

Subject

Contractor Safety Health and Environment Management System

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1 PURPOSE

This procedure provides a general guideline to contractors – as well as subcontractors – whom are engaged and working at Alba governed facilities on complying with Alba's safety, health, environment and social management systems while planning and executing their duties. This procedure addresses the health, safety, environment and social expectations from contractors/subcontractors

2 SCOPE

This procedure is applicable to all contractors/subcontractors that are engaged with Alba and have duties to execute in areas that fall under the responsibility and governance of Alba; albeit inside Alba, construction worksites under the custody of Alba and Calciner and Marine plant. This procedure is also applicable for decommissioning/demolition activities at Alba site.

3 COMPLIANCE OBLIGATION

1. Labour Law for the Private Sector (36) of 2012
2. Ministerial Order (8) of 2013 with respect to regulating occupational safety and health in establishments.
3. Ministerial Order No (4) of 2014 With Respect to Determining the Required Conditions and Precautionary Measures for the Protection of Workers Engaged In Building Works, Construction and Civil Engineering
4. ISO 14001:2015 Environmental Management System
5. ISO 45001:2018 Occupational Health and Safety Management System
6. Ministerial Order No.(3) of 2013 with respect to Banning Work During Noon Time
7. International Finance Corporation (IFC) Environmental, Health, and Safety (EHS) Guidelines for Environmental, Base Metal Smelting and refining, Occupational Health and Safety

4 GENERAL GUIDELINES AND LIMITATIONS

- Without prejudice to the requirements stipulated in this procedure, all contractors/subcontractors engaged with Alba have a legal duty to comply with the laws and regulations pertaining to safety, health, environment and social requirement accorded by the legal authority in the Kingdom of Bahrain.
- This procedure shall assist all contractor's and sub-contractors personnel within Alba premises to meet their legal obligations to plan and execute their work safely without any risk to their workers safety, health and surrounding environment.

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- The contractor and Sub-contractor shall obtain and abide by the supplementary health and safety requirements listed in the Project SHE Guidelines to contractors Ref No.10-G-237 at all times. A copy of this procedure must be on each work site, readily available, at all times.
- Alba retains the right to stop work at any time should any unsafe conditions or unsafe acts exist in alignment with its SHE policy.
- This procedure is not applicable for EPCM and EPC contractors as this particular categories are covered through Alba Environmental and Social Governance Framework and procedures associated with it.
- It is expected from all contractors and subcontractors engaged with Alba to adhere to its internal procedures (Alba Code of Practices) that are related to work execution.

5 DEFINITION

1. **Alba responsible person** – Alba employee responsible to develop purchase request and manage the contractor activities in line with agreed scope of work and relevant SHE requirements.

6 RESPONSIBILITIES AND ACCOUNTABILITIES

6.1 MANAGEMENT REPRESENTATIVE

The Management Representatives is responsible for approving and confirming this procedure and endorsing that all legal requirements pertaining to the contractor SHE and Social Management systems are covered herein.

6.2 CXOs/DIRECTORS

CXOs/ Directors are responsible for ensuring that relevant departments adhere with the requirements of this procedure and report progress and any deficiencies on regular basis.

6.3 HEALTH AND SAFETY MANAGER

The Health and Safety Manager is responsible to:

1. Maintain this procedure and ensure that it reflects the exact requirement for the fulfilment of the procedure purpose.
2. Liaise with department managers and ensure that the requirements herein are met.
3. Ensure compliance and implementation of this procedure in the respective departments and any other worksites covered by this procedure's scope

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4. Monitor and audit the system compliance and report progress to the management on the suitability and effectiveness of these procedures.

6.4 DEPARTMENT MANAGERS

The Department Manager(s) are responsible to:

1. Take necessary precautionary measures towards the protection of contractor/subcontractor workers at the workplace from risks and hazards that could arise from their activities
2. Ensure that all resources are available to abolish any risk/hazard as stipulated in this procedure
3. Assume routine compliance to this Contractors' Safety Health and Environment Management procedures.
4. Ensure that all contractors and sub-contractors within their area are aware of the contractor's safety health, environment and social management system procedures and requirements.
5. Implement all reasonable precautions to ensure the protection of the health, safety and wellbeing of their engaged contractor workers.
6. Ensure that the contractor workers working amenities are provided with sufficient engineering and administrative controls to avoid or minimize release of biological agents into the working environment.

6.5 PROCUREMENT AND WAREHOUSING MANAGERS

The Procurement and Warehousing Manager is responsible to:

1. Ensure the capability of an entity entrusted with executing a project or task and holding a license to pursue such activity by the concerned authority.
2. Maintain a procedure that will assist the organization is registering qualified contractors/subcontractors that have the ability to be responsible for their workers safety, health and wellbeing.
3. Review the contractor technical capabilities, specifically on how they manage the occupational health and safety issues of their employees, extending the application of the hazard management activities.
4. Review the contractors and subcontractors SHE performance records as a part of the prequalification assessment process of all contractors/subcontractors.

6.6 DEPARTMENT SUPERINTENDENTS AND SUPERVISORS

The Department Superintendent and/or Supervisor are responsible to:

1. Implement the necessary precautionary measures towards the protection of contractor workers at the workplace from any safety, health, environment or/and social risks

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2. Perform a suitable and sufficient risk assessment in order to identify and assess the risks surrounding the contractor/subcontractor workers in their workplaces and ensure that all necessary precautions and measures stipulated herein to eliminate those hazards to their lowest levels foreseeable.
3. Establish the necessary Safe Systems of Work required by the contractor/subcontractor worker to execute their work accordingly.

6.7 DEPARTMENT SHE COORDINATOR

The Department SHE Coordinator is responsible to:

1. Conducting awareness and coordinating with the department management to ensure adherence to that the requirements setup of this procedure.
2. Report any deviations from the requirements of this procedure to the department manager and SHE, Fire and Security department responsible personnel.

6.8 CONTRACTORS AND SUB-CONTRACTORS

The main Contractors and /or Subcontractor(s) are responsible to:

1. Adopt suitable arrangements to assume legal requirements of the occupational safety and health. Such arrangement must be documented and approved by all the concerned authorities and immediately inform the Ministry of Labour and Social Development upon approval. Such action shall not relieve an employer from observing all legal conditions.
2. To maintain, whenever possible, all necessary information about possible hazards at a work place.
3. Effectively co-ordinate with various concerned entities.
4. To identify the hazardous areas and ensure that no unauthorized personnel enter such areas by placing barricade or guard rails to prevent the presence of workers in such areas.
5. Co-ordinate with sub-contractors about the occupational safety and health issued.
6. periodically or whenever a need may arise, review the arrangements indicated above

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7 CONTRACTOR WORK PROCESS

7.1 PRE-MOBILISATION

- On the appointment of a contractor, a kick-off meeting is to be coordinated by Alba responsible person. The concern Alba SHE coordinator will attend the meeting to clarify and reinforce SHE requirements.
- The appointed contractor is to develop SHE Management plan that defines the implementation of Alba's SHE requirements and risk controls relevant to the contracted scope of work. The proposed SHE Management plan is to be approved by the concern Alba SHE coordinator prior to mobilisation.
- Depending on the complexity of the scope of work and after discussion with concern Alba SHE coordinator, Alba responsible person with the understanding that the specific scope of work will be undertake in line with the Alba SHE management system may waive the requirement for the contractor to supply a SHE Management plan.
- For a specific scope of work and prior to mobilisation, a method statement and risk assessment is to be completed by Alba responsible person and contractor responsible person in line with the Alba's hazard identification and risk assessment process.
- The risk assessment process is to cover all components of the scope, mobilisation and demobilisation. Primarily risk controls are to be aimed at the elimination of risk, where this is not practicable the remaining elements of the control hierarchy are to be used.

7.2 CONTRACTOR SHE PERFORMANCE MONITORING

1. The objective of contractor SHE performance and monitoring is to verify that the contractor's approved SHE plan, procedures and systems are in place, being implemented and improved.
2. The contractor is responsible for adhering to the approved SHE Plan and procedure as well as monitoring, evaluating performance of work and managing change within the work plan/method statement.
3. Alba responsible Superintendent shall conduct a weekly meetings with contractor's management team to plan, monitor activities and coordinate interfaces with plant operation. SHE performance will be the first item on the agenda.
4. Contractors will table logs and action items arising from incidents, inspections and/or audits for review and close out at these meetings. Action plans will be agreed and documented to correct areas of underperformance.
5. Feedback of the results of the audits and inspections during work execution and at close out is critical to continuous improvement.

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6. All data gathered during the execution of the contract will be recorded and made accessible for future reference. Concern SHE coordinator will ensure a documented record of performance will be kept on each contractor.
7. Throughout the contract, the concern SHE coordinator, shall notify SHE Superintendent (SHE Department) if the contractor performance is not satisfactory in order to take necessary corrective action.

7.2.1 CONTRACTOR EVALUATION PROGRAM

- In order to provide a safe and healthy work environment for all contract and company employees, Alba will evaluate the safety performance and programs of contract companies prior to awarding bids. In making this evaluation, Alba will take into consideration the type of work to be conducted in the facility, how the work might impact the safety and environmental aspects of the facility, and the size of the Contractor Company. The evaluation will consist of two part, the first will be based on safety performance evidence provided by the contractor in light of Annual Requalification Assessment Sheet and the second part will be evaluation by the ALBA management evaluation to the contractor safety performance on site.
- In the event a Sub Contractor is working for a General Contractor, it is the General Contractor's responsibility to ensure that the Sub Contractor meets all the requirements of the General Contractor's Safety programs and policies along with the Alba requirements. For further details, please contact purchasing department.

7.2.2 SHE MONTHLY REPORT

1. During the kick-off meeting, Alba Responsible Superintendent shall approve the SHE plan and procedure of the project/scope of work and highlight the requirement of SHE monthly report.
2. The responsible contractor shall submit the SHE monthly report using SHE-F-074 to Alba Responsible Superintendent and concern SHE coordinator.
3. The concern SHE coordinator shall evaluate submitted report to ensure adherence and implementation of agreed SHE requirements, which include but not limited to:
 - a. Update on contractor management team
 - b. SHE performance reporting including lead and lag indicators
 - c. Adequate implementation of environmental management procedure
 - d. Inspection and audit results
 - e. Incident reporting and investigation
4. In case of unsatisfactory performance observed, the concern SHE coordinator shall notify SHE Superintendent to enable necessary corrective actions.

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7.2.3 CONTRACTOR ACCOMMODATION INSPECTION

1. Contractor accommodation will be inspected on quarterly basis in accordance to the requirements of Alba SOP 1.11 (Contractor Social Performance Monitoring).
2. Alba SHE team will undertake accommodation inspection using accommodation inspection checklist 'Attachment-B of SOP 1.11'.
3. The inspection findings will be communicated to concern contractor in order to take corrective actions and to submit close-out report to Alba within two weeks.

8 PROCEDURES

8.1 GENERAL REQUIREMENTS

1. In these Rules and Regulations the term Alba's Aluminium Bahrain B.S.C. or its designated representative applies for the purpose of the work in question.
2. Project SHE Guidelines to Contractors Ref No.10-G-237 shall form part of the bid / tender document sent to all, and any contractor, by the Purchasing department.
3. The Contractor must inform Alba of any Sub-contractors to be employed by him, and will also be responsible for passing copies of these Rules and Regulations and the in Project SHE Guidelines to Contractors to such sub-contractors and for ensuring that they follow them.
4. These Safety Rules and in the Project SHE Guidelines to Contractors Ref No.10-G-237 must be adhered to at all times. Any failure to comply fully with the safety rules may result in the immediate removal of the contractor from the site.
5. As per law 36/2012 article 53, worker's actual hours of work shall not be more than 10 hours a day. This should be from the punching in to punch out and not more than 48 hours per week.
6. The employee should not work under direct sunlight between 12:00pm to 4:00pm during the month of July and August which is peak summer.
7. Contractor must submit a copy of his safety system and safety record along with the Tender.
8. Contractor must submit method statement before carrying out any work.
9. Risk assessment must be done as per Alba risk assessment ACOP-42A before any job.
10. Alba has the right to penalize the contractor for committing repetitive safety violations. If the contractor fail to demonstrate the compliance of safety requirements, Alba may block contractor's vendor number for an appropriate period, during which time no new enquires will be sent.
11. Contractor must operate and use proven hand tools at site.
12. In case contractor wishes to carry out any work outside Alba normal working hours, then he shall:
 - a. Obtain written approval and right permits from Alba responsible department.

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- b. Provide full time site supervision.
- c. Provide full time safety supervisor.

8.2 TRAINING

1. Contractor to ensure that his staff are fully aware and updated with hazards in the Alba specially hazards in the department area where the worker will be working.
2. Smelting facilities Managers shall provide a comprehensive environmental, health, and safety program through a cooperative process involving all interested parties, including community residents.
3. Reduction Line Manager shall provide training to the contractors and communities with regarding the health risks associated from smelter operations.
4. To provide refresher training on the Heat stress related hazards in annual basis.
5. Provide the employees with all training needed to perform their job safely that include as example but not limited to (D.C Hazard annually, Working at Height, Confined space, general knowledge about Isolation, general incidents review).
6. All rules related to work inside Alba such as the speed, molten metal Hazards, working hours limits.
7. Working under direct sun light during summer from 12 pm to 4 pm July & August.
8. Provide copy of licensure and training records to area owner to conform his legal position to safely carry required job in Alba.
9. Baseline medical assessments shall be conducted to contractors and sub-contractors in accordance with the ALBA Pre-placement Medical Assessment Standard and the ALBA Periodic Medical Assessment Standard.
10. Alba SHE training shall include an investigation of legacy issues for contaminated sites, including evaluation and remediation strategies.
11. Alba SHE training shall provide training and mock drills to contractors and sub-contractors for emergency preparedness and response plan. If required, with the participation of affected communities and relevant regulatory agencies.
12. In coordination with Industrial Hygiene and Medical Centre, all the contractors' workers shall be provided with health training in disease treatments. This training program shall include immunization programs for workers to improve health and protection against infections.

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8.3 CONTRACTOR'S SAFETY COORDINATOR

1. The contractor shall appoint a full-time Safety Officer (s) or Supervisor(s) as per the requirements set out by the Ministry of Labour and Social Development in article 30 of the no. 8 of 2013.
2. His full time function shall be to coordinate and manage the safety activities on the site, and shall be present at site at all times.
3. The Safety Coordinator shall hold the NEBOSH/National General Certificate, or a recognized Diploma in Safety and Health Management. The Manager: SHE will verify in case of other equivalent qualifications submitted.
4. Sufficient number of qualified & valid First Aiders must be available on site during all operations minimum of 5% of total manpower as per ACOP-016.
5. The contractor site manager and the Safety Coordinator shall attend the monthly Alba / Contractor SHE committee meeting.
6. Copies of the contractor's monthly safety meeting minutes are to be submitted to the Manager SHE at the end of each month.

8.4 ACCESS TO ALBA SITES

1. All contractors' personnel who need to enter Alba shall have a valid gate pass. Requirements of the job in question shall be discussed with Alba Project Engineer prior to the commencement of work and at agreed intervals.
2. All contractors' personnel shall be under surveillance and active screening, and supervision on treatment of workers.
3. The Contractors and Sub-Contractor's employees must attend the Alba Safety Induction Program before passes can be issued allowing them to start any work activity on any Alba site. It shall be the Contractors and Sub-Contractor's responsibilities to forward to the Alba Project Coordinator the names of all employees he intends to employ on this project.
4. A period of up to one month may be required for the induction program and issue of valid passes.
5. The departments shall make 'Request for Contractor badges' providing full details of contractors name, project title, name of employee, copies of smart card (ID) for Bahrain residents or copy of valid passport for non-residents, original medical fitness certificate and period of the project.
6. For subcontractor employees, in addition to the above an original no objection from subcontractor including employees name and CPR number. The mentioned documents shall be submitted with the Request for contractors' badges by the contractor, four weeks prior to the date that badges are required

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7. The Security and Fire Superintendent shall verify the correctness of details and will arrange to provide 'contractor's badges' with a serial number and with an expiry date. The expiry date should correspond with the date of the completion of the project or at maximum of one year.
8. These ID Badges will be given the computer code to work within Alba's P.T.R system.
9. All contractor employees must attend the safety and security induction, before issuing them the badges. The contractor shall pay an amount of BD 8 for Issuing new badges to account department, and amount of BD 3 for renewal, as for lost or damaged badges an amount of BD 5 to be paid.

8.5 DISPOSAL OF WASTE MATERIALS

1. The Contractor shall maintain a high level of good housekeeping at their work sites acceptable to Alba.
2. The Contractor shall not remove any effluent, scrap or surplus materials without obtaining material gate pass authority from Engineering/SHE department in which it will be indicated with destination of disposal.
3. Waste materials, scrap and rubbish must be removed immediately from the plant on a daily basis.
4. The contractor shall separate/segregate all usable land fill and/or any other recyclable materials from other non-usable wastes. Usable materials may be used at Alba/or outside the plant.
5. Usable landfill material can be deposited in specially designated areas, but only with written approval from the concerned Alba Departments.
6. Any contractor caught dumping (or proven) to have dumped waste material anywhere on the plant will be required to clear the area and surrounding area immediately and will be subjected to investigation.
7. Any further violation will result in being removed from site at his own expense and also the contractor will be suspended and or removed from the Alba approved list of suppliers for future projects.
8. All wastes to per dumped in agreed and approved locations. Any violation to that, the contractor will be held responsible.

8.6 USE OF ASBESTOS AND OTHER BANNED MATERIAL

Use of any asbestos material or its compounds or any other banned material is forbidden. Asbestos removal must be done according to the Alba asbestos removal procedure.

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8.7 PERSONAL PROTECTIVE CLOTHING (PPC) AND EQUIPMENT (PPE)

The contractor shall ensure that their workers, and all the people wear the required PPC/PPE as per Alba Approved Standards:

1. Safety footwear which is nonconductive and which complies with ANSI Z41.4
2. Hard Hats to comply with British standard BSI 2826 or other approved authorized standards.
3. Approved Safety Glasses, British standard BSI 2092 or other approved standard, in all areas of the sites. The white clear glasses are to be used in indoors and low lighting areas.
4. Other protective clothing, gloves, Alba-approved full body safety harnesses, with shock absorbing lanyard and hearing protection as required or specified by Alba.
5. Alba will notify the Contractor of any special items of equipment's and clothing that may be required.
6. Contractor's employees working in port room's area shall have thorough knowledge and understanding of D.C. Hazards. The contractor shall verify with Alba project Engineer, regarding special needs such as D.C. hazard training, PPE, tools, tackles, lifting equipment's etc., applicable to the work.

8.8 PROVISION OF FRPPC TO CONTRACTOR'S

1. Contractors who are required to work in Hot Metal Areas will be required to ensure that their employees are equipped with approved FRPPC, (Fire Retardant Personal Protective Clothing) at the Contractor's cost.
2. Failure to comply with Alba's requirements regarding Personal Protective Clothing (PPC) and Personal Protective Equipment (PPE) will result in the Contractor's staff being refused entry to the Alba site.

8.9 USE OF POWER HAND TOOLS

1. Portable electrical tools will be restricted to operating at a voltage not exceeding 110 volts AC, 50 Hz. The power shall be supplied through a 220/110 Volt isolating transformer, having a centre tapping to earth, and the transformer shall be located near to the main power supply to keep the 220 Volt lead as short as possible.
2. Where necessary, low voltage extension leads may be used and these shall have three cores and terminate in approved connectors, which maintain earth continuity. The use of bare conductors pushed into open sockets is strictly forbidden. All electrical leads and portable tools must have proper connections fitted.

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3. All portable electrical and apparatus should be suitable for operating at a voltage not exceeding 110 Volt AC, except where the device is double insulated and is protected by an in-line earth leakage protection device (ground fault interrupter) with sensitivity not more than 30 milliamps.
4. The Contractor should arrange for an inspection to be carried out on all the electrical equipment that he intend to use on the projects before and during to check for possible insulation failures or cracks.
5. No joints are allowed without approval from Alba concerned personal.
6. The inspection will be carried out by the ALBA Project Engineer, or his representative, and the Contractor's site supervisor, prior to the commencement of the work.
7. Special regulations are applicable in the Reduction area, and site visit should be made at the time of tendering and to be checked prior to carrying out any work in this area.

8.10 PERMITS TO WORK

1. To ensure safe working under certain conditions it is necessary to obtain a 'Permit to Work system' from Alba's Project Engineer/area owner.
2. A Permit to Work system is designed to:
 - a. Ensure that all persons directly or indirectly involved with the operations are made fully aware of the work to be undertaken and its implications
 - b. Detail safeguards deemed necessary to ensure the work is carried out in the safest possible manner.
 - c. Contractor shall nominate his competent staff for the receipt of work permits. The authorization will be issued only upon successful completion of relevant training followed by tests and interview.
 - d. Contractor shall nominate his competent staff for fire watch which is a must for any hot work. He should be approved by Alba and shall always available at work site while hot work is being done.
 - e. An approved fire extinguisher shall be maintained at work site.

8.11 SAFE SYSTEMS OF WORK

Following are samples of the safety systems contractors need to adhere and respect:

- a) General Permit to Work
- b) COI & lock off/tag off by area approved certificate of isolation issuer
- c) Permit procedures exists and must be complied with
- d) Hot Work
- e) Confined Space Entry
- f) Certificate of isolation
- g) Access Permit (Power)

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- h) Work-at-height
- i) Excavation permit
- j) Radio-active Materials handling
- k) Mechanical/Electrical/Instrument-Isolations
- l) Explosive Cartridge Tools are not allowed unless special written permission obtained.

8.12 CONFINED SPACE SPECIAL ARRANGEMENTS

The following shall be observed in confined space in which there is reason to apprehend the presence of any dangerous fumes:

1. No person shall enter or remain in any confined space in which there is reason to apprehend the presence of any dangerous fumes to such extent as to involve risk of persons being overcome thereby, unless they are wearing breathing apparatus of a type approved for the purpose confined space use, or a responsible person has certified the space as being, for a specified period, safe for entry without breathing apparatus, and the period so specified has not expired; but no person shall enter or remain in the space without breathing apparatus unless he has been warned when the period so specified will expire.
2. A space shall not be certified under point (1) above unless:
 - a. Effective steps have been taken to prevent any ingress of dangerous fumes.
 - b. Any sludge or other deposit liable to give off dangerous fumes has been removed and the space contains no other material liable to give off dangerous fumes.
 - c. The space has been adequately ventilated and tested for dangerous fumes and has a supply of air adequate for respiration; but no account shall be taken for the purposes of sub-paragraph (b) of Paragraph (2) above of any deposit or other material liable to give off dangerous fumes in insignificant quantities only.
3. Where any worker is employed in any space to which point (1) of this section applies, there shall be provided and kept readily available:
 - a. Not less than two sets of breathing apparatus of a type approved for the purpose of this section at the site of operations.
 - b. Not less than two additional sets of such apparatus in nearby stores.
 - c. A suitable torch approved for the purpose of this section with each set of breathing apparatus.
 - d. Two belts or ropes suitable for rescue purpose.
 - e. The apparatus, belts, ropes and torches shall be maintained and shall be thoroughly examined, at least once every month or at such other intervals as may be prescribed by a competent person; and a report on every such examination signed by the person making the examination and containing the prescribed particulars, shall be kept available for inspection

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4. A sufficient number of workers shall be trained and practiced in the use of the apparatus mentioned in this section and in a method of restoring respiration.

8.13 WELFARE FACILITIES

Contractors shall provide descent welfare facilities for their employees. The location can be verified with the Alba Project Engineer, and the area will be allocated based on the project site. Facility provided shall include for the following minimum requirements:

1. Suitable quantity of fresh and drinkable water must be provided at suitable and easy to reach place by the workers.
2. Eating rooms, changing rooms, toilets.
3. All facilities shall be Air-conditioned, supplied with cool water and reasonable furniture.
4. Facilities must be maintained regularly and kept in good housekeeping standard.
5. Adequate fire prevention and fighting resources to be provided.
6. A suitable place must be prepared to eat food and rest away from any work hazards.

8.14 MOBILE PHONES

1. Mobile phones must not be used while driving.
2. Only authorized person may use mobile phone inside the plant.
3. For authorization must use form through Engineering or relevant Manager.
4. Once the authorization obtained SHE department will issue necessary badge.
5. Unauthorized persons shall not carry mobile phones inside Alba.

8.15 SITE CHECKING

The contractor is must to cooperate and implement all safety observation or comments raised by Alba during the normal safety checking and safety observation sessions.

8.16 VEHICLES

The Contractor will ensure that:

1. Take suitable and safe measures to safely organize vehicles movement and parking at the work place.
2. Take suitable and sufficient measures to organize workers movement near such vehicles.
3. A worker must be at a safe place during loading, unloading and transport of materials at the work place.

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4. Take suitable measures to prevent vehicles falling in the holes or water, or overturn at the sides.
5. All vehicles and mobile plant belonging to him or his people, the contractor is responsible for, possess the necessary Road Traffic Licenses and are fully insured against third party liability.
6. The contractor employees must not use forklift trucks for carrying personnel. In the pot rooms area forklift's fork must be electrically insulated from the body.
7. The personnel must not sit on the sideboards or tailboards of pick-up, forklift or other vehicles.
8. All drivers observe the plant speed limits displayed 40, 20, 15 or less at turns and congested plant areas, must wear seat belts and drive carefully at all times.
9. All cranes and lifting appliances have current valid test certificates in accordance with their rated capacity and are fully insured against third party.
10. All lifting equipment's and loose lifting tackles slings to be approved by area concerned lifting tackles inspector and coded with current Alba 6 monthly lifting tackle colour.
11. All vehicles emission shall comply with Bahrain road directorate's regulations.
12. On using mechanically propelled vehicles, fork-lifts, trucks, tractors and bulldozers, no such vehicles shall be used unless:
 - a. It is in the charge of and being driven by a competent person properly trained and licensed to drive with a valid Bahraini license.
 - b. It shall be in a good state, efficient working order and in good repair.
 - c. It is used only on proper manner and is not loaded in such a way as to interfere with the safe operation of the vehicle.
 - d. It shall be equipped with seats suitable for the number of passengers if it is intended for such purpose.
13. The contractor shall abide with Bahrain Ministry of Labour and Social Development regulations that regulates the usage of lifting equipment, lifting gear, and hoist.
14. The contractor shall maintain valid records for all equipment and submit to Alba prior to the use by minimum of two weeks.

8.17 PORTABLE LADDERS

1. All ladders used in Alba should have stickers on them showing maximum safe load.
2. Workers should only use ladders that have a duty rating higher than the total weight to be supported by that ladder.
3. Supervisors should ensure that all ladders used by workers are rated appropriately for the workers and the tasks to be performed.
4. No metallic ladders are allowed to be brought in Alba unless a special request is made to the area Manager.

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5. Scaffold shall be provided whenever work needs safe access.
6. Only approved Scaffolding Contractor can erect, modify and/ or approve the use of any scaffolding work.
7. For Approved scaffolding contractors refer to workshop or area owner where the work will be done.
8. Scaffolding contractor shall
9. Erect, check and approve the scaffold
10. Inspect/ revalidate tags every week
11. Carry out any necessary changes, modifications or extension to an existing scaffold and to retest it for tagging.
12. Appoint full time sit supervisor to oversee works at site.
13. Alba has the right to order the removal of any faulty or defective equipment of contractor that may endanger life of the users. It is a must that all contractors shall be inspected prior to use or entering Alba.

8.18 ASSISTANCE

Alba will be pleased to assist contractors in any way to facilitate the execution of their work in safe manner to ensure a speedy and safe completion of their contract with Alba. As long as it is practical and safe to do so.

8.19 MSDS

1. Contractor to review and follow MSDS whenever required for all material that he will be using.
2. Contractor shall provide a copy and record of all MSDS applicable to the project and ensure the site staff understand and follow the MSDS and area owner informed.

9 CONSTRUCTION AND DEMOLITION REQUIREMENTS

1. Demolition, removal or any part thereof must be planned in a manner to prevent or reduce the hazard by adopting any practical operation possible.
2. Demolition shall only be carried out:
 - Under a license from the competent authority.
 - Under the direct and constant supervision of a competent person.
 - So far as possible by workers trained and experienced in the work.
 - After all services, such as water, gas and electricity supplied to the
 - Building or structure being demolished have been disconnected by the relevant authority and a certificate to that effect has been given to the competent person carrying out the disconnection on behalf of the authority.

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3. All possible measures should be taken to protect persons from the hazards of excavations, collapsing or any part thereof by adopting the following:
 - To adopt all necessary practical measures to prevent works or materials from falling at the excavation place.
 - To take all proper and sufficient measures to prevent excess loading of materials and equipment on the outskirts of the excavations.
 - To provide sufficient number of entries, exits and safe access to the excavation.
4. Excavation shall not start except after adopting the following procedures:
 - Holes and trenches must be surrounded by a safe and secure guard rails together with placing warning signs thereon, provide suitable lighting that assist in knowing and identifying such holes at night in addition to providing each worker with a reflective jacket.
 - To examine the connector used in excavation by a qualified person prior to the commencement of the shift and after any incident that affects the strength and stability of the excavation or falling any materials inside the hole.
5. The following shall be observed in dams:
 - It shall be properly designed and executable to reduce hazards whenever practically possible.
 - It shall be supplied with a system that permits a worker from exiting in case of an emergency like entry of water or materials.
 - It shall be periodically maintained.
 - A dam shall be examined by a qualified person prior to commencement of a work shift and after any incident that affects the dam's strength and stability together with the availability of a qualified person having the authority to stop the work in case of any hazard to the workers.
 - Water suction carried out after the dam's construction should be carried out by a qualified person with a sufficient expertise in this field.
6. All electric mains, switches, fuse boxes cables and other electrical supply equipment shall be specially and adequately protected, installed and maintained to eliminate danger from electric shocks.
7. Before any operation or work are commenced, and during the progress of such works, all practicable steps shall be taken to prevent danger to persons employed from any live electric cable whether under-ground or overhead or other apparatus, which is liable to be a source of such danger whether from the operation of a lifting or excavating appliance or otherwise. Steps to be taken shall include rendering the cable or apparatus electrically dead or the erection of suitable barriers to prevent approach to the dangerous area.
8. When the worker is conveyed to or from any working place by a water vessel, proper measures shall be taken for his safe transport. Vessels used for this purpose shall be of suitable construction, properly maintained and in good working order, shall be in charge of competent persons and shall not be overloaded.

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9. Where on or adjacent to the site of any industrial operations or workers there is water into which a worker is liable to fall with risk of drowning, suitable rescue equipment shall be provided and kept in any efficient state and ready for use and measures shall be taken to arrange for the prompt rescue of the workers who are in danger.
10. Where there is a special risk of such fall from the edge of a land or off a structure adjacent to or above the water or off a floating stage secure fencing shall be provided near the edge to prevent such fall. Where there is required movement of workers or materials over or close to the edge, fencing may be removed for the time and to the extent necessary to permit such movement.
11. Every construction site shall be safely organized in order to secure the workers safety upon their movement on the work place and all passages shall appropriate for the workers and vehicles in terms of suitable number, place, and area and shall be supplied with direction signs.
12. In case of carrying out any work that is likely to reduce or affect the stability and safety of any part of an existing building, existing or temporary construction, or under construction that may subject any person to risk, all necessary practical measures must be taken by designing pillars to securely stand weights and used for the purpose they were designed therefor so as to prevent any person from exposing to danger as a result of the collapse of a building, construction or any part thereof.

10 EMERGENCY PLANNING AND PREPAREDNESS

The contractors/subcontractor need to do the necessary arrangement for emergency planning and preparedness by ensuring the following in their respective workplaces:

1. Ensure the cooperation and adherence of their employees with Alba fire regulations and emergency procedures by reporting any emergency (i.e. fire, injury, accident ... etc.) by contacting the Alba emergency line **3333** (from mobile or external land lines **1783 3333**).
2. In case of an emergency, necessary precautions must be adopted to include steps toward vacating the worksite and take into consideration the presence of workers assembly point.
3. Proper and suitable measures must be taken to combat fire hazards at worksites.
4. To store inflammable materials away from any flame or source of oxidizing materials.
5. To adopt safety precautions in operations that generate high temperatures, any other type of flames, sparks, dust, vibrations from welding, grinding, cutting and the issue of a hot work permit.
6. To adopt safety precautions upon using electric generators and mobile pumps so as to be placed away from the inflammable materials and workers.
7. To prevent smoking inside the work sites that contain inflammable materials provided instructions for this purpose shall be posted in such areas.
8. To take precautionary measures to prevent any malfunction in electrical supplies and connectors so that they shall be in accordance with the technical standards together with constant inspection and maintenance while avoiding the hazards of overloading electrical appliances.
9. To dispose of inflammable industrial waste and avoid the accumulation of such materials together with the periodical cleaning of such work sites.

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10. To store compressed gas cylinders in special stores away from heat sources together with adopting safety precautions while transporting or using them.
11. To adopt safety precautions upon using mobile pumps so as to be placed away from the places where the workers are present.
12. The site controller's room (contractor / subcontractors security guard) shall be designed as not to be part of the work site together with adopting all the workers accommodation conditions.
13. To maintain firefighting equipment and train workers to use them while observing their difference and number according to the nature of the existing work.

11 CONTRACTOR WORKPLACE MANAGEMENT REQUIREMENTS

In addition to the above accorded requirements in this procedure, it is the duty of the each contractor/subcontractor management engaged with Alba to ensure that their workplaces conform to the following requirements:

1. All entrances, exits, passages and roads used by the workers should be safe.
2. A work place shall be designed in a safe manner so as it shall not form any harm to any worker or any one available therein.
3. Necessary practical measures should be taken to prevent workers from using unsafe passages.
4. A work place area should be sufficient and adequate to carry out the work taking into consideration any equipment or instrument used for work.
5. All hazards at a working place must be evaluated particularly elevated places, analyse previously adopted procedures and their effectiveness in addition to adopting the required measures that secures workers safety at a working place.
6. All permanent grounds and preventative guard rails or any other mean intended to prevent falling to any of the elevated places must previously been be inspected by a qualified person and should secure that in a practical manner.
7. All construction working places must be arranged and in an accepted cleaning state.
8. A working place must be surrounded by a suitable fence and is identified by placing clear marks thereon.
9. Panels with visible nails or parts of sharp objects that may sustain injury to any worker should not be left.
10. Take suitable measures to store materials and objects in addition to proper procedures to dispose of garbage ad refuse in a manner that may avoid hazard to any person either by colliding or falling material.
11. Workers shall not be required to lift, carry or move any heavy load likely to cause injury to them.
12. Every worksite must be equipped with a suitable and proper shaded area to prevent workers in cases of any disorders and bad weather together with providing the necessary precautions from lightning hazards in case of working in high buildings. Work shall not be permitted in poor visibility due to dust or fog which does not permit carrying out the work.
13. Suitable and sufficient lighting must be available at the worksite and observe providing secondary lighting in case of any malfunction in the lighting that may affect the workers.

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12 REVIEW

This procedure will be reviewed, when and as per required, by the inception of new or amended ongoing legislation, request by the external/internal auditors, as a result of the management review committee or when a significant change is required to be made on the current health and safety management system.

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