further ensure that –

- (a) no person works or is permitted to work in a place where the vapour of any flammable liquid is generated to such an extent that it constitutes an actual or potential fire or explosion hazard or endangers the health and safety of any person;
- (b) not permit any fire, flame or naked light or anything which may generate static electricity or other thing which might ignite a flammable liquid or its vapour, to be used where flammable liquids are produced, processed, used, handled, stored or transported;
- (c) suitable and conspicuous notices / signs are displayed in all areas where flammable liquids are produced, processed, used, handled, stored or transported prohibiting any act which could result in an actual or potential fire or explosion, for example, the prohibition of any fire, flame or naked light, the prohibition of smoking, and the like;
- (d) where flammable liquids are decanted, the metal containers are bonded or earthed;
- (e) no flammable material, such as cotton waste, paper, cleaning rags or similar material is stored together with flammable liquids.

18.3 ASBESTOS AND ASBESTOS CONTAINING MATERIAL

18.3.1 The Contractor undertakes to ensure that neither it nor its Authorized Person brings onto DP World premises any asbestos or asbestos containing material, for whatever reason.

18.4 DISPOSAL OF HAZARDOUS (DANGEROUS) SUBSTANCES / WASTE

- 18.4.1 The Contractor shall as far as is reasonable ensure that no hazardous (dangerous) substances / waste are disposed of unless the Contractor has obtained the necessary approval / permits from PCFC-Trakhees-EHS and the Dubai Municipality – Environment Department.
- 18.4.2 The Contractor shall ensure that no hazardous (dangerous) substances / waste is disposed of on any site other than those sites specifically approved by the Dubai Municipality – Environment Department.
- 18.4.3 The Contractor shall as far as is reasonably practicable cause all hazardous (dangerous) substances / waste to be recycled – Only third party recycling companies approved by the Dubai Municipality – Environment Department are to be used for the recycling of hazardous (dangerous) substances / waste.
- 18.4.4 The Contractor shall ensure that all collected hazardous (dangerous) waste is placed into containers that will prevent the likelihood of exposure during handling, storage and transportation;
- 18.4.5 The Contractor shall ensure that all vehicles, re-usable containers and covers which have been in contact with hazardous (dangerous) waste are cleaned and decontaminated after use in such a way that the vehicles, containers or covers do not cause a hazard inside or outside the premises of DP World;
- 18.4.6 The Contractor shall ensure that any person occupied in the collection, handling, storage, transport and disposal of hazardous (dangerous) substances / waste, who may be exposed to that hazardous (dangerous) substance / waste, are provided with suitable personal protective equipment.

19. HOT WORK

- 19.1 No Contractor is to require or permit hot work to be undertaken unless –
- (a) such hot work is permitted within the contract or written permission has been obtained from the DP World Site Representative and, where prescribed, the PCFC-Trakhees-EHS Department;
 - (b) the equipment used in the hot work process is in satisfactory operating condition and in good repair;
 - (c) such hot work is performed in permissible areas that are or have been made fire safe;
 - (d) such hot work is carried out under the supervision of a competent person, and that such Supervisor is suitably trained in the hazards that may arise from such hot work, the safe operation of the equipment, the safe use of the process, and emergency procedures in the event of a fire;
 - (e) the person operating the equipment has been fully instructed in the safe operation and use of such equipment, the hazards which may arise from its use, and the precautionary measures that are required to be observed and adhered to with regards those hazards;
 - (f) effective protection is provided and used for the eyes and respiratory system and, where necessary, for the face, hands, legs, body and clothing of persons performing such operations, as well as against heat, incandescent or flying particles or dangerous radiation; and
 - (g) the workplace is effectively partitioned off where practicable and where not practicable all other persons exposed to the hazards contemplated in paragraph (f) are warned and provided with suitable protective equipment.



19.2 Where hot work is carried out at places, other than workplaces that have been specifically designated and equipped for such hot work, the Contractor shall take steps to ensure that proper and adequate fire precautions are taken to reduce the risk of fire.

The precautions referred to includes, but not restricted to, the following:

- (a) Each work site where hot work is performed is provided with a portable fire extinguisher of appropriate size and type and with a pail of water.
- (b) Where hot work is done in close proximity to a sprinkler head, a wet rag is laid over the head and then removed at the conclusion of the hot work.
 - (i) Hot work is not to be conducted in buildings fitted with sprinkler systems while such protection is impaired.
 - (ii) Special precautions shall be taken to avoid accidental operation of automatic fire detection or suppression systems
- (c) Fire watchers are provided wherever hot work is performed in locations not designed or approved for such processes.
 - (i) Fire watchers shall have fire extinguishing equipment readily available and be trained in its use, including practice on test fires.
 - (ii) Fire watchers shall be familiar with facilities and procedures for sounding an alarm in the event of a fire.
 - (iii) Fire watchers shall watch for fires in all exposed areas, and try to extinguish them first only when obviously within the capacity of the equipment available, or otherwise sound the alarm immediately.
 - (iv) A fire watch shall be maintained for at least a half hour after completion of hot work operations to detect and extinguish smoldering fires.

19.3 The Contractor shall ensure that cylinders containing compressed gases for use in hot work operations comply with the following minimum requirements:

- (a) Cylinders are properly secured so that they cannot be knocked over.
- (b) Cylinder valves are kept closed when the equipment is left unattended or not in use.
- (c) Valve protection caps are provided and in place except when the cylinders are in service or connected ready for use.
- (d) Cylinders located at the site shall be connected for use except that enough additional cylinders may be permitted to be stored at the site to furnish approximately one day's consumption of each as used.
- (e) All oxy-acetylene cylinder sets are fitted with flashback arrestors.
- (f) Process hoses are located and protected so that they will not be physically damaged.



- 19.4 The Contractor is not to require or permit welding, flame cutting, grinding, soldering or similar work to be undertaken in respect of any tube, drum, vessel or similar object or container where such object or container –
- (a) is completely closed, unless a rise in internal pressure cannot render it dangerous; or
 - (b) contains any substance which, under the action of heat, may –
 - (i) ignite or explode;
 - (ii) react to form dangerous or poisonous substances,unless a person who is competent to pronounce on the safety thereof has, after examination, certified in writing that any such danger has been removed by opening, ventilating or purging with water or steam, or by any other effective means.

20. PERSONAL PROTECTIVE EQUIPMENT AND FACILITIES

- 20.1 It is DP World's policy that personal protective equipment and facilities will not be loaned to the Contractor or its Authorized Person.
- 20.2 The Contractor is responsible for supplying personal protective equipment and facilities free of charge to its Authorized Person who may be exposed to a risk to their health and/or safety.
- 20.3 The Contractor is responsible for ensuring that personal protective equipment and facilities provided to its Authorized Person is effective in its control of the risk and suitable for the wearer.
- 20.4 The Contractor and its Authorized Person is responsible for complying with all posted mandatory signs relating to the mandatory wearing / use of personal protective equipment and facilities, on or at any DP World facility.
- 20.5 The Contractor is responsible for ensuring that information, instruction, training and supervision is provided to its Authorized Person with regards the proper use, maintenance and limitations of personal protective equipment and facilities.
- 20.6 The Contractor and its Authorized Person is not permitted or allowed to enter or work in any cargo-handling area of DP World unless the Contractor and its Authorized Person is in possession of and wearing the following personal protective equipment:
- (a) High visibility outer garment.
 - (b) Safety footwear (with steel toe-cap).
 - (c) Head protection (with chin-strap)
 - (d) Other – As prescribed or determined by the work activity and the hazards associated therewith.

21. WATER ENVIRONMENTS

- 21.1 Without detracting from the specific requirements imposed on the Contractor in terms of the PCFC-Trakhees-EHS Regulations and Standards, in particular the section dealing with 'work on or over water', the Contractor shall ensure that where work is done over or in close proximity to water, provision is made for –



- (a) preventing its Authorized Person from falling into water; and
- (b) the rescuing of its Authorized Person in danger of drowning.

21.2 The Contractor shall further ensure that where its Authorized Person is exposed to the risk of drowning by falling into the water, a lifejacket is provided and worn by the Authorized Person.

22. CONFINED SPACE

22.1 Without detracting from the specific requirements imposed on the Contractor in terms of the PCFC-Trakhees-EHS Regulations and Standards, the Contractor shall take such steps so as to ensure that a confined space is entered by its Authorized Person or other person only after the air therein has been tested and evaluated by a person who is competent to pronounce on the safety thereof, and who has certified in writing that the confined space is safe and will remain safe while any person is in the confined space, taking into account the nature and duration of the work to be performed therein.

23. DEMOLITION WORK

23.1 The Contractor shall appoint a competent person in writing to supervise and control all demolition work in or on DP World premises.

23.2 The Contractor shall ensure that prior to any demolition work being carried out, and in order to ascertain the method of demolition to be used, a detailed structural engineering survey of the structure to be demolished is carried out by a competent person and that a method statement on the procedure to be followed in the demolishing of the structure is developed.

24. EXCAVATION WORK

24.1 Without detracting from the specific requirements imposed on the Contractor in terms of the Dubai Municipality Code of Construction safety Practice, and the PCFC-Trakhees-EHS Regulations and Standards, the Contractor shall ensure that all excavation work is carried out under the supervision of a competent person who has been appointed in writing.

24.2 The Contractor shall ascertain as far as is reasonably practicable the location and nature of electricity, water, gas or other similar services which may in any way be affected by the excavation work to be performed, and shall before the commencement of excavation work that may affect any such services, take the steps that may be necessary to render the circumstances safe for all persons involved.

24.3 The Contractor shall cause every excavation, including all bracing and shoring, to be inspected –

- (a) daily, prior to each shift;
- (b) after every blasting operation;
- (c) after an unexpected fall of ground;
- (d) after substantial damage to supports; and
- (e) after rain,



by the competent person contemplated in sub-section 23.1, in order to pronounce the safety of the excavation to ensure the safety of persons, and those results are to be recorded in a register kept on site and made available to interested and affected persons upon request.

25. DELIVERY AND STORAGE OF MATERIALS / EQUIPMENT

- 25.1 The Contractor shall ensure that vehicles delivering materials or equipment to DP World premises are aware of the precise job location. Failure to ensure delivery vehicles have the correct information will result in delays and may result in the vehicles being refused access to DP World premises.
- 25.2 No material or equipment is to be delivered to DP World premises unless the Contractor's Authorized Person is there to receive it, unless specific arrangements have been agreed to with the DP World Site Representative.
- 25.3 Storage areas for material or equipment shall be agreed to with the DP World Site Representative prior to the commencement of the contract work or prior to delivery.
- 25.4 Whilst DP World staff may co-operate and assist with the receipt of the Contractor's materials and equipment, formal receipt, off-loading, storage, insurance, weather protection and security remains the full responsibility of the Contractor.

26. PERMIT-TO-WORK SYSTEM

- 26.1 Without detracting from the provisions imposed on the Contractor in terms of PCFC-Trakhees-EHS Regulations and Standards, the Contractor shall ensure that a permit-to-work system is established and maintained throughout the contract period in respect of all high risk activities, which shall include, but not restricted to, the following:
- (a) hot work;
 - (b) work on electrical installations;
 - (c) diving;
 - (d) confined spaces;
 - (e) excavation work;
 - (f) live fire alarm systems;
 - (g) working at heights;
 - (h) hazardous (dangerous) substance;
 - (i) mechanical lifting – this permit is required where the work activity requires the raising, lowering or movement of a load in suspension where the load is in excess of 20 tons, or where use will be made of dual or multiple lifting appliances to raise, lower or move a load.
- 26.2 The Contractor shall ensure that no contract work is performed or undertaken on the premises of DP World unless such Contractor is in possession of a valid 'Occupation of Work Sites' permit duly issued by DP World:
- 26.3 In the operation of a work permit, the following principles shall be observed:



- (a) The work instruction in the work permit must be considered the principle instruction and, until it is cancelled, the instruction overrides all other instructions.
- (b) No one must, under any circumstances, work at a place or on an apparatus not indicated as safe by the work permit.
- (c) No one must undertake any work whatsoever, which is not described in the work permit. In the event of a change in the work program, the work permit must be cancelled and a new work permit issued.
- (d) Only the Work Permit Acceptor, or another person taking over responsibility, may cancel the work permit. Anyone taking over the work permit, either as a matter of routine or in an emergency, must familiarize himself with and assume full responsibility for the work until he has formally handed the work permit back to the Work Permit Acceptor, or the work is complete.
- (e) Anyone accepting a work permit is, from that moment, responsible for the safe conduct of the work within the limits of the work permit. Above all, he must not allow himself to be persuaded to disregard the conditions thereof.
- (f) There must be an effective liaison with other plant or work areas whose activities may be affected by the permitted work.
- (g) When work has to be undertaken on part of the site, or on a specific plant or equipment, the boundary or limits of the work area must be clearly marked and defined.

26.4 The DP World Site Representative, or his duly authorized representative, reserves the right to cancel any work permit issued in the interest of protecting the health and safety of persons or the protection of the environment.

27. ELECTRICAL INSTALLATIONS AND RELATED EQUIPMENT

27.1 GENERAL

27.1.1 The requirements contained in this section are to be read in conjunction with the requirements governing electrical safety as prescribed in the PCFC-Trakhees-EHS Regulations and Standards.

27.1.2 The supply and utilization of electrical energy from DP World's energized electrical circuits, systems or point of outlet is subject to the approval of the DP World Site Representative and such usage, where approved, is to be in accordance with all relevant statutory requirements.

27.1.3 Special care is to be taken when undertaking any electrical work on electrical circuits and systems that provide a source of electrical energy to the operational functions of DP World. Any interruption to the electrical energy supply to the operational functions of DP World shall first be approved in writing by the DP World Site Representative.

27.1.4 The Contractor undertakes that where the contract work involves the construction, installation, testing, inspection or certification of any electrical installations provided in or on DP World premises, such construction, installation, testing, inspection or certification is undertaken by a competent person approved / registered for this purpose and in accordance with statutory requirements.

27.1.5 In all cases, the Contractor is to ensure the protection of its Authorized Person against inadvertent contact with energized electrical circuits and systems, including any other person who may be affected by their involvement with such energized electrical circuits and systems, whether directly or indirectly.



27.2 PORTABLE ELECTRIC TOOL

- 27.2.1 The Contractor is not to permit the use of and no Authorized Person is to use a portable electric tool the voltage of which exceeds 50 to earth unless –
- (a) it is connected to a source of electrical energy incorporating an earth leakage protection device; or
 - (b) it is connected to a source of electrical energy through the interposition between each tool and the source of an individually double-wound isolating transformer, the secondary winding of which is not earthed at any point; or
 - (c) it is connected to a source of high frequency electrical energy derived from a generator which is used solely for supplying energy to such portable electric tool; or
 - (d) it is clearly marked that it is constructed with double or reinforced insulation.
- 27.2.2 No person is to use or permit the use of a portable electric tool which is not fitted with a switch to allow for easy and safe starting and stopping of the tool.
- 27.2.3 The Contractor undertakes to ensure that all portable electric tools, including the flexible cord and plug, brought onto the premises of DP World are maintained in a serviceable condition.
- (a) Cables supplying portable electric tools shall be of the correct number of cores and be properly connected to standard plugs and sockets.
 - (b) Makeshift and unsafe electrical connections are strictly prohibited.
- 27.2.4 The Contractor or its Authorized Person is to ensure that cables are not trailed so as to be unsafe to anybody in the vicinity.

27.3 CONTROL OF HAZARDOUS (DANGEROUS) ENERGY

- 27.4 Whenever the contract work involves energized circuits or systems, the Contractor shall have a formal lock-out / tag-out procedure to control the inadvertent exposure of persons to those energy sources.
- 27.5 The Contractor shall ensure that no Authorized Person affects repairs or adjustments to or otherwise works on electrical installations or electrical machinery unless such electrical installations or machinery has been rendered dead and effective measures have been taken to ensure such electrical installations or machinery remains dead.
- 27.6 The Contractor shall furthermore ensure that whenever work is required to be carried out on electrical installations or machinery, which has been disconnected from all sources of electrical energy and locked-out, but which is liable to acquire or retain an electrical charge, as far as is reasonably practicable, cause precautions to be taken by earthing or implementing other means to discharge the electrical energy to earth from such electrical installation or machinery before a person is permitted to work on and while working on such electrical installation or machinery.

28. EXPLOSIVE POWERED TOOLS

- 28.1 No Contractor is to use or permit any person to use an explosive powered tool, unless written approval has been obtained from and given by DP World's HSE Department.

29. WASTE MANAGEMENT

29.1 The Contractor shall ensure that –

- (a) suitable housekeeping is continuously implemented on each work site, including provisions for the proper storage of materials and equipment; and removal of scrap, waste and debris at appropriate intervals;
- (b) skips are to be sited exactly as agreed and not permitted to overflow with materials / waste;
- (c) loose materials required for use, are not placed or allowed to accumulate on the site so as to obstruct means of access to and egress from workplaces and passageways;
- (d) every workplace is kept clean, orderly and free of materials, tools and similar things which are not necessary for the work done in such workplace;
- (e) all rubbish and surplus material is removed on completion of the contract work – any rubbish or material remaining on completion of the contract work will be removed by DP World and the costs, as determined by DP World, will be charged to the Contractor;
- (f) all floors, walkways, stairs, passages and gangways are kept in a good state of repair, skid-free and free of obstructions, waste or materials.

29.2 The Contractor shall further –

- (a) not require or permit any Authorized Person to dispose of any article from a high place except by hoist or chute unless arrangements have been made to secure the safety of persons who may be struck by falling objects; and
- (b) erect a catch platform or net above an entrance of passageway or above a place where persons work or pass, or fence off the danger area if work is being performed above such entrance, passageway, place or danger area and there is a possibility of persons being struck by falling objects.

29.3 The Contractor and its Authorized Person undertakes that no substance or material shall be discharged to any storm water drain, sewer or other body of water which may pollute the water or constitute substances or materials which may be or become harmful to aquatic life or wildlife.

29.4 The disposal of waste or surplus materials in or on DP World premises, including the disposal of such waste or surplus material in the various skip bins or refuse receptacles provided by DP World in or on its premises, is strictly forbidden, unless written approval therefore has been obtained from the DP World Site Representative.

- (a) Specific requirements governing the disposal of waste and surplus material is prescribed in the PCFC-Trakhees-EHS Regulations and Standards and is to be referred to for guidance / clarity.

30. HEALTH CARE AND INTOXICATION

30.1 MEDICAL EXAMINATIONS AND ASSESSMENTS

30.1.1 The Contractor shall ensure that a fitness for work program is established so as to ensure that its Authorized Person can perform his work without risk to his own health and safety, and the health and safety of others who may be affected by their involvement with such Authorized Person.



- (a) The Contractor's fitness for work program should aim to minimize the impact of fasting, fatigue, medication and other medical conditions such as colour blindness, epilepsy and the like, which could affect the Authorized Persons' ability to perform his work safely and efficiently.

30.1.2 Specific requirements governing medical examinations are prescribed by the Ministry of Labour and in the PCFC-Trakhees-EHS Regulations and Standards and should be referred to for guidance / clarity.

30.2 INTOXICATION

30.2.1 Subject to the provisions of subsection 30.2.2, -

- (a) the Contractor shall not permit any Authorized Person, who is or who appears to be under the influence of intoxicating liquor or drugs, to enter or remain on the premises of DP World; and
- (b) the Contractor shall ensure that no Authorized Person has any intoxicating liquor or drugs in his possession or partake of or offer any other person intoxicating liquor or drugs.

30.2.2 The Contractor shall ensure that, in the case where its Authorized Person is taking medicines, only allow such Authorized Person to enter the premises of DP World and perform his duties if the side effects of such medicine does not constitute a threat to the health or safety of the Authorized Person concerned or other persons on the premises of DP World.

30.2.3 DP WORLD reserves the right to conduct random tests on any Authorized Person on the premises of DP World with the view of determining whether such Authorized Person is under the influence of alcohol or like substances.

31. SPILLAGES

31.1 In the event of any spill or leak, the Contractor or its Authorized Person will locate the source and stop the flow if it can be done safely, and if properly trained, immediately begin containment, confinement and clean-up operations.

31.2 When a spill occurs, the DP World Site Representative is to be notified immediately, who will in turn notify DP World's HSE department so that proper notifications and procedures can be instituted.

32. FIRE PRECAUTIONS

32.1 GENERAL

32.1.1 The Contractor and its Authorized Person shall ensure that all appropriate measures are taken to avoid the risk of fire.

32.1.2 The Contractor and its Authorized Person shall make themselves fully conversant with the fire warning system and evacuation procedures applicable to the DP World site where the contract work is performed or required to be performed, including the location of emergency assembly points.

32.1.3 Any fire caused by, or which affects the Contractor or its Authorized Person is to be reported immediately to the DP World Site Representative.

32.2 FIRE-EXTINGUISHING EQUIPMENT AND FIRE WARNING DEVICES

- 32.2.1 The Contractor shall provide its own fire extinguishing appliances. DP World fire extinguishing appliances are not to be removed from their stations unless it is an emergency or if the Contractor's fire extinguishing appliances has been exhausted.
- (a) The use of any DP World fire extinguishing appliance is to be reported forthwith to the DP World Site Representative and to DP World's S&E department.
- 32.2.2 Suitable and sufficient fire-fighting appliances are to be placed at strategic locations at the work site or as may be recommended by the Fire Chief or local authority concerned, and such equipment is to be maintained in a good working order at all times.
- 32.2.3 Fire-fighting appliances are to be inspected by a competent person in a manner indicated by the manufacturer thereof.
- 32.2.4 Sufficient number of Authorized Persons is to be trained in the use of fire-fighting appliances.
- 32.2.5 Fire-fighting appliances are not, under any circumstances, to be used for any purpose other than the extinguishing or control of fires.
- 32.2.6 The Contractor or its Authorized Person are responsible for ensuring that where any work is to be carried out that will necessitate interference with fire appliances, alarms, warning systems or wiring, any fixed installations such as sprinklers or water supply to any fire appliance, written permission is first obtained from the DP World Site Representative prior to such work commencing.

32.3 OPEN FIRES

- 32.3.1 The Contractor shall ensure that its Authorized Person is made conversant that open fires within the confines of DP World premises is strictly prohibited.

32.4 SMOKING

- 32.4.1 The Contractor shall ensure that its Authorized Person is made aware that smoking on the premises of DP World is prohibited, except in those areas which have been specifically signposted / designated as 'smoking area'.
- (a) All cargo-handling areas are designated as a 'no-smoking' zone.
- (b) All buildings located on the premises of DP World are designated as a 'no-smoking' zone.
- (c) All mobile equipment owned, leased or in the custody of DP World are designated as a 'no-smoking' zone.

33. ACCIDENTS, INCIDENTS AND NON-CONFORMANCES

- 33.1 All accidents or incidents, as defined in the PCFC-Trakhees-EHS Regulations and Standards, shall be reported to the DP World Site Representative and DP World's HSE Department as soon as reasonably practicable, but not later than the end of the particular shift during which the accident or incident occurred, unless the circumstances were such that the reporting of the accident or incident was not possible, in which case the Contractor is to report the accident or incident as soon as practicable thereafter, but not later than 24 hours following the accident or incident..



33.2 The requirement regarding the reporting and investigation of accidents (or incidents) in or on DP World premises does not, in any way, relieve the Contractor from any duty imposed on it to report the accident or incident to the relevant statutory department as prescribed in legal and other requirements.

34. SANITATION AND PLANT HYGIENE FACILITIES

34.1 Without detracting from the requirements imposed on the Contractor in terms of the PCFC-Trakhees-EHS, the Contractor undertakes to ensure that every Authorized Person –

- (a) is aware that he is prohibited from using any dining-room, change-room and shower facility provided for DP World employees; and
- (b) may use the toilet facilities set aside for this purpose.

35. FIRST AID AND MEDICAL FACILITIES

35.1 Without detracting from the provisions prescribed in the PCFC-Trakhees-EHS Regulations and Standards, the Contractor shall ensure that –

- (a) it will have on site sufficient persons qualified in first aid, including sufficient fully stocked first aid boxes; and
- (b) standing arrangements for adequate medical care and for the removal and hospital treatment for its sick or injured.

36. SECURITY

36.1 GENERAL

36.1.1 Without detracting from the provisions prescribed in the PCFC-Trakhees-EHS Regulations and Standards, DP World accepts no responsibility for the safety of vehicles, tools or equipment owned, leased or used by the Contractor or its Authorized Person.

36.2 IDENTIFICATION CARD / FACILITY PASS

36.2.1 The Contractor and its Authorized Person shall not access the Jebel Ali Free Zone, or section thereof, unless such Contractor and Authorized Person is in possession of a valid identification card / facility pass duly issued to him by the Dubai World Security.

Note: The mere fact that the Contractor and its Authorized Person is in possession of a valid identification card / entry permit, this authority does not include authorization to enter DP World Premises and commence / undertake any contract work.

Authority to undertake contract work on DP World premises is subject to the Contractor being in possession of an 'Occupation of work sites permit, as contemplated in sub-section 26.2 of these 'HSE Rules for Contractors and incidental persons'.

36.3 FIREARMS AND AMMUNITION

36.3.1 Under no circumstances are firearms or ammunition, of any nature, allowed on the premises of DP World.

36.4 SEARCHING OF PERSONS AND VEHICLES

36.4.1 DP World reserves the right to search any Authorized Person or vehicle entering or leaving DP World premises.

36.5 PHOTOGRAPHS, PUBLICITY AND DISCLOSURE OF INFORMATION

36.5.1 The taking of photographs on the premises of DP World, including the work undertaken by the Contractor, or any portion thereof, is expressly forbidden, unless specific arrangements to the contrary have been agreed to in writing between the Contractor, the DP World Site Representative and Dubai Security Services.

36.5.2 The Contractor or its Authorized Person is not, without the consent in writing of the DP World Site Representative, to disclose particulars of Contracts of Work to any person or furnish or publish or permit to be furnished any information with regard DP World's systems of business to any person save insofar as may be necessary for the due performance of the contract.

37. USE OF DP WORLD EQUIPMENT

37.1 The Contractor undertakes to ensure that neither it nor its Authorized Person loans or uses any of DP World's equipment; unless the use thereof is permitted within the contract or written permission has been obtained from the DP World Site Representative.

37.2 The following qualifications shall apply when DP World equipment is being used at the request of the Contractor:

- (a) In the event of the said equipment or any other property of DP World being damaged during operations, the Contractor will repay to DP World all sums of money paid or incurred by DP World in repairing such damage.
- (b) In the event of damage being sustained to any part of the Works, the Contractor will repair the same at its own cost.
- (c) In the event of damage to the property of the Contractor during such operations, the Contractor will make no claim against DP World in respect thereof.
- (d) In the event of injury or damage being sustained by persons or bodies or equipment other than the parties to the Contract as a result of such operations, the Contractor will indemnify DP World against any claims of whatever nature made against it.

38. INTERFERENCE WITH, DAMAGE OR MISUSE OF ITEMS

38.1 The Contractor undertakes to ensure that neither it nor its Authorized Person willfully, recklessly, intentionally or negligently, directly or indirectly, interferes with, damages or misuses and movable or immovable property owned, leased or in the care and custody of DP World

39. DISCLAIMER

39.1 Entry onto the premises of DP World shall be at the own risk of the Contractor and its Authorized Person.

39.2 Neither Dubai World or DP World nor any of its employees or agents shall be liable for any loss or damage of whatever nature and however arising, whether direct, indirect, consequential or otherwise, including any loss of profit, suffered by the Contractor or the Contractor's officers, Authorized Person, Agents or third parties, arising from any incident which occurred within DP World as a result of the willful misconduct, action, omissions, delict,



negligence of any degree on the part of, or breach of contract by, the Contractor or the Contractor's officers, Authorized Person or Agents.



ATTACHMENT 'A'
ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

CONTRACTOR'S LETTER HEAD

TO:

DATE:

REF:

Dear Sir / Madam

**RE: RULES FOR CONTRACTORS AND INCIDENTAL PERSONS (REF: DPW-UAE-SEMS-OHS-PCD-08-M01 – Version 06: 2019)
ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

I, _____ (*First and last name*) (Passport No.: _____), the duly authorized representative of _____ (*Registered name of Contractor*), acknowledge receipt of DP World's 'HSE Rules for Contractors and incidental persons' and declare that I am fully conversant with the requirements / provisions as detailed in the aforementioned document.

I undertake to ensure that the 'HSE Rules for Contractors and incidental persons' is strictly observed and adhered to by the stated Contractor and its Authorized Persons, including incidental persons, during the full duration of the contract work. I will ensure that prior to the commencement of the contract work, the Contractor, Sub-contractor and its Authorized Persons, including incidental persons, will be made conversant with the 'HSE Rules for Contractors and incidental persons' that are required to be observed and adhered to by them whilst on the premises of DP World / during the execution of the contract work.

I further undertake to inform the DP World Site Representative, or his duly authorized representative, forthwith and in writing should the Contractor, or its Authorized Persons, for whatever reason, be unable to observe and adhere to DP World's 'HSE Rules for Contractors and incidental persons'.

A copy of my passport is included for your information / records.

Kind regards

Signature

FIRST AND LAST NAME

DESIGNATION IN BUSINESS CONERN

ATTACHMENT 'B'

EMERGENCY CONTACT DETAILS

Command & Control Centre (CCC): 800 –DPWCCC (800-379-222)

DP WORLD HSE DEPARTMENT – JEBEL ALI - UNITED ARAB EMIRATES

Department	Name	Designation	Tele No	Mobile No	E-mail
Regional HSE	Adel Almulla	Senior Manager	048899922	50 2427077	adel.almulla@dpworld.com
Regional HSE	Kyle Bennie	HSE Manager	048896707	56 2166507	Kyle.bennie@dpworld.com
Terminal 1	Yahya Hossain	HSE Manager	048896718	50 5598850	Yahya.Hossain@dpworld.com
Terminal 2	Rishen Singh	HSE Manager	048896712	501895467	rishen.singh@dpworld.com
Terminal 3	Nasser Alnajjar	HSE Manager	4 8899009	55 1116626	Nasser.Alnajjar@dpworld.com
Terminal 4	Rishen Singh	HSE Manager	048896712	501895467	rishen.singh@dpworld.com
General Cargo	Yahya Hossain	HSE Manager	048896718	50 5598850	Yahya.Hossain@dpworld.com
Engineering	Nasser Alnajjar	HSE Manager	4 8899009	55 1116626	Nasser.Alnajjar@dpworld.com
Marine	Nasser Alnajjar	HSE Manager	4 8899009	55 1116626	Nasser.Alnajjar@dpworld.com
Mina Hamriya	Yahya Hossain	HSE Manager	048896718	50 5598850	Yahya.Hossain@dpworld.com
Mina Rashid	Yahya Hossain	HSE Manager	048896718	50 5598850	Yahya.Hossain@dpworld.com
Parks Zones	Alia Al Janahi	HSE Manager	048896744	54 792 9777	Alia.Janahi@dpworld.com

ATTACHMENT C

سياسة الصحة والسلامة والبيئة في المجموعة Group Health, Safety and Environment Policy

Our approach to Health, Safety and Environment (HSE) is based on caring for our people, environment, communities in which we work and stakeholder partners.

Our goal is to make sure everyone goes home safe and the environment is protected and enhanced wherever possible. This must be accomplished with a Zero Harm approach in our business.

The Founders Principles are critical to our success and enable HSE to become an integral part to all aspects of our business.

يعتمد نهجنا في مجال الصحة والسلامة والبيئة على الاهتمام بصحة موظفينا وسلامتهم، وحماية البيئة، ورعاية المجتمعات التي تعمل بها، وشركائنا أصحاب المصلحة.

هدفنا هو التأكد من عودة الموظف سالماً إلى منزله بالإضافة لحماية البيئة قدر الإمكان، ولن يتأتى ذلك إلّا من خلال سعينا للوصول إلى نهج "صفر أضرار" في عملياتنا التشغيلية.

تعد "مبادئ المؤسس" حجر الأساس لنجاحنا في الالتزام بمبادئ الصحة والسلامة والبيئة والتي تعد جزءاً لا يتجزأ من سياستنا الاستراتيجية لتطوير أعمالنا.

WE APPLY THE HSE PILLARS TO ALL OUR ACTIVITIES

Leadership and Engagement

Our management lead the creation of a company-wide culture that values HSE as a core part of our business. We engage our people on HSE issues and solutions. We must create a culture that empowers everyone to address HSE matters.



Risk Reduction and Improvement

Through proactive identification, planning and innovative controls, we eliminate and/or minimise all things that make our workplace unsafe or place the environment at risk.



Commitments We Live by

We all take personal responsibility for HSE in our workplace as a core value. We all must follow fundamental behaviours that we live by every day to eliminate and/or reduce our critical risks



إننا نطبق ركائز الصحة والسلامة في جميع أنشطتنا

القيادة والمشاركة

تتبنى الإدارة العليا إزاء ثقافة الصحة والسلامة كجزء أساسي من أعمالنا على مستوى الشركة بشكل عام، حيث يتم ترسيخ ثقافة الصحة والسلامة والبيئة من خلال إشراك موظفينا في قضايا وحلول الصحة والسلامة والبيئة على النحو الأمثل.

الحد من المخاطر وتحسين الإجراءات

من خلال تحديد ماهية الإجراءات، ووضع الخطط الاستباقية، واتخاذ نظم رقابية مبتكرة، فإننا نقوم بإزالة وتقليل كل ما يمكنه أن يجعل مكان العمل غير آمن أو يعرض البيئة للخطر.

الالتزامات التي نؤمن بها

تعد الصحة والسلامة والبيئة من أحد أهم المبادئ والقيم الأساسية التي تتحلل بها جميعاً في مكان عملنا. وعلينا جميعاً اتباع سلوكيات أساسية في حياتنا اليومية للحد من المخاطر الرئيسية.

TO ACHIEVE OUR HSE GOAL

- We measure our success by the well-being of our people and the environment
- We embed HSE messaging in our daily communications
- We are always improving our HSE systems and pushing our boundaries
- We strive to set the standards for our industry and fulfil all regulatory requirements
- We listen to our people and involve them in our health, safety and environment decisions
- We provide training, engagement opportunities and information to our people to enhance competency and capability to work safely

لتحقيق هدفنا في مجال الصحة والسلامة والبيئة

- نقيس نجاحنا من خلال رفاهية موظفينا وحماية البيئة
- نقوم بتضمين مبادئ الصحة والسلامة والبيئة في رسائل الاتصال المؤسسي اليومية
- نعمل دائماً على تحسين أنظمة الصحة والسلامة والبيئة ورفع مستوى الالتزام بها
- نسعى جاهدين لوضع معايير في مجال عملنا واستيفاء جميع المتطلبات التنظيمية
- نستمع إلى موظفينا ونشركهم في قراراتنا المتعلقة بالصحة والسلامة والبيئة
- نوفر التدريب وفرص العمل والمعلومات لموظفينا لتعزيز الكفاءة والقدرة على العمل بأمان.

TO CONTINUOUSLY IMPROVE

- Our management and people are accountable and enabled to address HSE matters
- We set clear, measurable HSE targets that are aligned with our operational performance
- Our HSE strategies are adaptive and evolve to our business's needs
- Operations are stopped and corrected if a risk of a serious HSE incident is present
- We proactively identify and manage hazards and risks
- We implement pollution prevention programs and leading sustainability practices
- We implement health related programs to protect the wellbeing of our workers

من أجل التحسين المستمر

- الإدارة والموظفون يتحملون المسؤولية ولديهم الإمكانيات لمعالجة المسائل المتعلقة بالصحة والسلامة والبيئة
- وضعنا أهدافاً واضحة وقابلة للقياس في مجال الصحة والسلامة والبيئة تتوافق مع أدائنا التشغيلي.
- استراتيجياتنا للصحة والسلامة والبيئة قابلة للتكيف والتطوير وفقاً لاحتياجات أعمالنا.
- يتم إيقاف العمليات وتصحيح الخلل في حال وجود خطر وقوع حادث يؤثر على الصحة والسلامة والبيئة.
- نقوم بشكل استباقي بتحديد المخاطر والتهديدات ومن ثم التعامل معها.
- نطبق برامج للوقاية من التلوث وتحسين ممارسات الاستخدام
- ننفذ برامج الرعاية الصحية لتحسين رفاهية العاملين لدينا

Sultan Ahmed Bin Sulayem
Group Chairman and CEO

Issue Date: August 2019
Version Number: 2.0

سليمان أحمد بن سليمان
رئيس مجلس الإدارة والرئيس التنفيذي للمجموعة

Review Date: August 2020
Page 1of 1