



ARKAN BUILDING MATERIALS HEALTH, SAFETY & ENVIRONMENT MANUAL

Health, Safety & Environment Management Manual

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1. GENERAL INFORMATION

1.1 Introduction

This management manual provides an overview of the health, safety & environmental activities of Arkan Building Materials Co. PJSC across the United Arab Emirates. The Health, Safety & Environmental management system is maintained by HSE Manager. The manual and procedures are designed to apply to all Arkan Building Materials Co. PJSC sites; however some additional local arrangements may be applicable and will be defined by the site HSE Coordinators Office.

The Management System has been developed to accomplish the objectives set out in the Health, Safety & Environment policies in compliance with OHSAS18001, and also to ISO14001. It is oriented towards the provision and maintenance of a healthy, safe and sustainable environment in accordance with legislation, provision of adequate training to ensure competent staff and pro-actively reducing the risk of accidents or environmental issues. A well-structured system is an essential management resource in the optimisation and control of the sites activities, products and services.

The documented safety health & environmental management system is made available to all Arkan Building Materials Co. PJSC employees and can be viewed on the e-arkan portal/projects. The organisational repositories contain Policies, Procedures, Forms and Templates. Completed records are retained on the local repository of the site/area to which they apply.

1.2 Scope

Arkan Building Materials Co. PJSC is responsible for providing a range of services within the building materials sector, namely the production of quality materials for sale in the market place; products include cement, pipes, blocks, kerbstones & paper sacks

This management manual defines the policy and general principles appropriate to the HSE Management System. It covers all stages from impact and risk assessment to monitoring and controlling. The management system also applies to Arkan Building Materials Co. PJSC contractors working on our undertakings and key suppliers who must complete with the relevant requirements of the HSE policies and Manual. The management system is reviewed at intervals to ensure it reflects current legislation and best practice, and meets Arkan Building Materials Co. PJSC business goals and requirements.

The ISO14001 certification currently applies to the environmental management of the provision of manufacturing processes.

1.3 Related and Associated Documents

OHSAS 18001 Health & Safety Management System - Specification with Guidance for use
EN ISO 14001 Environmental Management Systems – Specification with Guidance for use
Arkan Building Materials Co. PJSC HSE Manual – Available on e-arkan portal
Arkan Building Materials Co. PJSC Training Records
Arkan Building Materials Co. PJSC Health, Safety & Environmental Policy

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2. POLICY

2.1 Health, Safety & Environment Policies

Arkan Building Materials Co. PJSC health, safety and environmental policies are authorised by the CEO on behalf of the Board of Directors. These policies are appended (**See Appendix 1 & 2**). The policies are reviewed annually and revised as necessary. The policy statements are available to the public and interested parties on demand, and are available on the Arkan Building Materials Co. PJSC web site.

As a minimum all Arkan Building Materials Co. PJSC health, safety and environmental policies;

- include a commitment to continual improvement;
- include a commitment to comply with health, safety and environmental legislation and other requirements and standards to which the organisation subscribes;
- are appropriate to the activities it encompasses;
- are consistent with other Arkan Building Materials Co. PJSC policies unless there are over-riding business reasons not to maintain consistency;
- are communicated to relevant employees and contractors, so that they are aware of their obligations under the policy;
- are made available to interested parties on request;
- are controlled documents, reviewed and revised as necessary

<..\EHSMS\Policy\HSE Policy Jan 2014.doc>

3. Planning

3.1. Identifying Health & Safety hazards, risks assessment and controls

Risk Assessment forms part of the Arkan Building Materials Co. PJSC HSE Standards. A system has been established to identify and manage hazards, risks and appropriate controls. The company have a number of documented risk assessments. The risk controls documented within the company wide risk assessments are categorised into mandatory and additional controls. Specific local risk assessments are completed by trained risk assessors. Refer to the Arkan Building Materials HSE Manual, Section 2 Core Procedures.

The majority of Arkan Building Materials Co. PJSC undertakings are conducted within a manufacturing environment and as such the associated risk assessments and control measures are site specific and vary from risk from Low to High.

Where Arkan Building Materials Co. PJSC undertakings are conducted on client sites there may be significant hazards pertinent to the clients business. Works are performed on client sites that include work with Jacking Pipes, Cement, Block & Pipe Deliveries, all such activities are controlled by the client with technical input as required from Arkan Building Materials Co. PJSC HSE Team and Technical experts.

Types of sites include industrial or commercial. Where Arkan Building Materials Co. PJSC activities take place in the proximity of any hazardous activities, Arkan Building Materials Co. PJSC looks to follow the clients' procedures to ensure that there is a common control approach, also recognising that the client will have significantly more experience of the hazard & risk.

Where appropriate Arkan Building Materials Co. PJSC will conduct risk assessments and ensure that personnel are trained, competent and have the appropriate tools, equipment and PPE to perform their duties safely in such environments.

<..\Arkan Group Safety\Blank Forms\Risk Assessment\Arkan Excel Risk Assessment.xls>

3.2. Identifying Environmental Aspects

A system has been established and is maintained to identify and quantify those aspects of Arkan Building Materials Co. PJSC activities, products and services within the defined scope and that it can control, with potentially significant impacts upon the environment all sites will undertake an assessment of impacts from operations.

[..\EHSMS Procedures\Environmental Procedures\Arkan Environmental Procedures\EP-02 Aspects and Impacts Assessment Procedure\[1\] Arkan Building Materials.doc](..\EHSMS Procedures\Environmental Procedures\Arkan Environmental Procedures\EP-02 Aspects and Impacts Assessment Procedure[1] Arkan Building Materials.doc)

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3.3. Legal & Other Requirements

The HSE Team is responsible for ensuring that the HSE Manual is up-to-date in relation to HSE legislative requirements, and also maintains a Master Register of HSE Legislation and other requirements.

New and upcoming health safety & environmental news and legislation is maintained through regular information from the following sources:

International Institute of Risk & Safety Management (IIRSM)
Institute of Environmental Management and Assessment (IEMA)
Safety & Environmental Magazines/Periodicals e.g. SHP, HSW
Industrial Development Bureau
Environment Agency Abu Dhabi
Centre for Waste Management Abu Dhabi
Relevant safety & environmental websites including,

Whenever necessary, Arkan Building Materials Co. PJSC communicates to employees the details and requirements of any legislative, regulatory and other HSE policy requirements pertaining to their duties and responsibilities. It is the responsibility of the process owners to ensure compliance with legislative requirements is achieved.

A HSE Law Diary is available on the HSE Manual and maintained by the HSE Team on a regular basis. This diary provides details of up-coming health, safety or environmental legislative or guidance changes which may impact on the Arkan Building Materials Co. PJSC, HSE standards, policies and procedures.

The HSE Team has a responsibility to maintain an awareness of health, safety and environmental legislation through the use of sources of information including electronic media, journals and professional networking and training. Information on legislation is disseminated by the health, safety and environmental team to the organisation through the HSE Coordinators, safety meetings and internal communications media such as email and the Arkan Building Materials Co. PJSC portal.

On a regular basis a review of the legal documentation is conducted by the HSE team to ensure that:-

- All files relating to HSE regulations are up-to-date
- Procedures/records are in place and up-to-date to ensure that all pertinent regulations are being complied with adequately.
- If a new piece of legislation is deemed to have a significant business-related implication, this is added to the agenda of the Corporate Responsibility Steering Board for review.

On an annual basis, the risk assessments regarding significant risks and/or aspects are reassessed to account for new or modified legislation pertinent to each hazard/aspect.

3.4 Objectives, Targets & HSE Management Programmes

3.4.1. HSE Objectives

Health & Safety and Environmental Objectives and Targets and Management Programmes have been established and documented.

This process sets down the means by which:

- the targets are implemented and achieved
- time allocated for targets to be achieved
- responsibilities for attaining targets.

The objectives reflect the goals of the Arkan Building Materials Co. PJSC with respect to reducing accidents, incidents and pollution and achieving continual improvement in overall safety, health & environmental performance.

Group wide objectives are set in association with the HSE Team and agreed with both the CEO & Senior Management Team based on reported compliance levels, audited deficiencies and legislative requirements. Some procedures relating to performance monitoring and measuring are set and managed by HR. Targets are included in the performance appraisal system for managers & employees.

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The HSE Team monitors progress at monthly team meetings against these objectives and targets and specific problem areas are reviewed. Progress is reviewed routinely monthly, within the Management Review process and annual management review, to incorporate new developments and new or modified activities, products and services. Management Programmes are modified to account for such changes to objectives and targets. All proceedings are recorded in the meeting minutes.

3.4.2. Local Objectives – Health & Safety

HSE Coordinators & management teams set local H&S compliance objectives and targets for their site these targets are set in line with Group Objectives & Targets

3.4.3. Local Objectives – Environment

HSE Coordinators & management team set local Environment compliance objectives and targets for the site in line with Group Objectives & Targets.

Local site management will set programmes for achieving objectives. This will include Group set objectives and those following the completion of each health and safety risk assessment and environmental assessment, actions are planned to reduce risks to acceptable levels, producing in effect a management programme to address a particular specific risk issue.

4. IMPLEMENTATION AND OPERATION

4.1 Organisation

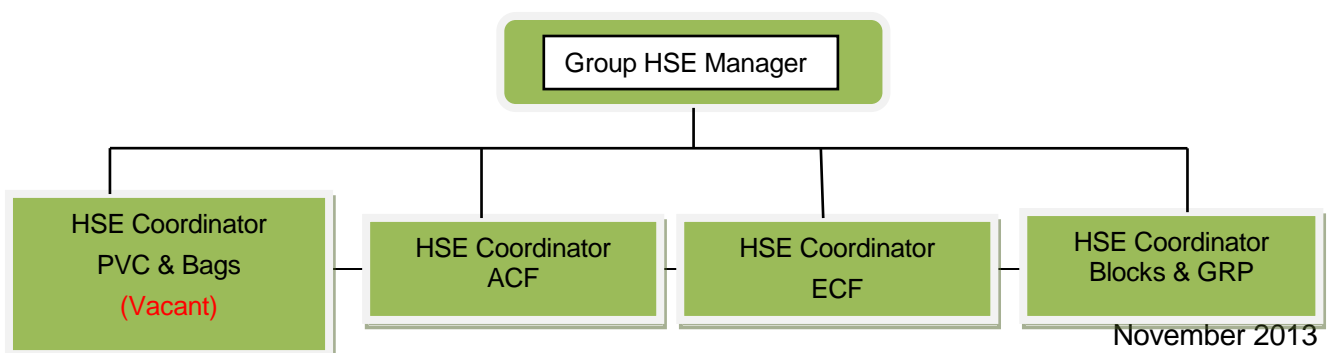
Arkan Building Materials Co. PJSC and its Board of Directors accept their legal and moral obligations to ensure, as far as reasonably practicable, a safe and healthy working environment and safe systems of work in order to protect employees and anyone else who may be affected by its operations. In pursuance of this obligation they have appointed safety specialists to manage health, safety and environmental issues within the organisation.

Arkan Building Materials Co. PJSC considers health safety & the environment to be a line management responsibility and as such the health, safety and environmental processes are implemented by local management using appropriate management system procedures to ensure activities, products and services meet applicable regulatory standards.

All employees are encouraged to participate in the management processes and each location will provide safety & environment representatives, first aiders, fire marshals and the like as required by local conditions and determined by environmental impact and risk assessment.

The health, safety & environment management structure for Arkan Building Materials Co. PJSC is shown in Figure 1. The CEO & HSE Manager are responsible for both the Health & Safety & Environment Policies.

Figure 1 Health, Safety & Environment Management Structure



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Employers sharing a workspace are required to cooperate and coordinate their actions to ensure safe undertakings therefore at client sites some duties will be those of the client, a landlord or a contractor (such as ARKAN BUILDING MATERIALS CO. PJSC). A typical organisation chart is shown below.

4.2 HSE Working Party

Where practical to do so, each site will have a HSE working party that will feed relevant HSE information to their HSE Coordinator and/or HSE Manager for delivery into Site Targets & Objectives. The purpose of each HSE Working Party will be to:

- Communicate and manage the HSE Management systems at their site.
- Review policy commitments, site objectives, targets and management programmes.
- Develop and review plans and targets for operational activities/procurement/requirements for contractors and suppliers.
- Review overall HSE performance on a timely basis to ensure continual performance.
- Identify strengths, weaknesses, opportunities and threats of the HSE Management System and recommend changes
- Report information relating to their site HSE Management System to the UK CR Steering Board and for the annual UK Corporate Responsibility Report.

4.3 Responsibilities

Documented in Appendix 3

4.4. Commitment to continuous improvement

Arkan Building Materials Co. PJSC seeks, as a minimum, compliance with health safety & environmental legislation appropriate to its business and to continuous improvement in its performance and standards in health, safety and environmental management. Details of the arrangements and organisation put in place to achieve this are contained in the HSE Manual.

Arrangements, processes and procedures are regularly reviewed and updated if appropriate. Changes are marked on the Arkan Building Materials Co. PJSC HSE manual and the audit history gives a brief account of the change. Monthly HSE meetings of the site HSE Coordinators give an opportunity for changes to be discussed, proposed or requested. Distribution lists through the site safety champions and HSE Coordinator allow for fast cascade of messages to all personnel.

The Arkan Building Materials Co.. PJSC HSE team monitor web sites and various periodicals to keep up to date with new or suggested improvements and act upon relevant issues.

Close contact is made with client HSE departments and views and suggestions exchanged in order to gain an understanding of similar processes with a view to improvement of ARKAN BUILDING MATERIALS CO. PJSC practices.

4.5. Communication to employees and availability to interested parties

The HSE manual contains details of the Arkan Building Materials Co.. PJSC organisation and contact points of all the HSE team, site safety champions and HSE Coordinator. It contains detailed information on the arrangements and how to achieve compliance to them. It also contains policies, procedures and guidance on a wide array of topics. Monthly HSE meeting minutes are published there. It is the main single point of contact for training courses related to health, safety and the environment. It contains forms and aide memoirs for all tasks and assessments. It is available to all Arkan Building Materials Co. PJSC employees from a variety of platforms such as the Arkan Building Materials Co. PJSC network, from client networks (where permitted) from the e-arkan portal and the Internet.

Information and instructions are communicated by cascade emails from the HSE Manager or HSE Coordinator. Team talks and briefings provide local information by line management.

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4.6. Periodic reviews

Arrangements are reviewed annually by the Management & HSE team.

All sites perform (at minimum) annual reviews of their risk assessments and control measures.

All personnel's training is reviewed every two years and refresh-training provided as appropriate. New or additional training can be requested at any time.

All workplaces are periodically reviewed (workplace inspections) these are determined locally and are appropriate to the risk.

Maintenance and inspection of work equipment, plant and PPE are conducted periodically in line with risk assessments.

4.7 Resources for training

The HSE team are competent to provide training on a wide variety of health, safety and environmental topics including in-house training program. Arkan Building Materials Co. PJSC will use external trainers to provide certain subjects and for accredited training such as First Aider training courses.

High demand training courses are provided at key locations and can be booked onto by any employee after they have attained approval from their line manager. Local managers can also provide training at any site on demand.

4.8 Training awareness and competence

Arkan Building Materials Co. PJSC managers will ensure that employees are competent to perform tasks that may impact on health, safety and environment in the workplace. (Competence is being defined as appropriate education, training and / or experience)

Managers will establish and maintain procedures to ensure that their employees working at each relevant function and level are aware of:

- The importance of conforming to the health, safety and environmental policy and objectives, and requirements of ISO14001 and OHSAS18001.
- The significant environmental aspects and safety risks, actual or potential, of their work activities and consequences and the benefits of improved personal performance;
- Their role and responsibility in meeting policy and procedure requirements and health, safety and environmental arrangements; including emergency preparedness and response requirements
- The potential consequences if operating procedures are not followed.

All new starters to Arkan Building Materials Co. PJSC must be inducted on a number of key policies and procedures, as per the induction training. Induction is a line management responsibility.

All staff are also required to complete a Training Needs Identification form, detailing their role and responsibilities at their site to determine their HSE training and competence needs. Training needs assessment is a joint HR, Training & Development, HSE & Line Management responsibility.

In addition, the health, safety and environmental policies and relevant local organisation and arrangements are brought to the attention of all employees at a site induction presented by the line manager HSE Coordinator this will also include emergency, fire and first aid arrangements.

The induction programme incorporates policies and procedures and general awareness training and information on how to find out about local arrangements and organisation on sites that they may work at or visit.

This information is supported by the HSE manual on which they are instructed on how to access on e-arkan portal.

Managers are responsible for ensuring that all statutory training requirements applicable to the employee's activities are provided. This will be assessed by the individual completing a training needs assessment form, submitted to the HSE Coordinator and the employees' line manager for review.

It is the responsibility of the line manager to ensure that if their direct reports change job or take on a new role, that a revision takes places of their training needs assessment.

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4.9 Consultation and communication

Managers will follow processes to communicate pertinent health, safety and environmental information to and from employees and other interested parties. This will include employee involvement and consultation arrangements to ensure that employees are; involved in the review of local procedures and actions to manage health, safety and environmental risks; are consulted about changes affecting workplace health and safety; and have access to safety representation. These systems will be documented and measures taken to ensure all interested parties informed of their existence. Regular HSE meeting minutes are provided to raise awareness.

(HSE Minutes e-arkan portal refers)

[..\EHSMS Procedures\EHSMS Procedures\Communications.doc](#)

Management will liaise with nominated client or other employer representatives to ensure that site employees understands the processes and procedures that it must comply with and to fully cooperate and coordinate actions in the management of health, safety and environment.

HSE Coordinators will report health, safety and environmental performance to the HSE Managers on a monthly basis; progress against the sites actions and compliance can be monitored remotely (electronically) through the e-arkan portal.

HSE Coordinators will report health, safety and environmental issues to the HSE Managers when the need arises.

4.10 Internal Communication

Initially queries or issues relating to health, safety or the environment should be addressed to the employees' line manager or HSE Coordinator. All HSE queries will be logged and investigated and will be treated with confidentiality, outcomes of any investigation will be communicated to concerned parties.

Managers will ensure that queries regarding health, safety and environmental matters related to their business activities are handled in such a way as to reduce significant risks to people or the environment, and to comply with Arkan Building Materials Co.PJSC's health, safety and environmental policy and objectives.

4.11 External Communication

Communication with external sources may include: Local Authorities; Industrial Development Bureau (IDB); Environment Agency; Relevant HSE protection bodies; Members of the Public; Community Groups and Forums; Customers and Suppliers. Receipt, documentation and where appropriate, the response to communications with interested parties is documented to ensure that sufficient information is given without compromising business confidentiality.

4.12 HSE Standards and Operational Procedures

HSE Standards set out the minimum that all sites must do to comply with health, safety & environmental law and company policy. Each site is assessed for compliance to these standards. **Refer to HSE Standards Appendix**

The HSE Manual is available to all employees on the e-arkan portal all mangers are issued with an uncontrolled copy the manual contains operational procedures of how to comply with these standards, environmental and other requirements.

Site, buildings and work hazards, environmental aspects & impacts are identified and documented; risk assessments are carried out. Measures are undertaken to remove, reduce or control identified risks and significant impacts. Due regard is given to best known practices and includes emergency procedures and contingency planning

When employees are located on a site not under Arkan Building Materials Co. PJSC's control local arrangements with the client HSE Team will be made to clarify respective responsibilities and lines of communication and co-operation.

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Health, safety and environmental problems are referred initially to the manager responsible for the area. The management of local health, safety and environmental matters is primarily a line management function. Advice is available to managers and employees from the HSE Coordinator & HSE Managers.

The site safety file is available to all site HSE Coordinators and site safety champions on the e-arkan portal write access is restricted to pre-named individuals.

4.13 Documentation and document control

Arkan Building Materials Co. PJSC has a health and safety and an environmental portal that describes the core elements of the management systems and their interaction and provides direction to related documentation. This is accessible by all employees.

Arkan Building Materials Co. PJSC's policies, processes, procedures, guidance notes and information required for the management of health safety and environment are stored on a single database, the Arkan Building Materials Co. PJSC, Health & Environment Manual, which is accessible to all employees on the network or through the internet. Documents th-arkan portal old and/or revised copies having become obsolete are archived to a separate database and retained for a prescribed period.

Documentation that is produced to demonstrate compliance to the standards and documentation on risk assessments, control methods and client processes that must be followed are stored on the Arkan Building Materials Co. PJSC a site safety file database that is accessible to all HSE Coordinators.

All health, safety and environmental policies, practices, procedures and local work instructions are maintained using Arkan Building Materials Co. PJSC document control procedures as defined in Arkan Building Materials Co. PJSC's quality management system.

4.15 Emergency preparedness and response

Arkan Building Materials Co. PJSC will develop a set of Business Continuity Plans, centrally held on the Arkan Building Materials portal . Testing of the Business Continuity Plans will be conducted regularly. These provide an opportunity to not only test incident management in a safe training environment, but also to identify any gaps in our business continuity plans.

The function of the Incident Management Team (IMT) is to manage the incident and recovery of business operations, calling upon key personnel dependant on the nature of the emergency.

At local level, site management and HSE Coordinators will, where Arkan Building Materials Co. PJSC owns the duty, establish and maintain plans or procedures to identify the potential for, and responses to, health, safety and environmental incidents and emergency situations, and for preventing and mitigating the likely illness and injury that may be associated with them. These will be based on the result of risk assessments and are to be consistent with any site wide emergency procedures.

Typically the emergency plans will relate to fire or medical emergencies, as environments in Arkan Building Materials Co. PJSC locations.

[..\EHSMS Procedures\Safety Procedures\Emergency Response - Hazardous Materials\Emergency Preparedness & Responsev1.doc](#)

4.16 Contractor & Supplier Control

Arkan Building Materials Co. PJSC manage their suppliers activities to identify the health, safety and environmental status, competency and necessary safety, health and environmental standards required. The activities, project management and subsequent management of contractors are performed predominantly through projects department and/or line manager procuring the contractor. Key suppliers are those who fall into one or more of the following criteria:

- Sole source of a particular material or supplier of business critical equipment and machinery
- High spend
- Suppliers of hazardous materials and those with a significant environmental impact.

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Contractors are responsible for ensuring sub-contractors under their control are made aware of relevant requirements and provisions, and to ensure a sufficient level of competence to undertake a contracted task. Contractors are evaluated and continually measured as part of a system that evaluates a company's risk associated with the service they deliver; as part of this each contractor will receive relevant information and be required to fulfil obligations of work noted. Only approved contractors who have satisfied the various performances and financial criteria can be used.

[..\EHSMS Procedures\Safety Procedures\Contractors\Contractor Booklet Arkan.doc](#)

4.16.1. Contractors and Suppliers – evaluation and induction

Arkan Building Materials Co. PJSC Supply Chain has identified its key Contractors and these are assessed in accordance with a Contractor Vetting Procedure. A Contractor HSE Approved List is maintained by Supply Chain.

Where an organisation fails to meeting the requirements of Arkan Building Materials Co. PJSC or site specific requirements, as applicable, if a response depending on the severity will be determined:

- Terminate the contract with supplier or contractor (worst case);
- Arrange for corrective actions to be implemented;
- Indicate that in the future only services reaching minimum health, safety & environmental standards will be selected
- Commend suppliers and contractors for their excellent HSE credentials.

Arkan Building Materials Co. PJSC also operates a change request form for change control. This system requires risk and method statement to be included within the change control process when contractors are being used to carry out work

Arkan BUILDING Materials Co. PJSC Contractors/sub-contractors. Selection and control of suppliers is managed by the internal processes. In general only preferred suppliers, who have been through a rigorous approval process, will be used

At Arkan Building Materials Co. PJSC sites all building contractors are inducted to site by manager procuring the service supported by HSE Coordinator.

4.16.2. Project Management

For all Arkan Building Materials Co. PJSC related projects, Projects Department will manage projects on behalf of the company as and when they arise. The type of projects include: refurbishment; re-location; construction; demolition.

VP Projects for will advise the HSE Team on upcoming projects and any HSE issues that may arise, and the HSE team is provided with a list of all planned projects for their comment and review.

Projects operate a generic Projects Management Process Map, which documents how projects will be managed from Inception through Feasibility, Design & Planning; Procurement; Implementation; Post Implementation and Handover.

For all projects, The Arkan Building Materials Co. PJSC Project Managers will manage projects in accordance with their training, and with the Arkan Building Materials Co. PJSC Contractor Management procedure and the EHSMS Manual and associated procedures. As a minimum Project Manager must evaluate: competency of the Contractor Project Manager; Provision of information by the client Project Manager, to the Contractor/s and vice versa; Identification of site and task related hazards; Provision of suitable risk assessments and method statements; Appointing adequate supervision; Management of records.

The HSE Team will provide support and advice to Arkan Building Materials Co. PJSC Project Managers, and ensure their knowledge repository tool contains details of all health and safety procedures to be followed.

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4.16.3. Plant Maintenance

For Arkan Building Materials Co. PJSC management are responsible for the management and maintenance of the plant and equipment on site, which is performed through a pro-active planned preventative maintenance (PPM) schedule.

4.16.4. Procurement

Procurement operates an approved ordering process for new equipment and services. Orders for equipment (including buying and hiring) require formal input from HSE Team as part of the process. This enables health, safety and environmental considerations to be incorporated into the business activities, including legal requirements.

5. Checking and corrective action

This section of the Manual details how overall performance against the Health, Safety and Environmental policies are monitored and measured, management of non-conformances and accidents/incidents, and how the processes and system is audited.

5.1 Performance monitoring and measurement

5.1.1 Health & Safety

Arkan Building Materials Co. PJSC has established and maintains systems to monitor and measure OH&S performance on a regular basis. This procedure provides for:

- Both qualitative and quantitative measures, appropriate to the needs of the organisation;
- Monitoring of the extent to which the organisation's OH&S objectives are met;
- Proactive measures of performance that monitor compliance with the OH&S management programme, operational criteria and applicable legislation and regulatory requirements;
- Reactive measures of performance to monitor accidents, ill health, incidents (including near-misses) and other
- Historical evidence of deficient OH&S performance;
- Recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective and preventative action analysis.
- Records of calibration and maintenance activities and results are retained by the facilities management company on behalf of Arkan Building Materials Co. PJSC

The procedure commences with the Arkan Building Materials Co. PJSC HSE Coordinator performing a baseline assessment of their factory.

As part of this initial assessment the HSE Coordinator f Regional HSE Manager findings will be assessed, agreement will be reached with site management regarding responsibilities and functions and a plan developed to manage actions. .

The HSE Coordinator will produce a safety plan to attain compliance and will work through the plan updating the Site Safety File records as they proceed. Each month the HSE Coordinator will run a report for senior management to determine progress against the plan.

The HSE Manager will perform regular audits to confirm the score set by the site team.

5.1.2 Environment

Arkan Building Materials Co. PJSC has established and maintains systems to monitor and measure Environmental performance on a regular basis. This procedure provides for:

- Conduct environmental monitoring in line with UAE Laws & Regulations
- Report and investigate all environmental incidents
- Conduct environmental risk assessments
- Maintain environmental aspects register

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- Recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective and preventative action analysis

5.2 Accidents, incidents, non-conformances and corrective and preventative action

All accidents, incidents and near misses are recorded in accident books at the local site and also on an electronic database to provide statistical and documentary evidence.

Accidents, incidents and near misses are investigated and subsequent corrective and preventative actions taken, in accordance with set criteria as outlined in the Accident/Incident Investigation procedure.

Non-conformances are highlighted at the annual audit or subsequent to an incident; a report is compiled with required remedial actions.

All employees are responsible for ensuring all accidents, incidents and near misses are reported to management. Managers ensure and encourage all accidents, incidents and near misses to be reported. Where the client requires reports of accidents, incidents and near misses these will be provided.

[..\EHSMS Procedures\Safety Procedures\Accident incident\Arkan Procedure Health and Safety - The Reporting, Investigation and Recording of Accidents v1.doc](#)

5.3 Records and record management

Retention times of essential health, safety and environmental records are established and documented

For Health & Safety will be a minimum of three years except for Occupational Health Records which will be retained for a period of up to 40 years in extreme circumstances such as issues relating to asbestos

For Environment – records will be retained for a period of three years

Records are stored in a way that is legible, identifiable, traceable, retrievable and protected against damage, deterioration or loss.

Line of service managers are responsible for ensuring that health, safety and environmental records related to business activities are maintained, including training records and results of audits, reviews and inspections. The HSE Coordinator has responsibility for the storage of these documents on the Arkan Building Materials Co. PJSC site safety file database.

The HSE Team are responsible for reviewing EMS documentation at least annually, prior to the Management Review.

5.4 Auditing

Audit schedule

Audits are the means by which the HSE Management System, both documented and practiced is monitored.

Internal audit schedules are planned and approved annually by the HSE Manager and Internal Auditor. Audit of the central HSE function have been contracted out, including the full central HSE system audit and legal compliance audits. Remaining internal audits are conducted by the HSE Team or trained HSE Coordinators. Completed audit reports are held on the Site Safety File.

These audits aim to determine whether or not the systems conform to planned arrangements included in the health, safety and environmental policies, and that the systems are being properly implemented and maintained. Results from audits are communicated to management and corrective and preventative actions are issued accordingly.

The audit schedule reflects the significance of the hazards, risks and aspects, with those with a greater significance being audited more frequently.

Any non-conformances identified during an audit shall be agreed at the time of the audit, and graded according to their severity. Following the audit, corrective actions shall be initiated to solve the immediate problem, and, as far as possible, to prevent further re-occurrence. Corrective actions shall be tracked using the Action Tracking Sheet system on e-arkan portal all actions remain on the tracker until closed.

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An audit report shall be prepared following the audit. This shall indicate the area(s) audited, the non-conformances identified and general observations regarding the performance of the organisation. Any non-conformances requiring a process change are considered by the respective site management.

<..\EHSMS Procedures\EHSMS Procedures\Audit.doc>

6. MANAGEMENT REVIEW

Health, Safety & Environment

At site level, the HSE Coordinator will produce a monthly update on compliance to Health & Safety at their site via the monthly KPI return. This statistical information is collated into a report by programme each month and presented to senior Management.

At least annually, the HSE Managers also produce specific site reports for the Senior Management, to provide them with progress against targets for compliance.

At the end of the financial year, a HSE Management Review document is prepared by the HSE Team and issued for delivery by the HSE Managers to the CR Steering Board in the next available Board Meeting. This Review will form part of the minutes of the meeting. The aim of this review is to ensure the continuing suitability, adequacy and effectiveness of health, safety and environmental arrangements. The HSE Team and other relevant parties/groups will contribute to the CSR Report, and will include information pertaining to:

- Review of issues / Initiatives raised through Committees and individuals.
- Review of HSE Accidents, Incidents and Complaints. Recommendations will be made to carry out preventative action.
- Review of Audit Results.
- Applicability of HSE policies and procedures. This will be performed in line with the review of significant aspects and risks.
- Review of Objectives and Targets and status to date.
- Review of Management structure, resources and training requirements
- Membership of the Corporate Responsibility Steering Board and Working Parties

Responses from the board and performances against set objective and targets are reviewed and amendments made to the policy or management system as appropriate.

7. PROCEDURES

All HSE Procedures are stored electronically on e-arkan portal, these procedures are available in PDF Format only.

Procedures can be accessed by all employees including supporting information i.e. blank forms, permits etc.

Procedures are read only with write access only available to HSE Manager and IT Developer.

Procedures specific to the management and control of the Management System are listed as follows:

Health & Safety Management Manual (Level 1)

Title
H&S Policy
Environment Policy
OH&S Management Systems

Health, Safety & Environment Management Manual

Health & Safety Manual (Level 2)

Title
Policies & Organisation
Core Procedures
Supplementary Procedures
Guidance
Risk Assessment
Forms
Further Information
Training
Environment
H&S Data
H&S Team Data

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8. GLOSSARY OF KEY DEFINITIONS AND TERMS

Accident

Undesired event giving rise to death, ill health, injury, damage or other loss.

Audit

Systematic examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving the organisation's policy and objectives.

Audit Criteria

Policies, practices, procedures or requirements against which the auditor compares collected audit evidence about the subject matter. The requirements include, but are not limited to, standards, guidelines, Corporate requirements, legislative and regulatory requirements and, where appropriate, verbal communication.

Audit Schedule

Annual plan to ensure all areas of the management system are regularly reviewed and meet the criteria. The schedule reflects the significance of the risk, with those risks with a greater significance being audited more frequently

Continual Improvement

Process of enhancing the management system to achieve improvement in overall occupational health and safety performances in line with the OH&S policy.

Contractor

A company performing a task physically on site either directly for ARKAN BUILDING MATERIALS CO. PJSC UK Division or through a third party - sub-contractor.

Corrective Action

Specific actions taken to correct any non-conformances, improvements or observations relating to the management system. The process also ensures root causes are investigated and procedures set in place to prevent re-occurrence.

Environment

Considered as the ecological system as a whole or part including air, soil, water, natural resources, flora and fauna, and the interactions between them.

Hazard

Source or situation with the potential for harm in terms of injury or ill health, damage to property, damage to the workplace environment, or a combination of these.

Hazard Identification

Process of recognising that a hazard exists and defining its characteristics.

Health & Safety Management System

Part of the Company Management System that includes organisational structure, responsibilities, procedures and processes to maintain, check and review compliance to the health & safety policy and Safety Standards

Health & Safety Performance Criteria

Measurable results of the management system and a means to demonstrate continual improvement. Criteria are defined as the UK Safety Standards.

Health & Safety Policy

Statement of the intentions and principles in relation to overall health & safety performance which provides a framework for action and for the setting of objectives and targets.

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Health & Safety Records

Written or electronic records to demonstrate compliance with the health & safety policy, minimum safety standards and management system. Comprises of documents of training, assessments, communications, activities, monitoring, measurements, reports, tests, agreements and archive material. The retention period is designated to be compliant with the policy and legal requirements.

Incident

Event that gave rise to an accident or had the potential to lead to an accident.

Interested Parties

Individual or group concerned with or affected by the OH&S performance of an organisation. These parties include customers, employees, regulators, neighbours and local businesses, stockholders, the media and general public.

Legal Requirements

The health & safety laws and regulations that are applicable to the activities, areas, people, products and services.

Management System Audit

A systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether the management system complies with the audit criteria. The audit process includes means to ensure corrective action is taken where necessary and results communicated to management.

Monitoring and Maintenance

A systematic process of watching, checking and controlling an activities key characteristics to conform with specific health & safety standards or other performance requirements, or to measure progress towards objectives and targets.

Measurement

A systematic method for estimating, evaluating, regulating and controlling an activities key characteristics to conform with specific health & safety standards or other performance requirements, or to measure progress towards objectives and targets.

Near Miss

An incident where no ill health, injury, damage or other loss occurs.

Non conformance

Deviation from the requirements of the management system as set forth in the policies, procedures and programs, including those requirements of OHSAS 18001 and ISO 14001.

OH&S

Occupational Health and Safety. Conditions and factors that affect the well-being of employees, temporary workers, contractor personnel, visitors and any other person in the workplace.

OH&S Documents

Various documents that collectively comprise the management system including the OH&S policy and procedures. External supporting documentation including standards, monitoring data and training needs are included as links within the management system.

OH&S Management System

Part of the overall management system that facilitates the management of the OH&S risks associated with the business of the organisation. This includes structure, planning activities, responsibilities practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the OH&S policy.

Operational Controls

Standard operating procedures or work instructions developed, implemented and maintained to ensure effective management of significant health & safety risks.

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Organisation

ARKAN BUILDING MATERIALS CO. PJSC.

Other Requirements

Other binding health & safety requirements to which Arkan Building Materials Co. PJSC subscribes to. This includes corporate policy, local forums and committees, agreements with customers and suppliers.

Performance

Measurable results of the OH&S management system, relating to control of health and safety risks, based on the OH&S policy and objectives.

Risk

Combination of the likelihood and consequence(s) of a specific hazardous event occurring.

Risk Assessment

Overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable.

Safety

Freedom from unacceptable risk of harm.

Supplier

A company who supplies a commodity but does not perform a task on site.

Tolerable Risk

Risk that has been reduced to a level that can be endured by ARKAN BUILDING MATERIALS CO. PJSC having regard to its legal obligations and the OH&S policy.

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9. APPENDICES

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Appendix 1 - HSE Policy

[..\EHSMS\Policy\HSE Policy Jan 2014.doc](#)

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Appendix 2 - Responsibilities

Board HSE Sponsor

- Will refer issues of concern or for approval to senior management when requested by the UK H&S Manager and UK Environment Manager.
- Will act as Management Appointee in respect of
 - Ensuring that OH&S management system requirements are established, implemented and maintained in accordance with the OHSAS18001 & ISO14001 specification
 - Ensuring that reports on the performance of the HSE management system are presented to top management for review and as a basis for improvement of the HSE management system.

CEO

- Will, through their direct reports, ensure the effective implementation of Arkan Building Materials Co. PJSC's Health Safety & Environment Management System
- Will ensure that adequate support and resource are available to management.
- Will ensure that effective budgets for health & safety are set for their organisations.
- Will ensure that a senior manager is nominated as site safety champion at each permanent UK location.
- Will take appropriate action in relation to safety statistics and reports published for their benefit by Group HSE

Health, Safety & Environmental Manager

- Will provide leadership to the organisation to shape and drive forward a high profile and credible health, safety and environment strategy
- -Will establish and communicate a vision of a sustainable safety culture to which Arkan Building Materials CO. PJSC can aspire and set annual objectives and targets to achieve this.
- Will clearly define roles and responsibilities of managers and staff at all levels of Arkan Building Materials CO. PJSC to ensure Health and Safety policies and procedures are met and maintained.
- Will ensure appropriate risk assessment tools and techniques are deployed across Arkan Building Materials CO. PJSC to manage key health and safety operational risks.
- Will ensure the Group HSE function provides support and advice to those responsible for managing key HSE exposures.
- Will establish processes capable of monitoring and reporting on progress towards achieving performance targets and monitor the effectiveness of management relating to key risks linked to performance targets.
- Establish and maintain auditing processes of ArkanBuilding Materials CO. PJSC's Health and Safety performance against corporate standards and external legal obligations.
- Will establish appropriate channels for communicating progress on achieving health and safety performance.
- Ensure that appropriate health and safety training programmes are available to staff

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- Will provide leadership to the organisation to shape and drive forward a high profile and credible environment strategy
- Will establish and communicate a vision of a sustainability to which Arkan Building Materials Co. PJSC can aspire and set annual objectives and targets to achieve this
- Will clearly define roles and responsibilities of managers and staff at all levels of Arkan Building Materials Co. PJSC to ensure Environmental policies and procedures are met and maintained.
- Will ensure appropriate risk assessment tools and techniques are deployed across Arkan Building Materials Co. PJSC to manage key environmental operational risks.
- Will provide support and advice to those responsible for managing key Environmental exposures..
- Will establish appropriate channels for communicating progress on achieving Environmental performance targets.
- Ensure that appropriate environmental training programmes are available to staff

HSE Coordinators

- Will support the HSE program, HSE Manager in the fulfilment of their duties.
- Will monitor compliance to HSE standards within their factories, providing support and guidance to management.
- Will maintain an audit schedule for auditing processes within their factory for compliance with HSE standards and will prepare reports and actions logs
- Will provide up-to-date compliance statistics and reports to the HSE Managers and other interested parties
- Will support the factory during external HSE audits.
- Will ensure that factory personnel are provided with adequate information, instruction and training to enable them to carry out their duties..
- Will support other HSE Managers when required
- Will ensure that all reportable accidents, conditions and dangerous occurrences are investigated and reported accordingly. This will include reviewing procedures to prevent recurrence, maintaining accident statistics and identifying trends.
- Will actively promote good HSE practice within the Company.
 - Ensure that key safety personnel on site, such as first aiders and fire wardens, are competent i.e. have adequate training to fulfil their role.
 - Will ensure health, safety and environment documentation for their site/s is maintained within the UK Health and Safety Site Safety File with hard copies of documents retained when appropriate.
 - Review progress towards compliance with the standards on a monthly basis and provide a status report to the Regional HSE Manager via the UK Health & Safety Site File and escalate any issues as soon as they become apparent.

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- Will ensure remedial action is taken to eliminate or reduce any significant risk identified in risk assessments and review them on a regular basis. Will issue safety guidelines to staff and contractors as necessary.

Managers & Supervisors

- Managers and supervisors are legally responsible for implementing the policies and procedures within the Arkan Building Materials CO. PJSC Health, Safety and Environment Management System.
- In practice this means they are responsible for: -
 - Providing supervision and discipline.
 - Ensuring risks to health, safety and the environment have been assessed before allowing a job to start and safe systems of work / safety guidelines / method statements have been provided and are followed.
 - Delivering or arranging for information, instruction and training as necessary.
 - Carrying out work inspections and audits.
 - Ensuring defects are reported and made safe.
 - Discussing health, safety and environmental issues with workers on a regular basis - in the workplace, at regular departmental meetings and in training sessions etc. such as toolbox talks.
 - Creating a positive HSE culture.
- Managers and supervisors are legally responsible for ensuring that people who are not their direct reports, e.g. members of other departments, non-Arkan Building Materials C. PJSC employees, contractors, visitors, clients etc. are not adversely affected by the safety implications of what they or their employees do, or what they fail to do.
- Managers and supervisors are responsible for ensuring their employees are advised against breaches of safety legislation or company/client procedures, in the same way as for any other breach of Arkan Building Materials Co. PJSC policy, ethics or procedures, and will initiate suitable disciplinary action where these occur.
- Managers and supervisors will ensure people tasked with specific activities are competent, that is having the necessary training, experience, skills and physical ability, to allow them to carry them out safely.
- Managers and supervisors will ensure they and their workers co-operate fully with HSE staff in the execution of their duties and provide / permit them adequate time and resource.

Project Managers of Contractors

All Arkan Building Materials Co. PJSC staff managing contractors are responsible for:

- The health, safety and welfare of people working under their control; this includes Arkan Building Materials Co. PJSC employees and contractors.
- Ensuring that the Arkan Building Materials Co. PJSC Policy on Managing Contractors is followed, which includes:
- Completing the Arkan Building Materials Co. contractors induction or other training deemed equivalent by the HSE team
- Ensuring a project registration form is completed at the start of each project
- Appointing only contractors that have been successfully vetted for health and safety
- Taking adequate steps to identify local hazards on site that may affect the work to be undertaken and must provide the contractor with this information

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- Approving the contractors risk assessment and method statement before the work is undertaken.
- Recording significant hazards for the project on the risk and action log form
- Ensuring that the contractors are properly supervised.
- Ensuring that there is a nominated person on site to induct the contractor, and supervise their activities
- Providing the contractor with a site induction (“Contractors - induction checklist”) or ensuring the nominated person on site provides this

Supervisors of Contractors

All Arkan Building Materials Co. PJSC staff supervising contractors are responsible for:

- Following the project managers instructions.
 - Assisting the contractor with gaining any necessary permits from the person in charge.
 - Providing the contractors with an on site induction.
 - Informing the project manager if the contractor is not working in accordance with the method statement, risk assessment and safe systems.
 - Instructing the contractor to stop work and seeking advice from the project manger if the contractor is doing something that is NOT SAFE.
 - Ensuring any accidents or near misses are reported in accordance with Arkan Building Materials Co. PJSC procedures.
 - Ensuring that the scene of a serious accident or near miss is not disturbed so that an investigation can take place
-
- Understand risk reduction strategies, including recommendation for ergonomic computer equipment, i.e. mice/keyboards/laptop flexkits etc).
 - Understand their limitations, i.e. when they should refer an individual back to the GP or Occupational Health for medical advice or to the UK HSE Team for further ergonomic assessment.
 - Update the ARKAN BUILDING MATERIALS CO. PJSC Training Records Database to record follow-up individual workstation assessment findings and actions

First Aiders

- Will render first aid treatment and ensure the contents of first aid kits are maintained.
- Will be responsible for ensuring their first aid certificate is current and advise the HSE Coordinator and/or Manager of refresher training requirements.
- Will ensure any first aid treatment given is documented within the Accident Management System according to procedures.

Fire Wardens

- Will attend training to ensure they can carry out their duties efficiently and effectively.

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- Will make themselves fully conversant with local and any 'Site Specific' procedures, including the Site Emergency Plan and perform tasks described in those procedures / plan when required.
- Will report to the HSE Coordinator and/or Manager, any person who fails to follow procedures when instructed and any possible or potential fire risk or hazard.
- Will ensure current fire procedure notices and / or instructions are displayed.
- Will, within their area of responsibility, ensure that no fire exit is locked or obstructed, fire extinguishers, hoses and fire alarm points are accessible and any missing/damaged signs or equipment is reported

All Employees

Have a legal duty to take reasonable care for their own health and safety and that of others who may be affected by their acts, or their failure to act.

- Are required to co-operate with the Company on matters of health safety and environment.
- Have a legal duty not to interfere with, or misuse, anything provided in the interests of health, safety or welfare.
- Work to reduce accidents and environmental impacts.
- Work in accordance with any training or instruction given
- Follow safety arrangements and rules established for their protection
- Make use of safety or protective equipment or devices supplied
- Report deficiencies and dangers to their manager

Contractors

- Look after their own health and safety and the safety of those who may be affected by their acts or omissions
- Comply with all applicable HSE legislation and local site safety rules
- Must be competent to do the job safely
- Must be supervised to a level appropriate to the risks of the job

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Appendix 4 - ARKAN BUILDING MATERIALS CO. PJSC UK HSE Standards



Health, Safety and
Environment Standard

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Appendix 5 - ARKAN BUILDING MATERIALS CO. PJSC UK HSE Awards & Certification