

	HAWAZEN AL-JAZIRA COMPANY JEDDAH - MAKKAH NEW EXPRESS WAY PHASE 4	 HAWAZEN AL-JAZIRA هـوازن الجزيرة
Document No.: 01	SAFETY PROGRAM	Ref.: HAJ/PLAN-01-2025
Revision 00		November 2, 2025



HAWAZEN AL-JAZIRA
هـوازن الجزيرة

**HAWAZEN AL-JAZIRA CONTRACTING
COMPANY**

ISSUED DATE	REVISED #	PREPARED BY:	REVIEWED BY:	APPROVED BY:
03.11.2025	00	ENGR. JOEBERT HSE Manager 	ENGR. MOHD. AL RASHEED Project Manager 	ENGR. MOHD AL RASHEED Project Manager 

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SAFETY PROGRAM

REVISION HISTORY						
REV	NATURE OF CHANGE	DEVELOPED	REVIEWED	STATUS	DATE	SIGNATURE
00	Checking and Approved	HAJCO SHED	Consultant			

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SECTION 1

HSE MANAGEMENT SYSTEM

1.0 PURPOSE

This project HSE plan is intended to ensure a safe and healthy working environment and to prevent accidents at worksites, creating safety awareness among the operatives. Attitude is the key factor in accident prevention. Employees are encouraged to develop a positive and continuing concern for safety, both on and off the job, by making Safety a matter of personal commitment.

Should there be any conflicting procedure in this HSE Plan with the consultant Safety Regulations for Contractors, the latter will be adhered to. Besides, the purpose of the project HSE plan is:

- To assist personnel in the planning, organizing, control, monitoring and implementation of corrective measure which are necessary to prevent exposure which could cause injury, illness or negative environmental consequence.
- To enhance and maintain safety and environmental awareness of all project personnel.
- To minimize hazards to public health.

1.1 Overview

Hawazen Al Jazira Contracting Co. has acknowledged the importance of maintaining a safe work environment for all personnel and the stewardship required in maintaining of an effective and successful program.

1.2 Distribution and Revision

Copies of the HSE Plan will be made available with the Project HSE Manager for distribution to all Project key personnel including those of Subcontractor working at Site. The enforcement of these safety rules is the responsibility of each and every member of supervision as well as the Project HSE Department. Hence, this project HSE Plan is subject to amendment as site conditions warrant.

1.3 Legislations and Applicable Requirements

HAJC and any of its subcontractor or supplier employed on this project shall comply by Project HSE Plan and all applicable local authorities' health and safety regulations and specifications such as: SLL. At the same time, shall obey relevant safety requirements laid down by the RC such as: technical submissions, HAJCO alongside, associated Class 1 risks and contract obligations.

2.0 SCOPE

This project Health, Safety and Environment (HSE) plan applies to all on site personnel including those of sub-contractors and describes the safety and environmental standards which govern the work performed on this project in compliance with SCS regulations.

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The general scope of work of this contract includes the procurement and construction (PC) of general grading services

2.1 Traffic Diversions:

The Contractor shall be responsible for maintaining traffic flows within the proposed site area to existing properties and businesses, including those currently under construction. All traffic diversions shall be designed in accordance with HAJCO Work Zone Traffic Management Guide. Traffic Safety Measures for Road Works and Temporary Situations shall be submitted and subject to the approval of applicable SC, GEC, RC. The design speed for the diversions shall not exceed 30 km/h. The Contractor shall provide all necessary signage and lighting to an appropriate standard at key locations such as junctions, decision points and changes in alignment and Suitable barriers shall be provided adjacent to any excavations.

3.0 DEFINITION AND ABBREVIATION

Audit: Audit is systematic independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled.

Accident: An accident is any unplanned event, or chain of events, which has resulted in actual injury, illness, damage or loss.

ALARP: ALARP means As Low as Reasonably Practicable. It refers to reduction of risk to a level where the cost of further risk reduction is grossly disproportionate when compared to the actual risk reduction that would be achieved.

AP: Appointed Person for Lifting Operations

CM: Construction Manager

Contaminated Soils: Soil impregnated with hydrocarbons or other chemical products with concentrations over the limits of Intervention Values of international and local regulatory bodies.

Contract: A written and legally binding agreement between the Corporation and another party which details the terms and conditions under which such party performs works and /or supplies products or services in return for payment.

Contract HSE Plan: the HSE Plan of the contractor stating how the HSE risks in the performance of the Contract will be managed in order to meet Client HSE requirements for protecting people, assets and the environment. It should cover the contract phases from pre-mobilization, through contract execution, to demobilization.

Crane: A machine used for lifting and lowering a load and moving it horizontally with the hoisting mechanism as an integral part of the machine. Whether fixed or mobile, cranes are driven manually or by power.

COSHH: Control of Substances Hazardous to Health

CHA: Construction Hazard Assessment

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CAT: Cable Avoiding Tools

Decibel (dB): Unit of measurement for sound pressure level.

Electrical Equipment: Any producer, carrier or consumer of electrical energy.

Environmental Incident: Accidental discharge of solids, liquids or gases that is potentially harmful to the environment. Typically, these are hydrocarbons, and include fuels, oils, solvents, lubricants, etc., involving motorized vehicles, mechanical equipment or containers (portable tank, fixed or mobile tank, piping, etc.) present at the work site, including workshops, garages, tank farms and storage areas. It also applies to fire, explosions, noise, odours, paint, acids, bases, pesticides, gasses, other chemical products and contaminated water emanating from the worksite.

Environmental Obligations: Environmental activities that HAJCO must perform to ensure control over site operations in compliance with any applicable law, those required by an environmental agency and any standards that may be contractually required by client, including the lenders' environmental and social guidelines if applicable.

ERT: Emergency Response Team

Exposure Hours: Exposure Hours represent the number of hours of employment including overtime and training but excluding leave, sickness and other absence.

Excavation: piece of land dug out to a depth of at least 1.2 metres where the width of the base exceeds the depth;

Fatality: An accident that results in the loss of life, or an injury which culminates in the death of the injured, regardless of the time intervening between injury and death.

GEC: General Engineering Consultant

HAJC: Hawazen Al Jazira Contracting

HAVS: Hand-Arm Vibration Syndrome

Hazard: Hazard is the potential to cause harm including injury/illness, property damage, disruption of productive arrangements and adverse effects on the environment.

Hazardous Material: Substance with potential to cause harm to persons, property or the environment due to one or more of the following:

- a. The chemical properties of the substance;
- b. The physical properties of the substance; or
- c. The biological properties of the substance.

Hazardous Waste: Waste with potential to cause harm to persons, property or the environment due to the waste properties. Examples include oily/greasy rags, used oil and filters, acid batteries and solvent and paint residues.

HSE: Health Safety and Environment

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Incident: An Incident is a general term for any unplanned event, or chain of events, which has, or could have caused, injury, illness, damage or loss. It is used to include all accidents and near misses.

JHA: Job Hazard Analysis

JCPDI: Jazan City Primary and Downstream Industries

KPI: Key Performance Indicator

LTI: Lost Time Injury

LEL: Lower Explosive Limit

Ladder: Device made of two parallel or slightly convergent side rails that are joined by transverse rungs used as steps.

Laydown Area: Area at the construction site where tools and materials are stored or kept in a safe waiting area while they are awaiting use.

Lost Time Injury: A work related injury, which renders the injured person unable to perform his regular job or Restricted Work on any day after the day on which the accident occurred.

MoC: Management of Change

Medical Treatment Case: A work related injury, which results in neither lost time nor restricted work but which requires treatment by or under the supervision of, or from the specific order of, a medical doctor.

Method Statement: A work method statement is a document that details the way a work task or process is to be carried out. It gives a step-by-step guide on how to do the job safely, outlines the hazards involved and the control measures that have to be introduced to ensure the safety of anyone or anything that will be affected by the task or process.

MSDS: Materials Safety Data Sheet Contains information on, amongst others, the material manufacturer, the identity of the chemical hazards, First Aid advice, precautions for use, and safe handling information.

Mobile Equipment: Bulldozers, forklifts, or any other vehicles designed for use principally off public roads; vehicles, whether self-propelled or maintained primarily to provide mobility to permanently mounted power cranes, shovels, loaders, diggers or drills, or road construction or resurfacing equipment such as graders, scrapers or rollers.

Non-Compliance: Occurs when the Health, Safety and Environmental obligations are not met.

Non-Hazardous Waste: This includes household, commercial, agricultural and industrial wastes, which have chemical and physical characteristics similar or different to those of household such as garbage, paper, cardboard, plastic, cans, etc. These materials generally pose little risk to the environment and can be disposed of to municipal or industrial recycling or disposal facilities.

Near Miss: A Near Miss is an incident which could have, but did not result in injury, illness, damage, product loss or harm to the company reputation.

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Operating point: Area of a machine in which the work is being done.

Pinch point: Any point between two assembly in motion where a part of the body can be pinched or injured.

PMV: Plant Machinery and Vehicle

PTW: Permit to work

PC: Procurement and Construction

Pre-Job Safety Instruction (PSI): is a documented program designed to assist supervisors and workers to safely accomplish their day-to-day activities and responsibilities through the application of hazard identification and control where the work is conducted.

RAMS: Risk Assessment Method Statement

HAJCO : HAWAZEN AL-JAZIRA COMPANY Risk: Risk is the combination of the likelihood (or probability) of an event occurring and the severity of the outcome. Risk = likelihood of an event x severity of outcome

Risk Assessment - A systematic examination of a task, job or process for the purpose of identifying the significant hazards that are present, deciding if the existing controls reduce the risk to an acceptable level, and if not, deciding what further control measures must be taken to reduce the risk to an acceptable level.

Risk Assessment Matrix - A tool for determining risk. It consists of a two dimensional matrix in which the horizontal axis represents historical probability or likelihood of release of a hazard (harmful event) occurring while the vertical axis represents the severity of the consequences of release of the hazard.

Reportable Incident -A work related incident consisting of or resulting in: Fatality, Medical Treatment Case, Restricted workday cases, LTI, near miss, First aid case, occupational illness, Heat stress case, environmental harm, Fire incident, theft, third party property damage, traffic accident, spillage of chemicals.

Safety guard - Protective device that prevents the user from coming into contact with the machinery or tool.

Safety Harness - A safety harness is an approved design of straps which may be secured about the employee's body in a manner to distribute the fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders, with a means for attaching it to other components of a personal fall arrest system.

Scope of Work The description, in established parameters, of the work required to achieve the objectives of a project or activity.

Shoring (Shoring System): A structure such as a metal hydraulic, mechanical, or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.

SLL: Saudi Labor Law

SLM: Sound Level Meter

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Sloping (Sloping system) - A method of protecting personnel from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation. The angle of incline required to prevent a cave-in varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.

STMS: Site Traffic Management Supervisor

SCH: Supreme Council of Health

Support System: A structure such as underpinning, bracing, or shoring, which provides support to an adjacent structure, underground installation, or the sides of an excavation.

Third Party: An individual, group or person who have no direct relationship with HAJC.

TBT: Tool Box Talk

TDP: Traffic Diversion Plan

TMA: Trailer Mounted Attenuator

TTM: Temporary Traffic Management

TWC: Temporary Works Co-ordination

Trench: piece of land dug to a depth of at least 1,2 metres where the width of the base is equal or less than the depth. The width of the base is measured between the excavated walls or between an excavated wall and a structure.

VDU: Visual Display Units means any alphanumeric or graphic display screen, regardless of the display process employed.

Vibration: Typically, an oscillatory motion of a mechanical system or body. The magnitude of vibration can be described by the displacement (mm) of this motion above some reference point or, alternatively by the rate of change of this displacement [i.e. velocity (m/s) or acceleration (m/s²)] with reference to time.

VMS: Variable Message Signs

VWF: Vibration White Fingers

Workplace Hazardous Materials Information System (WHMIS): Responsibility is upon each contractor/subcontractor to ensure that the product brought to site meets the specifications outlined in the contract.

Waste: Any material or by-product that is discarded by being abandoned, or considered inherently waste-like. The term includes scrap material, effluent, or unwanted surplus substances or articles which require to be disposed of because they are broken, worn out, contaminated or otherwise spoiled.

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Wedge point: Any point other than the operating point at which a part of the body can be caught between stationary parts and auxiliary equipment.

WZTMG: Work Zone Traffic Management Guideline

4.0 DESCRIPTION OF WORKS

1. **Project No. :** JEDDAH-MAKKAH NEW EXPRESS WAY
2. **Client :** Euro Group Engineering Consultant
3. **Contractor :** Hawazen Al Jazira Contracting Co.
4. **Project Name:** Construction of Road 3 Between Road 4 and 12
5. **Commencement Date:** 03-06-2023
6. **Completion Date:**
7. **Duration of project:**
8. **Project value:** 307,995,786.45 SAR

4.1 Organization Chart

- Due to restriction, HAJ was not able to recruit manpower, but after the restriction HAJ is able to recruit manpower to be designated on the site.

4.2 Site Facilities and Infrastructure

HAJC will provide his own satellite office, welfare facilities adequate for the numbers of employees on site and according to their allocation across the work area, temporary roads for the works and disposal area to carry out the construction works.

5.0 HSE POLICY IMPLEMENTATION

HAJC is committed to providing and maintaining a healthy and safe working environment for all its employees and any other persons who may be affected by its activities. The overall responsibility for ensuring implementation of this policy lies with the Project Director/Manager.

HAJC recognizes the fact that good health and safety management has positive benefits to the organization and that commitment to a high level of safety makes good business sense.

5.1 Role of Management in Implementation of HSE Policy

It is an essential duty of managers and supervisors to maintain a standard of training, maintenance and supervision to ensure the safety of project employees and members of community in which we carry out our activity.

Everyone in the project from the top executive to a worker plays his part to create safe working conditions and adopt safe working methods and safe working practices. Statutorily, the employees are also required to take effective measures to protect the health, safety and environmental around their industrial establishment from pollution that may be arising from their establishments.

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5.2 OBJECTIVES AND TARGETS

HSE management system constitutes an information, awareness-building and accident prevention tool for all workers involved in the project. Project HSE Plan was made to fulfill the HSE objectives and targets (*See: Attached Appendix: Objectives and Targets*).

Health Safety and Environment is an ongoing HAJC main concern therefore; it intends to highlight these objectives:

- Maintain Client “Zero Harm” Policy during the execution of the project activities.
- To ensure the health, safety and welfare of its entire employee whilst at work;
- To ensure that employees, visitor, contractors and other who may be affected by the project activities, are not exposed to risks to their health and safety;
- To safeguard the environment from the effects of project activities;
- To identify hazards, assess the risk and manage those risks;
- To ensure that employees and others are adequately informed of identified risks and where appropriate receive the relevance information, instruction, training and supervision;
- To make arrangements for coordination and cooperation with Engineer Representative or other contractors when contractor shares activities, or when other contractors are working in Contractor controlled premises, facilities or activities;
- To have clear and logical organizational and procedural arrangements in place to effectively carry out its duties;
- To maintain arrangements for ensuring safe use, handling, storage and transport of articles and substances;
- To maintain clear procedures for action to be taken in the event of an emergence’s;
- To prevent accident and cases of work related ill-health;
- To consult with employees and others on health, safety and environmental matters;
- To monitor and review the effectiveness of the company arrangements to implement improvements as appropriate;
- To encourage the development and maintenance of a positive attitude towards health and safety throughout the company.

6.0 HSE KPITARGETS

Leading Indicators

LEADING	DEFINITION	TARGET
HSE Inspection	HSE officers/engineers will conduct HSE inspection on a daily basis. HSE alongside, Construction Managers will conduct on a weekly basis; Project Manager will conduct on bi-weekly basis and Project Director will conduct on monthly basis.	Daily/Weekly/Bi-weekly/Monthly
HSE Audits	Audits at six months intervals will be carried out internally mainly to focus audit criteria to secure competency and carry out our	Bi-Yearly

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	day to day operation to a satisfactory level.	
Near Misses/ Dangerous Situation	An undesirable incident, which under slightly different conditions, could have resulted in an injury or occupational illness, and/or damage (loss) to assets, the environment or company reputation.	1/10,000 Man/Hours
HSE Induction	For newly arrived hire personnel and visitors.	100% Handled
HSE Trainings	Internal and approved 3 rd party consultancies shall be carried out according to project HSE training Matrix.	Follow Project HSE Training Matrix
Emergency Evacuation Drill	Will be carried out on bi yearly basis as a minimum.	Bi-Yearly

Lagging Indicators

LAGGING	DEFINITION	TARGET
Lost time Injury (LTI)	Any work related injury which renders the injured person temporarily unable to perform any regular job or restricted work on the next three days after the day on which the injury occurred.	Zero
Fatality	A Fatality is a death caused by an accident or by violence.	Zero
Lost time Injury Frequency (LTIF)	No. of LTI x 100000 / No. of hours works	0.2 or lower
Severity Rate	No. of lost workdays x 100000 / No. of hours worked	10 or lower
Total Recordable Incident	Term to define the sum of Lost time injuries (Including Fatalities and Permanent Disability Cases, work restricted cases and Medical Treatment Cases	0.5 or Lower
Major Environmental Incident	Major Environmental Incident (on work site on camps facilities, etc.)	No Harm

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6.1 ORGANIZATION AND RESPONSIBILITIES

A suitable level of supervision (supervisors and foremen) will be maintained in order to ensure a safe work force with a correct balance of seniors, juniors and experts workers.

All supervising personnel will endeavor in establishing and maintaining the highest feasible level of HSE during the whole working cycle, by providing the workforce with direct and precise instructions, aiming, in particular, at the prevention of any accident and/or occupational illness.

Every employee, at any hierarchical level, will be responsible of adhering to the rules established. Any employee, who disregards to adhere to the rules established, thus exposing himself and his fellow workers to major incident risk, will be subjected to disciplinary actions. 'Safety is everyone's responsibility' policy will be adopted by Contractor.

Every worker can stop an activity for safety reasons, if it is not safe to do so.

In case of discrepancies in the solution of problems related to the safe conduct of work and if they cannot be solved through the intervention of the HSE Manager(s), such problems are reported to Contractor and Sub-Contractor Site Manager who directly intervene in the definition of the solution in accordance with the requirements of HSE Policy.

Each individual will finally assume full responsibility for complying with the requirements of this HSE System and, specifically, all supervising personnel will be responsible to ascertain that all employees working under their direction have knowledge of, and work in compliance with the relevant HSE rules.

We therefore stress that the overall success of our safety management plan hinges upon the efforts of all those involved in the HAJC Management team.

1. Responsibilities

(1) Project Manager (PM)

The following are his responsibilities related to safety, health and environmental: -

- He is accountable to the Project for ensuring a high standard of Health, Safety and Environmental performance throughout the project. The project HSE manager and his team will provide him assistance in achieving and maintaining the best possible HSE performance in the project operations
- He is in-charge of co-ordination and implementation of the HSE Policy to ensure that health, safety, environmental protection and welfare consideration are always given the higher priority in design, production, finance, allocation of manpower, provision of equipment, planning, work practices and day-to-day supervision.
- Promote interest, enthusiasm and commitment to HSE issues throughout the project activities.
- Ensure the provision of an adequately staffed and allocate adequate budget and resources to the HSE Management Team including the provision of project HSE manager / officer / assistant, as required to meet statutory, contractual and Client safety requirements.
- Ensure that an appropriate "Risk Assessment" is produced within the first two to three weeks of commencement of Project works and is to be reviewed every six months or as required.

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- Ensure that the work is effectively planned and managed including the requirements to minimize risks of HSE matters to all employees and the general public and adoption of appropriate HSE standards.
- Ensure that the operation of the project HSE management plan is monitored through the project HSE manager, safety officer(s) / engineer (s) and that the plan is reviewed as and when necessary.
- He will, with the assistance of project HSE manager, organize a Monthly Project HSE Meeting and actively participate. If in his absence, his deputy (i.e. Construction Manager) should attend.
- He has ultimate authority to issue letter of warning or dismissal to safety offender(s). He is also the ultimate authority to issue letter of penalty to sub-contractors for breach of safety whenever necessary
- He will lead by good examples in all aspects of health, safety and environmental practices throughout the project.

(2) Construction Manager (CM)

The following are the responsibilities related to Health, Safety and Environmental matters for the project:

- Implement a Health and Safety Policy and the Project HSE Management Plan.
- Carry out implementation of all site safety requirements.
- Follow strictly HSE Targets set for the project.
- Ensure that appropriate safety training and education are organized for his employees to meet contractual and statutory requirements.
- Ensure that toolbox talks are given to all his workers at least once a week and their attendance for the toolbox talks are recorded and filed properly.
- Ensure that arrangements are made with subcontractors or suppliers pertaining to their safety responsibilities and safety requirements for the subcontracted works.
- Ensure that testing and examinations of all plants, machineries and equipment's and the competency of all operators are in accordance with statutory requirements.
- Ensure that the safety procedures spelt-out in the method statements and its safety precautions are clearly disseminated to all concerned parties especially workers who will be involved in the works specified in the method statements.
- Rectify all unsafe acts and unsafe conditions found or reported to him after each safety inspection so as to eliminate risks to workers as soon as possible.
- Promote safety on site.
- Work towards achieving a good safety culture throughout the project to promote safety as a shared responsibility among all levels in the project and lead a good example in all aspects of health, safety and environmental practices throughout the project.

(3) Project HSE Manager

The Project HSES Managers including Deputy will head the HSE Department on site. The duties and responsibilities of the Project HSE Manager are as follows:

- Liaise with Project Manager for the maintenance of highest possible safety standards throughout the execution of the Project.

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- Inspect and audit all site operations to monitor compliance with all statutory regulations and comply with the HSE policy.
- Inspect all relevant files, forms and registers required, which are to be kept at site ensure the routine tests and inspections required by the HSE plan have duly been carried out and the results properly recorded.
- Monitor observance of site safety rules and issue warning to workers, work supervisors, site management staff and the subcontractors for rectification purposes, in case of non-compliances and un-satisfactory safety performances. Site improvement notices shall be raised wherever necessary.
- To review each site activities through standard risk assessment system on all work process and brief those concerns on the precautionary measures.
- Investigate all accidents, incidents and near accidents etc., and make necessary recommendations, review and approve risk assessment report.
- Promote the safe execution of work on site and provide safety induction trainings and safety briefings to workers
- Liaise with the appropriate representative of Municipality / Government of Public / Local authorities
- Monthly Safety reports from the site shall be produced by the last day of the very month and be submitted to the Project Manager and copies to the Senior HSE Manager, latest by the fifth of the following month.
- Enforce the site security and monitor them regularly, and monitor the activity of the site medical nurse / medical attendant
- Participate in the selection process of sub-contractors.
- Encourage line management to demonstrate commitment consistently by personal participation in HSE activities.
- Maintain integrity of incident investigation & review process to avoid recurrence.
- Chair Project HSE meetings and workers welfare meetings.
- Lead project HSE department.

(4) **Quality Manager**

- Provide necessary guidelines to HSE Manager with respect to system procedure frame work complying ISO 9001 and other relevant standards.
- Highlight quality issues that can have a potential safety risk to employees and advise corrective actions.
- Be a member of the HSE meeting.
- Advise of change in management strategies or standards that may potential impact or variability in HSE implementation.
- To set a standardized document control and review procedure for the cluster.
- Ensure QA/QC team compliance with the requirements of this Project HSE Management Plan & the objectives.
- Review method statements with quality view point and ensure compliance in with the Company and customer requirement.

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- Ensure implementation of contract quality requirements in design, procurement, construction and commissioning activities in coordination with relevant functions to minimize any adverse impact of nonconforming product I service on health, safety & environment during construction I future users I maintenance workers during airport operations.
- Ensure QA/QC team compliance with the requirements of this Project HSE Plan & the objectives.

(5) Store Supervisor/Coordinator

- Ensure that the stores layout provided, meets the needs of the project.
- Monitoring receipt of materials, especially potentially dangerous ones. Ensure correct storage is provided/ utilized.
- Ensure all Personnel Safety Equipment stocked / issued is within the safe working life period.
- Ensure all personal protection equipment/clothing complies with the required standards.
- Ensure that power tools and equipment's are in safe condition when issued to site.
- Inspect and repair any suspect item prior to replacing in stock.
- Ensure applicable legal requirements are met within the stores management.
- Ensure all chemicals received in the project are accompanied by MSDS and stored and handled accordingly.
- Issue only good condition tools and tackles to the site.
- Ensure valid certificate for the material issued wherever applicable.
- To maintain issue register for issue of Personnel safety equipment
- Ensure storage yards and store rooms are managed well with an overview of potential risk factors.
- Ensure firefighting arrangements are provided in all storage areas in line with regulatory norms and certified by relevant authorities.
- Ensure hazardous materials are managed as per the MSDS and necessary safety precautions are provided at the storage area.
- Attend necessary HSE training and ensure conduct for all in the team.
- Implement necessary precautions in storage & handling of materials received in stores.
- Maintain arrangements to handle potential emergencies; educate the occupants and conduct regular drills to confirm preparedness.
- Carry out regular walkabouts in the storage premises to verify safe work practices / conditions.
- Verify the materials, tools & other machinery received at stores for conformity with the requirements specified in Material Request / Purchase Order.
- Report incidents; assist in investigation; discuss learning with employees; implement actions to prevent recurrence.
- Discuss improvement opportunities with employees; feedback concerns / changes, if any, aiming at continual improvement.

(6) Timekeeper/ Logistics

- Ensure that all new employees are possessing legal documentation.
- Ensure that all new employees are inducted from HSE department before start working at site.
- Ensure that employees are issued with required PPE before assigning to site.
- In case of any emergency, to perform head count for all site personnel.

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(7) Project/ Site Engineer

The following are their responsibilities related to HSE matters for the project, as they report to the Construction Manager: -

- Promote interest, enthusiasm and commitment to HSE issues throughout the project.
- Plan and maintain a tidy site and organize it in such a way that the work can be carried out with minimal risk to HSE.
- Together with safety engineer(s)/officer(s), carry out specific risk assessments and Job Safety Analysis (JSA) on all work processes (if practicably feasible) for incorporation into the method statements and brief the general foremen and supervisor(s) on the safety precautions by means of a recorded toolbox talks.
- Check whether the proposed methods of work are effective and have recognized the relevant Safety requirements.
- Incorporate safety instructions into routine orders and ensure that the operatives are not required or permitted to take un-necessary risks or short cuts during works.
- Ensure that the construction methods are planned and executed with the need to minimize risk to HSE as an essential requirement.
- Be aware of the Project HSE Management Plan and ensure that it is suitably implemented and propose new ideas to be incorporated for the next revision.
- Promptly respond to the recommendations of the site safety engineers/ officers.
- Set personal examples.

(8) Excavation Competent Person

HAJC shall assign excavation competent person(s) based on experience; suitable training and qualification review with the following roles and responsibilities, for the safe execution of excavation works:

- Ensure that a daily excavation inspection report alongside required internal and external permits have been prepared followed by approved method statement and task base risk assessment.
- Ensure all underground services are located by using underground utilities multi detector, marked and protected followed by sufficient trial pits.
- Work equipment/vehicle must be constructed or adapted so as to be suitable for the purpose for which it is used or provided. This includes any tools or items of equipment, for example, an excavator, clamshell, shovel, loader, cranes, bobcat, grader etc.
- Ensure adequate steps taken to protect workers from the fall of any material or object. Like; hard barriers and installed 1.5 meter away from the edge of excavation as a minimum, caution signs, warning flashing lights etc.
- Ensure all excavations used to carry out construction works, appropriately inspected as below:
 - 1) At the start of every shift in which the work is to be carried out;
 - 2) After any event likely to have affected the strength or stability of the excavation or any part of it;
 - 3) After any accidental fall or dislodgement of any material.

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- Anyone who has to carry out excavation work or work in an excavation is provided with appropriate training and is competent.
- Ensure personal fall protection system for those workers required to work close to deep trench excavation edges (working more than 2 meter deep);
- Ensure that the suitable type of support system selected or designed.
- Considering that there is no minimum depth at which an excavation must be supported as it depends on the soil/sand.
- Ensure that the installation, modification and removal of any support system must be carried out: by persons who have been trained and are competent to do so and without putting the safety of people at risk.
- Considering that in some cases it will be possible to detect at an early stage that the sides of an excavation are becoming unstable, for example during the regular inspections prior to each shift and/or after any adverse weather condition.
- Ensure, before carrying out excavation works, a specific risk assessment of the work to be done and communicated to all concerned, including but not limited to below:
 - 1) All workplaces are safe, with safe means of access and egress to excavation alongside not exceeding 25 feet horizontally, cross bridge;
 - 2) Proper working platform to ensure during manhole construction works;
 - 3) Steps are taken to ensure any structure that has become unstable due to any construction work, including excavation, does not collapse;
 - 4) Steps are taken to prevent anyone being buried by a collapse of material;
 - 5) The sides of excavations are supported or battered back where necessary to prevent collapse or dislodgement and fall of material;
 - 6) Steps are taken to remove ground water if applicable, prior to man entry;
 - 7) Steps are taken immediately after any adverse weather conditions. Like; removal of raining water, surface leveling, stabiles barriers and signs etc.
 - 8) Steps are taken to prevent people, materials, spoil, vehicles, equipment or plant falling into, or causing the collapse of, an excavation;
 - 9) Steps are taken to prevent danger from damage to underground and overhead services;
 - 10) Each excavation has sufficient fresh air;
 - 11) There is suitable illumination at workplace etc.
- No timber or other materials are to be left with projecting nails.
- Every workplace on a construction site must be kept in a reasonable state of tidiness and cleanliness.
- Materials and equipment must be properly and securely stacked and stored 2 meter away from trench excavation as a minimum.
- Ensure appropriate dust control measures during excavation work period;
- Ensure to avoid the need for employees to undertake any manual handling operations at work that will involve the risk of them being injured.
- Ensure of site first aid measures and emergency preparedness and response procedure. Like; sufficient first aid boxes, first aider(s), emergency equipment (stretcher, man basket, tripod, crane and emergency vehicle etc.).
- Ensure of adequate welfare facilities and all operatives are wearing suitable PPE's at all times during excavation works.
- Ensure of close supervision and monitoring during the whole process of excavation works.

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(9) **HSE Engineer**

The HSE Engineer has responsibilities to:

- Advice site staff and personnel on matters related to health, safety and environmental issues.
- Ensure a high standard is maintained on site in accordance with HSE Policy and the project HSE management plan.
- Support the Site Engineer/Foreman but shall not be responsible for the management of HSE-Critical Activities, which will be all the time the responsibility of the line for which HSE Engineer provide quality and timely HSE advice.
- Monitor and report all discrepancies in relation to the Project HSE Management Plan to the Project HSE Manager and the area in-charge.
- Inspect the workplace to identify potential hazards and report the findings with recommendations for corrective actions to the Safety Officer and area in-charge.
- Investigate accidents/ incidents and dangerous occurrences and forward report to the Project HSE Manager.
- Supervise sub-contractors' Safety Representatives.
- Work with site engineers in the preparation of risk assessment report.
- Keep all safety records required for the project.
- Implement safety training for all levels of employees.
- Take appropriate action to stop work if there is any imminent danger to life and property.
- Keep a safety diary on site, which is available for inspection by the superior and Client.
- Assist in the preparation of the specific safety risk assessment on all work process and brief workers on the precautionary measures wherever necessary.
- To cooperate with Client in the conduct of Safety Audits and safety inspection as required by the project.
- Execute any other safety, health and loss prevention related tasks as assigned by the Project HSE Manager.

(10) **Contractor Site Traffic Management Supervisor**

- Responsible for implementation and management of traffic management measures in accordance with approved TDP.
- Ensure that site personnel are adequately trained on the basic elements of temporary traffic management and are familiar with the approved TDP.
- Be present for the establishment, removal and alteration of temporary traffic management measures.
- Ensure all personnel and visitors onsite are wearing compliant high visibility clothing.
- Brief all those entering the site onsite safety hazards and safety procedures to be followed
- Monitor traffic queues and delays.
- Ensure that all corrective actions issued as a Notice of Non-conformance and undertaken within the required timeframe.
- Conduct daily TBT before commencing the work.
- Stop any work if in doubt of safe practices.

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(11) **General Foremen/ Supervisors**

- The General Foremen and Site Supervisors report to the Site Engineers.
- To conduct work activities in compliance with legal and contractual requirements.
- To closely follow safe work practices, procedures, instructions and rules and to perform all duties in a manner which ensures the HSE at work of himself and others in the workplace.
- To maintain a tidy site and organize it in such a way that the work can be carried out with minimal risk to HSE.
- To provide feedback on the effectiveness of HSE measures implemented on the project site.
- To contribute ideas on ways to improve HSE.
- To report hazards to supervisor and warn off colleagues of hazards.
- To report any injury, accident or incident at work to the site engineer/safety officer.
- To participate in meetings and other HSE activities and to attend HSE training if being arranged.
- Ensure that others, including the general public are protected from risk.
- Stop any work if in doubt of safe practices.

(12) **Subcontractors**

Subcontractors have legal and contractual responsibilities. Consequently, as minimum they must:

- Draw up a site specific subcontractor's HSE plan for their work.
- Shall comply with Contractor HSE Plan.
- Send to Contractor the name of its worksite health and safety representative.
- Ensure that safety measures included in their HSE Plan are implemented and provide contractor with the methods used to monitor implementation of these programs.
- Include a list of equipment, contaminants, hazardous materials, material safety data sheets and work procedures specific to their activities on the worksite in their health and HSE management system program.
- Hold daily tool box meetings with their workers and submit to Contractor the minutes of this meeting, signed by all of the workers who attended.
- Using the fastest method of communication, inform Contractor and the competent authorities of all accidents that occur in the course of carrying out their contracts and submit written reports of the accidents within 24 hours from the occurrence.
- For investigation purposes, not make changes to the scene of any accident until the investigation is completed.
- Ensure that no worker enters a confined space for any reason before air quality readings are taken and all other requirements of the confined space procedure are satisfied.
- Provide the necessary instrumentation for air monitoring and ensure adequate training for people taking the readings. A certificate shall be given upon completion of the training.
- Ensure that a first aid attendant and a first aid kit are available on sites where work is carried out outside normal work hours.
- Ensure that equipment that may or must be used near power transmission lines is equipped with appropriate safety devices.
- Notify Contractor and obtain its approval if overtime is necessary or if a second shift is instituted.
- Ensure when workers are carrying out their tasks, which they use personal protection equipment and methods that are stipulated in their HSE management system program.
- Ensure that all of their workers have the necessary training to safely operate the equipment provided for them.
- Inspect and keep their fire extinguishers in good condition.

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(13) Contractor and Subcontractors Drivers/ Operators:

It shall be the duty of every driver / operator:

- Daily check his vehicle.
- Wear seatbelt and ensure that all passengers are wearing their belts.
- Report any defect in his vehicle to his direct supervisor or safety officer.
- Comply with Saudi traffic rules.
- Ensure safety of him and safety of passengers and other users of the road.
- Refuse to drive the vehicle if he thinks the vehicle is in unsafe condition for driving.
- Refuse to drive if the front passenger is not buckling his seat belt.
- Report near misses and unsafe acts.

(14) Contractor Site Traffic Management Personnel

- Wear high visibility garments
- Implement requirements of the approved TDP
- Follow any instructions given by the appointed Site Traffic Management Supervisor
- Be aware of the configuration and condition of signs and devices and report defects to the Site Traffic Management Supervisor
- Stop any work if in doubt of safe practices.

(15) Contractor and Subcontractors Employees

It shall be duty of every employee while at work:

- Use the correct tools and equipment for the job.
- Uses the personal protective clothing and equipment provided.
- Take reasonable care for the health and safety of him and of other persons who may be affected by his acts or omissions at work.
- Cooperate with Site Foreman as far as is necessary to enable that duty or requirement to be performed or complied with.
- Keep tools in good condition. - Refrain from abuse of HSE devices, equipment, and welfare facilities
- Attending all HSE training and program as advised
- Do not enter other work or unauthorized areas
- Make friendly environments with co-workers
- Report all accidents / incidents / dangerous occurrence to the supervisors / Safety Officers immediately. This is for the benefit of individual's owns safety as well as all others around.
- Report immediately to the Site Engineer/ Safety Officer of any defect in plant/equipment or any other risks that might lead to accidents.
- Always comply with all works and safety regulations.
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(16) **Workers**

- Every operative working in the project has a statutory duty to take reasonable care for health and safety of themselves and others are not affected by their actions or omissions' at work.
- Empowered to intervene and stop unsafe works at any time.
- Ensure correct use and maintenance of personal protective equipment provided.
- Report any unsafe acts and conditions at the workplace and advice coworkers on safe works practices.
- All workers shall wear the appropriate PPE supplied to them at all times while working on their assigned tasks.
- Attend daily pre-task briefing and weekly toolbox talk meetings and understand work related hazards and controls.
- Not to remove or modify any safety sign or control devices at the site without permission.
- Not to undertake any work or activity for which they have not received adequate training which can endanger himself or his colleagues.
- Report all near-miss cases, incidents, accident to HSE Officer, Supervisor and Foreman.
- Understand safe use of tools and tackles and report deficiencies to the supervisor.
- Maintain good housekeeping in the workplace and ensure access/ egress are unobstructed always.
- Understand emergency response procedures and follow the same during emergencies.
- Safe guard safety protective equipment during any task and report deficiencies to the supervisor HSE officer.
- Be away from unauthorized areas and refrain from using unauthorized vehicles and plant/ Equipment.
- Be in possession of valid driving license, certifications as applicable for the task to be performed.
- Ask questions when in doubt.
- All personnel are encouraged to make suggestions to improve health and safety to their supervisor and the Safety Officer.

(17) **Visitors**

All visitors to site shall report directly to the project security office and reception. They shall record their presence by filling in the visitor's book. Each entry in the visitor's log will record the following details:

- Date and time in
- Visitors name
- Organization
- Purpose of Visit & Whom to Visit
- Time out

Any visitor wishing to visit a workplace shall be inducted accordingly and issued with appropriate personal protective equipment.

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- Visitors to the offices do not require the full induction. Only Emergency Procedures and Assembly Points shall be pointed out to such visitors to act in case of any office related emergency occurs during the visit.
- Visitors attending site work areas shall be given a formal induction covering topics related to the HSE requirements of the project, and shall wear minimum PPE's - helmet, boots, Hi-visibility jacket, safety spectacles etc., and shall be accompanied at all times while on site.

7.0 TRANSPORT AND WORKING HOURS

7.1 Transport

HAJC management provides shuttle bus for all employees transportation from accommodation to project site area and vice versa.

7.2 Working Hours

- Day shift: 06:00 to 17:00 (Lunch break times - 12:00 to 13:00).
- On Ramadan: 05:00 to 12:00.

8.0 HEALTH, SAFETY AND ENVIRONMENT MANAGEMNT CHECKS

It aims to describe the checks that management will conduct to ensure that the application of health, safety and environment is being conducted frequently within HAJC project at each level of management. The overall responsibility for the Health, Safety and Environment Management Checks' implementation shall be with the Project Manager who can delegate his responsibilities, but will be accountable to all the required actions. In line with, Construction Manager (CM) and HSE Manager will conduct a weekly health, safety and environment tour followed by detailed site visit/inspection. Accordingly, Project Manager will conduct a HSE biweekly tour on a monthly basis and will ensure that all management members have conducted their health, safety and environment management checks alongside, timely action done. The records of all health, safety and environment management checks shall be maintained and any lapses which will be identified during internal HSE audit for the areas of improvement and necessary action.

9.0 MANAGEMENT OF SUBCONTRACTORS

HAJC Project Management attaches great importance to managing their Sub-contractors to ensure they are competent in terms of carrying out their work safely while meeting project quality requirements. Contractor assessed the HSE competence of subcontractors through these means:

- Adequacy of subcontractors HSE policy;
- System for implementing the policy;
- Method statements / system of work;
- Competence of the workforce;
- HSE Statistic Records for the last 3 years.
- Contractor also review the information of the subcontractors includes:
- Experience, Training and Qualification of staff and workforce;
- HSE policy system for implementing the policy;
- Reputation and licence; Methodology.
- Previous experience in similar job;
- Previous Notice, prosecutions and claims;

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- Adequate insurance cover.

Prior to mobilization to site and commence the work, sub-contractors are required to submit to main contractor their method statements with the supplemented risk assessments for the activities to be undertaken. The main contractor QA/QC and HSE departments will review the submitted documents for the adequacy and approval.

As and when required, the main contractor will submit to supervision consultant the reviewed and approved sub-contractor's MS and Risk assessment (RAMS) for final review and approval.

Contractor project Management will submit to Engineer Representative the list of subcontractors to be engaged in the execution of the work or services and shall ensure that sub-contractors comply with all Client Contractor HSE requirements as well as relevant states laws and regulations.

10.0 HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL

Hazard Identification and control are key component in maintaining a safe and healthy workplace. Health hazards, occupational factors or illnesses, arising in and from the workplace, which may cause impaired health and wellbeing, sickness, or significant discomfort and inefficiency must be identified, monitored and controlled. The completion of a Job Hazard Analysis (JHA)/Risk assessment is required to verify that hazards and risks associated with a specific task are identified and appropriate controls are implemented prior to execution of the task. All hazards identified must be prioritized. The JHA/Risk Assessment must be communicated to all workers involved with the task prior to the start of the task.

These are the job hazard and risk assessment procedures, hazard categories: Hazards are generally divided into four categories, which include:

Chemical hazards; Physical hazards; Biological hazards; Ergonomic hazards

10.1 Hazard Identification

- Hazard identification will take place prior to works commencing and continuously monitored thereafter.
- Carry out regular HSE audits;
- Carry out daily site safety inspection
- Weekly inspection of work areas for hazards;
- Investigation of all accident and near miss incident.
- Analyze and monitor work practices, procedures and system of work on a regular basis.
- Investigate all employees concerns and inquires promptly and provide feedback on progress of action taken.

10.2 Construction Hazard Assessment

The Construction Hazard Assessment (CHA) is essential to identify hazards and risks and appropriate controls prior to mobilization to site. All hazards identified must be prioritized. Information collected during the CHA is used in the development of this Project Specific HSE Plan.

1. Risk Assessment (*Hazard Evaluation*)

- Assess the degree of risks of the identified hazards.
- Determine priorities for action in light of that assessment.

2. Hazard Control

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- Implement appropriate measure to control existing hazards and to minimized the risk as low as reasonable practicable.
- Motivate staff to work safely by setting an example

WHMIS (Workplace Hazardous Materials Information System) & (MSDS) Material Safety Data Sheets:

This system is implemented where Contractor employees are required to work with, or adjacent to hazardous materials the law requires persons using these products to be educated to work safely with these substances. To commit to the Workplace Hazardous Materials Information System (WHMIS), the responsibility is upon contractor to ensure that the product brought to site meets the specifications outlined in the contract and to label all applicable containers according to WHMIS legislation. Subcontractors are to notify Contractor of flammable, explosive, or otherwise dangerous substances. Subcontractors using controlled substances are also required to train employees in WHMIS and meet the requirements for Transportation of Dangerous Goods (TDG). WHMIS uses classifications to group chemicals with similar properties or hazards. The Controlled Products Regulations specifies the criteria used to place materials within each classification. There are six classes, although several classes have divisions or subdivisions. Each class has a specific symbol to help people identify the hazard quickly. For clarification, these classes are:

- Class A - Compressed Gases
- Class B - Flammable and Combustible Materials
- Class C - Oxidizing Materials
- Class D - Poisonous and Infectious Materials
- Class E - Corrosive Materials
- Class F - Dangerously Reactive Material

Material Safety Data Sheets:

A requirement of WHMIS is to ensure any controlled substance brought to the jobsite is accompanied with a current (less than 3 years) Material Safety Data Sheet (MSDS). Before a controlled substance is brought onto site a copy of the MSDS must be provided to the HAJC HSE manager.

10.3 Occupational Health Hazard

Relevant Operational Control Procedures/Work Instructions shall be followed to have control on the effects of Occupational Health Hazards like Heat, noise, dust.

Heat

Illness due to heat comprises a wide range of problems from minor inconvenience to critical medical emergency and death. The functioning of the thermoregulatory system of the body gets upset, (balance between heat gain and heat loss), which results in the subsequent loss of salt and water. This takes the following forms like;

- Heat rashes
- Heat cramps
- Heat exhaustion
- Heat stroke

The following general precautions shall be taken against heat stress:

- Wear light clothes.
- Drink plenty of water even if you do not feel thirsty.

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- Wear sunglasses/ balaclava while working outside.
- New employees shall give adequate time to acclimatize with the hot environment before deploying to the work site.
- Rest Shed/shelters shall be provided near to work location so that workers can take rest as often as possible.

10.4 Method Statement

Prior to start of physical activity at site, project execution team shall prepare specific and detailed method statement along with task base risk assessment which will be duly approved internally by the Project Director alongside, HSE Manager and will be submitted to GEC for approval. Approved method statement and risk assessment will be circulated to line Managers/ Supervision team and HSE personnel at site and ensure that all the Employees working for that specific task are communicated/ aware of the methodology, hazards, risk and the control measures. Besides, method statement shall be reviewed when required, and adequately breakdown into sequence of other associated work activities in order to control potential risks more effectively.

11.0 RECORD KEEPING

It is important to keep records for reference as it required by law to keep records for a certain amount of time that may include:

- Attendance list
- Feedback forms
- Copy of presentation
- List of all resources came from
- Communication log register
- Communication of Risk Assessment
- Hazard reports
- Incident reports

12.0 RISK MITIGATION; LOOK AHEAD PLANNING

HAJC Project Management is properly executing the look ahead planning portion of the last planner system to ensure project team set up for success. The goal is for the team to identify constraint, assign responsibility, and commit to resolving them prior to the constraint impacting the activity.

(1) Identifying the activities

- Allow the pull plan to dictate the upcoming activities. Simply, ask trade partners to identify their activities that can be worked on over the next six to eight weeks.
- This creates start and completion dates of the activity.

(2) Interface requirements

- Detail and interface requirements to ensure operations start smoothly i.e. liaison with other contractors clients etc.

(3) Plant or Equipment

- What new plant or equipment will be used, has it been approved for use, are operators approved etc.

(4) Competent Person In-Charge

- Identify the competent person in charge of these new activities, do they require any specific qualification and do they have the relevant trained staff in place, lifting supervisors, trained in confined space etc.

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- (5) **Risk Assessments & Method Statements (RAMS)**
 - Detail the method statement (e.g. number and description) submitted for the new activity. Have all relevant supervisory persons involved read and acknowledged the RAMS.
- (6) **Main Hazards and Controls**
 - List any High Risks (e.g. Working at Height, Deep excavation, Critical Lifts) associated with this activity and the main controls
- (7) **Location**
 - Detail the location of the new activity

13.0 MANAGEMENT OF CHANGE (MoC)

HAJC Project Management will follow the established Management of Change (MoC) procedures to identify and control hazards associated with change and maintain the accuracy of safety information. Various aspects of the project could be subject to continual change to increase efficiency, productivity, safety and to accommodate technical innovation and improvements.

Any such changes can introduce new hazards or compromise the safeguards built into the original design. Care will be taken to understand the process, facility, and personnel safety and environmental implications of any changes. Although some changes may be minor with little likelihood of compromising safety or environmental protection, all changes may have the potential for disruption, injury, or business loss. The following significant aspects of the project has been considered here

13.1 Changes in facilities

- (1) **Changes in design**
The MoC process will govern changes in design and the execution plan of project derivatives. Any significant changes associated with the execution of the projects plan and derivatives will be included in the process.
- (2) **Changes in procedure**
When design modifications, critical maintenance which could affect the operation and safety requirements or after any equipment failure or major accidents; the operating procedures should be reviewed and will be subjected to changes and this will be governed by the MoC.
- (3) **Changes in equipment**
Changes to equipment used and changes in the operating procedures of tools and equipment may have impact on the Health Safety and Environmental aspects of the project and the existing control measures, in such cases the risk assessments should be reviewed and additional control measures shall be included. This should be managed under MoC procedure to ensure minimum impact on the Project HSE requirement.
- (4) **Changes in personnel**
Individuals can make profound contributions to the success of project in terms of health and safety, efficiency and morale. The influence of any planned or unplanned changes in key personnel in the project should be evaluated and should be subjected to approval by the supervision consultant to ensure the competency of the replacement to fulfill the assigned job requirement.

13.2 Managing the changes

The MoC process will undergo the following steps;

- (1) **Initiation of the MoC;**

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- a) Basis for changes;
- b) HSE considerations and hazard analysis as appropriate;
- c) Procedure changes and impact

(2) Review Process

During the review process the following considerations should be addressed as a minimum

- Impacts of proposed change on the health of personnel;
- Impacts of proposed change on the safety of personnel;
- Impacts of proposed change on the environment;
- Impacts of the proposed change on other project aspects;
- Impacts of the proposed change on emergency plans;
- Necessary time period to implement changes;
- Necessary revision to Method Statement and Risk Assessment;
- Necessary revisions to the training program (if applicable);
- Communication of the proposed change to the appropriate personnel;
- The duration of the change, if temporary.

(3) Required Authorizations

The proposed changes after the review section are subjected to authorization. The authorization process will follow standard procedure for the project and with liaison with other stakeholders and authorities.

(4) Records Required For Audit

Record requirements are subjected to the guideline of the Health Safety and Environmental Management System, if a management of change results in a change the project management will address the change through the Document Review process.

14.0 HSE COMMUNICATION

HAJC will ensure that effective two-way communication on HSE issues are established by conducting regular HSE coordination meetings with all personnel involving in the project, including those of sub-contractor or any other contractor working in adjacent site who can be affected by our activity.

HSE Bulletins/safety notice boards will be installed throughout the site offices and work areas where safety alerts, emergency numbers, general site's HSE rules, lessons learnt from accidents and safety posters will be displayed.

14.1 The following regular meetings will be held at site:

Meeting	Attendee	Frequency	Agenda
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Weekly HSE& Construction Coordination Meeting	<u>Main Contractor</u> <ul style="list-style-type: none"> • Project Manager • Construction Manager • HSE manager • Project Engineers <u>Sub-Contractors</u> <ul style="list-style-type: none"> • Project Manager • HSE Manager • Construction Manager 	Weekly	<ol style="list-style-type: none"> 1. To discuss accidents/incidents that took places during the week (In the Project or in other Projects), immediate and root causes and lesson learned. 2. To discuss safety observations raised during the daily /weekly safety inspections and management tours and action taken. 3. To discuss the performance of the whole project and of each individual contractor with regards to progress and the health and safety. 4. To discuss the training needs 5. To discuss the planned activities and coordination needed. 6. To review the available welfare facilities and if any additional required. 7. To discuss any safety concerns raised by SC or any other concerned party. 8. Other concerns 9. Construction/progress issues
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Coordination Meeting with Adjacent Contractors& Traffic Police, where applicable	<ol style="list-style-type: none"> 1. Client Representative 2. Supervision Consultant Representative 3. <u>HAJC</u> <ul style="list-style-type: none"> • Project Manager • Construction Manager • HSE Manager 4. <u>Adjacent Contractor</u> <ul style="list-style-type: none"> • Project Manager • Construction 	As & When Required	<ol style="list-style-type: none"> 1. To coordinate activities and to discuss safety and traffic management issues related to tie in with existing road/highway and with Contractors. 2. Coordinate the sequential safe procedures of work with adjacent contractors and other stakeholders prior to commencement and during the work period. 3. To discuss any construction issue that can affect the work any of the parties 4. To coordinate the sequences
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	Manager <ul style="list-style-type: none"> • HSE Manager 5. <u>Traffic Police</u> <ul style="list-style-type: none"> • Area Engineer 		of activities in-order not to compromise the safety of any party or endanger personnel working in the area or member of the public. 5. To communicate the safety requirements need to adhere to while using/sharing/ passing by, etc. the facilities of the other party. 6. Coordinate the PTW issuing procedures in shared areas.
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Internal HSE Meeting	<ul style="list-style-type: none"> • Project Manager; • HSE Manager; • Construction Manager; • Safety Engineers /Officers; • Project Engineers; • Site Engineers; • Supervisors; 	Monthly	<ol style="list-style-type: none"> 1. Ensure that the HSE plan Objectives are met. 2. To read and discuss client and Main Contractor HSE Policies. 3. To ensure that HSE performance update are communicated to all personnel. 4. To discuss all accidents and incidents that occurred during the period and lesson learned. 5. To discuss safety observations 6. To discuss any safety concerns raised by SC or any other party. 7. To review the implementation of HSE training matrix and decide if any 3rd party training is required. 8. To encourage employees to make recommendation for improvement in HSE. 9. To encourage employees to write more safety suggestions, near misses and hazard reports. 10. To discuss any additional HSE resources required.
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Monthly HSE KPI Committee Meeting	<ul style="list-style-type: none"> • Project Manager • Construction Manager • HSE Manager • Lead HSE Engineer • Site Engineer/ • Foreman • Employees Representative 	Monthly	<ol style="list-style-type: none"> 1. Respond to worker concerns. 2. Listening to complaints. 3. Promoting health and safety in the workplace. 4. Monitoring the workplace for hazards and legal compliance (including inspections). 5. Agreeing the health and safety policy and its implementation. 6. Working with management to resolve health and safety problems/complaints. 7. Involvement in planning proposed changes that may impact on health and safety. 8. Keeping Workers representative informed about planned actions. 9. Communication of relevant period near misses, incidents/accidents to prevent for recurrence alongside, raised observations following to trend analysis.
Toolbox Talk	<ul style="list-style-type: none"> • Safety Engineer/officers; • Site Engineer; • General foreman; • Foreman; • Skilled Worker; • Labors 	Daily	<p>Toolbox talk topic to be relevant to the works at hand.</p> <p>The work plan and procedures for the task to be undertaken.</p> <p>The individual responsibilities of the personnel involved.</p> <p>The identified hazards and risk control measures.</p> <p>Ensure first aid facilities and co-ordinate with all personnel.</p> <p>The emergency procedure and specific action to be undertaken in the event of fire, accident or activation of general alarm.</p>

Note: The minutes of meeting and daily toolbox talk shall be recorded and files in Project HSE files along with the subject discussed, attendance sheet and signatures.

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14.2 Toolbox Talk/Campaign

Toolbox talk is an informal safety meeting that is part of an organization's overall safety program. Toolbox meetings are generally conducted at the job site prior to the commencement of a job or work shift. A toolbox talk covers special topics on safety aspects related to the specific job. Meetings are normally short in duration and cover topics such as work related workplace hazards, and safe work practices. It is one of the very effective methods to refresh workers' knowledge, cover last minute safety checks, and exchange information with the experienced workers, in addition to weekly mega tool box talk/campaign with workforce or when required.

14.3 Refresher Training Program

Refresher training program is intended to provide retraining for HAJCO existing and new employees. The purpose of the refresher training is to increase the self-confidence and morale of HAJCO employees for their safety performance and ensure that skills among staffs remain effective and that previous learning are retained and updated.

Hence, practical refresher training shall be organized and the frequency in which refresher training is provided will depend upon how long it is since the type of work was last done, or if there have been changes to methods of work, safety procedures/risk assessments or equipment. Moreover, the refresher training shall be provided periodically (not exceeding 6 months) to third party certified employees and besides specific works associated internal trainings.

The refresher training topics can be covered are included but not limited to followings: HSE Induction; scaffolding team; crane operator; rigger; fire watcher; fire warden; flagman; first aid; ERT members, confined space personnel; safe use of PPEs; working at heights team; lifting supervisor; lifting appointed person; gas tester; electrical safety; welder safety; spotter safety; COSHH communication; equipment operator; safe operating of portable power tools; excavation competent person etc.

14.4 Exchange Health and Safety Information

Management commitment and open communication between managers and workers is important in achieving effective consultation. Workers are more likely to engage in consultation when their knowledge and ideas are actively sought and any concerns about health and safety are taken seriously.

HAJC management whenever deemed necessary will share relevant information with workers and project health and safety representatives about matters that may affect their health and safety. This information will be provided early on so that workers and health and safety representatives have enough time to consider the matters, discuss them and then provide feedback.

The information will be presented in a way that can be easily understood by the different ethnic groups of workers.

Contractor will ensure to make available to workers all the information relating to the health and safety matter to enable informed and constructive discussions. This information may include:

- Health and safety policies and procedures
- Technical guidance about hazards, risks and risk control measures
- Hazard reports and risk assessments

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- Proposed changes to the workplace, systems of work, plant or substances
- Data on incidents, illnesses or injuries

15.0 FIRE PREVENTION PLAN

15.1 Objective

The purpose of this fire prevention plan is to eliminate the causes of fire, prevent loss of life and property, and to comply with the applicable occupational safety and health standards and codes of practice.

15.2 Measures of controlling Fire

Contractor is committed to minimizing the threat of fire to employees, others and property.

Contractor complies with all applicable laws, regulation, codes, and good practices.

This Fire Prevention Plan serves to reduce the risk of fires at worksite, offices and camps by proper planning, organization, procedures, training and monitoring.

- Proper electrical design and maintenance.
- Control over the use of electrical equipment.
- Discipline regarding smoking.
- Site security.
- Control over project staff.
- Control over hot work (welding, flame cutting, soldering)
- Proper storage and use of flammable materials.
- Control over housekeeping procedure.
- Training to employees with regards to fire hazards.

15.3 Assignment of Job Responsibility

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires, and are responsible for adhering to company policy regarding fire emergencies.

(1). Management

Management determines the project fire prevention and protection policies.

Management will provide adequate controls to provide a safe workplace, and will provide adequate resources and training to its employees to encourage fire prevention, and the safest possible response in the event of fire emergency.

(2). Project HSE Manager

- 1) Project HSE Manager shall develop and manage the project fire prevention plan.
- 2) Develop and administer the project fire prevention training program.

(3). Safety Engineers/Officers

Safety Engineers/Officers shall:

- 1) Shall maintain all records pertaining to the plan

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- 2) Ensure that fire control equipment and system are properly maintained.
- 3) Control fuel source hazards.
- 4) Conduct fire risk surveys and make recommendation.

(4). Supervisors

Supervisors are responsible for enforcing HAJC fire prevention plan and protection policies in their areas of activities.

(5). Employees

All employees shall:

1. Complete all required training before working without supervision.
2. Complete operations safely to limit the risk of fire.
3. Report potential fire hazards to their supervisor.
4. Follow fire emergency procedures.

15.4 Plan Implementation

(1) Good Housekeeping

To limit the risk of fires, employees shall take the following precautions:

- Minimize the storage of combustible materials.
- Make sure that doors, hallways and other exit routes are kept free of obstruction.
- Dispose of combustible waste in covered, airtight, metal containers.
- Use and store flammable materials in well-ventilated areas away from ignition sources.
- Use only nonflammable cleaning products.
- Keep incompatible (chemical reactive) substances away from each other's.
- Perform "hot work" (welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
- Keep equipment in good working order (inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease).
- Repair and clean up flammable liquid leaks immediately.
- Keep work areas free of dust, lint, sawdust, scrap, and similar material.
- Turn off electrical equipment when not in use.

(2) Maintenance

Safety Engineers/Officers and Site Supervisors/Engineers will ensure that equipment is maintained according to manufacturer's specifications.

The following equipment is subject to the maintenance, inspection, and testing procedures:

1. Equipment installed to control heating, and control pressurized system.
2. Portable fire extinguishers.

15.5 Types of Hazards

The following sections address the major workplace fire hazards and the procedures for controlling the hazards.

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(1) Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets. To prevent electrical fires, employees shall:

- Make sure the worn wires are replaced.
- Use only appropriately rated fuses.
- Never use extension cords as substitutes for wiring improvements.
- Use only approved extension cords.
- Check wiring in hazardous locations where the risk of fire is especially high.
- Check electrical equipment to ensure that it is either properly grounded or double insulated.
- Ensure adequate spacing while performing maintenance.
- CO₂, multi-purpose dry chemical (ABC), are approved fire extinguishing agents for Class E fires.

(2) Portable Heaters

All portable heaters shall be approved by Safety Officer/Engineer and Electrician Foreman. Portable electric heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over.

(3) Office Fire Hazards

Fires in offices have become more likely because of the increased use of electrical equipment, such as computers and fax machines. To prevent office fires, employees shall:

1. Avoid overloading circuits with office equipment.
2. Turn off non-essential electrical equipment at the end of each workday.
3. Keep storage area free of rubbish.
4. Ensure the extension cords are not placed under carpets.
5. Ensure the trash and paper set aside for recycling is not allowed to accumulate.

(4) Cutting, Welding, and Open Flame Work

Safety Officer/Engineer and Site In-charge will ensure the following:

- 1) Cutting and welding are done by authorized personnel in designated cutting and welding areas whenever possible.
- 2) Adequate ventilation is provided.
- 3) Torches, regulators, pressure-reducing valves, are of approved quality and in good condition.
- 4) Oxygen-fuel gas systems are equipped with listed and/or approved backflow valves and pressure-relief devices.
- 5) Cutters, welders, and helpers are wearing eye protection and protective clothing as appropriate.
- 6) Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors, or dusts could develop from residues or accumulations in confined spaces.
- 7) Cutting or welding is prohibited on metal walls, ceiling or roofs built of combustible sandwich-type panel construction or having combustible covering.
- 8) Confined spaces such as tanks are tested to ensure that the atmosphere is not over ten percent of the lower flammable limit before cutting or welding in or on the tank.
- 9) Small tanks, piping, or containers that cannot be entered are cleaned, purged, and tested before cutting or welding on them begins.

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10) Fire watch has been established.

(5) Flammable and Combustible Materials

Safety Officer/Engineer and Site Supervisor In-charge shall regularly evaluate the presence of combustible materials at site and the availability of MSDS for each type of chemicals.

1). Class A Combustible

These include common combustible materials (wood, paper, cloth, rubber, and plastic) that can act as fuel.

To handle Class A combustible safely:

- Dispose of waste daily.
- Keep trash in metal-lined receptacles with tight-fitting covers.
- Keep work areas clean and free of fuel paths that could allow a fire to spread.
- Keep combustible away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.
- Store paper stock in metal cabinets.
- Store rags in metal bins with self-closing lids.
- Do not order excessive amounts of combustible.
- Make weekly inspection to anticipate fires before they start.

Water, multi-purpose dry chemical (ABC), are approved fire extinguishing agents for Class A combustible.

2). Class B Combustible

These include flammable and combustible liquids (Bitumen, oils, greases, tars, oil-based paints and lacquers), flammable gases and flammable aerosols.

To handle Class B combustible safely:

- Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers.
- Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or container must be grounded.
- Store handle, and use Class B combustible only in approved locations where vapors are prevented from reaching ignition sources such as heating or electrical equipment, open flames, or mechanical or electric spark.
- Do not use a flammable liquid as a cleaning agent inside a building.
- Does not use, handle, or store Class B combustible near exits, stairs, or any other areas normally used as exits.
- Do not weld, cut, grind, or use unsafe electrical appliance or equipment near Class B combustible.
- Do not generate heat, allow an open flame, or smoke near Class B combustible.
- Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.

Foam, multi-purpose dry chemical (ABC), are approved fire extinguishing agents for Class B combustible.

(6) Smoking

Contractor will ensure No Smoking is allowed in workshops, project transport vehicles and closed space with the exception of designated smoking areas. The designated smoking areas will be clearly marked and provided with ash trays. The areas in which smoking is prohibited outdoors are identified by NO SMOKING signs.

15.6 Training

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Contractor will arrange basic firefighting and breathing apparatus training to all project fire warden team members by 3rd party.

Safety Officers/Engineers and Fire Warden Team Leader shall present basic fire prevention training to all employees upon employment, and shall maintain documentation of the training, which includes:

- 1) Fire prevention plan, including how it can be accessed;
- 2) Good housekeeping practices;
- 3) Proper response and notification in the event of fire;
- 4) Instruction on the use of portable fire extinguishers;
- 5) Recognition of potential fire hazards.

15.7 Program Review

HSE & Project Managers shall review this Fire Preparedness Plan when required for necessary changes.

16.0 EMERGENCY RESPONSE AND PREPAREDNESS PLAN

The risk of workplace accident cannot be completely eliminated hence the following are steps to be taken to help insure proper reaction to any situation. For any emergency response consider **YOUR SAFETY FIRST**

16.1 Fire incident

When you find a fire:

- 1) Raise the alarm by activating the nearest fire alarm or by shouting "Fire, Fire".
- 2) Alert others around you.
- 3) If you feel confident you may attempt to extinguish or isolate a small fire using one fire extinguisher.
- 4) Do not attempt to contain a large fire.
- 5) If you are unsure, do not attempt to deal with the fire. Remember, do not take any risk.
- 6) Ask for assistance and inform immediate to the supervisor/safety officer/engineer.
- 7) Follow the Fire Emergency Response Procedure.
- 8) Wait for further instruction for effective recovery.

16.2 Accident/ Medical Emergency

- 1) Isolate and restrict access to the accident scene
- 2) Shutdown plant, equipment, power sources; if safe to do so.
- 3) Attend to injured personnel; if any
- 4) Do not attempt to move an injured person if not in imminent danger. (physically injured)
- 5) Move the victim to recovery area if it safe. (no injury medical case, Eg: Heat Exhaustion)
- 6) Alert the emergency contact personnel and your supervisor and communicate the accident details
- 7) Follow the instruction of the emergency contact person.
- 8) Avail Medical assistance by calling 999 if required.

16.3 Chemical Spill Response

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- 1) Clear off personnel in the immediate area of the spill.
- 2) Isolate and restrict access to the spill area.
- 3) Contain the spilled chemical and restrict from spreading, if it is safe to do so.
- 4) Close drains gullies in the area.
- 5) Turn off any ignition and heat sources in the immediate vicinity.
- 6) Attend to persons who may have been exposed to the chemicals
- 7) Alert the emergency contact personnel and your supervisor and communicate the accident details
- 8) Provide first aid only after checking the MSDS.
- 9) Secure supplies to effect clean up.
- 10) Dispose the chemical wastes safely.

16.4 Confined Space Emergency

- 1) Do not enter the confined space to rescue a victim if you are not trained to do so or until your safety is ensured
- 2) Shutdown plant, equipment, power sources; if necessary.
- 3) Alert the emergency contact personnel and follow his instruction until help arrives
- 4) Ventilate the area until the victim is rescued.
- 5) Attempt *non-entry rescue* with rescue and resuscitation equipment to remove the victim out of the confined space.
- 6) Attempt *entry rescue* if non-entry rescue is not possible (Only by a competent person shall attempt entry rescue with suitable rescue and resuscitation equipment).
- 7) Avail Medical assistance by calling 999.

16.5 Excavation Cave-in

If you have witnessed an excavation cave-in incident,

- (1) Alert and clear others in the immediate vicinity of the excavation
- (2) Eliminate any source of vibration by Shutdown plant, equipment, vehicle traffic etc.
- (3) Isolate and restrict access to the incident scene
- (4) Identify the job Foreman, Note exact time, note number and location of workers trapped
- (5) Alert the emergency contact personnel and your supervisor and communicate accident details
- (6) Follow the instruction of the emergency contact person.
- (7) Assist workers not trapped out of trench safely, if safe to do so
- (8) Keep all personnel 50 feet away to prevent further cave in.
- (9) Do not attempt to rescue the trapped personnel if you are not trained to do so.
- (10) Follow excavation evacuation procedure

16.6 Excavation Evacuation and Rescue Procedure

STEPS	ACTION	ACTION BY
PRE ENTRY OPERATIONS		
STEP 1	The incident commander on arrival to the scene shall assign a Staging officer	Construction Manager (CM)

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STEP 2	The Staging officer shall establish the staging at a safe distance from the excavation failure area for Emergency response team and rescue equipment	HSE In-Charge (HSE)
STEP 3	The Staging officer shall isolate the hazard area, secure the scene, and restrict entry for all non-essential personnel.	HSE
STEP 4	Control traffic movement and shutdown heavy equipment working within 100 meters of the incident scene	CM HSE
STEP 5	The incident commander may secure a witness or the activity supervisor to assist in gathering information on the incident, number of victims trapped, their location etc.	CM
STEP 6	The incident commander shall approach the excavation from a stable area to assess for immediate and potential hazardous for the rescuers.	CM
STEP 7	The incident commander should assess the condition of the trapped victims (if any) and should decide on the rescue techniques and equipment required to execute the act	CM and Emergency Response Team (ERT)
STEP 8	Contact Emergency services by calling 999 if rescue operation cannot be attempted with available resources	CM
STEP 9	The incident commander should communicated the rescue plan with the emergency response team and secure the required equipment.	CM ERT
ENTRY OPERATIONS		
STEP 10	Assign a spotter to monitor the excavation throughout the rescue operation	CM ERT members
STEP 11	Approach the excavation from the shortest wall or the most stable area identified.	ERT members
STEP 12	Prepare safe zone for the rescuers by suitable methods.	ERT members
STEP 13	Safely remove debris, obstruction to reach the trapped victims and assess the victim's condition.	ERT members
STEP 14	Uncover the victim(s) if buried, secure the victim properly and remove from the excavation	ERT members
STEP 15	Move the victim(s) to recovery area and provide first aid	ERT members First Aider
STEP 16	Arrange medical assistance for the victim(s) by calling 997, if required.	First Aider HSE In-Charge

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STEP 17	In case of fatality do not move the victim and inform Police (999)	
	TERMINATION	
STEP 18	Survey the accident scene to ensure all personnel operating in the area are accounted for.	CM HSE Timekeeper
STEP 19	Remove tools, rescue equipment from the excavation and secure the area	CM ERT members
STEP 20	Notify the incident to concerned authorities.	CM HSE

16.7 Contacting Emergency Response Services

Emergency situations can sometimes escalate to levels which cannot be handled by the resources or skills available at hand and requires assistance from Government Emergency Response Services or in such cases where it is mandatory to notify the incident to the Police, Civil Defense or such Government agencies.

The **GOVERNMENT EMERGENCY HOTLINE** should be contacted by calling **999, 997, and 911**, to get assistance

In all such cases the call to the emergency service shall be initiated by the site supervisor or the HSE in charge. The person contacting the emergency service shall clearly communicate

- Name of the caller, his location and Telephone Number.
- Location of Incident, Including Landmarks.
- Type of Incident, Vehicular Accident, Leak, Fire, Etc.
- Incident Status, Major, Minor.
- Personnel Injuries & If medical help are needed.

Any Other Information which may help Safeguard Personnel and Equipment.

It should be ensured that the incident site is accessible for the emergency vehicles and any recovery equipment accompanying the emergency response service. Obstruction (if any) shall be removed safely to ensure smooth transit of the emergency response vehicles. All efforts shall be ensured to act to the instructions of the emergency response service personnel in charge and to provide available information on the incident.

16.8 Training and information

Contractor HSE Manager determines the necessary training requirements for implementing the Emergency Preparedness/Response Plan for Contractor employees and those of sub-contractors. This training will be provided periodically to ensure consistency in the activities of the various responders.

All employees receive information on emergency response measures during their orientations sessions. This part of the training includes the following:

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- Employees' responsibilities in case of emergency;
- What workers should do in case of emergency;
- Project site evacuation procedures.

16.9 Emergency Evacuation Plan

When the siren sounds, employees shall:

- Stop working and turn off all machines in their area;
 - Stop vehicles and park them by the side of the road in order to make way for emergency vehicles;
 - Not make any calls that could clog emergency telephone lines;
 - Go towards the assembly point nearest to their work area and avoid going in the direction of the incident;
 - Wait for authorization from Site HSE Engineer before returning to their work area.
- Note: All works are suspended during evacuations.*

16.10 Assembly point

The assembly points will be provided on each site areas.

These assembly points may frequently change, depending on how work progresses in the project. HAJC Safety Engineer(s)/Officer(s) alongside, site management will ensure that the assembly points are free of any hazards. Counting of employees

The supervisor/foreman of each work team shall count the number of employees and make sure that no employee has missed the call to evacuate. If any worker is missing, the supervisor will inform the person in charge of emergency measures.

An emergency team will go in search of any workers who are missing.

16.11 Drills/Simulations

Drills/Simulations will be carried out frequently to ensure that the Emergency Preparedness/Response Plan runs smoothly. During these drills, designated observers will observe how employees respond in various situations. The drills will be followed by a debriefing session.

16.12 Firefighting equipment

Access to extinguishers, sprinkler hoses (where available), switches and electrical panels must be unobstructed at all times. Every month, Contractor HSE engineers/officers will conduct fire extinguisher inspection and put it into record.

All construction equipment shall be equipped with a 4.5 Kg. ABC- Type fire extinguisher and all vehicles circulating on the worksite shall be equipped with portable ABC- Type extinguishers with a minimum 2 Kg. capacity.

Extinguishers shall also be located.

- In offices
- In eating areas
- In mobile workshops;
- In any other place where there are significant fire ignition sources.

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The extinguishers must be equipped with a pressure gauge indicating the quantity of powder remaining inside.

16.13 Emergency Reporting

INFORM TO SITE OFFICE:

1. Name of the caller, his location and Telephone Number.
2. Location of Incident, Including Landmarks.
3. Type of Incident, Vehicular Accident, Leak, Fire, Etc.
4. Incident Status, Major, Minor.
5. Personnel Injuries & If medical help are needed.

Any Other Information which may help Safeguard Personnel and Equipment.

EMERGENCY TELEPHONE NUMBERS

EMERGENCY, POLICE, TRAFFIC POLICE, AMBULANCE , CIVIL DEFENSE		EMAIL	112, 999, 993, 997, 998
SRCM/Project Manager	Kostas Bourdakos	kostas@rcjazan.gov.sa	0549187594
RC Safety Supervisor	Warren Walker	walkerw@rcyanbu.gov.sa	0550800209
HAWAZEN ALJAZIRA CONTRACTING COMPANY			
Project Manager	Hatem Houtari	hatem@hawazenaljazeera.com	0552554737
Construction Manager	Michael Bihasa	mrbihasa15@gmail.com	0597313254
HSE Engineer	Allan Ferrer	amferrer2000@yahoo.com	0598462052
Safety Officer	Eleumar Carmona	carmonaeleumar@gmail.com	0591192318

After passing this Information, The caller should stand by and await further instructions.

17.0 ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

Incident reporting takes priorities over any site specific procedures for emergency response. Incident reporting must be reported immediately to the appropriate HAJCO by the quickest practical method (usually by telephone) and a report submitted on the approved form within 10 days:

- Fatalities and major injuries
- Injuries resulting in incapacity for more than three days when linked to certain work activities

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- Specified diseases

- Dangerous occurrences.

A description of the above listed incident types which are reportable to the HAJCO has been provided below:

FATALITY

The death of any person, whether or not they are at work, if it results from an accident arising out of or in connection with work.

MAJOR INJURY

Defined injury, which requires immediate notification to Enforcing Authority. Specifically;

- a) Any fracture, other than to the finger, thumb or toe
- b) Any amputation
- c) Dislocation of the shoulder, hip, knee, or spine
- d) Loss of sight (whether temporary or permanent)
- e) A chemical or hot metal burn to the eye or penetrating injury to the eye
- f) Any injury resulting from an electric shock or electric burn, leading to unconsciousness or requiring resuscitation, or admittance to hospital for more than 24 hours
- g) Any other injury
 - i. Leading to hypothermia, heat induced illness or to unconsciousness
 - ii. Requiring resuscitation
 - iii. Requiring admittance to hospital for more than 24 hours
 - iv. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
 - v. Acute illness or loss of consciousness resulting from the absorption of any substance by inhalation, ingestion or through the skin
 - vi. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material. g will be accordance with Client and Contractor safety procedures.

Any incident occurring during Contractor business activities or at Project premises shall be reported using these procedures.

A. Initial responsibilities:

(1) Individual Employee

It is the responsibility of all Contractor employee and sub-contractors who were either involved in or have witnessed an incident to report it immediately to their site supervisor. Any incident involving injury must be reported to Contractor designated first aider. In case of any delay in reporting an incident directly to either the supervisor or to first aiders, it shall be reported via 112.

(2) Site Engineer / Supervisor

The site engineer/ supervisor's first responsibility knowing about an incident is to ensure the safety of other people, check on the activation of emergency procedures and if required, to make the site as safe as practicable. The incident shall then be reported to the site safety engineer, who in turn shall be reported to Engineer Representative & Project & HSE managers. In all cases, the supervisor must take immediate steps to preserve evidence and start the initial investigation.

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(3) Consulting HSE Manager/Engineer Contractor Project and HSE managers shall be informed verbally as soon as practicable of any incident involving:

- Fatalities
- Major and medium Fire Accident
- Lost Time Injury Accident (LTI)

Knowing about an incident they should immediately take necessary actions to activate the emergency procedures and arrange the necessary resources required to deal with the situation and prevent any adverse effects.

B. Accident Investigation and Reporting

HAJC HSE Policy required that any accident, regardless of whether there was injury or damage, should be investigated to identify the direct and root causes in order to prevent the reoccurrences of such type of accident by eliminating the causes. In *(Appendix; Diagram Procedure for Reporting and Investigation of an Accident)* demonstrate the Contractor accident/incident investigation and reporting flowchart.

The process below is to be followed for any and all safety accidents, and hazards.

1. The responsibility of accident investigation and reporting rests on the HSE Manager/ Engineer. The Project HSE Manager will select the members who will participate in the formal investigation, to determine the causes of the incident and produce the final report. A meeting will be held with the investigation team to determine each person's role and responsibilities.
2. An initial notification of the incident must be undertaken via the SMS or Telephone call.
3. An Initial Findings Report must be completed by HAJC Project HSE Manager within 2 days of the incident and the report must be issued to the HAJCO for review. Regular updates must be provided to HAJCO as to the status of the aforementioned investigation and any injuries sustained to individuals.
The initial finding report shall be submitted through email or through document control system. The Initial Findings Report must contain as a minimum the following information:
 - Name of incident
 - Names of investigation team
 - Brief summary
 - Reasons for happenings and findings
 - Initial Assessment of causes
 - Initial corrective actions
 - Other relevant comments
 - Photographs
4. When a Full Findings Report is required, HAJC Project HSE Manager will complete the full finding report and submit to HAJCO for review within 10 days. The standard format for the full investigation report must include, as a minimum, the following information:
 - Name of incident
 - Names of investigation team
 - Brief summary

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- Reasons for happenings and findings
- Chronology
- Root cause analysis for each critical factor
- Immediate causes, description and comment
- System causes, description and comment
- Corrective actions to address system causes
- A corrective action plan to address the recommended corrective actions. The action plan shall clearly assign responsibilities for the close out actions and time scale for completion.
- Other relevant recommendations
- Other relevant comments
- Photographs.
- Sketches, as necessary

5. Lessons Learned

Project Supervisors/Foreman will discuss the “lessons learned” with their employees during Tool Box Meetings in order to prevent similar incidents from occurring on the project site.

The direct and root cause findings as well as lessons learned will be available for daily meetings in order to inform workers of the root causes.

17.1 Hazard Reporting and Correction Procedure *(See Appendix; Hazard Reporting Procedure)*

HAJC project management will ensure that all project employees, including those of sub-contractors are made aware about their responsibility to report on any matter that can affect their own health and safety or have impact on the project’s HSE standards. This will be done during TBT, HSE meetings, HSE Committee meetings and trainings.

The following means of reporting will be implemented:

1. Direct reporting to management representatives during weekly site safety tours
2. Reporting through site HSE staff and site supervisors
3. Reporting by filling up the unsafe condition form
4. Reporting by filling the near miss form
5. Reporting though filling up the “Employee Feed Back Form”. (Employee Feed Back forms will be provided on multiple languages and not requiring to mention the name of the complainant /reporter)

The Feed Back Boxes and with forms will be provided at different locations of the work site and camps.

The received reports will be reviewed by project management during the HSE committee meetings and appropriate action will be taken and records will be maintained.

Statutory Reporting:

The below type of incidents/accidents will be reported to concerned authorities:

1. Fatal Accidents and Major Injury

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2. Serious Environment accidents
3. Dangerous Occurrences reportable.
4. Reportable Diseases

18.0 INDUCTION AND TRAINING FOR PEOPLE ON SITE

Health and Safety Training is an essential component in Contractor Health and Safety Strategy. Constructive and well planned training will enhance the performance of individual's enabling them to work confidently and make employees feel more valued, increasing loyalty and commitment.

Contractor is committed to maintain an effective injury and compressive safety training.

The training shall fall into two broad categories:

- General accident and illness prevention which addressed safe work practices.
- Specific information which covers occupational hazards unique to each employee's work

18.1 HSE Induction

All employees (Contractor & Sub-Contractors) may begin to perform the specific duties for which they were hired only after attending site orientation training and sign the orientation training checklist. A new employee is any person new in the project.

Contractor will ensure that all its employees including those of subcontractors undergo an HSE site induction or orientation and collection of required PPE before being allowed to work on site.

Before starting work on the site, all Contractor, Engineer Representative and Subcontractor personnel shall attend an information session lasting approximately one hour. Various topics, such as Project HSE Policy, locations of emergency telephones and first aid services, safety regulations and Project HSE plan will be covered. The workers will be given an induction sticker and safety induction training form (*See Attachment: Forms HSE Induction Training*) outlining important health and safety information and they will sign a form attesting to their attendance.

18.2 Trainings & Seminars

Project HSE training Matrix will be conducted for reducing work hazard to the lowest acceptable level. The training plan will also be in accordance with the construction schedule. It will be conducted periodically by safety officers/ engineers (Monthly as per training matrix, and as needed). (*See: Appendix; Project Training Matrix.*)

Records of all training provided by the Health and Safety Team shall be kept on file. Participants are required to sign a sheet confirming their attendance.

Project training matrix applied to all Contractor& sub-contractors employees.

18.3 HSE Awareness Program

Daily Toolbox Talk done by the Site Supervisors and Safety Officers:

- The work plan and procedures for the task to be undertaken
- The individual responsibilities of the personnel involved

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- The identified hazards and risk control measures
- The emergency procedures and specific actions to be undertaken in the event of fire, accident or activation of general alarm

19.0 HSE PROMOTION

HAJC has developed a safety promotional program to motivate and enhance personal safety awareness and influence all attitudes and behaviour of all Contractor & Sub-Contractors deserving employees on safety and health by monthly basis.

As part of HSE campaign, HAJC will provide HSE bulletin board located near the worksite entrance provides useful health and safety information, which is updated by the Project Health and Safety Team.

HAJC will install bulletin boards in different work areas, offices, meeting rooms, rest room etc., in order to post relevant health and safety information (Safety alerts, information memos and specific health and safety risk management programs, HSE posters).

20.0 REWARDS AND RECOGNITION

HAJC is committed to continuous improvement and ensuring that all operations are carried out with the safety of employees as a prime objective. HAJC strives to focus its employee awareness to safety hazards in the living and work areas.

HAJC will adopt a monthly incentive scheme for the best HSE performance to employees as per exceptional track records in safety assistance or culture promotion during the period. The Project & HSE Engineer/Officer will evaluate each employee's performance according to the various criteria, the driver of the month, Safety worker of the month and Safety Engineer/Officer/Supervisor of the month. The details of this will be indicated in the monthly HSE report.

21.0 PRE MOBILIZATION INSPECTIONS

HAJC will ensure that all equipment/plants will pass thorough inspection by companies' mechanics and an immediate and adequate condition based maintenance procedures will be provided according to the findings of inspection prior to mobilization to sites.

22.0 HSE INSPECTIONS AND AUDITS

HAJCHSE plan required from day to day health and safety inspection and audit which will be performed by Project HSE Manager and Safety Engineers/Officers and further periodic audits of management system by HAJC Senior HSE manager.

22.1 HSE Audits

HAJC will set in place an effective auditing system and will regularly review to ensure continuous improvement and to increase its effectiveness. Audits at six months interval will be carry out internally by HAJC senior HSE Managers, mainly to give audit criteria to secure competency and carry out our day to day operation to a satisfactory level.

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HAJC will provide necessary support to Engineer Representative Team visiting the project premises or working area in order to identify deficiencies in HSE management system and take corrective action to improve the management of health, safety and environmental issues in the contract, and to comply with the Clients HSE regulation.

22.2 HSE Inspection

Daily and Weekly HSE inspections for sites and office will be conducted by safety officers/ engineers and a report with finding and recommendation will be submitted to HSE manager for approval and follow up for corrective action (*See Attachment, Form Daily Site and Weekly Site Inspection Report Form*).

Hazard Classification for Inspections:

When a non-conformance item has been identified (during an inspection), a hazard classification is assigned. The hazard classification rating system contains the following:

Class A Hazard - A condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment or material, or significant negative environmental impact that has the potential to be reported to authorities.

Class B Hazard - A condition or practice likely to cause serious injury or illness resulting in temporary disability or property damage that is disruptive but not extensive.

Class C Hazard - A condition or practice likely to cause minor (non-disabling) injury or illness, or non-disruptive property damage.

23.0 HSE PERFORMANCE MONITORING AND REPORTING DURING CONTRACT EXECUTION

Project and HSE managers will ensure day to day monitoring of Project HSE performance.

HSE performance monitoring of HAJC and subcontractors will be done by using standard proactive and reactive techniques, and which will include daily site HSE inspection by HSE staff, weekly HSE inspection by HSEM and bi-yearly HSE audit.

All accident/incident reports will be reviewed for the adequacy of accident preventive measures and lessons learned.

Monthly HSE statistic report will be submitted to Engineer Representative Office to be included in monthly Project Progress Report (*See Attachment Forms, Monthly Statistical Report*).

All subcontractors will be required to submit a monthly HSE statistic report to main contractor. Data submitted by subcontractors will be checked and reviewed and will be included in monthly HSE statistic report submitted by main contractor to Engineer representative.

24.0 DEMOBILIZATION AND SITE RESTORATION

Upon completion of the work, Contractor will demobilize its equipment, facilities and personnel on site and will restore to the satisfaction of the client.

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25.0 COMPLIANCE WITH NATIONAL AND INTERNATIONAL LAWS, REGULATIONS CONVENTIONS AND PROTOCOLS

HAJC HSE policy signed by the Division Director; clearly demonstrate full commitment to comply with the applicable Laws and Regulations of the state of Kingdom of Saudi Arabia including any applicable International conventions and protocol duly ratified by State of Kingdom of Saudi Arabia and Client HSE Standards.

26.0 CONSEQUENCES OF NON-COMPLIANCE

HAJC will take all the necessary measure to ensure full compliance with the Client HSE requirements. Non-compliances to the Health, Safety and Environmental Plan, identified in inspections, audits, risk assessments, task analysis, committees, etc. shall be duly noted and registered. Contractor Site Engineers and the Health and Safety Team will follow up on non-compliances notices to ensure that appropriate and prompt action is taken.

SECTION 2

SAFETY REQUIREMENTS AND PROCEDURES

1.0 GENERAL OCCUPATIONAL SAFETY REQUIREMENTS

HAJC undertakes to provide a safe, healthy work environment for all of its employees and those of client, sub-contractors and suppliers. This aim can only be achieved through the active participation of all workers involved in the project in issues affecting their health and safety. Contractor will not tolerate any hindrance or obstacle to the implementation of occupational safety requirements contained in the Contractor & Client HSE rules and regulations. These requirements apply to all offices and facilities under HAJC control during all phases of the project.

2.0 CLIENT/ PROJECT SPECIFIC SAFETY REQUIREMENTS

- Neighboring buildings utilities, vehicular and pedestrian traffic flow restriction to the work activities of the client. Etc.
- Necessary permit shall be taken prior to start of work at site.
- All construction works will be carried out without disturbing the existing environment.
- Oil Spills shall be immediately reported contained and clean up shall start immediately.
- Effective Waste Management shall be established and implemented at sites.
- The use of any toxic or hazardous materials or chemicals shall be used as per MSDS.

3.0 COORDINATION ARRANGEMENTS

- Project Manager/Director shall coordinate with the client/Engineer representative and shall attend the client meetings
- The Construction Manager shall be responsible for site activities, shall coordinate with various parties involved in the job, evaluate access, constrains, procedures of working in the project site and will implement all the safety procedures of the Client and Contractor.
- The Site Foreman will be responsible for executing the works under the guidance of site engineers will implement all the safety procedures of Client and Contractor during execution of works.

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4.0 GENERAL SITE HSE RULES

All Contractor and Sub-contractor employees on the worksite shall comply with the following minimum regulations:

1. Comply with the work permit requirements.
2. Carry out task safety analyses for all activities carried out on the worksite.
3. Wear personal protection equipment (PPE). Hi-visibility jacket must be worn at all times during the work.
4. Attend daily toolbox talk to determine risks and safe work procedures for the day.
5. Keep worksite tidy, housekeeping shall be ongoing at all times.
6. Observed and obey all traffic and safety signage installed posted in the project site premises.
7. Installed plastic barriers must be filled with water/sand and flashlights must be secured by tying with steel wire.
8. Emergency Response Procedures must be posted in prominent areas.
9. Running is prohibited except in cases of emergency.
10. It is prohibited to vandalize or destroy public or other people's property.
11. It is prohibited to refuse to obey the instructions given by a supervisor, unless doing so places worker health and safety at risk.
12. It is prohibited to use a vehicle or equipment without having received the necessary training and authorization from the Contractor.
13. All site vehicles should be park in the designated Parking Area.
14. Work on any Electrical appliance is only to be carried out by a qualified electrician.
15. It is prohibited to sell or possess drugs or alcohol on the site. Any employee exhibiting the effects of drug or alcohol use will be sent off the site.
16. It is prohibited to make jokes in bad taste, jostle or fight with other employees or engage in betting (games of chance) on the worksite.
17. It is prohibited to use fire-extinguishing equipment, unless permitted to do so by Project Health and Safety Team.
18. Any incidents and near misses within Contractor area of responsibility must be reported and recorded to the site management.
19. It is prohibited to lie or to falsify evidence during an investigation following an incident.

Note: Safety Violation Report will be given to all personnel violating the Project HSE Rules and Regulation. (*See: Attachment Forms Safety Violation Report*).

5.0 DISCIPLINARY ACTION

Contractor has its own disciplinary procedure on HSE violation for employees. (*See: Attachment Forms Safety Violation Report*).

6.0 PERSONNEL CONDUCT

Project HSE department will ensure that all project employees are well instructed during induction training, training sessions and TBT meeting to comply with Client and Project HSE policies and procedures, applicable State HSE Laws, and Client rules and regulation for contractors.

To ensure full compliance, contractor will maintain strictly control and close supervision all the time during the execution of the project.

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Strong disciplinary action up to termination of employment will be taken against any person violated the above mention rules.

7.0 NO SMOKING POLICY

Project HSE staff will ensure that “No Smoking Policy” in hazardous areas will be disseminated and strictly enforced to all project staff and workers.

8.0 SAFE WORK PERMIT (Permit to Work)

8.1 Permit to work system conforms to the project requirements will be used on site to maintain a high level of safety throughout the project with the following purpose:

- To ensure the proper authorization and organization with priorities of the works.
- To inform other parties likely to be affected by the construction activity
- To ensure co-ordination of different activities to prevent respective conflicts.
- To define specific precautions and mitigation measures to minimize interferences.
- To make clear to the persons carrying out the work and to others working in the same area, the potential risks involved and the precautions necessary to minimize those risks.
- To provide a record to show that a safe system of work has been employed and that the precautions necessary have been considered and implemented.
- To ensure correct isolations from process and power.

This procedure covers the implementation of a “Permit to Work” system to be applied to general and specific construction, pre-commissioning, and commissioning works carried out under the control of Contractor at the Construction Sites, including subcontractors’ works.

8.2 Responsibilities

Project Manager shall have overall responsibility for ensuring that all work is conducted safely through the implementation of HSE systems across the site.

Construction Manager shall be responsible for the coordination of all PTW activities and shall be the authorized permit to work signatory.

Project HSE Manager shall be responsible for the hazards assessments and precaution setting and for the monitoring the implementation of the “Permit to Work” scheme for the site.

Site Engineers shall be responsible for raising a permit to work and have the responsibility for controlling the work in a defined area.

The Task Supervisor shall:

- Supervise/organize the work and the work area to ensure that work permit conditions are complied with.
- Review the work permit on a daily basis to ensure that conditions of the work are not changed.
- Apply for new permit in case of significant changes to work conditions.

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Safety Officers shall ensure that no work will be carried out without PTW and to stop any activity going on in doubt of PTW requirements.

8.3 Work permits

Work permits authorize the execution of an operation once certain specific or general protective measures have been taken, and at the same time they enforce the use of safety equipment. Such permits must be written and issued by Construction Manager and their aim will be to:

- Provide timely information to all those who are directly or indirectly involved in the work.
- Define the conditions required for the workplace and the operations in the interests of safety.
- Prescribe the observance of safety regulations, which are required by safety department, operating Authority/Site Management, Project Safety Engineer, etc. Upon the completion of work they certify that the equipment, plant or area that has been worked on is suitable for use.

Work permits may be subdivided into:

- General Work Permit
- Hot Work Permit
- Confined space permit
- Excavation Permit
- Lifting Permit
- Electrical Permit
- Hydro pressures Testing Permit

(1) **Work Permit (Cold)** will be required for the following construction activities but not limited to:

- Work at height
- Structural steel erection
- Concrete, rebar, form work
- Housekeeping
- Backfilling
- Asphalt works
- Scaffolding erection/dismantling

Documents to be attached:

- A specific work method statement (MS)
- Job safety analysis (JSA)
- Risk assessment (RS)
- TBT
- MSDS
- Other authorities permits

Note: Contractor internal work permit shall not substitute other regulatory permits which shall also be obtained from relevant authorities. Key routine permits' requirements are listed below:

(2) **Hot work Permit** will be required for all operations that require the use of naked flames, such as oxyacetylene or are welding and cutting, or which require the use of machines and actions that

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produce sparks, such as explosion engines, grinding machines, etc. Hot work permits are issued in order to define the area of activity concerned and to provide a clear definition of the job to be done.

Documents to be attached:

- A specific work method statement (MS)
- Job safety analysis (JSA)
- Risk assessment (RS)
- TBT
- Other authorities permits

(3) **Excavation Permits** required for any excavation work to be carried out in an operational area.

Documents to be attached:

- A specific work method statement (MS)
- Job safety analysis (JSA)
- Risk assessment (RS)
- Utilities drawing
- TBT
- Other authorities permits

(4) **Lifting Permit** is required for any lifting activity.

Documents to be attached:

- Lifting plan for critical lifting activity
- Crane & Loose lifting gears 3rd party certificates
- Operator and rigger 3rd party certificate
- A specific work method statement (MS)
- Job safety analysis (JSA)
- Risk assessment (RS)
- TBT

(5) **Confined Entry Permit** is required for any confined space entry to tanks, vessels, manhole, deep excavation > 2m, duct etc.

Document to be attached:

- A specific work method statement (MS)
- Job safety analysis (JSA)
- Risk assessment (RS)
- TBT
- 3rd party training certificates for attendant, gas tester and others who should enter to confined space.
- 3rd party calibration certificate for gas monitor

8.4 General Requirements to All Permits

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- Bear a date and show the time when work begins and the time of expiry of the permit's validity. (The expiry date must be definite and precise. It may not be replaced by phrases such as; upon job completion, or, end of the day, as these are open to differing interpretations).
- Specify the exact location of the job to be done and define the type of action required. Indicate all precautions taken to provide for the safety of the operation.
- Describe if and how isolation of the plant and area involved is to be effected (e.g. shutting of electric current. blinding lines. closing valves. earthing appliances etc.) and the measures to be taken for the safety of the operation.
- If gas tests are required, indicate the type of gas, the percentage found, and the time of the test and include the signature of the operator who carried out the test.
- Be complete in the section that calls for the observance of current legislation and regulations as well as of those specific rules governing the type of work concerned, and indicate the necessary as of those specific rules governing the type of work concerned, and indicate the necessary precautions and measures to be taken: e.g. Required presence of the operator. Self-contained breathing apparatus, fire- fighting equipment etc.
- Be signed and approved by a person authorized to issue permits who is in a position to be able to guarantee the application of the safety provisions stipulated for the execution of the job concerned.
- The work permit must always be always kept by the person who is doing the job.
- In the case of particularly dangerous jobs that are not usual except with issue of work permit, it is recommended that the Site Engineer of the area concerned, or his substitute, and, whenever possible safety officer from the Safety Department, oversee the operation directly.

8.5 Validity of Work Permits

The validity of PTW is for one shift only and can be extended upon request to the next shift (exception: Confined Space Entry Permit which is valid for one shift only).

8.6 Permit Procedure for Extension

The extension provision of the Work Permit is incorporated to eliminate the need for a new permit application if the work duration is greater than one day. Extension is for a maximum of 7days (for permits other than confined space entry permit).

The Permit Holder must contact Construction Manager each day to discuss and agree Permit renewal. This can be done by telephone for remote locations. Construction Manager will then authorize the Permit Holder to revalidate the Permit for 24 hours by signing on it.

Before the Permit is revalidated on site and work recommences the facility must be re-checked for compliance with the precautions and conditions indicated on the Permit.

Construction Manager must keep a log of all Work Permits issued in their area to keep a check on revalidation.

8.7 Work Completion

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Construction Manager will not authorize the completion of the Work Permit until they have received the signature of the Job Performer and site engineer that the work is completed and that all men and equipment are out of the facility and the work-site is clean and tidy.

8.8 Invalid Permit

Any Work Permit is automatically rendered invalid if:

- Any abnormal situation develops (gas/oil leak etc.) in the vicinity of the work. The Safety Representative has the authority and responsibility to stop work progressing if in his opinion any hazard is present.
- The work is delayed or interrupted for any reason for more than the time period in the work schedule approved or the application is exceeded.

8.9 Permit Cancellation

Work Permit can be cancelled if the work is being carried out in an unsafe manner. A cancelled work permit shall not be reopened, and a new PTW shall be obtained to continue the stopped work.

9.0 HOUSEKEEPING

Housekeeping is the responsibility of all site personnel, and line management commitment will be demonstrated by the continued efforts of supervising staff towards this activity.

The Site HSE safety representatives ensure the following:

- Those suitable arrangements are in place to maintain site tidiness to a high standard.
- Will daily monitor site conditions and ensure that any remedial actions are implemented.
- Shall satisfy him that waste material removed from site is reaching the landfill area or incineration facility, and is not being flee, tipped or causing environmental damage.

Instructions:

These instructions shall apply equally to office, workshop and site during the course of the project.

- All emergency exits passageways, exits, fire doors, break glass alarm points, firefighting equipment, first aid stations and other emergency stations shall be kept clean, obstructed and in good working order.
- All work places, accesses and means of escape shall be maintained clear debris waste and other rubbish, which shall be disposed of in segregated containers for disposal.
- All spillage of liquids especially of oily or greasy liquids shall be immediately cleared by absorption in inert sent or other suitable materials. Toxic corrosive and other hazardous liquids shall be cleared up in accordance with manufactures instructions or safety data sheet. All material used to mop up spills shall be immediately removed to a safety place and stored in closed containers for safe disposal.
- Tools, equipment and raw materials at the workplace should be kept to a minimum commensurate with effect working practice. Finished work, tools and equipment should be removed as soon as possible to their defined storage area such that the workplace is maintained clear.
- Commonsense and good working condition practices shall be employed when sorting of placing materials boxes, pallets or containers such that they do not pose a threat to workers from lifting, tripping or blocking

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egress routes. Offices shall be regularly tidied and cleaned. Workshop shall be maintained clear of debris, waste and other rubbish, which shall be disposed.

- Adequate time will be assigned to ensure that good housekeeping is maintained. This may be carried out by the workers in a particular office, workshop or site.
- Any instance of poor housekeeping that result in the creations of a tripping, slipping or fire hazard shall be immediately dealt with.
- Material shall be stacked or stored in safe manners that prevent sling, falling or collapse.
- When carrying out shutting operations or other activities that result in splinters, nail or other sharp edges that activity will be controlled by removal or other methods as appropriate.
- Arrangement shall be in place to ensure that cable management is controlled and that always/ stairways are kept clear of temporary electrics and hoses.
- Waste disposal containers shall be sited for food waste, and such areas as utilized for eating shall be kept clean and tidy.
- On a weekly basis storage areas used for scrap stash and other waste will be removed from the project areas and transported to approve dumping area.

10.0 PERSONAL PROTECTIVE EQUIPMENT

Personnel Protective Equipment (PPE) is designed to protect employees from serious workplace injuries or illness. The PPE shall be rated per a recognized testing laboratory (ANSI, EU). The provision or use of personnel protective equipment does not reduce or replace the need for proper accident prevention methods, such as engineering or administrative controls, which shall always be explored before consideration of issue of personnel protective equipment.

Subcontractors at its own expense will supply adequate Personal Protective Equipment to its personnel. Subcontractors shall comply with Contractor and Clientele policy that will apply for proper usage and issuance of PPE as stated below.

HAJC and Subcontractors shall:

- Provide free of charge the necessary PPE to all their employees.
- Establish a system whereby their employees can report to them the loss of or defects in PPE.
- Make arrangements for the storage of PPE.
- Ensure that the PPE supplied relevant to a particular work activity does fully comply with the British standards or equivalent.

HAJC- and Subcontractors are to ensure that the PPE supplied:

- Is appropriate for the risk involved and the condition at the place where exposure to the risk may occur;
- Takes account of ergonomics requirement and the state of health of the person or persons who may wear it;
- Is capable of fitting the wearer correctly;
- Is compatible with other items of PPE that may be required to be worn at the same time;
- Complies with Client recommended specification;
- Is worn in accordance with the manufacturer's instruction for use.

a. Issue Control

Hard Hats: Issued once a year to all employees

Coveralls: Are issued to all employees two pairs every six months

Foot Wear: A pair of safety shoes is issued to every employee once every nine months

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Hi-Visibility Jacket: Approved standard are issued by all employees every three months.

Complete safety harness: Attached to a suitable anchorage before engaging any task.

Gloves: Approved standard.

However hard hats, coveralls, high visibility jacket and safety shoes are replaced free of charge when needed depending on work conditions, defects, and damage and worn out. Employees are asked to produce the old PPE in order to get a replacement. A register is kept and every employee is asked to sign against receiving a new issue (*See Attachment, Forms PPE Issuance Record*).

Hand Gloves, Eye Goggles, Ear Plugs and Dust Masks are issued regularly as and when required.

b. Training

- Ensure that all employees are trained in the proper use of PPE.
- Ensure employees involved in maintaining, repairing and testing the equipment and in its selection.
- Ensure that in addition to initial training, user of PPE and others involved with the equipment shall be given refresher training.
- Keep records of all training undertaken.
- Training shall include elements of theory, as well as practice in using the equipment.

(1) Theoretical Training

- An explanation of risk present and why PPE is needed.
- The operation, performance and limitations of the equipment.
- Instruction on the selection, use and storage of PPE related to the intended use.
- Factors which can affect the protection provided by the PPE such as : other protective equipment; personal factors; working conditions; inadequate fittings; defects, damage and wear.
- Recognizing defects in PPE and arrangements for reporting loss or defects.

(2) Practical Training

- Practice in putting on, wearing and removing the equipment.
- Practice and instruction in inspection and, where appropriate, testing of PPE before use.
- Instruction in the safe storage of equipment.
- Practice and instruction in the maintenance which can be done by the user, such as cleaning and the replacement of certain components.

c. PPE Color Coding

d.

Sr. No.	Position	Helmet		High Visible Vest	
1	HSE Staff	Green		Green	
2	HSE Staff - Traffic	Green		Orange	
3	Manager/Engineer/ Foreman	White		Green	
4	Charge hand	Gray		Green	
5	Signaler/ Flagman	Orange		Orange	

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6	Scaffolder	Blue		Orange	
7	Rigger	Red		Orange	
8	General Labor	Yellow		Orange	

11.0 PORTABLE HAND TOOLS

Workers using various types of tools shall be trained in the use of those tools and they must check that their tools are in good condition before carrying out their tasks. In cases where a provided tool is non-compliant, the worker shall report the non-compliance to his/her supervisor immediately and take the tool out of service.

To maintain the safe usage of hand tools these are the general safety principle to be followed:

- Determine and use the right tool for the job.
- Inspect tools prior to use.
- Make sure the tool handle is maintained.
- Make sure impact/work surfaces of tools are maintained.
- Follow safe work practices.
- If for use in electrical work or where the potential for contact with electrical components, insulated tools shall be required.
- Use only the tools that you have been trained to use trained in the correct use, care, maintenance and personal protective requirements of the item being used.
- Wear the appropriate PPE.
- The user must undertake risk assessments prior to using electrical or power tools on site and these assessments are made by HAJC upon request.

11.1 Manual Tools

These are the control measures to maintain safe practice on manual tools;

- All tools shall be maintained in a safe working condition. Tools stores with suitable storage racks and bins should be provided.
- All tools should be kept clean, and protected against corrosion and damage. Moving and adjustable parts should be lubricated to prevent wear and misalignment.
- Cutting edges must be kept sharp. Only oilstone or grindstones should be used for tools sharpening.
- When not in use, tools should be stored in suitable boxes or containers, or hung on racks. Cutting edges should be protected, and tools should not be placed where they will roll off benches or tables. Heavy tools shall be placed where they pose a tripping hazard. All damaged or worn tools should be promptly and soundly repaired. Temporary and makeshift repairs should be prohibited.
- Use the right tool for the job. The weight, size, and type of tool should be selected to fit the job at hand.
- All handles shall be a tight fit. Wooden handles shall be checked carefully and tightened with wedges and checked for splitting and cracking.
- Most hand tools are conductors of electricity. Extreme caution must be used when working around electrical circuits. Where a hazard exists or may exist insulated and non-conducting tools shall be used. Insulated and non-conducting tools shall be tested frequently, under expert supervision.

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- Where flammable materials or explosive dusts and vapors are or may be present non-sparking tools shall be used.

11.2 Portable Power Tools

All electrical equipment shall be of construction approved. This means that it must be certified in accordance with the electrical code. These are the following minimum safety requirements to be observed:

- All electrical & power tools shall be inspected prior to operate by users and color coded on quarterly basis following to monthly inspection by competent person (*See Attachment, Color Coding Chart*).
- Ensure that all tools are maintained in a safe condition and used in a safe manner by all employees, and subcontractors with training and orientation for its proper usage.
- Tools in an unsafe condition shall be tagged “Out of Service”, repaired, or removed from site.
- The safety guards of tools must not be modified or removed under any circumstances.

11.3 Electrical Power Tools

These are the following minimum safety requirements to be observed:

- All electrical tools must be properly grounded using a three-prong plug, double-insulated (and are labeled as such), or are powered by a low-voltage isolation transformer: this will protect users from an electrical shock. Power cords shall be maintained in good condition.
- Electrical power tools shall be of the approved double-insulated type. All portable electric tools must have pressure release switch (dead man) in operation.
- All cable and pug and socket connectors must be maintained in good condition. The electric cords shall not be used for hoisting or lowering of the tool.
- Cables must be effectively attached to the plug connectors by efficient cord grips to relieve all strain on the flexible cable. Damaged cables should be replaced at once, spliced cables are not allowed.
- Personal protective equipment shall be worn at all times. If the power tool produces or emits dust or air borne particles, a face shield shall be worn in accordance with the hazards associated with the tool. Respiratory protection appropriate for the type of contaminant is also required. Do not wear loose clothing, ties, jewellery or gloves that could get caught in the machinery. Always disconnect the power source before making any repairs, servicing or adjustments of power tools.
- Keep body parts and loose clothing away from the point of operation.
- Electrical Power tools shall be fitted with the current inspection tag.

12.0 PLANT & EQUIPMENT APPROVAL PROCEDURE

Prior to deliver equipment to the project, Contractor & Sub-contractors shall perform their own inspections and when applicable in accordance with local legislation, provide copy of the periodical certifications emitted by third party body of inspection (i.e. cranes and other lifting equipment).

Inspections will include but may not be limited to:

- Excavator
- Compactor Roller
- Wheel Loader
- Dozer
- Mobile Welding generators
- Mobile Cranes

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➤ Bulldozer

First delivering on site

Prior/upon delivering to site, the contractor/sub-contractor PMV personnel shall submit to the Project HSE department a formal written request along with all supporting documents for the equipment, including those of the equipment operators.

Construction tools and equipment will be inspected by a Project HSE Department only for conformity to the requirements of local government, and project standards prior to deployment to the site.

The HSE Department will inform contractor / subcontractors of any discrepancies of the equipment inspected.

Contractor/subcontractors shall submit appropriate test certificates and legal documents for the relevant visual and operational inspections which will be performed on each unit of equipment and approval or rejection with necessary instructions will be issued immediately after the inspection.

Equipment & Tools which have not matched HSE requirements in whole will not be authorized to enter inside the site.

All Law requirements for inspections will be verified at the beginning of the delivering prior to enter on site.

An inventory will be prepared and updated by contractor & subcontractors nominated Competent Person.

12.1 Machinery& equipment inspection and maintenance

(See Attachment: Vehicles & Equipment Daily Checklists).

Equipment should be visually inspected using checklists on a daily basis, such as:

- Engines (leaks, combustion, rotating parts hands protections, etc.)
- Tires (conditions, spares)
- Visual (windows, glasses, etc.)
- Breaks (leaks, high pressure hoses, lights)
- Hydraulics systems (leaks, operation)
- Auto transportation systems (transmission, direction system, signals system, etc.)
- Safety and alarm systems
- Others by Contractor experience
- Competent person inspection sticker / inspection tag
- Storage of compressor gas separate - items non compatible materials
- Storage handling of gas

Where daily visual checklists and inspections cannot detect failures which can occur then a detailed inspection must be conducted at a minimum frequency of once monthly.

Maintenance schedules and records for the own machineries and equipment will be maintained by Contractor/ Sub-Contractor Maintenance personnel.

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Each worker has the duty to inspect, before the use, the condition of all equipment and to ensure himself that they can be used without any undue hazard.

A copy of all the documents to attest the adequacy of the equipment shall be available to Contractor HSE Department. The above to obtain Contractor Inspection sticker that will allow the machinery/equipment into construction site.

12.2 Workshop machineries

Only experienced, trained and authorized personnel may be employed alone at a machine, plant or equipment. Qualified trainees shall be assisted by an experienced person when assigned to operate machineries.

Machinery having exposed rotating parts shall be properly protected with the use of permanent guards, railings, shields, fences according to the applicable legislative definitions.

Personal protective clothing and equipment shall always be used while operating the machine.

Safety signs and notices shall be posted in the vicinity of the machine, aiming at highlighting potential risks related to the misuse of the same.

Before starting up the machine, the authorized operator shall always inspect that no forgetting materials are included in moving parts of the machine and that no person is in a position of danger.

Machinery producing flying particles shall be operated only after having installed barriers or protection using appropriate materials, in order to avoid injuries to transiting unprotected personnel.

12.3 Electrical construction equipment

Electrical construction equipment used on sites will be suitable for work environment, including cables and sockets. All the electrical construction hand tools used with metallic walls will be fed by 220V or 110V upon availability (and must be used with double isolation available in that later case), an external transformer (isolation or safe transformer) and safe switch (30mA) on the electrical panel. Voltage and equipment will comply with Local law and Project requirements.

12.4 Operators of Mobile Plants and Equipment

- All mobile plants and equipment operators should have valid Saudi driving license appropriate for the type of equipment being operating.
- All operators should be checked for competency and certified by approved 3rd party training provider.
- All operators should undergo HSE induction training with focus on the hazards related to the operating of plants and equipment and on accident preventive measures prior to starting the work.
- Operators should attend the daily TBT conducting by Project HSE department.
- Operator should conduct a daily checking of his equipment prior to start the work.
- Operators should adhere to the instructions/signal given by the assigned banksman in the area.
- Any defect on their plants and equipment should be reported to the direct supervisor or to site maintenance team
- Do not to operate defective plant/ equipment
- Ensure that the ignition key is removed from plant/equipment when it is left unattended in order not to allow any unauthorized person to operate.

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- Operators shall not allow unauthorized person to operate the plant/equipment without prior approval from the supervisor.
- All accidents and near miss incidents shall be reported to the supervisor or the Project HSE Dept.

12.5 Banksman

Trained and certified by 3rd party Banksman will be appointed for the following type of works:

13.0 ROAD SAFETY

HAJC considers Road Safety to be of the highest priority in every day to day activity of the project. It maintains a standard of training, maintenance and supervision to ensure the safety of project employees and members of communities in which we carry out our activity

13.1 Drivers

- All personnel who are required to drive as a part of their job must hold a valid Saudi driving license appropriate for the type of vehicle's being driven and a valid 3rd party certificate.
- Nobody should be allowed to drive without having the above mentioned requirements.
- Professional drivers shall undergo medical examination and certified fit before taking up a driver's job. Subsequently they shall receive an annual medical and eyesight examination by a qualified doctor.

13.2 Drivers Responsibility

- Wear sturdy foot wear when driving.
- Wear the correct PPE if working with hazardous materials.
- Wear a seat belt.
- Do not drive if too tired to concentrate, or of under the influence of alcohol, drugs, or medication.
- Only use a vehicle that is suitable for the task being undertaken.
- Always report vehicle that is suitable for the task being undertaken.
- Always report vehicle defects to their supervisors and never use a vehicle that is malfunctioning.
- Daily carry out vehicle safety check.
- Vehicles parked in restricted areas must be left with engine switched off but with key left in the ignition to allow it to be removed in the event of an emergency.
- Vehicles must not leave unattended with the engine running.
- Always ensure that vehicle is maintained according to its schedule.
- Report all accidents / near-misses
- Always ensure the safety of vehicle passengers and make sure they fasten their seatbelts.
- Ensure that they are licensed for the vehicle that they are operating.
- Switch off engine when refueling.

13.3 Vehicles

- All vehicles shall be of adequate capacity and of a design suitable for work which they are allocated.
- All vehicles shall comply with the GCC construction standards, will be currently insured, and registered in accordance with the Saudi Traffic Regulations.

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- All vehicle are fitted with appropriate tires, of the same size, ply rating tread pattern, profile in good condition
- All vehicles are provided with neck restraints 3 points seat belt in all seats.
- All vehicles are fitted with reverse alarm.
- A spare tire, jack and the appropriate vehicle tool kit must be kept in each vehicle.
- All light vehicles and small trucks are fitted with 2kg dry powder fire extinguisher.
- All equipment and internal combustion engines shall have 4.5kg ABC fire extinguisher.
- All vehicles are maintained in good condition

13.4 Training for Driver

- All drivers must attend an induction course before being followed to operated or drive inside the project area.
- All drivers must attend a road safety training courses conducting by the project HSE department as per training matrix.

13.5 General Rules

- Maximum driving time must be 10 hours in a 12 hours shift period.
- After 3 hours driving a minimum of 15 minutes rest is needed.
- Professional drivers shall undergo medical examination and certified fit before taking up a driver's job. Subsequently they shall receive an annual medical and eyesight examination by a qualified doctor.
- Speed limits for all vehicles and equipment on site is 20km/h

13.6 Driving Control

- Spot checking for the compliance with seat belt policy is conducted by Safety Engineer/ Officer.
- Spot checking for the driver compliance with vehicle daily checklist is conducted by Safety Engineer / Officer.
- Daily HSE tour is carried by HSE manager
- Weekly HSE tour is carried by Project manager.
- Weekly vehicle safety inspection is carried by HSE Manager.
- Monthly safety tour is carried out by Project Director.
- Bi yearly internal HSE audit with focus on road safety is carried out by HAJC HSE Engineer/Officer.
- All employees are requested and encouraged to report any unsafe driving performance (over speeding, Noncompliance with seat belt policy, none adhering to traffic regulatory sign. Etc.

13.7 Motivation

Hajc has recognized the fact that people can be motivated by expectation of rewards and through their participation and involvement in safety improvement, therefore a number of steps will be implemented to adopt safety working practices including safe driving performance.

- Safety Driver of the Month.
- Raise perception of risk by involving in risk assessment and communicating information about accident.
- Set clear performance standards to clarify what behavior is required.
- Make the commitment to safety very clear.

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- Constantly deter unsafe behavior and comment on safe behavior and provide regular feedback on performance.
- Welcome and deal with any obstacles that make it difficult to work in a safe manner (Planning for trips, Limit working hours, Vehicle suitable for job and in good working order, etc.)

13.8 Disciplinary Action

Any of the HAWAZAEN AL JAZIRA employee found to have violated the existing safety, health and environmental protection rules and regulation shall be subjected to disciplinary measures. Initially the offender will be given a safety violation notice for the particular violation. A copy will be furnished to the administration personnel department for evaluation and imposition of penalty based on the existing company policy. *(See Attachment; Safety Violation Report)*

- Verbal and written warning letter
- Termination of driver from project (Serious and repeatable violators).

14.0 TEMPORARY TRAFFIC MANAGEMENT

Management of temporary works will be planned, designed and implemented in such a way to expose neither the member of traffic management team nor the road users to any unacceptable risk to their health and safety, and to minimize the inconvenience to road users to minimum.

All traffic control system used on roads during construction, maintenance, utility or incident management (temporary traffic control) operations shall conform to the applicable specifications of Royal Commission Standard and must meet the requirement of the Work Zone Temporary Traffic Management Guide.

14.1 Preparation of TDP

Detailed traffic diversion plan (TDP) for the project shall be prepared by Traffic Safety & Control +

- The continuous, safe and efficient movement of traffic for both the road user and construction vehicles.
- The capacity of the effected road is maintained.
- Delay and disruption are kept to minimum.
- The width of the traffic lane should be at least 3.65 meters.
- Water filled/concrete barriers should be installed to segregate the traffic route from working area.
- Traffic Signs and advanced directional signs shall be installed to alert the road users about the on-going work and to indicate various road closures, when necessary, and alternative routes at all approaches and indicated junctions.
- Safe Access & exits should be maintained all the time for all stakeholders on the area.

14.2 Approval Process

Traffic diversion plan should be approved by the following concerned parties prior to implementing on site:

1. Engineer representative
2. Engineer

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3. TDP approvals office

14.3 Implementation of Temporary Traffic Management (TTM)

The implementation of TTM shall be taken in accordance with safe working practices, as per the implementation plan contained within the TDP. Other concerned parties time and will be carried out in following sequences:

1. Tool Box Talk
2. Rising up of temporary signs will be started from the beginning of advance warning area and progressing in sequence moving back towards the site works.
3. Work on installation of water-filled barricade will start only after two flagmen and patrol car are in-place.
4. Fixing of water-filled barricades and will be started from the beginning of transition area and progressing in sequence moving back towards the end of termination area.
5. Fixing of arrows, chevron sign boards and electronic arrow boards at transition area will be carry out at the same time with fixing of water filled barricades.
6. Filling of barricades by water will start as soon as in the barricaded area will be enough space to occupy the water tanker inside.
7. Fixing of flashing lights will carry out at the same time with water filling inside the barricades.

14.4 Traffic & Pedestrian Management inside the Work Area

Workplace will be designed and organized so that the pedestrian and vehicles can circulate in a safe manner, minimize reverse driving operations, maintain safe distance between traffic routes and excavations, scaffoldings and crane lifting operations.

Some of safety measures which be implemented are:

- Traffic routes will be designed not to endanger employees at work nearby. This will be done by segregation of any traffic route from pedestrian route, doors and gates by means of plastic and concrete barriers.
- Wherever practicable one way traffic system will be implemented to avoid reversing operation.
- Where ever hazard of flying or falling objects from passing vehicles or working equipment can endanger pedestrian or employees passing or working nearby, a two meters height fence will be provided.
- Appropriate height humps and safety warning sign boards will be constructed and installed at sufficient distance of any pedestrian crossing area.
- Sufficient length steel bridges, with hand rails, intermediate hand rails and toe boards, will be installed where necessary for pedestrian crossing above the excavated areas.
- The minimum width of one way traffic route will be 4.0 meters.
- Two ways traffic routes will be segregated by plastic barriers.
- Minimum 3 meters distance will be maintained between traffic routes and any excavation or scaffolding.
- Where practicable, traffic routes will be segregated from excavations by means of double barriers (Plastic and Concrete) and in congested areas by one of them.

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- The surface of traffic routes will be of suitable for the purpose for which it is supposed to be used materials. It will be maintained in an efficient state, in efficient working order and in good repair.
- Qualified and adequately trained “Flagman” will be assigned to assist drivers/operators while reversing.
- Flagman’s will be used where necessary.
- The maximum speed inside the work area will be 30 Km/h.
- Reverse parking will be strictly enforced and monitored in the car parking areas beside project and site offices. Also it shall be enforced at work areas wherever practicable.
- Reverse Parking sign boards, will be provided and installed at all parking areas.

14.5 Temporary Access Roads

- Contractor shall design, maintain and provide satisfactory temporary access and traffic flow to, from and within the areas of the works, and afterwards remove and reinstate any access required for and in connection with the execution of the Works.
- Temporary traffic signs and lighting for temporary roads and diversions will be in strict accordance with the requirements of the Royal Commission and any additional requirements instructed by the Traffic Police or the Consultant.
- Contractor shall maintain at all times pedestrian access to all properties fronting the roads affected by the works.
- Contractor shall at all times during the Contract maintain safe and proper access to and from adjacent buildings and properties.
- Contractor shall maintain at all times all the traffic signs, lighting, barriers, cones and whatever additionally required to keep the diversions, temporary roads and pedestrian access in a very good condition and best workable status.
- Reinstatement shall include restoring the area of any access route to at least the degree of safety and stability that existed before the Contractor entered the Site.

14.6 Protection of the Works

- Contractor shall take full responsibility for the care and protection of the Temporary Works against damage of any kind for the duration of the Contract.
- Hard barriers and hording will be installed when and where required during the progress of the works and will be dismantled and removed upon completion of the works.

14.7 Temporary Traffic Diversions

- Where the diversion of any existing road, footpath or public right of way is temporarily necessitated by the Works, Contractor shall provide and maintain an alternative which shall be operational before interference with the existing facility.
- Contractor shall prepare detailed plans showing any proposed traffic diversions. The plan shall fully detail the diversion in all respects and shall include construction details if necessary. The plans shall show the position of ramps, traffic signs, cones, barriers, demarcation posts and tape, flashing lights and any other traffic control devices. The plans will be submitted to the Consultant for review and shall be approved by the Traffic Police.

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- Traffic diversion apparatus will not be erected until the Traffic Police have reviewed and approved the traffic diversion plans.

14.8 Inspection

The purpose of the inspection is to maintain the TTM throughout the life of the works at a level consistent with the designated and implemented.

The Site Traffic Management Supervisor (STMS) must maintain TTM by carrying out regular inspections, to ensure a safe environment for road users and road workers at all times. Any operational deficiencies shall be documented, including the time by which any remedial measures must be completed

15.0 MANAGEMENT OF TEMPORARY WORKS

- HAJC shall ensure that a Temporary Works Co-coordinator (TWC) is appointed for coordinating the activities of the designers and site team, to ensure that any given temporary works scheme is designed and erected safely in accordance with an independently checked design.
- Contractors shall ensure that the appointed TWC is competent, trained in the role and must be delegated with the authority to carry out his/her task including suspending the works if the works are not satisfactory.
- TWC shall be responsible for ensuring that a suitable temporary works design is prepared, checked and implemented with the relevant drawings and specifications. TWC shall ensure that all items of Temporary Works are identified and entered into a register.
- Contractors shall ensure that Construction Manager and Project Manager shall check and approve the Temporary works register.
- Contractors shall ensure that Temporary works register is reviewed by the TWC and temporary works Design Engineer and updated on a regular basis.
- Contractors shall ensure that those responsible for on-site supervision receive full details of the design, including any limitation associated with it. The design of temporary works falls within the scope of the Construction (Design and Management) Regulations, Part 1 of the Regulatory document. Thus the Principles of Prevention shall be applied throughout design, construction and deconstruction of temporary works.

15.1 General

- Everything used for in connection with the Temporary works shall be fit for the purpose, in serviceable condition and in compliance with any relevant standard.
- Shall design Temporary works to be of adequate strength, stability and suitability.
- Details of any Temporary works proposed shall be submitted to the Consultant for review before commencing the work. Such details shall include, but not limited to design, calculations and drawings.
- Contractor shall ensure that Temporary works are not in any way detrimental to existing structures.
- Particular care shall be taken to avoid any kind of damage to finishing.
- Contractor shall make safe and reinstate all areas affected by Temporary works.

15.2 Temporary Controls

(a) Construction Cleaning

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Contractor shall ensure the proper upkeep and maintenance of the site and works and shall remove from the site all rubbish and other waste as it accumulates. Materials and equipment shall be positioned, stored and stacked in an orderly manner.

Properly constructed rubbish bins shall be used for cleaning the debris from site. Debris shall be accumulated in suitable pre-determined areas and removed from the site as often as is practical.

(b) Dust Control

Contractor shall conduct all operations and activities in such a manner that no operation shall be included which will emit into the atmosphere any flying dust or dirt which might constitute a nuisance.

(c) Noise

Contractor shall restrict the use of plant, machinery, equipment and work practices likely to produce unacceptable noise to night working hours.

(d) Nuisance and Trespass

All reasonable means shall be used to avoid inconvenience to owners and occupiers of adjacent properties. All plant, machinery or equipment shall be placed and used on the site so as to avoid any nuisance or trespass on adjoining property.

Should it be necessary for any plant, machinery or equipment to project or operate over adjoining property, the contractor shall obtain the permission of the adjoining owner or occupier. Details of approvals shall be submitted to the consultant in writing.

No workmen employed on the works shall be allowed to trespass upon adjoining properties.

In the execution of the works, if it is necessary for the contractor to enter adjacent properties, he shall firstly obtain the permission of the owners of the property. The contractor shall ensure that any instructions made by the owners of the properties are strictly adhered to.

Contractor shall be held responsible for and shall indemnify the Employer against all claims, which may arise out of Contractor's failure to comply with provisions.

(e) Pollution Control

Contractor shall ensure that none of his operations or work practices results in the polluting of the air.

15.3 Temporary Equipment/Plant

All temporary plant, tools and vehicles necessary for the execution of the works shall be fit for the purpose for which it is to be used, maintained in proper condition and operated by personnel who are trained and qualified.

16.0 PLANT AND PEOPLE INTERFACE CONTROL

16.1 Heavy Equipment Danger Zones

Unless it is essential to the task, all personnel should stay away from all sides of heavy equipment while it is in use. Danger zones include (but are not limited to):

- Blind spots and/or areas of limited visibility
- Swing radius
- Travel path

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- Under suspended or overload loads
- Close proximity of moving equipment

Safety Tips

- Inspection of the equipment prior to operation to ensure that all lights and audible alarms are working properly.
- A defined route and clear visual path for the operator when moving equipment from the point of origin to the work site.
- Use 3-point mounting and dismounting technique off of heavy equipment-**NEVER JUMP OFF HEAVY EQUIPMENT.**
- Establish communication before starting work-hand signals, whistles, radios, air horn, audible alarm, or other means of effective jobsite communication. Operators should always know exactly where all ground based workers are located.
- Maintain a clear line of site between the operator and workers. Blind spots are common. If you can't see the operator, they can't see you.
- Be aware of the swing radius on certain equipment and, if possible, cordon off the area with barriers or caution tape.
- No riders, only equipment that is designed to carry multiple persons shall have more than one occupant.
- Always stay alert.

17.0 CONCRETE AND MASONRY

These are the following minimum safety rules to be observed:

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- A health and safety risk assessment shall be carried out and a method statement should be prepared and agreed before work starts.
- Employees working more than 2 meters above any adjacent working surfaces, placing and tying reinforcing steel in walls, piers, columns etc., shall be provided with a safety harness, shock absorbing lanyard and lifeline, or equivalent protective devices.
- Personnel shall be provided with and wear personal protective equipment, including hardhat, gloves, and eye protection and rubber boots as required.
- Employees shall not be permitted to work above vertically protruding reinforcing steel unless it has been protected to eliminate the hazard of impalement, e.g. reinforcing bar caps.
- Riding of concrete buckets for any purpose shall be prohibited and vibrator crews shall be kept out from under concrete buckets suspended from cranes or cableways.
- An employee with a whistle or other sound-producing device should be provided to watch for approaching buckets and warn employees to stand clear while the concrete is dumped.
- Where practical, tag lines should be used to control and position suspended concrete buckets.
- Concrete workers will be required to wear protective clothing including rubber boots and gloves to reduce the danger of cement burns.
- The use of protective creams or lotions to reduce dermatitis and skin irritation is recommended.
- Finishers shall be required to wear safety glasses or face shields when chipping, wire brushing or using power impact or rotary tools in patching concrete.
- Eye wash stations and bottles of neutralizer should be available in the pour area.
- Bulk storage bins, containers or silos shall have conical or tapered bottoms with mechanical or pneumatic means of starting the flow of materials.
- Handles of buggies shall not extend beyond the wheels on either side of the buggy. Installation of knuckle guards on buggy handles is recommended.
- Concrete buckets equipped with hydraulic or pneumatically operated gates shall have positive safety latches or similar safety devices installed to prevent premature or accidental dumping. The buckets shall be designed to prevent excess aggregate and loose material from accumulating excessively on the top and sides of the bucket.
- When discharging on a slope, the wheels of ready-mix trucks shall be blocked and the brakes set to prevent movement.
- Exposed gears, chains and rollers of mixers shall be properly guarded.
- Powered and rotating-type concrete trowel machines that are manually guided shall be equipped with a control or dead-man switch that will automatically shut off the power whenever the operator removes his hands from the equipment handles.
- The use of ready mix concrete trucks may create traffic problems which proper planning and care can lessen and / or eliminate. Backing operations should be controlled by a properly attired flag person / spotter who shall be positioned so that they have a clear view of the area behind the truck as well as be clearly visible to the truck driver. Movement of personnel and project equipment should be routed away from this area so that they do not have to cross the truck's means of egress.

18.0 MATERIAL HANDLING AND STORAGE

All materials must be properly stacked and secured to prevent sliding, falling or collapse. Aisles, stairs and passageways must be kept clear to provide for the safe movement of personnel and equipment and to provide access/egress in an emergency.

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Any manual handling is likely to be risk to health and safety. It must be examined and assessed. The assessment must be done in consultation with the personnel involved in the manual handling and take into account:

- The force applied and movement involve.
- The range of weight handled.
- The duration and frequency of movements
- The time and distance over which an object is handled.
- The availability of mechanical aids.
- The layouts and condition of the workplace
- The work organization
- The postural requirements imposed by the lift
- The age of the personnel
- The skill, strength and experience of the personnel
- The analysis of relevant injury statistics
- Any other relevant factor

18.1 Team Lifting

Team lifting should be considered when the size of load is large or awkward weights are involved.

18.2 Training

All personnel involved in manual handling operation should be trained in safe manual handling techniques.

18.3 Personnel Protective Equipment

- Safety Shoes, Coverall, helmet and hand gloves are mandatory
- Apron should be worn when load is wet, dirty or greasy.

19.0 STORAGE AND HANDLING OF FUEL AND HAZARDOUS MATERIAL

19.1 Storage & Handling of Compressed Gas Cylinders

Compressed gas cylinders should be managed properly, with suitable capping. The control valves shall be closed whenever:

- Work is finished
- The cylinders are empty
- The cylinders are moved.
- Gauges shall be removed and valve protection caps in place before moving cylinders, except when cylinders are secured in a carrier designed for such use.
- Gas bottles shall be fitted with flame arrestors.
- Compressed gas cylinders shall not be hoisted by the valve cap or by means of magnets or slings.
- Compressed gas cylinders shall be secured in an upright position at all times, except for short periods when being carried or hoisted.
- Cylinders shall be transported in an upright position with appropriate cage arrangement and shall not be hauled in equipment beds or truck beds on their side. Cylinders lifted from one elevation to another shall be lifted only in racks or containers designed for that purpose.
- A special trolley equipped with a fire extinguisher will be used for the transportation within the site and during the usage.

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- Compressed gas cylinders shall be stored / located to avoid exposure to sparks, hot slag, or flames. If these cannot be avoided, fire-resistant shields shall be provided.
- Compressed gas cylinders shall not be used as, or placed where they may become part of, an electrical circuit.
- Compressed gas cylinders shall not be taken into a confined space.
- Compressed gas cylinders shall not be used as rollers.
- Cylinders in storage shall be separated (oxygen from fuel gas)
- Compressed gas cylinders shall be stored separately empty and full each will be in a separate cage.
- Welding gases shall be stored in isolated areas and segregated by type of gas and according the status.
- Cylinders shall be stored in well-protected, ventilated, dry locations from highly combustible materials, and away from egress routes such as stairways and elevators.
- Bars shall not be used to pry or loosen protective caps.
- Damaged or defective cylinders shall not be used, but shall be tagged, stored in a safe quarantine and returned to the vendor as soon as possible.
- Oxygen cylinders shall be kept free of oil and grease.
- Compressed gas cylinders shall be used and stored in an upright position.
- Compressed gas cylinders must not be exposed for long periods to direct sunlight.
- All compressed gas cylinders shall be secured in place during use and storage. Securing shall be around the body of the cylinder, midway between top and bottom. Securing around the cylinder neck or by its cap shall be prohibited.
- Cylinders shall be secured with rope or strong plastic band strips.
- Cylinders shall not be tied to any part of any scaffold structure.
- Cylinders whether in use or not should not be exposed to strong sunlight for long periods of time. They must be moved to a shaded area and or covered with wet 'burlap' sacking material to prevent overheating of the contents.
- Cylinders shall be returned to the main storage area when empty.
- Empty cylinders must be removed immediately from the work area and returned to the main storage area.
- If a key wrench is required, it shall be in place on the valve of acetylene bottles at all times during use.
- The valves of compressed gas cylinders shall be completely closed when not in use.
- Compressed gas cylinders shall not be transported with gauges attached. The gauges shall be removed from cylinders and protective caps installed during transportation.

19.2 Fuel Storage and Refueling

The handling, storage and refueling of is a significantly regulated activity and is one of the critical aspects of overall hazardous material management. The following control measures for handling and storage will be implemented as much as practicable:

Diesel Storage

- Diesel tank will be stored around bund wall and shaded storage area. The bund wall will have capacity of 110% volume of the stored tank. Consider proper grounding system.
- Refueling station will be in paved area and in a way that it can hold spillage.
- Storage will be located away from source of heat and away from sensitive areas (e.g. residential) and also away from the bodies of water or local storm water drainage system.
- Proper hazard signage and warning will be posted in all area and MSDS will be readily available.
- Workers working in the diesel storage must be aware about its health and environment hazard and must be trained on the emergency procedure. Wearing of proper PPE is required.
- Clean any spillage immediately and remove any diesel that contains in the drip tray.

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- Diesel tanker must be in good condition while delivering on site.
- Diesel drums use on site must be stored as per MSDS and should be in the bund shaded storage area. Do not store diesel in other empty chemical container.
- Standard spill cleaning materials and absorbent will be provided on all storage areas.

20.0 ELECTRICAL SAFETY

Temporary electrics can be classes as one of the most potentially dangerous area of risk that exists on the construction site, and it is important that an adequate procedure is in place.

20.1 Responsibility

Project Manager

- Will ensure that this procedure is applied for the execution of the construction works.
- Will give ownership of this procedure to the Electrical Engineer/supervisor on site and satisfy him that arrangements are in place for its effective implementation.

Electrical Supervisor/Engineer

- Will carry out regular audits (minimum monthly) of the temporary electrics on site to ensure compliance.
- Will evaluate the effectiveness of this procedure and change amend as he feels necessary to achieve its purpose.
- Will provide direction and guidance to the person assigned for checking and approving temporary electrics on site.
- To bring to the attention of the construction Manager any instances of continual violation.

Electrical work assistant

The electrical work assistant will have the following responsibilities.

- To maintain a register of all electrical equipment checked.
- To prohibit the use of any electrical equipment that does not reach the standard specified in this procedure.
- To carry out random inspection of existing certified equipment to ensure the standard specified in this procedure.
- To report back to the Electrical Engineer on any concerns noted.

Contractor will submit a list of electrical equipment to be brought to site including details for the distribution of power, prior to mobilization.

20.2 Standards

The following guidelines will be followed in checking site temporary electrics.

(1) Power Generators

- Generators / welding transforms will be maintained in a good condition, evidence of planned maintenance program will be required.
- Fuel tanks will be located in bonded areas rated 110% of total fuel capacity.
- Rotating component will be guarded.

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- Earthing will be provided.
- Outlets will be in good condition with no exposed conductors.

(2) Distribution

- Distribution boards shall have Earth leakage breakers or residual current devices fitted.
- Terminal points will be in an enclosure with feed and outlet cables channeled through the enclosure via rubber / plastic grommets.
- Distribution panel boards will be kept locked with marked “danger high voltage” and the keys held by authorized personnel only.
- Cables shall be of a size of suitable for purpose.
- Earthing will be fitted to all distribution boards and metal support frames.
- Splicing of cable will not be allowed; cables will be extended or repair using the correct fittings.
- Domestic standard cables and fittings will be not allowed on site, all cables shall be conformed to construction standard and resistant to damage / wear and tear.
- Particular attention will be given to cable management to ensure that cables are routed in a manner that does not create an obstruction or trip hazard. The method of such routing shall be in a manner that does not damage or affect the integrity of the cable.
- Main isolation point will be provided in conspicuous and accessible place in workshop / fabrication areas. Machinery shall also have isolation points provided adjacent to the equipment.
- Cable connections will be by Industrial explosion proof fittings.

(3) Hand Tools

Electrical hand tools and equipment will be to the following standards:

- All hand tools shall be insulated types.
- Where 240V tools are used they will be double insulated.
- Equipment causing will be intact with no loose fitting or exposed cables.
- Plug fitted will be of an approved industrial type.
- Condition will be good and the tool will be subject to preventive maintenance routines.
- Any works in confined space must be intrinsically safe and low voltage.

(4) Temporary Lights

- Where temporary lights are used in confined spaces or hazardous locations they will be intrinsically safe and low voltage. i.e. 12, 24, 48 volts etc.

(5) Type of voltage

- Low voltage is 600 Volts and below.
- High voltage is 600 Volts and above.

(6) Working on high voltage equipment, devices and systems:

- Employee working on high voltage shall have the appropriate gloves rated for that voltage.
- Employee shall stand on or use as a drape an insulated blanket rated for the required voltage.

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- PPE used by all employees working on high or low voltage shall conform to NEC/ ANSI standard or equivalent.
- Employees working on high voltage shall always be paired, and never work alone.

(7) Tag Out/Lock Out

- Project Lock-out/Tag-out procedure will be used in the Electrical Room/ Substation area.

21.0 SAFE TOOLS AND EQUIPMENTS

These are the following minimum safety guidelines to be observed:

- No worker may use tools or machinery unless he has the skill and trained to do so.
- No worker may use a machine or tool that does not have its safety guards in place. It is strictly prohibited to remove or alter the safety shield without permission from the Projects HSE Department. If a safety guard is missing from a tool or machine, the employee must notify his supervisor immediately.
- Safety guards must be installed on machines to prevent access to all possible dangers.
- All machines or tools must be used with a safety guard. If the safety guard must be removed for any reason whatsoever, the contractor must submit a safe work procedure to prevent risks.
- Personal Protection Equipment (PPE) must be worn at all times. If additional equipment must be worn, it must be provided by the contractor. Workers shall not wear baggy clothing, rings, watches or other items when working with machinery or tools.
- Long hair must be kept inside the safety helmet to prevent poor vision when working around machinery.
- Any worker who needs to work near a tool or machine must know the risks associated with it.
- A safety perimeter must be established around machines to prevent workers in the vicinity from coming into contact.
- Subcontractors must comply with the following points to protect operators and other employees potentially exposed to dangers related to certain tools and machines:
- Safety shields must be strong and must ensure that no danger can exist as the result of improper safety guard installation.
- Safety guards must be checked before each use.
- The opening between the machine and safety shield shall be no greater than 1.25 cm.
- Fan blades must be shielded whenever the fan is less than seven (7) feet from the floor.
- Special tools will be available to move and remove material from operating points; such tools will easily permit access to danger points without the possible injury to workers.
- All machines or tools fabricated for a stationary location must be anchored solidly to prevent unanticipated movements.
- A start-lockout system shall be installed to prevent injuries caused by unexpected startup.
- Start and stop controls must be readily accessible to operators from their normal work position.

21.1 Housekeeping

It is important that the work area around the machinery be kept clean, and that all debris is contained or otherwise removed as soon as produced.

Compressed air may be used to clean the work area, but it is strictly prohibited to use compressed air to clean your work clothes.

An internal suction device must be installed on any machine or tool that produces dust and is located indoors.

21.2 Inspection

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Contractor will inspect tools and equipment requiring safety shields on a monthly basis to ensure that the guards are still in place. A report of this inspection will be recorded and put into Project HSE File (*See: Attachment Daily and Monthly Vehicular Inspection Forms*).

21.3 Maintenance

When maintaining a machine or tool it is important for the worker to follow the established lockout procedure to make sure there is no danger during maintenance.

In the case of electrical and air powered tools, it is important that they be disconnected from the power source prior to service or maintenance.

21.4 Training

All employees who use tools or machines that are protected by shields shall receive training to inform them of the risks associated with their use.

22.0 SITE OFFICE SAFETY

Site Offices are safer to work in than workshops, construction sites, production facilities or factories, but still, there are potential hazards and risks of working in office facilities. The nature of the workplace is such that the hazards and risks may not be easily identifiable, hence it is essential that staff familiarize themselves with this part and implement the requirements in their respective work areas.

22.1 Workstation

Contractor will ensure that workstation meet those requirements of the Scheduled that are appropriate:

The chair must be stable and comfortable and be adjustable for height, and should have at least five legs with castors at the base. The backrest must also be adjustable for height and tilt. Footrest should be provided to users. Makeshift footrest should be avoided as they may be insecure and could present a hazard.

The display screen must swivel and tilt and freely to suit the users' requirements and the size should be large enough to enable information to be clearly seen.

22.2 Electrical Installation

These are the following minimum safety guidelines to be observed:

- Extension cords shall not be used for any permanently installed office equipment. Where used for temporary installations, extension cords shall be fitted with an independent earth conductor, a male plug on one end and a female socket on the other.
- Routing of such extension cords shall be in accordance with workplace activities, and kept away from any chemical processes or areas where the cord could be at risk from damage, or cause a hazard to personnel.
- Electrically powered equipment shall be switched off and disconnected from the electrical supply prior to any cleaning or adjustment by competent personnel.
- A system shall be in place so that all faults such as cracked plugs, frayed or damaged leads or faulty wall sockets are reported immediately by personnel and the equipment not used until repaired by competent trained persons.

22.3 Fire Protection

These are the following minimum safety guidelines to be observed:

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- All fire escape routes and exit doors, alarm points, exit signs, and firefighting equipment shall be regularly maintained and kept readily accessible and clear of obstructions at all times.
- All designated emergency exit doors shall be designed and constructed to open to the outside discharge zone. Designated exit doors must be marked from the inside with a PUSH or PULL signs in Arabic and in English.
- Fire Wardens and delegates shall be appointed for all office buildings in adequate numbers in order to perform their drill and actual emergency duties effectively.
- All personnel shall be familiar with the fire emergency and evacuation procedures, alarm systems, available equipment, and their responsibilities and accountability before and in the event of a fire alarm.
- Fire drills and periodic inspections shall be conducted to familiarize staff with actions to be taken in the event of emergency.
- All flammable liquids, such as photocopier toners, cleaning solvents, draughtsman sprays etc., shall be stored away from sources of heat and ignition or naked flame, in ventilated metal cabinets. Only quantities in direct use shall be brought into the workplace.
- Empty containers and aerosols, which have contained flammable liquids, shall be disposed of immediately they are finished within a secure lidded refuse container.
- Displayed "No Smoking" signs shall be respected. Where smoking is permitted, cigarettes and used matches shall be disposed of only in designated ashtrays or sand containers. Ash and cigarette ends shall not be disposed of in office dustbins destined for general office waste disposal.
- Appliances such as electric kettles, coffee percolators and electric heating rings are not permitted in normal office space and shall be confined to designated cooking areas.

22.4 Maintenance

These are the following minimum safety requirements to be observed:

- All electrical, firefighting, lighting, plumbing, and ventilation equipment and systems in an office space are inspected and maintained on a regular basis;
- All floor coverings, tiles, carpets, metal divider or securing strips, are regularly inspected and any loose or damaged items replaced or re-secured immediately;
- All workplace furniture is regularly inspected for broken or loose legs, castors, wheels, damaged or cracked Perspex or glass work-surfaces, non- functioning or ill-fitting drawers or doors. Any damaged items shall be replaced or repaired immediately.

22.5 Housekeeping

Good housekeeping in the office environment shall be considered one of the primary means of minimizing accidents and injuries in the workplace, and therefore is the responsibility of all personnel.

- All passageways, exits, fire doors, break glass alarm points, firefighting equipment shall be kept fully functional, clean and unobstructed at all times.
- Adequate numbers of first aid kits with adequate supplies must be maintained appropriately and checked after each use routinely.
- All small items such as waste paper bins, plant containers, etc. shall be positioned such that they do not represent a trip hazard.
- Cabinet doors and file drawers shall be kept closed when not in use. When working with a filing cabinet, only one drawer at a time shall be opened.

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- Cabinets and Shelving shall be loaded from the bottom shelf upwards, and heavy items placed as low as possible. At no time shall heavy or sharp objects be stored above eye level.
- Cupboards and filing cabinets shall not have items indiscriminately stored on top of them.
- Offices shall be regularly tidied and cleaned, wastepaper bins and recycling containers regularly emptied, and floors regularly vacuum cleaner.
- Laser printer cartridges, batteries, photocopier toner, and cleaning solvents shall be disposed of and recycled as appropriate.

22.6 Discipline

Employees shall refrain from the following:

- Running in corridors;
- Pushing or crowding in entrances or stairways;
- Standing in front of closed doors;
- Entering or exiting a room or building by any means other than approved access routes or doors.

23.0 EXCAVATION WORKS

HAJCis responsible for identifying, preventing and minimizing risks associated with the use of all types of trenching, as well as any risks of cave-in on the worksite during the work.

Before starting any work, workers must be trained about the risk associated to the work. The following procedure should be followed.

- Before commencing any work in a trench or excavation, Contractor will request Excavation Permit from authorized Authority/personnel (*See Appendix; Forms & Excavation Work Permit*).
- Prior to carrying out any activity, a detailed work method statement with a supplementary risk assessment shall be developed and submitted to RC for review and approval.
- Risk assessment shall be prepared by the competent excavation supervisor with the assistance of the safety Manager/Engineer as required.
- Before commencing any deep excavation work a Geo-technical engineering study should be done by approved 3rd party consultant. Geo-technical soil investigation including excavation, drilling boreholes and testing must be executed in full compliance with all rules and regulations.
- For all excavation works, Contractor shall appoint a competent excavation supervisor, who shall have received adequate training to determine hazards and risks related to excavation works.
- For all excavation work a competent excavation supervisor will be appointed. He will have previous experience of the type of excavation work to be undertaken and formal Occupational Health and Safety training relating to the safety of excavation work.
- Before any digging takes place, a check must be made with all public and private utilities such as gas, electricity, telecommunication companies, and the owner or occupier of the land for the existence of services in the proposed work area.
- The routes of known buried services should be clearly marked on site plans.
- Before commencing any excavation or trenching work a positive identification of buried services should be done by using cable avoidance tools (CAT) and portable transmitter or signal generator (Ginny).
- Persons who will operate the cable detection tools should be properly trained.

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- Prior to start an excavation work a soil classification should be done by a trained and experienced person in-order to determine the suitable methods of excavation and support to be provided.
- The risks and required control measures for the excavation work. The appointed excavation supervisor will be responsible for presenting and recording the briefing.
- Job hazard analysis (JHA) of the excavation work shall be completed by the excavation supervisor with the assistance of Occupational Health and Safety staff and engineers as required. The Job Hazard Analysis will clearly identify the job specific risks and control measures for the excavation work.
- Prior to commencement of any excavation work all persons involved will be given a pre-work briefing based on the Job Hazard Analysis relating to the risks and required control measures for the excavation work. The appointed excavation supervisor will be responsible for presenting and recording the briefing.
- Prior to commencement of work all materials, plant and equipment will be checked to ensure that they are in good condition.
- Trucks will only be operated by persons with valid Saudi driving licenses. Plant such as excavators, loading shovels etc. shall only be operated by trained and competent operators that hold valid 3rd Party certification for the type of plant being operated. This certification is required in addition to Saudi driving license requirements.
- Whenever the presence of underground pipes, cables, vessels, or structures is known or have been identified by as-built drawings or Cat scans , mechanical excavators shall not be used until all such obstructions have been exposed by hand digging. Mechanical excavators shall not be used within 3 meters (10 feet) of any such obstruction and including, wellheads and exposed pipes.
- When the reversing of trucks is necessary for the collection or delivery of materials, a banksman will be in attendance. All banks men will be provided with high visibility clothing and be trained in the safety aspects of reversing vehicles. Where vehicles are reversing up to an excavation or travelling alongside an excavation vehicle stop blocks or vehicle barriers will be provided to prevent them falling into the excavation.
- Continuous adequate solid barriers will be placed around all excavations over 1.2m deep at a distance at least of 1.2m. Where night time pedestrian or vehicle access is adjacent to excavation then all solid barriers will be fitted with warning lights.
- Pedestrian access to and from all excavations will be by means of ladder or adequately constructed staircases. The possibility of a person falling from a height of more than 2m from the access will be prevented. The horizontal distance between access points will not exceed 15m.
- All ladders used on the Project will be manufactured in accordance with an internationally recognized standard. Any ladder that is found to be defective will be removed from use immediately.
- All straight ladders will be positioned at an angle to minimize the risk of slipping or falling backwards. The distance between the base of the vertical plane and the base of the ladder will be 1 unit out for each 4 units in height of the vertical plane.
- Ladders that are used to gain access from one level to another will extend at least 1m above the upper level surface. Where a general access ladder run extends a distance of more than 6m a landing point with a firm level platform and fall prevention measures will be provided at each and every 6m.
- Excavations shall be kept clean and tidy at all times. Accumulated waste and unused materials will be removed from excavations on a daily basis. All excavations will be thoroughly cleaned prior to any backfilling operations commencing.

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- To prevent the risk associated with falling objects excavated materials, other materials and equipment shall not be stored at the edge of any excavation. A clear distance of 2m shall be maintained around all excavations.

24.0 LIFTING OPERATION

The following fundamental rules will be applied to all lifting operations with zero tolerance:

- All lifting operation should be properly planned, managed and executed.
- Only certified lifting equipment should be used on site. Uncertified lifting equipment such as excavators and shovels should not be used for lifting under any circumstances.
- A written lifting plan should be developed by a competent person for each complex lifting operation and should be submitted to engineer representative concerned personnel for review and approval prior to start the activity.
- For straightforward, common lifting operations, a single initial generic plan will be developed and submitted to engineer representative for review and approval.
- Contractor should ensure that the plan for any lifting operation must address the foreseeable risks involved in the work and identify the appropriate resources necessary for safe completion of the job.
- Lifting equipment should be inspected, examined and certified by 3rd party on a yearly basis and should be properly maintained.
- Lifting accessories should be tested and certified by 3rd party every 6 months.
- Any lifting accessory found not to have a current test certificate should be taken out of service immediately and be quarantined and clearly marked for re-testing or disposal.
- Any defects found must be reported to the person in control of the lifting operation immediately so that an appropriate action can be taken.
- The safe working load must be marked on the lifting equipment.
- Exclusion zone should be maintained around the crane working area and appropriate safety warning sign boards should be provided.
- All personnel must keep out of any area where they might be injured by a falling or shifting load. Do not stand below loads. Never stand between loads and walls/bulkheads etc. Always ensure an escape route is available.
- Immediately a lift deviates from the plan or any complication arises, the lifting operation must be stopped and made safe. All personnel should remain in positions clear of the lift until reassessment/re-planning of the lift is carried out.
- Lifting operations will be undertaken by a minimum of three competent people: the Crane Operator, Rigger and load handler.
- The rigger controls the initial lifting of the load, lay down of the load and lifts that are out of the line of vision of the Crane Operator. The Crane Operator is responsible while the load is in the air. The Rigger must:
 - Ensure that he is easily identifiable from other personnel by wearing a high visibility jacket or waistcoat, which is clearly marked to indicate that they are the authorized Rigger.
 - Not touch the load. He must stand back from the load being handled in a prominent position where they have a good view of the lifting activities.
 - Remain in communication with the load handler and Crane Operator at all times.
 - Keep the load handler in sight during the lifting operation.
 - Daily inspection by riggers and quarterly color coding following to weekly inspection by competent person of lifting equipment and gears including slings and shackles etc. to prevent any mishap.

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The load handler must:

- Stand clear while a load is lifted clear of the deck and landed, while slack is taken up with or without a load on the hook and must confirm to the rigger that he is clear.
- Not touch a load being landed until it is below his/her waist height and never attempts to manually stop a swinging load.
- Be easily identifiable, and distinct from the rigger.

25.0 WORKING AT HEIGHT

Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. ‘Work at height’ means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example a fall through a fragile roof).

Common examples of tasks carried out within the construction industry classified as work at height include: working on a scaffold; working from a mobile elevated working platform; being on the back of a lorry; using cradles or ropes to gain access; working close to an excavation or a cellar opening; painting at height; working on staging or trestles, and using ladders or stepladders for cleaning and maintenance tasks and working on confined space.

Control measures

First assess the risks. Factors to weigh up include the height of the task, the duration and frequency, and the condition of the surface being worked on.

Before working at height work through these simple steps

- **Avoid** work at height where it's *reasonably practicable* to do so.
- Where work at height cannot be easily avoided, **prevent** falls using either an existing place of work that is already safe or the right type of equipment.
- **Minimize** the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminate.

Dos and Dont's of Working at Height

Do....

- as much work as possible from the ground.
- where it is reasonably practicable, avoid the need to carry out work at height
- where such work cannot be avoided, select the most appropriate equipment for the work and to prevent falls..
- ensure the work is carried out by trained and competent persons who are adequately supervised.
- reduce the distance of, and potential consequences of, any fall
- ensure workers can get safely to and from where they work at height
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly

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- take precautions when working on or near fragile surfaces
- provide protection from falling objects
- consider emergency evacuation and rescue procedures
- persons entering into a confined space will wear a full body rescue harness that is attached to a rescue line anchored outside the confined space
- ensure of wearing personal fall arrest system (PFAS)

Don't..

- overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information
- overreach on ladders or stepladders
- rest a ladder against weak upper surfaces, eg glazing or plastic gutters
- use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height.

26.0 LADDERS

Any work involving the use of ladders requires that specific measures be taken to eliminate or reduce the possibility of injury. The following safety procedure should be followed:

- Before beginning any work involving the use of a ladder, the contractor must make sure that the ladder provided to his workers is in good condition. Workers must ensure that the ladders have been inspected prior to each use followed by detailed monthly inspection by competent person and relevant color coding (*see attached color coding chart*).
- Ladders can serve as a means of access or temporary work area. It is important that the ladder not be used as a permanent work area.
- Contractors must provide metal ladders and when necessary fiberglass ladders, which provide better isolation near power lines.
- Use of wood ladders is forbidden.
- When there are no stairways, ramps, passages or mechanical equipment designed for the hoisting of persons, the contractor must use ladders to gain access to the work area.
- The ladders must be sufficiently strong for the type of work being done.
- All ladders will be inspected by users before use and color coded on quarterly basis following to monthly inspection by competent person (*See Attachment, Color Coding Chart*).
- Ladders must meet the following standards: ANSI A14.2-2000 (metal ladders) and ANSI A14.5-1982 (fiberglass ladders).

27.0 WELDING AND CUTTING

These are the following safety rules must be followed:

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- Cutting and welding work shall be performed by qualified operatives who were properly trained and aware of the necessary precautionary measures to limit eye damage caused by weld flashes and airborne dust. Suitable measures shall be taken to prevent injury to persons and damage to property, especially items of a flammable nature from welding sparks and molten metal droppings. Welders shall wear personal protective clothing.
- Cutting and welding work must not be carried out in any room, area, container or enclosure containing combustible materials or in close proximity to flammable liquids, paints, and flammable gases until fire hazards are eliminated.
- Between the regulator and hose, and between hose and torch on both oxygen and fuel lines, a flashback arrestor and a non-return valve shall be installed to prevent flame or oxygen-fuel mixture being pushed back into either cylinder and damaging the equipment or making a cylinder explode.
- Oxygen and flammable gases must be stored at the designated storage areas.
- At the assembly yard, Fire extinguishers shall be installed at strategic areas ensuring easy access and availability.
- It is strictly prohibited to use butane lighter to ignite the torch.
- All other necessary precautions shall be taken to prevent fire or explosions during the welding, cutting and grinding operations.

28.0 PAINTING WORKS

These are the minimum guidance and set standards for a safe working environment for all persons involved in the use of paints and coatings.

28.1 Personal Protective Equipment (PPE)

- At all times the specific instructions supplied with the paint or coating regarding the use of PPE, shall be adhered to.
- The level of respiratory protection supplied shall be consistent with the type of paint or finish being used, its method of application (hand or spray applied) and the ventilation in the place of application.
- Safety goggles conforming to BS 2092.2 or an equivalent shall be worn for all spray painting operations and when brush applying paints where the risk of splashing exists. At all times, PPE selection is shall be determined by the line supervisor according to the pre-task risk assessment including examination of the operation, individual tasks, and potential exposures.
- Where the paint vapor contains eye irritants and ventilation is limited, a full facemask with positive pressure air shall be worn in addition to other personal protective equipment.
- All painters shall wear long sleeved, long legged clothing and gloves to minimize the hazards of skin contact. Gloves shall be adequate for, and resistant to, the paint, coating or solvent being used.

28.2 Fire protection

- 'No Smoking' and 'Flammable' safety signs shall be prominently displayed in all areas where flammable paints, coatings and associated solvents are stored, handled or used. In addition, natural or forced ventilation shall be provided to avoid the build-up of fumes and vapors to the Lower Exposure Limit (LEL).
- All potential sources of ignition shall be kept away from areas where flammable paints, coatings and their associated solvents are stored, handled or used.
- Dry powder fire extinguishers and foam fire extinguishers shall be kept at the worksite and readily available prior to operations where paints, coatings, and associated solvents are present.

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28.3 Storage

- Specific stores for paints, coatings and their associated solvents shall be provided. Such stores (including lockers) shall be situated in a safe area, away from active work areas, where hot work may take place. Where ever possible, paint storage shall be located on a permanently supervised site and outside the battery limits of operational stations and areas.
- The store shall be ventilated and kept protected from the direct sun light or any other heat source to prevent a buildup of temperature within the store.
- Open containers of paint, or other substances shall not be stored in paint stores.
- Partially used containers of paint or thinners remaining unused at the end of the day shall be resealed, cleaned and returned to the store. Stored flammables and combustibles must be kept away from any ignition source at all times.
- No more than one day's supply of paint shall be removed from the store to the workplace at any time.
- Dispensing or decanting of material from one container to another shall not take place within the store but shall be in the open air away from hazardous areas of operation.
- In the event of spillage, procedures shall be available to affect the cleanup and prevent environmental hazards, resulting from such spill.

28.4 Work Practices

- All personnel performing painting or coating work shall be trained for the work and be aware of the hazards of the particular materials being used.
- Care shall be taken that painting activities at no time pose a threat to other persons in the area, who are not directly involved in the activity. Barriers and warning signs shall be provided around the painting area.
- Strict attention to cleanliness shall be observed in all painting and coating operations.
- All debris shall be collected and disposed of in accordance with the client practices and procedures.
- Food shall not be brought into or consumed on premises where paint is stored, handled or used. Neither shall utensils or receptacles that could be used for the storage or consumption of food or drink be permitted.
- Solvents shall not be used for cleansing the skin. Special skin cleansers shall be used together with skin creams to prevent excessive drying.

29.0 HEAT STRESS PREVENTION PROGRAM

29.1 Purpose

- This Heat Stress Prevention Program has been developed to provide workers with the training and equipment necessary to protect them from heat related exposures and illnesses.

29.2 Heat Related Illnesses

- Heat-related illnesses can usually be reversed in the early stages. The following immediate steps should be taken.

Type	Symptoms	First-Aid Treatment
Heat Cramp	<ul style="list-style-type: none"> ▪ Caused by perspiration that is not balanced by adequate fluid intakes. ▪ Symptoms include acute painful spasms of muscles. 	<ul style="list-style-type: none"> ▪ Get the victim to rest in a cool place. ▪ Give cool water to drink. ▪ Usually, rest and fluids are all that is needed

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	<ul style="list-style-type: none"> ▪ Heat cramps are often the first sign of a condition that can lead to heat exhaustion and eventually heat stroke. 	<p>to recover.</p> <ul style="list-style-type: none"> ▪ Lightly stretch the muscle and massage the area. ▪ The victim should not take salt tablets or salt water. These can make the situation worse.
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Heat Exhaustion	<ul style="list-style-type: none"> ▪ A state of very definite weakness or exhaustion caused by loss of body fluids. ▪ Symptoms include pale, clammy, moist skin with profuse perspiration and extreme weakness. The pulse becomes weak with rapid shallow breathing and the person(s) may have a headache, may vomit and may be dizzy. If left unattended can quickly develop into heatstroke. 	<ul style="list-style-type: none"> ▪ Victims may resist treatment so encourage them to ▪ Move to a shaded area quickly. ▪ If the victim is conscious, get them to drink as much water as possible (but not too quickly). ▪ Don't give salt. ▪ Apply cool, wet cloths, such as towels and splash water on the body. ▪ Let the victim rest in a comfortable position and watch carefully for changes in their condition. ▪ If the victim collapsed, get an evaluation from medical personnel before the victim leaves work.
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Heat Stroke	<ul style="list-style-type: none"> ▪ Caused by a failure of the bodies heat regulating mechanism ▪ Body temperature rises so high that BRAIN DAMAGE AND DEATH results if person is not cooled down quickly. ▪ Symptoms include red, hot, dry skin, nausea, dizziness, confusion, very high blood pressure, rapid respiratory and pulse rate, unconsciousness and even coma. 	<ul style="list-style-type: none"> ▪ Move the victim to a shaded area quickly and remove outer clothing and shoes. ▪ Contact or get someone else to contact the emergency services. ▪ If the victim is conscious, have them drink as much water as possible. ▪ Don't give salt. ▪ Immediately wrap the victim in a wet cloth (sheet, towel etc). ▪ Pour water over them and fan vigorously. ▪ If the victim vomits, stop giving them water.
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29.3 Preventive Measures / Actions to avoid Heat Stress

- Train all persons via toolbox talks in recognizing symptoms of heat stress.
- Provide copious amounts of good quality potable water for all persons.
- Add to the water re hydration minerals (electrolyte powder) or make it available for individuals use (Do not issue salt tablets) unless strictly controlled by medically qualified personnel after they have checked the person's blood pressure and medical history.
- Provide shaded areas (portable if persons work in remote locations) for persons to take rest.
- Schedule hot/hazardous jobs to be done at cooler times of the day.

29.4 Trainings

All employees who are or may be exposed to potential heat related illnesses will receive training on the following:

- The environmental and personal risk factors that cause heat related illnesses;
- The employer's procedures for identifying, evaluating and controlling exposures to the environmental and personal risk factors for heat illness;
- The importance of frequent consumption of small quantities of water, up to 4 cups per hour under extreme conditions of work and heat;
- The importance of acclimatization;
- The different types of heat illness and the common signs and symptoms of heat illness;
- The importance of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
- The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
- Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
- How to provide clear and precise directions to the work site.

29.5 Supervisor Responsibilities

- All supervisors will be provided a copy of this program and training documents prior to assignment of employees working in environments where heat exposures may occur.
- Supervisors will be provided the procedures to follow to implement the applicable provisions of this program.
- Supervisors will be provided the procedures to follow when some employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

29.6 Provision of Water

Employees shall have access to potable water. Water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking the entire shift for a total of 2 gallons per employee per 8-hour shift. Employees may begin the shift with smaller quantities of water if effective procedures for replenishment of water during the shift have been implemented to provide employees one quart or more per hour.

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29.7 Access to Shade

Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times. Shade areas can include trees, buildings, canopies, rest shelter, or other partial and/or temporary structures that are either ventilated or open to air movement. The interior of cars or trucks are not considered shade unless the vehicles are air conditioned or kept from heating up in the sun in some other way.

29.8 Program Review

The HAJC HSE Department will periodically review this program for compliance with all applicable regulatory standards. Updates will be provided to all employees.

30.0 NOC, LICENSES AND PERMIT REQUIREMENTS

Any identification of all NOC, licenses and permits shall be fulfilled with the client (RC), and with the support of HAWAZEN ALJAZIRA CONTRACTING CO.

31.0 SUBCONTRACTOR PRE QUALIFICATION

Since HAJC is committed in providing all plant and equipment with manpower, any necessary inclusion of such sub-contracting company shall be in compliance with the RC management procedures.

SECTION 3

HEALTH AND INDUSTRIAL HYGIENE REQUIREMENTS AND PROCEDURES

1.0 GENERAL REQUIREMENTS

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The occupational Health Protection Legislation in force in the Kingdom of Saudi Arabia is a public policy and shall be complying with by all Contractors' employees in the project. Consequently, Project HSE Plan does not, under any circumstances, invalidate or modify the health and safety and environmental regulation of Saudi Arabia. Instead it is a logical extension of this legislation. Contractor will associate a process to be kept abreast of the applicable local HSE Regulation and Saudi Labour Law.

2.0 WELFARE STANDARD

HAJC project's activities should be implemented in such a way, so as to always avoid hazards to the Health and Safety of Project Staff and to protect the environment avoiding its infection and pollution while ensuring that the natural resources are used logically.

2.1 Water Supply

Cooled drinking water shall be provided in a properly designed and constructed closed system, and will be made available in site offices, mess areas, field rest shelters and at other suitable points to ensure every Worker is within a 3 minutes' walk from water station.

Drinking water will be marked "drinking water".

Transported water shall be obtained from an approved source; delivered in a properly designed water tanker used only for this purpose; stored and distributed in an approved manner.

Water storage tanks and water tankers will be regularly cleaned.

The quality of drinking water will be subject for regular bacteriological test by 3rd party laboratory on a quarterly basis and records of test will be made available for client, supervision consultant and any other concerned authorities.

2.2 Sanitary Facilities

The number of toilets will be not less than one for each 25 persons. Toilet rooms shall be conveniently located at a distance of not more than 50 m from the furthest work area and shall be assessable at all times.

Rooms containing sanitary facilities shall have sufficient exhaust ventilation to remove foul air and moisture.

The walls, floors and partitions within rooms containing sanitary facilities will be finished with impervious wipe clean surface in order to maintain them in a hygienic condition.

Toilet and wash hand basin facilities shall be arranged to ensure privacy for the user. They will be cleaned twice a day in order to keep them in a clean and orderly condition. Cleaning log sheet shall be maintained.

2.3 Sewage Disposal

Sewage will be regularly disposed by using approved sewage water tankers to municipality sewage treatment plant.

2.4 Rest Areas/ Shelters

Temporary or satellite rest areas will be built in the temporary site facilities area with benches and drinking water facilities to cater the entire manpower.

All rest areas will be provided with fire extinguishers and appropriate safety warning signs.

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Rest shelters will be constructed by approved materials that can protect the persons inside the shelter from exposure to direct sun light and allowing proper ventilation at the same time.

Rest shelters shall be constructed of suitable materials and shall be properly secured against adverse weather conditions.

Daily and weekly inspections of the rest areas will be carrying out by the site safety officers.

2.5 Smoking Areas

A well designated smoking area will be provided and will be properly equipped with sand buckets and fire extinguishers.

2.6 Employees Transport facility

Sufficient buses should be arranged by the contractor for transport of employees to and from the workers accommodation facility. The buses are driven by competent drivers who have valid driver's license. Training for drivers is to be provided by both internal and external experts.

Project requirements for buses and transportation must be meet such as A/C, emergency exit, fire extinguishers, and first aid kit etc.

2.7 Employee Medical Screening

HAJC employees will be given adequate medical screening by assigned doctor or Nurse. Where employees are exposed to certain occupational illness like dust, fumes, noise, dust, hazardous chemicals etc., Medical record will be maintained and prompt action will be taken to ensure save working condition.

3.0 FOOD AND DRINKING HEALTH PLAN

Food Poisoning and food-borne diseases are probably the most common causes of illness, whilst deaths from such illness are rare; symptoms can be unpleasant and may result in lost man-hours and effect Contractor business reputation.

Food Poisoning does not just happen. It's Always Caused, and the cause is nearly always the act of negligence of a human being.

Good personal hygiene is a basic requirement for a safe, clean working environment. Every individual in a food premises or, who has authorized access to a food premises must observe good personal hygiene.

3.1 Food handling & Quality

At all times during storage, preparation, transportation and serving, food shall be protected from contamination. Food handlers shall wear catering gloves whilst preparing or serving food.

Food will be prepared and served with the least possible manual contact, with suitable utensils and on surfaces that have been cleaned and sanitized prior to use.

Food will be issued to employees in individual suitable food containers, so that it is protected from contamination.

3.2 Facilities for Eat Meals and for Rest

Suitable facility for eating meal with sufficient numbers of tables and benches will be constructed in the project premises.

Table surfaces will be made of smooth, free of cracks and easily cleanable material.

Wash Hand basins will be located to permit convenient use by all employees. Each wash hand basin shall be

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provided with cold running water and liquid hand cleaning detergent.

3.3 Water Supply

Drinking water shall be obtained, stored and distributed in a closed system.

An adequate supply of drinking water will be provided and maintained for all persons at work in the workplace.

3.4 Garbage/Refuse

All garbage/refuse containers shall be made of durable, non-absorbent, easily cleanable materials that are impervious to insects and rodents.

Garbage and refuse will be on daily basis to prevent odor and attraction of insects and rodents.

4.0 INDUSTRIAL HYGIENE REQUIREMENTS

HAJC have knowledge and skills devoted to the anticipation, recognition and control of those environmental factors or stresses, arising in or from workplace which causes sickness, impairs health and inefficiency among workers as well as the surrounding communities. These minimum requirements will be obtained and complied until the completion of project.

Health Risk Assessment

Project HSE department has functions for identification and assessment of the risks from health hazards in the workplace based on the specific tasks of the workers. These assessments will be disseminated to the operation people for them to be aware on health hazards and proper application of control measure to eliminate the health hazard.

Hazardous Chemical

When it required using Hazardous Chemical Contractor will ensure protection to the health and safety of employees and other in the vicinity, including members of the public, from the harmful effects of working with substances Hazardous to Health is provided and to minimize the impact of such work on the environment. This is achieved through:

(a) COSHH Assessment

Contractor will carry out a COSHH for each work involving substances hazardous to health. Each assessment must take account of:

- The hazardous properties of the substance.
- Information provided by the supplier on the potential harmful effects.
- The type, level and duration of exposure.
- The way in which the job will be carried out, including the amount of the substance used (or present in the case of substances created by a work process).
- Activities such as maintenance where there is the potential for high levels of exposure.
- The effects of any control measures which are, or will be, in place.
- The results of any health surveillance and/or exposure monitoring that has been undertaken.
- The risks where there is exposure to more than one hazardous substance at any one time.
- Other information that the contractor may need or have in order to complete the assessment.

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The assessment will be reviewed regularly if there is reason to suspect that the assessment is no longer valid, or if there has been a significant change in the work to which the assessment relates, or exposure monitoring results indicate it is necessary.

Significant findings of the risk assessment and the steps taken to prevent or control exposure will be recorded.

(a) Control measures:

- Ensure the safe handling, storage, transportation and disposal of hazardous substances
- Ensure maintenance procedures, which involve exposure to hazardous substances, are suitable
- Reduce to a minimum the number of people exposed, the level and duration of exposure and the quantity of hazardous substances present in the workplace
- Include control of the working environment, including the provision of adequate ventilation
- Include adequate hygiene and washing facilities.

Contractor will ensure that the control measures are properly used and applied.

All employees must:

- Make proper use of any control measure (including PPE) provided
- Take all steps to return it to its place of storage after use
- Report any defects in the control measure to their Contractor.

Adequate maintenance, examination and testing of control measures, including any PPE provided, will be undertaken regularly to ensure they are in efficient working order and remain clean.

Where engineering controls are undertaken, Contractor will ensure thorough examinations and testing are carried out on a regular basis.

(b) Monitoring

Where indicated as necessary by the COSHH assessment, monitoring of the exposure to hazardous substances will be undertaken using suitable procedures.

(c) Health surveillance

Health surveillance, where it is appropriate for protecting employees' health, will be carried out and recorded.

Where an employee requires medical surveillance following exposure, and it has been decided that the employee cannot continue in that work, Contractor will ensure the employee adheres to the medical decision unless it has been cancelled.

Employee will have free access to any medical records applying to them.

(d) Information, instruction and training

Information, instruction and training will be provided for persons who may be exposed to substances hazardous to health so that they are aware of the danger of exposure and the precautions which should be taken.

MSDS will be provided for each type of chemicals using in the project and should be communicated to all concerned employees during TBT and special training sessions.

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(e) Procedures

Procedures to deal with accidents, incidents and emergencies involving hazardous substances will be provided. These procedures should include:

- First-aid provisions
- The use of safety drills and their regular testing
- Identification and details of hazards
- Specific hazards that is likely to occur during any accident, incident or emergency, together with warning and communication systems and emergency actions.

These procedures must be made available to accident and emergency services, and be displayed on site.

- Ensuring employees are trained in the use of hazardous substances enabling them to be fully aware of the risks involved and precautions to be taken;
- Ensuring assessments are made to determine the risk to health and the environment and precautions are in place.

(f) Training

Personnel using hazardous substances shall receive formal training in the safe handling and use of such substances based on relevant MSDS for the type of chemicals using at site. Records of such training shall be available on site for inspection.

The information required by employees, or others on site that may be affected by the use of hazardous substances includes :

- the nature and degree of risks to health from exposure, that is the assessment results;
- the control measures adopted, the reasons for them and their use;
- reasons for the use of personal protective equipment;
- the monitoring arrangements where appropriate, including results where MEL is exceeded;
- Where appropriate the purpose and arrangements for health surveillance and access to individual records .

Instruction shall enable workers to know and understand what they should do and the precautions required at all stages of the operation, including emergency situations .

(g) Responsibilities

The responsibility for ensuring compliance with these Rules & Conditions, both in respects to contractor's employees, those of sub-contractors, shall rest with the Project Manager &HSE Manager.

Material Data Sheets for substances in use shall be kept and provided to employees who come into contact with substances hazardous to health .

Employees are responsible for making proper use of all control measures including using personal protective equipment, personal hygiene facilities etc. and to report defects immediately to their Supervisor.

(h) COSHH Risk Assessment

The basis of the Control of Substances Hazardous to Health (COSHH) is for an assessment of the risks to health and the environment arising from work with any particular substance or combination of substances to be made.

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(1) The COSHH risk assessment must:

- Considered all the factors pertinent to the work
- Reach an informed and valid judgment about the risk
- Considered the practicability of preventing exposure to hazardous substances
- Considered the steps which need to be taken to achieve and maintain adequate control of exposure where prevention is not reasonably practicable
- Considered the need for monitoring exposure at the workplace
- Identify other action necessary to comply with regulations

(2) Assess the Risk:

- What quantities of substances are involved?
- What form of substances may be present?
- How many people are involved in the activity being assessed?
- How long are they exposed to the substances?
- Can other people be exposed?
- How is the work actually carried out?
- What could go wrong?
- What type of people is involved?
- Where is the work carried out?
- What control measures are provided?
- Are the control measures effective in all circumstances?
- Are the control measures used?

(3) General Hierarchy of Control:

- Elimination / Substitution
- Change the work method / patterns
- Isolation / segregation
- Engineering control
- PPE

(4) The COSHH Risk Assessment Must Be Reviewed:

- At least every 5 years
- When a new process or substance is used
- The MEL or OES of a substance is changed
- Someone contact a disease or complains of ill health
- New guidance is published on improved methods of control
- New evidence about the hazards of a substance
- Monitoring indicates that control measures are not effective

(5) The control measures which may have to be used could be any combination of the following:

- Totally enclosed process and handling systems
- Plant of processes or systems of work which keep the production of the hazardous dust, fume, vapor, biological agent etc. to a minimum, e.g. by modifying a process or changing its conditions such as temperature or pressure to reduce emissions or contain it within the plant.
- Local exhaust ventilation (on portable or fixed plant), this can be applied often with enclosure ;

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- Blower and extraction ventilation, in confined or other enclosed spaces;
- adequate levels of general/dilution ventilation ;
- Reduction of the number of employees in an area. This may well involve the rephrasing of particular work ;
- Reduce employees period of exposure ;
- Regular cleaning of work area by wet or vacuum methods ;
- Prohibit eating, drinking or smoking in contaminated areas ;
- Provision of good hygiene facilities for washing, eating and storage of clothing.
- PPE.

(6) Illumination Requirements

All places where persons work or pass or may have to work or pass in emergencies, shall be provided during time of use with adequate natural lighting or artificial lighting or both suitable for the operation and the special type of work performed.

(1) Natural lighting

- Skylights and windows should be located and spaced so that daylight conditions are fairly uniform over the working area.
- Where necessary, skylight and windows should be provided with means to avoid glare.
- A regular system of cleaning skylights and windows should be established to ensure that they are kept clean at all times.

(2) Artificial Lighting

- Artificial lighting shall be provided when the daylight illumination is not sufficient.
- The general lighting should be uniform level, widely distributed to avoid harsh shadow or strong contrast and free from direct or reflected glare.
- Where intense local lighting is necessary, a combination of general and supplementary lighting at the point of work may be provided.
- Supplementary lighting shall be especially designed for the particular visual task and arranged or provided with shading or diffusing devices or prevent glare.

(7) Ergonomic

- All work procedures shall be in such a manner that it will not produce undue stress to the muscular-skeletal system of workers.
- Provide instructional materials and orientation in proper sitting, standing and lying posture in the workplace.
- Workroom furniture and equipment shall be designed to prevent stress on musculoskeletal system of the workers.
- Male or female employee shall not be allowed to lift, carry or move any load more than 50lbs. Weight over 50 lbs shall be handled or carried by more than one worker; by mechanical means or with appropriate back support.

(1) VDU AND use of Computer System

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- Health problem associated with display screen equipment work are mainly related to the fixed posture and repetition of finger movement. Contractor will ensure that workstation meet those requirements of the schedule that are appropriate.
- Chairs must be stable and comfortable and be adjusted for height, should have at least five legs with castors at the base. The back rest must also be adjustable for avoided as they may be insecure and could present a hazard.
- The display screen must swivel and tilt freely to suit the users' requirements and the size should be large enough to enable information to be clearly seen.

(2) Manual Handling

- Manually lifting and handling material use only those methods that ensure safety of both employee and material. Never attempt to lift objects that are either too heavy or bulky to handle safely. Under no circumstances should an individual push or pull a load that exceeds 600lb (275kg). Whenever possible, push rather than pull loads – pushing uses the stronger leg muscles.
- The maximum load that an individual can lift will depend on the capability of the individual and the position of the load relative to the body. Although there is no legal maximum limit for weight lifted by employees, but figure 6.1 reproduced from these HSE guidance recommend a 25kg limit should be lifted or carried by a man (and this is only permissible when load is at the level of and adjacent to the thighs). For women, the guideline figures should be reduced by about one third (Fig. 6.1).
- Before assigning workers to tasks that require frequent lifting of heavy items, the supervisor/foreman should have the employee consult Health Department to ensure that they are physically qualified.

(3) Vibration

- **Hand-Arm Vibration:** Hand-arm vibration syndrome (HAVS) is a general term used to describe the injuries caused by prolonged use of hand-held power tools.
- Vascular disorders generally known as 'vibration white finger' (VWF) causing impaired blood circulation and blanching of affected fingers and parts of hands. Neurological and muscular damage leading to numbness and tingling in the fingers and hands, reduced grip strength and dexterity and reduced sensitivity both of touch and to temperature.
- **Whole-Body Vibration:** Vibration will be transmitted to the whole body where a person is sitting, standing or laying on a vibrating surface and in such cases the vibration affects all body organs.

– Hazards of exposure to hand-arm vibration

All work tasks, including those involving vibration, should be taken into account during a risk assessment.

Various tools and operations within the construction industry can expose personnel to hazards from vibrations such as:

- Road and concrete breaking;
- Chisels (air or electric);
- Compressor guns;
- Pneumatic drills;
- Angle grinders;
- Cut-off wheels;
- Chainsaws;
- Woodworking machinery.

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The risk of their causing vibration-related injury depends on a number of issues:

- The amount of vibration;
- How long the equipment is used and the conditions of use;
- The posture of the operative;
- The temperature at which work is carried out.

Each of these will have impact on the long-term effects including bone and muscle damage.

– **Reducing the risk**

a. Strategy for reducing vibration

The development of an effective strategy to reduce vibration is essential if the exposure of operatives to the effects of vibration is to be reduced. Risk assessments of all work tasks should be carried out, during which the following issues should be addressed:

- Can the job be done without using high vibration tools?
If this is not possible, is it feasible to reduce the vibration levels of the tools to be used?
- Ensuring that any new tools have vibration controls built in.
All tools, whether supplied new or second-hand, should be safe to use and handle in compliance with the requirements of the Provision and Use of Work Equipment Regulations 1998 and relevant British Standards.
- Recognition and reporting of symptoms.
Training operatives in the correct use of vibrating tools, they must be able to recognize the vibration symptoms and the need to report them to their supervisor.
- The evaluation of reported symptoms of injury and immediate action, i.e. introducing health surveillance checks is vitally important.

b. Methods to reduce exposure

Some of the more fundamental methods, which are required to be implemented to reduce hazards to employees from vibration, are:

- The elimination, if possible, of the hazard through substitution of other non-hazardous;
- Processes, e.g. by automation or mechanization of the process;
- process, along with correct installation and regular maintenance;
- The reduction of vibration transmission in the path between the source and the handles or other surfaces gripped by operatives' hands;
- The minimization of the amount of force required to apply and control the tools;
- The reduction of the exposure period for the operative through a job rotation with 20 minutes' hand arm vibration rule;
- Blocking the vibration path by inserting a vibration-absorbing resilient element between the source of the vibration and the operative.

A positive benefit gained as a result of controlling vibration will be the resultant reduction in noise levels; hence many noise control techniques involve systems for controlling vibration.

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c. Preventive measures

Where there is a significant risk of injury from vibration exposure due to the regular and prolonged use of work equipment, a preventive program for operatives and supervisors should be implemented.

D. Training and information

Employees should provide with all necessary information, supervision and training to enable them to carry out their work tasks in safety and without the risk of injury to themselves or anyone who may be affected by their actions.

The nature of the risk, any signs of injury and why these signs of injury should be reported, either to someone who will arrange for them to be investigated, or as part of an established routine health and surveillance program, are all part of the controls which should be set up following the identification of a work hazard during the risk assessment.

Action taken by the employees to minimize the risk of injury or ill health should include:

- The use of working practices which are designed to minimize vibration being directed to the hands, thereby maintaining a good blood circulation to the affected areas;
- Making sure tools are properly maintained and promptly reporting defects and problems with the equipment to their supervisors and obtaining replacements where necessary.

E. Personal Protective Equipment

The wearing of personal protective equipment specially designed to reduce the effects of vibration is essential, but these are not usually effective in reducing the amount of vibration reaching the operative's fingers.

Special anti-vibration gloves and high absorbency materials fitted around the handle of the tool will lessen the effects of the vibration, but will not necessarily remove the whole problem.

Ear defenders should be worn to lessen the effects of the noise which is created by vibrating tools, and eye protection should be worn to avoid the chances of any dust or particles hitting the eyes.

Specific measures might include:

- Wearing anti-vibration gloves;
- Using proprietary heating pads for the hands;
- Using tools with heated handles;
- Avoiding pneumatic exhausts which discharge towards the hands;
- Wearing warm, weatherproof clothing for cold wet areas;
- Avoiding or cutting down smoking (smoking reduces blood circulation), and massaging and exercising fingers during work breaks.

F. Work Patterns

- An important factor in preventing hand-arm vibration syndrome is by reducing the time which operatives are actually exposed to vibration.

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- In a team of employees, if the use of a vibrating tool is shared between them, as opposed to it only being used by one person all day then the tool can be kept in use for the full day.
- By splitting up the work in this way and by rotating such personnel not operating the tools at that time to other areas of work will considerably lessen the effects of vibration on the actual user and assist the maintenance of blood circulation thus lessening the chances of injury or ill health effects being caused by the use of the vibrating tool.

g. Ventilation and indoor air quality

Natural or artificial means shall be provided to ensure a safe healthy working atmosphere which is free from injurious amount of toxic material and reasonably free from offensive odors and dust throughout the establishments.

Industrial establishments where recognized or established hazard exists, from dust, fumes, mists, vapor, gases or other means of control is deem not adequate by the health authorities, such contaminated air shall be reduced below the maximum allowable concentration for such contaminants.

Equipment's and processes that emit or create harmful dust, fumes, vapors, and gases in quantities can injure the health of those exposed shall thereto be connected to an exhaust system or otherwise effectively controlled.

8. Welfare Amenities and Other Hygiene/ Public Safety Requirements

All project activities should be implemented in such a way, so as to always avoid hazards to the health and safety of our staff and to protect the environment avoiding its infection and pollution while ensuring that the natural resources are use logically.

- Protect the health and welfare of employees by maintaining a healthy living environment free from risk of disease or infection.
- Minimize damage to the environment resulting from disposal of waste products whenever solid or liquid, generated by residential camps or from our activities.

(1) Mess Hall / Washing Area

Washing area / Dining room shall be furnished with:

- Hand-washing place with soap;
- Ventilation and concrete floor;
- Cleaned number or tape for utensils washing;
- At a sufficient distance from sewage tank and waste skip.

(2) Toilets

Toilet rooms shall have sufficient ventilating or windows opening directly to the outside air. All outside opening shall be screened with mesh insect screen.

Toilet room and its premises shall be regularly disinfected, once a month at a very minimum. Toilet rooms shall be furnished with hand-washing facilities of sufficient number and toilet booth furnished with toilet paper or water hoses as required. Soiled water shall be trained properly by septic tanks.

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(3) **Hygiene**

Work method should be revised which avoid skin contact by liquids. Washer possible equipment should be thoroughly decontaminated before it is worked on. When cleanliness cannot be guaranteed protective clothing must be worn. Clothing which has become contaminated with oil should be changed and should be launched or dry-cleaned before-reuse.

Disposable cleaning clothes should be used for removing contaminants from equipment. Contaminated rags and tools should never be put in overall packets.

(4) **Portable Water**

These are the following minimum requirements to be observed:

- Sufficient volume of portable water shall be supplied from source approved by local authority.
- Test for drinking water shall be carried out at the first supply and once every 3 months by an authorized laboratory.
- Nobody should drink any water at any place unless an approved indication shows “potable”.
- When potable containers are used for drinking water, they shall be capable of being tightly closed and equipped with tap. A container used to distribute drinking water shall be clearly marked and not used for any other purpose.
- Ice used for any purpose shall be made from potable water. Ice shall be handled with washed hand and portable from dust, ground contact, dirty clothes, etc.

5.0 MEDICAL REQUIREMENTS

HAJC will provide unapproved site first aid station assisted by authority approved male nurse(s) and a doctor, if applicable according to the number of employees deployed at site following to SLL requirements alongside, sufficient first aid attendants (trained by third party organization) in the jobsite, so as to perform initial first aid treatment onsite, in case of any medical emergency arise. These first aid attendants shall be given ongoing training to maintain their response capabilities. Besides, the site based first aiders will wear a designated first aider sticker on their helmets to identify themselves at site.

Hence, an SCH approved male nurse shall be deployed if workforce exceeds 100 employees and where 500 workers are exceeded onsite, a designated Medical Doctor to be in retained service. All Medical Facilities will be an air conditioned private room registered/approved in accordance with Supreme Council of Health.

The required numbers of first aid attendants are as follows:

- 1 first aid attendant to be maintained when the employees have between 05 and 50 workers on the worksite;
- 1 first aid attendant for every 50 additional workers on the worksite.

5.1 First-aid kits

The worksite will have at least one first aid kit for every 25 workers. These clean, fully stocked kits will be available in several locations on the site (less than a five-minute walk from any work station).

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The contents of the kits will be checked on a monthly basis by project first aider.

5.2 Posting of emergency numbers

The list of emergency telephone numbers shall be posted in several locations on the worksite.

5.3 Off-Site Medical treatment

If medical treatment off site is required, the project physician will make arrangements and inform the HSE Manager accordingly. A member of the medical staff will accompany the injured person.

Workers are not permitted under any circumstances to organize their own transport to medical services off site. HAJC medical staff shall give a modified duty form to the worker when he or she leaves the site to go to an external medical centre. The medical staff will conduct follow-up on a daily basis.

5.4 Modified Duty

A worker who has been injured at work, but whose injury, in a doctor's opinion, allows him to do work that is different from his/her regular work will be assigned to a new job without lost pay

SECTION 4

ENVIRONMENTAL PROTECTION REQUIREMENTS AND PROCEDURES

1.0 ENVIRONMENTAL PROTECTION REQUIREMENTS AND PROCEDURE

Hajc is committed to follow Saudi Environmental Protection Law for practicing environmental policy and procedures. Policies and procedures will be periodically reviewed to reflect audit findings, review of incidents and drills, changes in Contractors Policy, HSE Management Standards, best management practices and changes in environmental laws and regulations that may arise. Revisions as may be required shall be promptly posted.

2.0 CONTRACTOR OPERATION

2.1 Earthmoving operation and garbage/ litter removal

Hajc will ensure that all applicable legal requirements are met for the removal of construction waste and that a system is in place to ensure compliance. Contractor will provide sufficient information regarding the nature and properties of the waste being transported.

Disposal of construction waste through land borders, marine environment limits and air space must be controlled in accordance with the rules, procedures and controls mentioned and specified by Client and in coordination with State of Saudi Environmental Agency.

2.2 Waste materials

Waste characterization is required to assign waste stream categories and select best management options for segregation, minimization, treatment and ultimately disposal.

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The main wastes produced by Contractor operations are categorized into four types:

- **Domestic waste** means household waste it also includes commercial, agricultural, governmental, industrial and institutional wastes, which have chemical and physical characteristics similar to those of household waste. Examples are garbage, paper, cardboard, plastics, and glass.
- **Industrial waste** means any waste that is not regulated hazardous waste and has physical and chemical characteristics, or both, that are different from domestic waste. Examples are oily sand, oil-based drill cuttings, wood, concrete, steel drums and tires.
- **Hazardous waste** means any waste as regarded as hazardous, because of its quantity, concentration, physical, chemical or infectious characteristics, that may cause or significantly contribute to an increase in mortality, an increase in serious irreversible or incapacitating reversible illness or which may pose a present or potential threat to human health or the environment. Examples are oil, oily sludge and filters, solvents, paints, thinners, and lead acid batteries.
- **Gas Emission** means of engine fumes, spray items and chemicals used in maintenance household keeping and pest control.

2.3 Steelwork and concrete

Steelwork and concrete debris will be removed on site. Disposal of concrete waste must be in accordance with the requirements of local law.

2.4 Environmental Performance Monitoring

During construction phase of the project, Contractor will ensure that the site, including any Client concession area and premises used by the company are reinstated, to the satisfaction of Client environmental requirements. Periodic inspection will be done by HSE personnel to ensure the conformity of such requirements.

3.0 WASTE MANAGEMENT

HAJC will ensure that all wastes generated on site during construction, commissioning and demobilization of the Project are disposed of in a safe and environmentally acceptable manner.

Contractor will guarantee to site compliance with local environmental laws and regulations pertaining to waste management.

3.1 Waste Management Methods

The waste management methods to be implemented by Contractor are described herein.

(1) Segregation

This is the physical separation of waste materials, according to their general physical and chemical nature. This is important from a safety point of view. Segregation also allows wastes of a similar type to be combined, thus simplifying storage/ treatment/recycling/disposal arrangements.

Segregation of waste streams is a pre-requisite for implementing minimisation options. Incorrect waste segregation can result in extensive lab analysis; thereby causing waste disposal costs to escalate. The principles of segregation which are applied to transport, storage and use of materials apply to both hazardous waste and non-hazardous waste with the following criteria:

- Flammable substances must be kept away from sources of ignition and from oxidizing agents

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- Strong corrosive agents must be kept away from gas cylinders and other types of containers.
- All persons must take notice that when hazardous substances/waste are mixed there is a possibility that a heat build-up can occur or a chemical reaction can take place (bubbles are produced or smoke is seen). If this is noticed evaluate the area and notify the supervisor immediately.
- Waste from different sources should not be mixed unless it is known to be safe and compatible.

It is important that waste is properly segregated into different types, so that opportunities for reuse and recycling are not compromised by, for example, mixing hazardous and non-hazardous wastes.

Failure to segregate waste can lead to ordinary non-hazardous waste streams being inadvertently contaminated with hazardous components and requiring extensive treatment to remove these. If hazardous waste is mixed with non-hazardous waste, the resultant mixture should be considered hazardous waste regardless of the amount of each waste.

(2) Waste Minimization

Contractor will select waste management methods based on the hierarchy principles of source reduction, reuse and recycling. The individual elements of the waste management system must follow international (Best Practice) standards.

(3) Source Reduction

Source reduction is the process of eliminating or minimising, as far as possible, the volume and/or toxicity of wastes through use of alternative materials and/or more efficient processes, practices or procedures, including e.g.

- Material elimination;
- Inventory control and management;
- Material substitution;
- Reduction in the consumption of natural resources;
- Process modification;
- Improved housekeeping.
- Opportunities for reductions in waste volumes are often limited by the nature of the activity being carried out.

(4) Reuse

After all opportunities for source reduction have been considered, the next stage is to evaluate options for reuse of the waste material. This may be for the same or alternative uses as that of their original form such as:

Chemical containers;

Office waste (printing toner, paper).

Arrangements for sending wastes back to vendors for reprocessing/reuse must also be fully explored and managed.

(5) Recycling

This is the conversion of waste into usable materials and/or the extraction of energy or materials from waste including:

- Paper, cardboard, aluminum cans, glass and plastic bottles;

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- Scrap metals;
- Wood pallets;
- Spent motor oil;
- Tires
- All opportunities for recycling of waste materials must be actively pursued. Also, it must be ensured that scrap metal that is sent for recycling does not contain or is not contaminated with hazardous material or becomes hazardous because of its physical characteristics.

(6) Treatment

In situations where source reduction, reuse and recycling options have been fully explored and cannot be implemented feasibly, treatment of the waste must be considered as an alternative option to minimise waste volumes and/or toxicity.

Treatment option depends largely on the waste characteristics, and is usually limited by technical and economic factors. Environmental sensitivity of a location is also a major factor in determining the appropriate management practice for a specific waste. This may require acquiring data on hydrogeology and biological/ecological communities. Potential treatment options to destroy, detoxify and/or neutralise waste residues include processes such as:

- Physical methods (e.g. filtration, solidification);
- Biological methods (e.g. wastewater treatment, composting, land farming via bio-remediation of hydrocarbon contaminated soils);
- Thermal methods (e.g. destruction via incineration, burning, detoxification);
- Chemical reaction (e.g. neutralization, stabilization, extraction, precipitation).

The method of treatment selected depends on various factors, such as the nature of the waste, volume to be treated, availability of suitable facilities and cost. Clean-up criteria and limits for discharges to land, surface and subsurface water bodies will be according to local discharge standards.

(7) Disposal

Disposal must be seen as the last resort and should be practiced only when the hierarchy of waste management methods has been fully evaluated. Depositing of waste on land, in water or other means must use appropriate methods such as:

- Surface discharge;
- Landfill;
- Waste pits.

Any disposal of waste must be in accordance with the requirements of local law, including the Duty of Care obligations. Contractors must ensure that all hazardous wastes are treated prior to final disposal (*See: Attachment Garbage Disposal Quantity*)

(8) Hazardous Waste

In order to prevent the spread of contamination of a hazardous material, Contractor shall take steps to ensure that:

- It is identified, classified and handled in accordance with accepted practices;
- Containers and vehicles that transport hazardous materials are in accordance with accepted practices;

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- Any container, into which a hazardous material is decanted, is clearly labelled.
- Contractors shall ensure effective control measures are implemented to minimize dangers associated with the handling and storage of hazardous substances.
- All products/chemicals must be clearly labelled.
- For all hazardous substances, Contractors must:
 - Make sure that the substance is stipulated in a register;
 - Obtain Material Safety Data Sheet (MSDS) before the substance is put to use;
 - Provide the Project-HSE Manager (or designated official) with a copy of the MSDS;
 - Ensure safe storage, handling and regular monitoring.

Characteristics, precautions during handling, as well as the emergency procedures when in contact with hazardous materials must be contained in each MSDS. (See table 8.1)

In the case of general electrical machinery located in locations where hazardous materials may be stored, it is important that intrinsically safe equipment is provided and that an inspection of all such flameproof equipment and installations is to be carried out by a suitable qualified person at least on a monthly basis.

Table 8.1: Typical Examples of Construction Waste and Applicable Disposal Methods - Hazardous Waste

Hazardous Waste	Waste Handling	Disposal Method
Used motor and hydraulic oil		Recycling
Used batteries		Recycling
solvents / paints residues		Recycling
Oily rags		Landfill
Asbestos		Landfill
Used Oil filters		Recycling
Hydrocarbon contaminated soils	Safely remove contaminated sand or other absorbents with shovels and other tools as appropriate until no obviousness of contaminant is visible. Contaminated soils will be collected on site in drums or containers placed approved by HSE manager.	Treatment

(9) Non-Hazardous Waste

Despite all efforts to be efficient in the use of materials, Contractor construction operation produces large quantities of non-hazardous waste in such forms as timber, metals, plastics, paper, stone and concrete, and rubber must be transported to landfills. Trucks transporting solid waste must have their beds covered while travelling public roadways and often the contractor will separate the various types of waste for disposal at

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different locations. In addition, care must be exercised to prevent hazardous waste from being carried to and buried in a municipal landfill. (See table 7.2)

Table 9.1 Typical Examples of Construction Waste and Applicable Disposal Methods Non-Hazardous Waste

Non-Hazardous Waste	Waste Handling	Disposal Method
Waste Food		Feed Stock/Composting/landfill
Office paper/cardboard		
Plastic containers		
Aluminum cans		
Metal containers(Drums, box, can etc.		
Tires, rubbers inner tubes		
Glass		
Construction Rubble		
Empty printer toner and cartridges	<i>See: Water waste management</i>	Treatment

(10) Handling of Pyrophoric /Hazardous Waste

HAJC will ensure that their employees are familiar with and have received the appropriate training regarding the handling and storage practices, for all containers they come in contact with.

In order to minimize risks associated with hazardous material in containers, the following information will be gathered before attempting to handle the material:

- Identification of the material and associated hazards (i.e. label, MSDS);
- Location, or where the material is to be moved;
- The weight of the container so that proper personnel and/or equipment will be utilized during handling;
- Access and egress routes;
- What personal protective equipment (PPE) is required;
- What emergency actions may be needed (i.e., first aid, firefighting media, etc.).

Containers holding flammable materials will be grounded during any transfers of contents.

1. Chemical Use

These are the following minimum safety requirements to be observed:

- Substitution of toxic substances to non-toxic substances shall be applied in case where it is possible and less hazardous processes shall be utilized whenever applicable.
- Material Safety Data sheet (MSDS) shall be provided by manufacturers/ distributors / suppliers and shall be made available to agencies/ workers upon request.
- Isolation, enclosure, imposing of a barrier between a hazard and those who might be affected by the hazard shall be applied.
- Proper ventilation and lighting of the hazardous area shall be provided.

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- The number of workers exposed shall be reducing to minimum.
- Proper Personal Protective Equipment shall be worn by workers.
- Safety and health education of the workers shall be implemented.

2. Waste Water Management

To minimize the risk of ground contamination and accidental discharge to surface water drains, the following controls will be implemented:

a. Water Conservation Practices

- Keep water equipment in good working condition.
- Repair water equipment as needed to prevent unintended discharges (water trucks, water reservoirs, irrigation systems, hydrant connections).
- Repair water leaks promptly.
- Unnecessary washing of vehicles and equipment on the construction site is discouraged.

b. Dewatering

Water from dewatering activities will be pumped into the settling pond.

c. Wash water from concrete trucks

Washout of concrete trucks should be performed in designated areas only.

Each facility should be located away from construction traffic or access areas to prevent disturbance or tracking. A sign should be installed adjacent to each washout facility to inform concrete equipment operators to utilize the proper facilities.

4.0 DUST MANAGEMENT

Dust mitigation and monitoring will be done to prevent generation of atmospheric dust or fugitive dust from construction work that would constitute a health hazard or nuisance to people living nearby or employees working on-site.

Following monitoring techniques and method will be employed to measure the impacts during the construction phase:

- Monitoring speed limits;
- Monitoring dust emission (visually) during excavation, earthworks, loading-unloading etc.;

Documentation of any complaints from public regarding the fugitive dust emission. The monitoring will be carried out by the Construction Environmental Engineer.

The main dust control measures are described in the following sections.

1. Construction Area

- Work will only be conducted on the rights of way necessary for such work.

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- Dust suppressors will be used when necessary (Water will be used for dust control when possible; alternatives include wood chips, salts and calcium or magnesium chloride-based brine or other environmentally safe products developed for this specific use).
- Stabilization measures will be applied to minimize soil erosion. Once the back fill work has been completed, excavated material will be spread, compacted, and restored to its initial status.
- Upon completion of the work, the effectiveness of soil stabilization measures will be evaluated and if necessary, stabilization measures will be taken to protect infrastructure and avoid degradation of the environment.
- At the end of construction works landscaping as contractually required may include vegetating and mulching progressively as each section of work completed.

2. Roads

- Access roads developed for the project will be used on a priority basis.
- Surfaces of unpaved access roads will be graded.
- Dust suppressors will be used when necessary.
- After sandstorms, roads will be cleared of sand accumulations.
- Public road around the site and Access/egress will be regularly cleaned to avoid accumulation of sand and excavated materials.
- Tyres washing station equipped with water pressure pump should be constructed beside the exit from the site.

3. Trucks

- Trucks transporting granular material will be equipped with tarpaulins (*as may be required*).
- Truck's tyre should be cleaned at the exit from site in order to avoid mud carried onto public roads around the site.
- Security at the exit from the site should ensure compliance with above.

5.0 NOISE MANAGEMENT

Minimizing ambient noise levels from creating a nuisance for people living in close proximity to the site and to prevent project personnel noise induced hearing loss from noisy areas are Contractor concern.

HAJC will provide guidelines for the identification, measurement, control and monitoring of noise generating activities in project in compliance with Qatar legislation governing noise generation which could cause a major or continuous disturbance to surrounding communities.

5.1 Noise Monitoring and Measurement

The Noise Monitoring should be done to ensure that safe environmental condition prevail during the different phases of construction. For monitoring the noise level, a Type 1 Sound Level Meter (SLM) shall be used.

The noise monitoring using the SLM will be carried out as per UK British Standard 7445 (BSI, 2003).

Decibel Meter should be calibrated annually, and the calibration certificate should be available in the records for inspection and audit.

1. Noise Reduction Measures

- Site or location of noise source (i.e. static plant);

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- Control of noise at source, e.g. acoustic hoods/covers;

2. Site or Location

- Removing source of noise – i.e. static plant, loading/unloading areas – to a distance whenever possible.
- Screening source with a barrier, wall acoustic screen, spoil heap or locating source behind partly completed buildings.
- The effectiveness of a noise barrier will depend on its dimensions, its position relative to the source and the listener and the material used for the barrier.
- Care must be taken to ensure barriers do not, by reflecting sound, transfer the nuisance from one sensitive area to another.

3. Control of Noise at Source

- Mufflers, acoustic shields and exhaust silencers for equipment in good condition.
- Use of alternative, less noisy equipment or methods.
- Acoustic screens and sheds enclosing operator.
- Regular inspection and maintenance.

5. Management and Control

1) Noise Zone

The following procedure will be applied working in the noise zone:

- Conduct periodic maintenance of equipment and machinery to reduce noise created by it;
- Inspect and maintain plant equipment and machinery to ensure that they are properly muffled;
- Use electrical (rather than pneumatic or mechanical) equipment wherever possible;
- Add silencers, acoustic barriers, etc., if noise levels exceed limit levels;
- Locate compressors, generators, etc., as far away from sensitive receptors as possible.
- Access roads will be well maintained and traffic speed limited (30 km/h on site). Also, where applicable, by-pass roads could be used to reduce the impact of noise.

5.2 Environmental Monitoring

Contractor will ensure that this procedure, including noise regulations defined by international standards, is respected by carrying out noise monitoring:

In the construction site during the maximum and minimum working hours (periodically).

At sensitive receptor locations if required, e.g. following a complaint.

Ambient Noise Limit Values

Location	Allowable Limits for Noise Levels in dB	
	Day (7:00a.m. - 20:00 p.m.)	Night (20:00 p.m.-7:00 a.m.)
Residential Areas with Light Traffic	40 - 50	30 - 40
Residential Areas in the Downtown	45 - 55	35 - 45
Residential Areas which include some Workshops, Commercial Business or Residential	50 - 60	40 - 50

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Areas near the Highways		
Commercial Areas & Downtown	55 - 65	45 - 55
Areas (Heavy Industries) Airport (Airside Near Taxi Way)	60 - 70	50 - 60
	70 - 80	60 - 70

5.3 Records

Records shall consist of the following: Environmental Noise Surveys;
 Records as may be required will be kept on site and provided to a third party Environment Agency on demand.

6.0 ENVIRONMENTAL INCIDENTS

The majority of environmental incidents on construction sites are spills or leaks of hydrocarbons, such as gasoline, diesel, lubrication oil, transformer oil, hydraulic oil, or solvents. All other threats to environmental health shall be referred to as “other”. These include spills of other hazardous materials, such as raw sewage, paint, or glycol. Contractor will do their duties to respond in case of emergency caused by environmental incident inside properties.

The project HSE Manager determines the classification on an incident-specific basis.

Fires and explosions require the use of the Emergency Response Plan whenever the incident involves environmental issues.

SECTION 5

SECURITY REQUIREMENTS AND PROCEDURES

1.0 GENERAL SECURITY REQUIREMENTS AND PROCEDURES

The Security Procedure is hereby set for the purpose of providing an efficient and effective Security Service on site.

This procedure aims to establish a system of coordination and cooperation with Supervision Consultant, local law enforcement agencies, Emergencies Agencies and concerned offices or personnel.

This procedure likewise prescribes an appropriate Organizational structure, System of Personnel/Vehicle/Material Control, Control of Prohibited Items and Substances, Equipment Requirement, System of Correspondence/Documentation, Duties and responsibilities and Coordinating Instructions of the Guard force.

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2.0 SITE SECURITY CONTROL

The perimeters of the office area shall be fully enclosed by hoardings with a single security controlled access point. The security controlled access point(s) will be manned by on site watchmen in 12 hours rotating shifts.

The perimeters of the work areas will be enclosed by plastic and concrete barriers with a controlled accesses/exists.

3.0 OFFICE SECURITY

In security controlled zones contractor shall comply with the Client requirement with regards forbidden items. Offices will be kept locked when not in use; this includes absences for meetings and meal breaks.

Offices where valuable materials are stored will be subject to a review by the contractor - security department.

All documents to be disposed will be shredded or torn into small pieces before being placed in waste bins/trash cans.

Offices where proprietary information is kept will be equipped with lockable cupboard or filing cabinet suitable for the storage of such material.

4.0 IDENTIFICATION

All the employees will be provided with a gate pass as employee identification badge/card. This card will be given after the HSES induction and should be visibly displayed on the breast/lapel of an upper garment at all times while being inside the project perimeters.

5.0 GATE CONTROL

Access to the project facilities will be restricted to Client, GEC, Contractor and those of sub-contractors employees actually employed in or having work to do in the site. Vehicles will only be allowed access to work sites if they are displaying a current and valid vehicle pass. Temporary vehicular access for “one-off” jobs is to be pre-arranged with the project HSES department.

Visitor’s persons having Official Business with the Client, GEC and Contractor personnel shall be required to surrender a valid ID that shall be replaced with A Visitor’s Pass for record purposes. The guard shall then inform the personnel concerned and secure approval before the visitor is allowed entry.

In-out log sheet will be maintained for all vehicles entering to and leaving the site.

Vehicle passes will have an expiry date matching the duration of the holder`s assignment, contractor period or other definitive period. Vehicle pass will be issued after successful completion of the Project HSE Induction course.

6.0 MATERIALS CONTROL

6.1 General

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Inspection of Material and Signing of voucher will be performed by security guards assigned to the following:

- At the Gate on Site
- Material Storage area
- Crusher Area

Prohibited items and dangerous drug or substances shall not be allowed in the site.

Incoming Materials:

All incoming delivery of supplies, materials, consumables and equipment shall be inspected by the guard on duty.

Outgoing Materials

- (a) All materials, supplies, tools and/or equipment to be brought out of the site shall be presented for inspection by the guard on duty with a corresponding gate pass. A copy of the gate pass shall be retained by the security guard.
- (b) Originating office and destination of said items should be indicated therein for record purposes.
- (c) Any item not covered by a gate pass or does not appear therein shall not be allowed to be brought out of the site.

7.0 STORAGE OF EQUIPMENT AND ASSET

All materials will be stored in locked buildings or in barricaded/fenced lay-down areas to which entry is to be controlled. Lay-down areas should be provided with adequate lighting and should be patrolled by security after working hours.

After working hours all equipment will be parked in a designated areas which will be regularly monitored by site security guards.

7.1 AIDS TO SECURITY

- (a) **Perimeter Hording Fence**
Perimeter hording fence shall serve as the Perimeter barrier of the project.
- (b) **Artificial Lighting**
Tower lights shall be provided to effectively illuminate the Material and Equipment storage for both Safety and Security purposes.
- (c) **Communications**
 - Mobile phones shall be the primary means of communication.
 - When the mobile phone get out of service due to poor coverage signal or any other reason, the following forms of communication will be implemented as follows:
 - Providing whistle to the security personnel
 - Creation of loud sounds to attract the attention of other guards or a messenger shall be utilized to pass information immediately.
 - Patrol team is all time to assist the security personnel.

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EMERGENCY CONTACT:



PROJECT: JEDDAH - MAKKAH NEW EXPRESS WAY PHASE 4 = WADI BRIDGE

EMERGENCY CONTACT:

SN	NAME	POSITION	CONTACT NUMBER
1	Farid Ashraf Farid Hussein	Head of project accounts	0501389603
2	Muhammad Al-Rashid Ibrahim	Project Manager	0537351753
3	Mohamed Abdel Salam Mohi El Din Mabrouk	Civil Engineer	0555615894
4	Muhammad Arif Muhammad Abda	Workshop supervisor	0539958721
5	Fathi Nabawi Fathi Al-Gohary	Equipment/Manpower monitor	0558884035
6	Joebert E. Acilo	HSE Manager/First Aider	0559868354

Emergency contact numbers

- **Unified Emergency:** 112
- **Police:** 999
- **Ambulance:** 997
- **Civil Defense:** 998
- **Traffic Police:** 993
- **Roads Security:** 996
- **Narcotics Control:** 997

REPORTING AN EMERGENCY:

1. Identify What Type of Emergency
2. Give exact Location
3. Identify Yourself
4. Know your Evacuation Route
5. Keep calm is an Emergency
6. Do not hung up unless you are told to do so.