



Lusail Real Estate Development Company

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

Lusail Construction Safety Management Procedure – Construction Site Security Procedure

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1. Purpose and Scope

This element of the Lusail Construction Safety Management Procedures (LCSMP) is intended to provide Contractors with Lusail’s guidelines for securing individual construction sites and/or work areas. The Procedure is intended to assist Contractors with minimization/prevention of security issues which may occur at their job sites such as theft, vandalism, unauthorized site entry, and acts of violence.

This Procedure is applicable to Contractors working on specific defined construction sites within the Lusail Real Estate Development Project. The Procedure and its guidelines are consistent with guidelines stated in the Lusail Security Department Policies & Procedures Manual, however, at a more defined individual work area viewpoint.

Contractors are required to implement this Procedure on their work sites and, where necessary, to recruit the assistance of the Lusail Security Department as necessary.

This Procedure pertains to all Lusail site Contractors, Development site Contractors and vendors performing work activities on the Lusail Real Estate Development Project.

2. Definitions

Term	Description
Contraband	Materials or device(s) used for use, construction of, or implementation of illicit drugs, alcohol, weapons or explosive devices.
HSE	Health Safety & Environment
LCSMP	Lusail Construction Safety Management Procedure

3. Responsibilities

The Contractor is fully responsible for the pre-planning or work activities, development of Method Statements and Job Hazard Analyses, and overall safe work planning and implementation. Project Management is responsible for the assurance that all work is planned and conducted according to the pre-planning documents; Contractor and Lusail Health Safety & Environment (HSE) procedures and the Qatar Construction Specifications 2010. Should a conflict occur between procedures/standards or requirements the more stringent shall apply.

4. Security Control Procedure

4.1 Security Assessment

The Contractor shall make a security assessment of all work areas to evaluate existing resources and needs for maintaining a secure site. The assessment shall look at the following, at a minimum.

- ◆ Site/ work area perimeter fencing / hoarding (is it complete and to what height)
- ◆ Number and location of access/egress points (gates) to/from the site/work area
- ◆ Hazard/warning/administrative signs provided along site perimeter fencing and at site access locations/gates
- ◆ Amount of lighting provided and locations of light standards/fixtures
- ◆ Storage areas of tools, equipment, machinery and construction supplies
- ◆ Existing programs for locking/safeguarding equipment, tools, and machinery
- ◆ Company procedures to regulate equipment key use
- ◆ Company procedures to regulate personnel behavior/actions while on site
- ◆ Site offices location with proximity to site perimeters/access locations
- ◆ Level of access control provided at site gate(s)

- ◆ Presence of security personnel, and working hours of security staff
- ◆ Location of site in relation to site roads and other occupied areas

The security assessment shall be conducted during the mobilization phase of each site/work area, and periodically thereafter. The assessment shall also take into account any Client security procedures or requirements.

4.2 Security Control Plan

Security control procedures and measures implemented on site shall be defined within a site-specific Security Control Plan. The Contractors Plan shall clearly state all procedures used by the Contractor and the subcontractors working on site which are intended to safeguard the work site, Contractor/Client resources, and personnel.

The Plan shall include the security assessment criteria used to assess the site(s) and the results of the initial assessment conducted at each work area. Security control measures specified in the Plan should be designed to address all criteria evaluated during the assessment.

The Plan shall be tailored to integrate various aspects of the Contractors procedure(s) for disciplinary action and substance abuse control. All persons entering the project site shall be subject to the policies/procedures defined in the Plan concerning the possession and/or use of alcohol, illegal drugs, weapons, and other contraband articles. The Contractors Plan shall indicate that all persons entering and/or exiting the work site are subject to search by uniformed security personnel.

The Plan shall be communicated to all personnel as a component of the site HSE Induction training. At this time, personnel shall be advised of the site procedures to which they are subject when entering/working on the project site.

The Supervising Consultant shall ensure that a Security Control Plan is developed prior to start of field work and that the Contractor is implementing their Plan and maintaining it as site conditions or procedures change.

5. Equipment Tools & Construction Materials

The Contractor shall have strict procedures for ensuring that theft of Contractor or Client owned equipment, tools and/or construction materials are secure from theft. Contractors shall provide adequate storage space/locations where equipment, tools and materials are secured via lock and key and/or security personnel.

Indoor storage locations shall be capable of being locked from unauthorized entry. Only approved personnel shall have access to these areas. Storage areas shall be well lit in all areas. The Contractor Plan shall provide for access controls and tracking to monitor/regulate entry/exit into storage areas.

The Contractor shall implement a comprehensive inventory control/tracking procedure. Logs shall be kept to monitor current inventory and update inventories as equipment, tools, and materials are consumed or taken into the work area. Inventory control of equipment must include procedures for tracking the return of equipment to storage locations.

The Contractor shall also implement security controls at all site gates to inspect for unauthorized removal/theft of equipment, tools, materials from the site. Personnel shall be made aware of security controls in place at site gates during their Induction training as an added deterrent to theft.

The Contractor shall implement a heavy equipment/vehicle key management procedure, whereby keys are returned to the equipment manager (or equivalent) at the completion of each shift. Equipment operators/ drivers shall be made responsible for the condition of their assigned vehicle. Where workers are taking vehicles off site after/between shifts, the Contractor shall be aware assigned drivers and destinations of vehicles.

Contractors are strongly advised to mark their equipment and tools with placards, or other marking to indicate ownership. This action is a deterrent to errant theft, as it minimizes a thieves ability to claim ownership of unmarked/unknown equipment/tools.

6. Site Postings

The Contractor shall post all necessary signs pertaining to security measures in use on site along site perimeter fencing, and especially at all site entry locations. Procedures should be communicated to all personnel via use of signs. Signs serve as a daily reminder to personnel of security controls/procedures in place, to which they are subject.

Postings shall include administrative contacts information for personnel needing to report suspected theft or other violation of site security policy.

7. Lighting

Contractors are advised to provide ample lighting on site during hours of darkness. Lighting should be provided in all storage areas, equipment/vehicle staging areas/lots, and at site offices. The Contractor need ensure a back-up power source or emergency lighting system should power failure affect the main lighting system.

8. Site Offices

Only personnel assigned desk space in site offices should be provided with site office door keys. A procedure must be in place to ensure the last person leaving the office locks all doors and windows.

Personnel are responsible for shutting down all computer work stations to prevent theft of electronic information, plans, records, etc.

All filing cabinets containing private/project records shall be maintained locked at all times. Only those personnel approved by the Project Manager shall be issued keys and access to filing cabinets.

Contractors may elect to install cage barriers on all office windows as an added deterrent to unauthorized entry. Lusail advises Contractors to use caution with this control measure as its use may affect office evacuation in the event of a fire.

9. Violence

The Contractor shall be prepared for acts of violence on site at any time. Procedures shall be set in place to combat acts of violence. Personnel witnessing acts of violence shall be instructed to contact site and/or Lusail security personnel immediately for assistance.

Acts of violence include the following, at a minimum:

- ◆ Possession of weapons (firearms, knives, explosive device)
- ◆ Physical assault
- ◆ Excessive threats of violence
- ◆ Bomb threats
- ◆ Possession of contraband or explosive devices

10. Site Gates

Lusail recommends all Contractors to provide designated security personnel at all site access locations. Security personnel should be trained on the Contractors Security Control Plan and relevant Lusail Security requirements.

Security personnel should know emergency contact information for the Lusail Security Department and shall coordinate efforts with Lusail at all times. Incidents occurring on site must be immediately reported to the Lusail Security Control Room at 44977-800. Lusail staff will respond accordingly to site security needs.

11. Recordkeeping

Security incidents shall be documented using the Lusail Incident Notification Report, or equivalent Contractor reporting form. Reports shall be provided to Lusail representatives upon request

The Contractor shall retain all security records, reports, etc at the field office site for the duration of the project and archive them for 10 years from creation date.