



Lusail Real Estate Development Company

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

Lusail Construction Safety Management Procedure - Labour Camp Minimum Requirements

Document No LUS-HSE-WG3-446-054.01 Rev 1

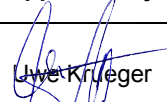
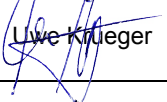
Uncontrolled Copy Controlled Copy Date 01-Apr-2015

COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative. Master copy of this document will be maintained by the LREDC QA/QC Manager. Not controlled if printed.

Amendment Record

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Rev .No	Description / Comments	Prepared By	Checked By	Approved By	Issue Date
1	(Pg. 1) Company Propriety Information – Not controlled if printed has been added.	HSE Working Group	Michael Ford	 Uwe Krueger	1 st April 2015
1	(Pg. 2) Revised Amendment Table	HSE Working Group	Michael Ford <i>Michael Ford</i>	 Uwe Krueger	1 st April 2015

CONTENTS

- 1.0 INTRODUCTION & PURPOSE**

- 2.0 SCOPE & OBJECTIVES**

- 3.0 DEFINITIONS**

- 4.0 LABOR CAMPS ARRANGEMENTS FOR LREDC CONTRACTORS / DEVELOPERS**
 - 4.1 COMMUNITY & PUBLIC HEALTH**
 - 4.2 LABOUR CAMPS MINIMUM REQUIREMENTS**
 - 4.3 ACCOMODATION**
 - 4.4 DINING AREA**
 - 4.5 RECREATION**
 - 4.6 ABLUTION & TOILET FACILITIES**
 - 4.7 FOOD PREPARATION AREA**

- 5.0 AUDIT**

- 6.0 REFERENCE DOCUMENTS**

1. Introduction & Purpose

This section is intended to provide all contractors and developers associated or working for the Lusail Real Estate Development Project (“Lusail”) with key deliverables and general requirements for the provision of its labour accommodation

Those standards and procedures that are explicitly or implicitly required by LREDC are highlighted as mandatory requirements which all contractor and developers must comply with. The words shall, must, requires or required in the text indicate mandatory specifications. By exception, it is permissible to deviate from a mandatory requirement, for example where: rigid adherence to a mandatory requirement potentially gives rise to an increased risk or where a mandatory requirement conflicts with local legislation

Before deviating from a mandatory requirement the any contractor or developer shall carry out a risk assessment and demonstrate that the proposed controls will achieve the same level of control as the original mandatory requirement. Deviations shall only permit subject to being documented and approved by LREDC, prior to any deviations (save in the case of emergency).

2. Scope & Objectives

To arrange and ensure acceptable accommodation and living conditions for all contractor and/or developer workers.

The objective of this program will be to, specify clear minimum requirements to ensure acceptable accommodation is available for workers.

To manage the accommodation arrangements to assure a safe environment and acceptable level of sanitation is maintained.

3. Definitions

Approval	means prior written assent of the relevant Engineer and/or LREDC. The term “Approval” shall in no way be construed as relieving any contractor or developer of any of its obligations, responsibilities or liabilities. “Approve” or “Approved” shall be construed accordingly
Competent	Competent means displaying practical and theoretical knowledge and actual experience of the work activities that they are required. A person’s competence will, in some cases, be tangibly demonstrated by the award of a qualification or other recognition of training received].
Owner	means any purchasers, developer’s joint-ventures of any tier, contractors/sub-contractors of any tier, consultants/sub-consultants of any tier, personnel, material men vendors, suppliers, owners, and their respective occupiers.
HSE	means Health Safety & Environment.
LREDC	means Lusail Real Estate Development Company, its representatives, successors, delegates, and/or assigns.
Requirements	means the mandatory specifications contained herein, and incorporates by reference the Lusail HSE General Requirements.
MOL	means Ministry of Labor.
Food Preparation	means the preparation of foods including all items prepared or sourced externally by the contractor or the developer for consumption by the workers either at the labour camp or off site including but not limited to meals, hot foods, sandwiches, salads and fruit and prepackaged individual portions of snacks, cakes and pastries, hand-scooped or machine-dispensed ice cream, sundaes and milk shakes and all non-alcoholic beverages, such as coffee, tea, milk and juice.
Hazardous Foods	means a natural or processed food that needs to be maintained at 41°F or colder or 135°F or hotter because it is in a form capable of supporting:

- the rapid and progressive growth of infectious or toxigenic bacteria
- the growth and toxin production of *Clostridium botulinum* or
- in raw shell eggs, the growth of *Salmonella* Enteritidis

Hazardous Foods include foods of animal origin that are raw or heat-treated, a food of plant origin that is heat-treated or consists of raw seed sprouts, cut melons, and garlic-in-oil mixtures that have not been properly acidified to prevent the growth of pathogenic bacteria.

HACCP

means a systematic preventive approach to food safety that identifies physical, allergenic, chemical, and biological hazards in production processes that can cause the finished product to be unsafe, and designs measurements to reduce these risks to a safe level. In this manner, HACCP is referred as the prevention of hazards rather than finished product inspection.

4. Labour Camps Arrangements for LREDC Contractors / Developers

The following requirements apply to all camps for workers working on Lusail regardless of location.

4.1 Community and Public health

The following programs shall be setup and reviewed by contractors or developers (as appropriate) to ensure the following areas are implemented:

- Health promotion program, education of workers on communicable diseases to included Blood borne pathogens, HIV, Hepatitis B, C, sexually transmitted diseases, Chicken Pox, and tuberculosis (TB).
- Drug and Alcohol awareness program that includes random testing and inspection for alcohol.
- Documented audit and inspection program for dining facilities, food preparation areas, and caterers referencing the international HACCP.
- Preventative health care program, for example flu vaccination programs.
- Program to monitor and test drinking water to ensure it is potable.
- Housekeeping and pest control program to keep living areas clean and free from pest and rodent infestation.
- A program to handle waste water and its disposal in line with Ministry of environment and municipality regulations.
- All labour camp staff shall be appropriately trained in fire evacuation and emergency response procedures.
- The site must be organized/ prepared for the easy access of emergency vehicles.
- Telephone line for emergency use must be provided.

4.2 Labour Camps Minimum Requirements

The contractor and/or developer are required to implement at their own cost and manage the following:

- The contractor and/or developer shall ensure that all accommodation is constructed in line with the appropriate laws, codes and regulations and in particular shall be made of fire resistant material.
- The contractor and or developer shall ensure that good standards of tidiness, hygiene and cleanliness are maintained inside the camp area at all times.
- The contractor and/or developer will ensure basic life support can be provided within 4 minutes and have a means to contact Advance Life Support Services (Ambulance).
- If the number of workers exceeds 100 the contractor and/or developer will provide a Medical Aid Centre that is staffed by an experienced nurse and stocked with approved in date, appropriate and sufficient medicine and consumables.
- The contractor and/or developer will notify emergencies as soon as possible and coordinate with local fire and medical services to ensure quick response times to emergencies.
- All medical aid centres are required to following proper reporting procedures of occupational first aid cases and medical treatment cases as defined in the appropriate contractor/developer HSE procedure manual.
- Electricity shall be provided for 24-hrs a day for lighting, refrigeration, ceiling fans, and air-conditioning. Where necessary, backup generators will be installed.
- Fire precautions shall be taken, including installation of sufficient fire extinguishers that are in good working order and well maintained, have documented monthly inspections undertaken, are mounted off the ground,

are in an easily identifiable location and are protected from the sun. Appropriate and sufficient fully working and regularly maintained fire alarm systems shall be provided throughout the accommodation.

- The grounds and open areas surrounding the buildings and the whole camp shall be maintained in a clean and sanitary condition free from rubbish, debris, waste paper, garbage, or other refuse. Urinating outside shall not be permitted.
- A mosque facility will be provided that is kept clean and adequately maintained.
- A supervisor shall be appointed to supervise camp hygiene, security and to carry out regular inspections of the camps to ensure that sanitary facilities are maintained and maintenance programs for the accommodation and all equipment used at the accommodation are implemented and followed.
- A sanitary crew shall be employed to operate the appropriate and sufficient storage, collection, and disposal of garbage and for cleaning of roads, buildings, living quarters, and ablution facilities.
- Camps will be free from standing water.
- All rooms shall have a minimum of two 13-amp electric power outlets. Power outlets will not be overloaded with extension cords and power strips. Power strips will have surge protection. Documented monthly electrical safety inspections available for audit.
- Not less than one water cooler shall be provided for each 20 workers which shall have a drinking fountain and a filter of 3 earthen candles. Fiber or thread filters are prohibited.
- Appropriate and sufficient periodic maintenance of the accommodation shall be undertaken particularly in respect of the ceilings, floors and walls where they are affected by humidity, sweat accumulation or cracks. All electric wiring and installations shall be fully maintained to ensure compliance with appropriate laws, codes and regulations.
- Laundry facilities will meet the following requirements:
 - Clothes which are contaminated with industrial contaminants shall be washed separately;
 - Appropriate and sufficient laundry facilities shall be provided to accommodate all workers and other personnel in the camp;
 - Adequate facilities for drying clothes shall be provided;
 - If travel time to and from the worksite exceeds 30 minutes, or if no laundry facilities are provided, a laundry service will be provided at no expense to the workers; and
 - Hanging clothes on walls inside of sleeping quarters shall be prohibited.

4.3 Accommodation

Worker accommodation shall be provided by the contractor and/or the developer and shall meet the following minimum requirements:

- Workers shall be provided with a minimum of 4 meters squared of living space with a maximum occupancy of 8 workers per room.
- Accommodation will be kept in a clean and hygienic state at all times. Regular inspections will be completed to identify maintenance and safety issues. Records of such inspection shall be available for audit purposes.
- A separate bed shall be provided for each camp occupant.
- 3 tier bunk beds are not permitted.
- Beds shall have mattresses and pillows that are in good condition and clean.
- The contractor and/or developer will ensure sheets and pillow cases are changed and cleaned at a minimum weekly.
- Each mattress shall be a minimum of 4 inches thick.
- A blanket, two sheets, pillow, and pillow case will be provided to each worker living in the camp at no expense to the worker.
- Rooms will have adequate natural and electrically powered lighting for reading and writing.
- Rooms will be well ventilated and have sufficient and properly located working air conditioning that is adequate to cool the room fully occupied in the summer months.
- Windows should close and seal properly to avoid dust entry and shall be covered with wire mesh to stop insect entry.
- Each room will have a working smoke detector and documented evidence of checking and maintenance program available for audit.
- Food preparation and storage is not allowed in worker accommodations.
- Accommodations shall be adequately screened at appropriate intervals for insects or pests and appropriate termination measures shall be implemented when required.
- An evacuation plan shall be displayed in every room.
- All utilities will be inspected weekly and the camp will have a preventative and reactive maintenance program in place.

-
- Each worker will be provided with a locker or cupboard for stowing personal belongings.
 - Entrance passages, rooftops, cellars or vaults shall not be used as accommodation for workers.

4.4 Dining Area

All contractors/developers are required to provide a dedicated dining hall where workers can eat and that meets the following requirements:

- Facilities will be kept in a clean and sanitary state at all times.
- Food storage facilities shall provide adequate protection from flies, rats, and other vermin.
- Dining facilities shall be protected with a minimum of two electronic fly-killers and shall be covered with wire mesh to stop insect entry.
- Non-absorbent, non-corrodible containers with close-fitting lids shall be provided for food waste.
- Facilities will be equipped with hand washing basin, soap, and disposable towels for kitchen staff and workers.
- If food is cooked onsite, a HACCP program will be in place to ensure food is prepared and handled in a sanitary method in accordance with proper food handling principles.
- If a caterer is used, the contractor will inspect the catering facility monthly to ensure food is prepared and transported in accordance with HACCP principles and proper food handling procedures. Documentation of such inspections shall be available for audit.
- Appropriate and sufficient furniture, crockery and cutlery shall be provided.

4.5 Recreation

All contractors/developers are required to provide a recreation facility that meets the following requirements:

- Interior recreational space shall be provided at a minimum of 0.5 meters squared net per worker. These areas may be part of the dining space.
- Exterior recreational space shall be provided for active recreation at a minimum ratio of 3 meters squared per worker.
- In addition, outdoor shaded areas shall be provided at a minimum ratio of 0.5 meters squared per worker.
- Air conditioning shall be provided for all habitable rooms and dining rooms. The equipment must be operable and sufficient to cool a fully occupied room in the summer months.
- A TV room with cable TV or satellite must be provided so workers can watch news or entertainment programs.
- Sufficient telephone booths and internet café shall be provided for use of workers unless there are facilities within walking distance of the camp. At a minimum there will be one phone per 100 workers.
- Smoking area shall be provided outside, no smoking in recreation area or accommodation shall be allowed.

4.6 Ablution and toilet facilities

All contractors/developers are required to provide ablution and toilet facilities that meet the following requirements:

- Clean, sanitary, and in good operating condition;
- Provide for privacy when using facilities;
- Showers will have shelves and/or hooks to hold toiletry items (shampoo, soap, etc.) and towels.
- Showers will have curtains or doors in good working order for privacy when in use.
- Shower facilities will have hot and cold running water with shower heads and adequate floor drainage.
- Each toilet shall be in a private, lockable cubicle.
- A sanitary crew will be employed to perform daily cleaning that ensures conditions are hygienic.
- Bathroom walls and floors shall be finished with materials that allows for easy cleaning and maintenance.
- Floor will be sloped toward floor drains and have a non-slip finish.
- Grey water can be recycled for use in toilets using a sewage treatment plant.
- Minimum number of facilities will be:

Hand wash basins: 1 per 10 workers;

Shower stalls: 1 per 10 workers;

Toilets: 1 per 8 workers;

Urinals: 1 per 20 men;

4.7 Food preparation area

All contractors/developers are required to provide a food preparation area if meals are being prepared on-site as follows:

- Facility with clean, potable water shall be provided to the kitchen area.
- The areas should be made of impervious materials, water resistant, non-skid/ slip and easily washable.
- Food provided shall be, balanced, nutritious and sufficient. Special needs shall be catered for example diabetics, halal est.
- The caterer shall implement a systematic preventive approach to food safety that identifies physical, allergenic, chemical, and biological hazards during all stages of food handling and specifically deals with the cooking and serving of Hazardous Foods.
- The caterer preparing food should be trained in proper food handling and preparation techniques and hold appropriate qualifications where required.
- All staff deployed in provision of food and catering services must have an approved food-handlers certificate provided by the relevant authority copies of which should be maintained at the site for inspection by the municipality inspectors.
- The kitchen shall have adequate cupboards or similar for the storage of wet and dry goods, they should also have adequate refrigeration and tubs/sinks for cleaning and washing.
- It is forbidden to prepare or cook food outside the kitchen area.
- Provide adequate and sufficient lighting, cookers and refrigeration.
- All food preparation and kitchen areas must be appropriately ventilated and equipped with efficient extraction systems over cooking and dishwashing equipment. Extraction systems, canopies and ductwork should also be fitted with an integral fire suppression system.
- Provide for adequate and sufficient fire and electrical safety.
- All equipment and tools shall be safe and hygienic.
- Provide waste segregation and removal.
- The kitchen shall be 'fit for purpose' industrial grade equipment to allow for hygienic receipt, storage, preparation, cooking and service of 3 meals per day for 100% of the occupants.
- Sufficient dish and utensil wash equipment shall also be provided and utensils should be washed in water of 83°C or higher, sanitised and dried prior to storage or re-use.
- Refrigeration equipment should be sufficient to maintain frozen food items at -18°C and chilled food at +4°C.
- It is not permitted to serve left-overs.
- Water filters of three earthen candles to be used in the preparation of food.
- Appropriate waste disposal measures must be implemented using appropriate housing and heavy duty plastic bags.

5. Audit

All inspection and audit reports shall be kept in the camp office and made available for inspection to the LREDC, PMCM or Supervising Consultant representative.

6. Reference

Qatar, Resolution of the minister of civil service and housing affairs No. (17) of 2005

Qatar, The Labor law no (14) of 2004

Qatar National Human Rights Committee Doha: Workers Rights Book 2009

Qatar Construction Standards 2010

Best Practice guidelines for Labor Camp Accommodation Welfare UAE 200