



Lusail Real Estate Development Company

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

Lusail Construction Safety Management Procedure – Training

Document No	<u>LUS-HSE-WG3-446-046.01</u>	Rev	<u>1</u>
Uncontrolled Copy	<input type="checkbox"/>	Controlled Copy	<input checked="" type="checkbox"/>
		Date	<u>20-Apr-2015</u>

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.

CONTENTS

- 1.0 DESCRIPTION**
- 2.0 DEFINITIONS**
- 3.0 RESPONSIBILITY**
- 4.0 REQUIREMENTS**
- 5.0 REFERENCES**

1. Description

This element applies to all Lusail personnel, Contractors, Developers, Consultants and subcontractors working on the Lusail projects. These are the minimal compliance training requirements and tracking procedures.

2. Definitions

Term	Description
Site Specific	Pertaining to the site specific Lusail HSE requirements and specific hazards/unsafe conditions that may exist on site
Third Party Training	Entity/agency not affiliated with the Contractor, Consultant or Client who specializes in provision of equipment and materials testing, inspection and certification services; as well as employee training on specific work activities, procedures, equipment, etc.
Qatari Driver's License	Valid license to operate a motor vehicle issued by the State of Qatar to persons working/residing in Qatar.

3. Responsibility

The Contractor is fully responsible for work activity pre-planning, 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. Requirements

Employee training requirements are dictated by the type of work activities each employee performs (or is expected to perform), known or potential exposures that employees may experience/come into contact with while performing those activities, and the work activity locations where the employee performs these activities. In most cases, there is a regulatory driver for specific training.

Third party training/certification is required for operators of all types of construction heavy equipment (i.e. excavator, bulldozer, forklift, crane, etc.). Operators are also required to possess a valid driver's license with appropriate endorsements(s) for each vehicle/equipment they plan to operate on site.

Lusail provides Health, Safety & Environment (HSE) induction training for Contractor and Consultant upper management representatives. The Contractor/Consultant is tasked with passing the induction training onto all personnel assigned to the project site. All site personnel shall attend and complete site specific induction training prior to deploying onto the project site.

Lusail also provides Visitors HSE Induction training to project site visitors, guests, Client representatives, Governmental representatives, etc. Visitors HSE induction training shall address all potential hazards that visitors may be exposed to on site during their visit.

Contractors shall review employee training records on a monthly basis, at a minimum to ensure workers possess all required training for their specific activities, and that training has not expired.

Contractors shall also provide employee training under the following circumstances, at a minimum:

- ◆ Change in employee's work activities
- ◆ Change in method(s) used to complete the work activity
- ◆ Identification of new hazards in the work area(s)
- ◆ Post-incident

-
- ◆ Upon changes to regulatory requirements
 - ◆ Upon change to Lusail policy, or Contractor policy.

The Contractor shall make available specialized training classes/courses for employees assigned to non-routine and/or high hazard tasks. Specialized training may also be provided where employees seek to gain professional certification in specific disciplines or training on activities outside the employee's scope of work.

Training can be offered in a variety of formats including classroom instruction, computer based training, and on-the-job training. Whichever format chosen (or directed by regulation), training shall effectively communicate to the employee all hazards that they are exposed to, control measures and procedures available/in place to control the hazard(s), and response actions required should incident occur as a result of workplace hazards/activities.

Contractor/Consultant management shall document all training provided to staff, subcontractors, vendors and visitors. Training records shall be retained on site in Contractors field offices, and retained on site until the completion of the project.

Training records shall be made available by the Contractor/Consultant to Lusail Representatives and/or Qatar Government Officials, upon request.

5. References

Qatar Construction Specifications 2010 Section 1 Part 10

Qatar Construction Specifications 2010 Section 11 Part 2.3.6 "Safety, Health and Environmental Training for All Employees, Newly Assigned Employees, Promotees and Sub-Contractor Personnel"