



Regulations CS 3.0 –

Duties & Responsibilities

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| PCFC- Entity (Business Unit) Name | : | Trakhees – Ports, Customs & Free Zone Corporation |
| Department Name | : | Civil Engineering Department (CED) |
| Section Name | : | Inspection & Compliance Section (Construction Safety) |
| Document Reference Number | : | PCFC-TRK-CED-CS-REG-03 |
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General Requirements

Safety is the responsibility of everyone who is directly or indirectly associated with construction activities.

Competent Authorities

Without limiting the actions of the Competent Department of the Authority (PCFC– EHS) in the protection of Health, Safety & Environment, the Competent Department is empowered to and responsible for:

1. Issue/amend necessary Regulations, guidelines and codes of practice for the safe conduct of work
2. Inspect all work places, take samples or photographs and issue directions/instructions to ensure compliance with Health, Safety & Environment requirements
3. Issue Correction/Warning/Prohibition Notices and/or penalties, where deemed required.
4. Prepare and execute education/training/awareness programs and/or recommend programs in Health, Safety & Environment and/or Fire protection
5. Liaise with and advise Local/Federal Government Departments (where applicable) on status of non-compliant companies/ licensees to enable necessary actions.

The Competent Department (EHS) shall be responsible for the enforcement and implementation of these regulations for the protection of the Environment, Health & Safety of workers at all sites/locations under the jurisdiction of PCFC (Authority) and operating under Dubai World.

Safety Advisor

The duties and responsibilities of the Safety Advisors shall include:

1. Provide advice to the main contractor on health, safety and environmental issues.
2. Monitor statutory compliance by carrying out regular inspections and auditing the main contractor's works.
3. Undertake at least a weekly inspection and prepare a quantitative report for submittal to the main contractor's Project Manager.
4. Report immediately to the main contractor's senior management any serious safety breaches that place workers in life threatening situations.
5. Assist the main contractor in undertaking risk assessments and identifying safe systems of work to be recorded in safe work method statements.
6. Develop and deliver in house training courses on health, safety and environmental topics.
7. Assist supervisors in delivering toolbox talks to the workers on the control measures identified in risk assessments and the safe system of work to be adhered to.
8. Develop and deliver the worker induction ensuring that all workers receive an induction prior to starting work.
9. Develop procedures for high risk activities and brief management on their responsibilities under these procedures. Audit against these procedures regularly and report any non-compliances to the Project Manager.
10. Ensure that the main contractor has an accident investigation reporting procedure in line with EHS requirements.
11. Undertake the lead role in all accident investigations and ensure that a written investigation report is provided to EHS for all reportable accidents.
12. Audit the registers which should be maintained by the Plant Manager for lifting equipment and lifting accessories.

13. Advice on the requirements for site welfare and carry out regular inspections of the facilities, reporting any concerns to the main contractor's Project Manager.
14. Conduct himself professionally at all times and ensure that the advice he gives his employer is to the best of his ability.

Project Managers

PMs are ultimately responsible for safety on their project. They must ensure that adequate arrangements are in place to safeguard the health, safety and environmental aspects of the project and welfare of all persons under their control.

Consultants and Project Management Teams

Consultants and contractors shall be jointly responsible for the compliance of applicable Health, Safety and Environmental Regulations on their projects.

Designers

Designers are required to give considerations to the hierarchy of control measures as follows; elimination, reduction, information and communication. Designers must ensure that details of the identified risks are passed to the PMTs so that appropriate control measures can be put in place.