



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality
Department

Lusail Construction Safety Procedural Forms/Checklists – Sample Project COSHH Plan

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COMPANY PROPRIETARY INFORMATION

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Sample Hazard Communication Plan

Contractor: _____

Project/Location: _____

Project Start Date: _____

A. Company Policy

_____ is committed to the prevention of exposures that result in injury and/or illness, and to comply with all applicable laws and regulations. To ensure that all affected employees know about information concerning the dangers of hazardous chemicals used by _____, the following Hazard Communication Plan has been established.

All work units of _____ will participate in the Hazard Communication Plan. This written Plan is available in _____ for review by any interested employee.

B. Container Labeling

_____ is responsible for container labeling procedures, reviewing, and updating. The labeling system used is as follows:

[Describe the labeling system, including the labels or other forms of warning used and written alternatives to labeling, if any.]

The procedures for proper labeling, review, and updating of all container warnings are as follows:

[Also include a description of the procedures for labeling of secondary containers used, making sure that they have the appropriate identification and hazard warning, description of procedures for reviewing and updating label warnings, how often the review is conducted, and the name of the person and position who is responsible for reviewing and updating label warnings.]

It is the policy of _____ that no container will be released for use until the above procedures are followed.

C. Safety Data Sheets (SDS)

_____ is responsible to establish and monitor the employer's SDS Plan. This person will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. This person will see that any new information is passed on to affected employees. The procedures to obtain SDSs and review incoming SDSs for new or significant health and safety information are as follows:

[Include procedures on how to make sure copies are current and updated, how any new information is passed on to affected employees, and the procedures for employee access in work area.]

Copies of SDSs for all hazardous chemicals in use will be kept in:

[List location.]

SDSs are available to all employees during each work shift. If an SDS is not available or a new chemical in use does not have an SDS, immediately contact _____.

Note: If an alternative to printed SDS is used (e.g., computer data), describe the format.

D. Employee Information and Training

_____ is responsible for the employer/ employee training plan.

The procedures for how employees will be informed and trained are as follows:

[Include methods used for general and site-specific training, and how employees will be informed when nonroutine tasks arise. If your employees work at other employers' jobsites, specify where and how these employees will have access to SDSs and labels, and how they will be informed of precautionary measures to take during normal or emergency operations, if any.]

_____ ensures that, before starting work, each new employee of _____ attends health and safety training which includes information on the following topics:

- ◆ Overview of the Qatar Construction Specifications 2010 and other applicable laws and standards.
- ◆ Hazardous chemicals present in the workplace/ at work area.
- ◆ Physical and health risks of the hazardous chemicals.
- ◆ Symptoms of exposure.
- ◆ How to determine the presence or release of hazardous chemicals in his or her work area.
- ◆ How to reduce or prevent exposure to hazardous chemicals through use of engineering control procedures, work practices, and personal protective equipment (PPE).
- ◆ Steps the employer has taken to reduce or prevent exposure to hazardous chemicals.
- ◆ Procedures to follow if employees are over-exposed to hazardous chemicals.
- ◆ How to read labels and review SDSs to obtain hazard information.
- ◆ Location of the SDS file and written Hazard Communication Plan.

Before introducing a new chemical hazard into any work area, each employee in that area will be given information and training as outlined above for the new chemical.

E. Hazardous Non-routine Tasks

Employees are periodically required to perform hazardous non-routine tasks. (Some examples of non-routine tasks are confined space entry, tank cleaning, and painting reactor vessels.) Non-routine tasks that are performed at _____ include:

- ◆ _____
- ◆ _____
- ◆ _____

Before starting work on such projects, _____ gives each affected employee information about the hazardous chemicals he or she may encounter during these activities.

[For each activity, list the specific chemical hazards, protective and safety measures the employee can use, and the steps the employer has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.]

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

F. Multiemployer Workplaces

_____ is responsible for providing adjacent employers at the jobsite with the following information:

- ◆ Provide copies of SDSs (or make them available at a central location) for any hazardous chemicals that the adjacent employer(s) personnel may be exposed to while working.
- ◆ Inform other employers of any precautionary measures that must be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- ◆ Provide other employers with an explanation of the labeling system that is used at the jobsite.

_____ is also responsible for identifying and obtaining SDSs for the chemicals that the Contractor is bringing into the workplace.

G. List of Hazardous Chemicals

The following is a list of all known hazardous chemicals used at this project location and/or by our employees. Further information on each chemical may be obtained by reviewing SDSs located at _____.

SDS identity: *[Include the chemical list developed during the inventory. Arrange this list so that you can cross reference it with your SDS file and the labels on your containers.]*

The following criteria (e.g., label warnings, SDS information) are used to evaluate the chemicals:

Chemical Name	Manufacturer	Location Used
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____