

HEALTH & SAFETY

HANDBOOK



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

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EMERGENCY NUMBERS

In an emergency dial the following DWTC numbers:



SECURITY
04 306 4600



FIRE
04 306 4444



MEDICAL
04 306 4040

Telephones can be found in key locations throughout the venue including:

- Information points
- Organisers offices (that are in use)
- F&B outlets

Alternatively, an alarm of an emergency can be raised through any security guard.

HSE POLICY STATEMENT

The Venues Health and Safety team at Dubai World Trade Centre (DWTC) recognizes that Health and Safety is imperative to the company, its staff, employees, customers, visitors and to the community. DWTC is therefore committed to provide a safe and healthy working environment for all employees as well as to the event organizers, exhibitors, contractors and requires that safety should not be compromised at any time. We expect contractors and tenants providing services to DWTC to have the same high standards of Health and Safety as we do.

Health and Safety is a shared responsibility. In doing so, DWTC shall provide, so far as possible, a world class facility free of Health and Safety hazards with full compliance to occupational health, safety and environmental laws mandated by Federal law and Local legislation as well as International Health and Safety Standards.

Furthermore, DWTC shall ensure and be committed to prevention of injuries to its personnel and customers, as well as to prevent damage to property and equipment. In return each person is ultimately responsible for personal safety by adhering to DWTC Safety Management System, Health and Safety Policies and Procedures, exercise caution in the performance of duties, observe safe working practice and follow safety rules.

The management encourages everybody to carry out positive and strong Health and Safety cultures beyond the workplace to all of their undertakings. It also encourages trainings and developments of its staff to be more competent in their respective job.

INTRODUCTION

The aim of this book is to provide guidance on Health, Safety and Environment (HSE) at Dubai World Trade Centre (DWTC) to ensure that everyone remains safe.

HOW WILL DWTC ENSURE SAFETY?

- By making everyone aware of the risk in the work area.
- By giving information regarding DWTC safety rules and regulations.
- By encouraging everybody to contribute in making a Healthy and Safe working Environment.
- Kindly read all of the HSE rules listed in this safety book. These rules stipulate the minimum requirements for safe completion of any project.

HSE TARGET AND GOALS

Dubai World Trade Centre firmly believes that no part of its business objectives can be carried out effectively and successfully if not performed safely

- **Our Target**
 - Zero incidents/accidents
- **Our Goals**
 - No incidents
 - No harm to people
 - No damage to people
 - No damage to environment



SITE ACCESS

- All DWTC contractors are required to attend the Health, Safety and Environment Induction/ Toolbox talk prior to commencing work.
- Collect your contractor badge in exchange of your Emirates ID at the contractor badge collection point.
- Always carry your contractor badge.
- Show your badge to security when entering.
- Use the entrance and exit gates only.
- Report lost contractor badge immediately to safety office.



Do not use another contractor's badge.



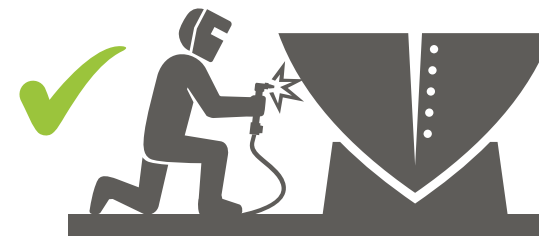
PERMIT TO WORK

Prior to commencing work that can be potentially hazardous, a permit-to-work must be submitted. Upon approval from the supervisor and HSE officer, work can be started.

A HOT WORK PERMIT IS REQUIRED FOR

- Gas cutting
- Welding
- Grinding
- Other hot work related procedures

Read and understand your permit, and be sure to display your permit to work in the work area.





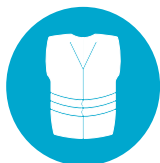
PERSONAL PROTECTION

MANDATORY PERSONAL PROTECTION EQUIPMENT (PPE)

The following equipment is mandatory and must be worn at all times:



Steel cap boots



High-visibility vest



Coveralls



Helmet

JOB-SPECIFIC PPE

The following equipment is specific to certain jobs:



Eye protection



Gloves



Safety harness



Ear protection



Dust mask



HSE COMMUNICATION

Keep in touch with Health and Safety regularly:



ATTEND TALKS

Attend HSE Induction
Tool Box Talks by
appointment



READ NOTICES

Read The Health, Safety
and Environment
notice board



TRAINING

Attend Health, Safety and
Environmental Training



WORKPLACE HAZARDS

Watch out for these common hazards in the workplace:



*Slips, trips
and falls*



*Working at
heights*



*Falling
objects*



*Electrical
hazards*



*Misuse of
hand tools*



*Moving
equipment*



Lifting



*Hazardous
materials*



*Cutting and
welding*



Fire



NOTICES AND SIGNAGES

The following is the color coding used for signage:



BLUE
MANDATORY



YELLOW
CAUTION



RED
PROHIBITED



IN CASE OF FIRE

- Notify all personnel by activating fire alarm.
- When you hear the alarm sound, stop all work immediately.
- Remain calm, do not panic or run.
- Evacuate the area using fire exits or escape routes. **DO NOT USE LIFT.**
- Assemble at the designated **ASSEMBLY POINT** and report to your supervisor.
- Call Fire Services or the Ambulance in case of casualties.
- Do not re-enter the building until it is declared safe.



Follow the exit signs

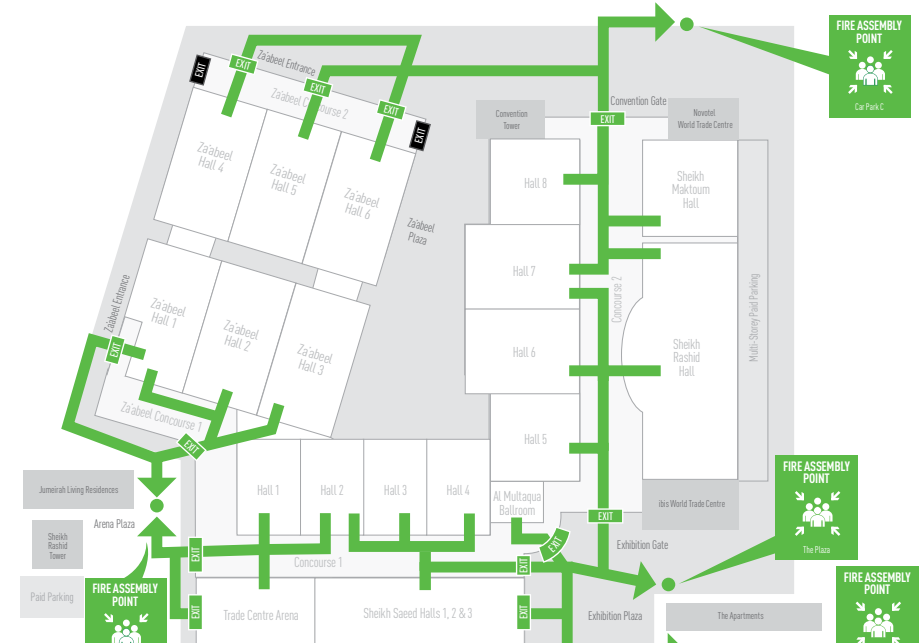


Proceed to assembly point



ASSEMBLY POINTS

In case of emergency, leave by the nearest exit and make your way to the nearest assembly point.





SMOKING POLICY

DWTC has a strict smoking policy:



Strictly NO SMOKING
inside DWTC premises.



Smoking is allowed
only at designated areas.



REPORTING ACCIDENTS

All accidents and incidents are reportable and it must be reported by the Foreman/Supervisor in charge immediately to Site Manager or HSE Officer. You can call 04 308 6806.

WHAT TO REPORT:

- Unsafe acts
- Unsafe conditions
- Near miss
- Injuries and accidents

BY REPORTING, YOU WILL ENABLE MANAGEMENT TO:

- Investigate
- Find out the immediate cause and the root cause
- Recommendations to avoid recurrence



IN CASE OF INJURY

- Inform others who may be in danger immediately.
- Remain calm and notify the supervisor.
- Supervisor must notify the security or HSE officer.
- Proceed to Emergency Medical Clinic located next to Al Wasl reception.
- If the situation is serious, EMS will require an ambulance.
- All accidents must be informed and reported.



Do not give first aid if you are not trained.



WORKING AT HEIGHTS

SAFE USE OF HARNESS

- Use Full Body Harness when working at heights of 2 meters and above on the scaffold tower.
- Check the harness and ensure that all parts are free from defects before using.
- Wear the safety harnesses properly.



Never wear a damaged safety harness

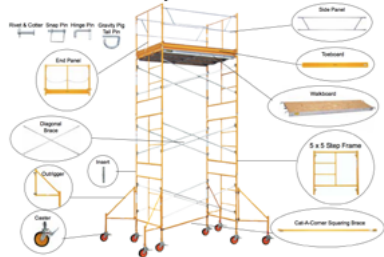


SCAFFOLDINGS

SAFE USE

- ✓ All scaffoldings must be designed, erected, altered and dismantled by competent people under the direct supervision of competent supervisor.
- ✓ Use safety harness whenever advised by the Safety Officer or Supervisor.
- ✓ Keep brakes in place when you are working on a mobile scaffold
- ✓ Barricade the scaffold area when there is a possibility of falling objects
- ✓ Report to HSE whenever you find anything wrong with a scaffolding.

Know Your Scaffold / Safety / Decals



UNSAFE USE

- ✗ Do not perform any alterations to the scaffolding yourself.
- ✗ Never climb scaffoldings. Always use the access ladders.
- ✗ Do not place tools at the edge or hang them on guard rails.
- ✗ Do not lean or stand on guard rails.
- ✗ Do not stand on mobile tower scaffolds when pulled or pushed to another location.
- ✗ Do not use home made scaffold.



LADDERS

SAFE USE

- ✓ Check carefully for any cracks or loose pieces before use.
- ✓ Keep your body centered on the middle of the ladder.
- ✓ Use two hands while climbing up or down.
- ✓ Ensure it is positioned on an even floor and at a 75° angle.
- ✓ Use a correct sized ladder for the activity.



UNSAFE USE

- ✗ Do not use home-made or damaged ladders.
- ✗ Avoid overreaching.
- ✗ Do not put any materials on top of the ladder.
- ✗ Do not put the ladders on top of a scaffold or table.
- ✗ Ladders must always be secured to a structure or securely 'footed' by another person whilst in use.





ELECTRICITY ONSITE

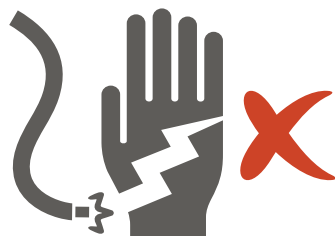
SAFE USE

- ✓ Only competent electricians should perform electrical connections.
- ✓ Use a 3 pin plug or industrial type electrical socket.
- ✓ Overheated appliances or tools must be removed.
- ✓ Maintain proper cable management.
- ✓ Flammable materials must be removed from the DB's and other electrical circuits.
- ✓ Use required Personal Protective Equipment.



UNSAFE USE

- ✗ Do not connect the cable wire directly to the socket.
- ✗ Dispose of broken switches or plugs.
- ✗ Do not use damaged wires.
- ✗ Avoid multiple connections.
- ✗ Do not overload circuits.
- ✗ Do not allow electrical cords to be on the floor where they can be walked on.



HAND AND POWER TOOLS

SAFE USE

- ✓ All tools must be maintained in a safe working condition.
- ✓ All hand tools and power tools must be visually inspected by the user before use.
- ✓ Only appropriate tools shall be used for the specific job.
- ✓ Only trained and competent persons can use the tools.
- ✓ Wear appropriate job specific Person Protective Equipment.

UNSAFE USE

- ✗ Do not use damaged tools. All damaged tools must be removed from site.
- ✗ Do not remove the safeguard of the power tools.
- ✗ Home-made and modified tools are not allowed on site
- ✗ Do not use power tools with damaged cables.
- ✗ Don't leave tools lying in walkways or any place where they could be tripped over.



MANUAL WORK

SAFE USE

- ✓ Try to avoid manual handling as much as possible
- ✓ Use mechanical aids such as trolleys, rollers, hydraulic jacks, etc.
- ✓ Know and apply proper lifting techniques
- ✓ Use your legs, not your back
- ✓ Jobs must be assessed and planned before they begin.



UNSAFE USE

- ✗ Avoid sudden movements
- ✗ Avoid twisting your body when lifting or carrying a load.
- ✗ When lifting, don't strain your back. Instead, lift correctly to avoid injury.



CHEMICAL WORK

SAFE USE

- ✓ Always read MSDS and follow instructions.
- ✓ Use required PPE.
- ✓ Know all emergency procedures.
- ✓ Make sure all chemicals containers are properly labeled.
- ✓ Always wash up after using chemicals.
- ✓ Store chemicals as recommended by the manufacturer.



UNSAFE USE

- ✗ Never eat or drink while handling chemicals.
- ✗ Never smell or taste a chemical to identify it.
- ✗ Avoid spillage of chemicals.
- ✗ Don't put chemicals in a water bottle. Example: Thinner, glass cleaner, etc.





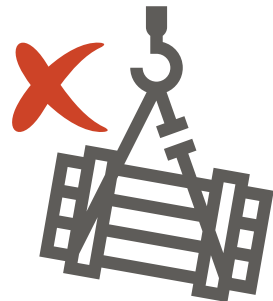
CRANES

SAFE USE

- ✓ Only competent operators with a valid license can operate the equipment.
- ✓ Valid third party test certificate for the crane is required.
- ✓ Inspect all lifting equipments for damage.
- ✓ Cordon off the lifting area.

UNSAFE USE

- ✗ Do not overload the crane.
- ✗ No riding on the loads.
- ✗ Do not stand under the load being lifted.
- ✗ Beware of overhead dangers.
- ✗ Do not stay or take rest near a parked vehicle at the work site.



FORKLIFTS

SAFE USE

- ✓ Operators should have a proper training with a valid driving license.
- ✓ Safety clothing is required.
- ✓ Always perform an operational inspection before use.
- ✓ Fasten seat belt and follow the speed limit.
- ✓ Use suitable pallet/secure the load.
- ✓ Use a helper in narrow spaces.
- ✓ Look left and right and sound horn.

UNSAFE USE

- ✗ Avoid hazards due to unstable load.
- ✗ No overloading, check weight
- ✗ Do not use fork tips, keep fork low
- ✗ Slow down when turning.
- ✗ No riders on the fork lift.
- ✗ Do not let unauthorized persons operate your forklift and remove the key when unattended.





BOOM & SCISSOR LIFTS

SAFE USE

- ✓ Do not operate any machine, boom lift, scissor lift or any other equipment without a proper license and authorization.

UNSAFE USE

- ✗ Safety harness to be worn when working with boom lift and scissor lift.
- ✗ Avoid overreaching.



TRANSPORTATION

PERMISSIONS

- ✓ All vehicles are required to obtain an access permit to enter the marshalling yard.
- ✓ Observe speed limits and traffic signs.
- ✓ Parked the vehicle in the designated parking area.

NOT ALLOWED

- ✗ Private cars are NOT allowed to park inside the marshalling yard without permission.





HOUSEKEEPING

SAFE USE

- ✓ "A place for everything and everything in its place" - this is DWTC's housekeeping philosophy.
- ✓ Housekeeping is an integral part of all jobs and is fundamental to safety.
- ✓ Poor housekeeping contributes to accidents caused due to slips, trips, falls, and fire hazards.
- ✓ Always follow proper nailing practices.
- ✓ Always conduct regular housekeeping in your work area.



THE ENVIRONMENT

WASTE MANAGEMENT

- ✓ All waste materials must be segregated.
- ✓ All hazardous waste must be stored in a designated hazardous waste area.
- ✓ All waste movement must be recorded.



PROTECTION

- ✗ Prevent excessive generation of dust.
- ✗ Avoid chemical spills to water and soil.
- ✗ Control noise at work.
- ✗ NO disposal of chemical into drains/sewer





FIRE SAFETY

ALWAYS MAKE SURE...

- ✓ Make yourself aware of the fire drill procedures.
- ✓ Ensure fire exit and firefighting equipment are free from obstruction.
- ✓ Ensure you know the nearest fire assembly point.
- ✓ Manage rubbish. Don't let paper, rags and other rubbish accumulate.
- ✓ Smoke only in the designated smoking areas.



DO NOT...

- ✗ Do not obstruct fire exits/doors, firefighting equipment and fire alarm call points.
- ✗ Do not smoke in a non-designated smoking areas.



SAFETY FIRST

WORK SAFELY TO REACH YOUR FAMILY.
YOUR LOVED ONES ARE WAITING FOR YOU.



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www.dwtc.com