

COMMUNICATION & PARTICIPATION PROCEDURE

JAS-OHS-04

PREPARED BY	APPROVED BY
<u>Management Representative</u> Ali Munir	<u>Operations Manager</u> Rashid Iqbal Khan
Date: 09/01/2017 Signature - qip	Date: Signature



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AMENDMENT RECORD

Revision #	Date	Pages affected	Details of Amendment



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			DOI	08/07/2017
			REV.	00

1.0 PURPOSE:

The purpose of this procedure is to describe the process of communication and participation program among its employees, contractors, Clients, legal parties or any other interested parties

2.0 SCOPE:

OHSMS policy, Objectives & Targets, Legal Requirements, OHSMS Procedures, HEALTH AND SAFETY Hazards and Associated Risks, control measures on each identified potential Health, Safety Hazards results of OHSMS performance, and communication of JASCON ENGINEERING WLL OHSMS Procedures to external parties.

3.0 TERMS & DEFINITIONS

MR	Management Representative
PD	Project Director
OHSMS	Occupational Health and Safety Management System, based on OHSAS 18001:2007
Procedure	A documented process with established inputs and outputs, as required by International Standards or required specifically by JASCON ENGINEERING WLL due to its operations.
Documents	OHSMS Manual, procedures and related forms are considered as Documents
Records	All order documents containing information related to OHSMS are considered as Records.
OH&S	Occupational Health & Safety
HAZARD	Anything (e.g. condition, situation, practice, behaviour) that has the potential to cause harm, including injury, disease, death, property and equipment damage.
LOR	Legal and Other Requirements
PPE	Personal Protective Equipment
JSA	Job Specific Assessment
MEEP	Material, Equipment, Environment, People, Place of work
MOC	Management of Change
ALARP	Impacts As Low As Reasonably Practicable to the accepted level.
ERICPD	Eliminate, Reduce/Substitute, Isolate, Control, PPE and Discipline

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4.0 REFERENCES

OHSAS 18001:2007 Clauses 4.4.3, 4.4.3.1, 4.4.3.2

5.0 RESPONSIBILITIES

5.1 Project Director

- 6.2.1 Reviews the overall situation of participation and consultation

5.2 MR

- 6.2.1 Plans and schedule HEALTH AND SAFETY meetings
- 6.2.2 Conducts the HEALTH AND SAFETY Meeting
- 6.2.3 Plans the tool box talks
- 6.2.4 Issues the safety notices and concerns to all site and staff.

5.3 HEALTH AND SAFETY OFFICER

- 6.2.1 Conducts the site HEALTH AND SAFETY meetings
- 6.2.2 Conducts tool box talks
- 6.2.3 Updates the safety notice board
- 6.2.4 Updates the safety statistics.

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6.0 PROCEDURE

6.1 COMMUNICATION

6.1.1 Internal Communication by Management

- a) OHSMS Policies are communicated to all employees. This is done through internet and or by placing copies of OHSMS Policies at various locations within JASCON ENGINEERING WLL.
- b) Legal and other requirements are communicated through internet, emails and memo or notice board or training/briefing and or daily meetings etc. as required. All other communication from interested parties will be informed verbally to each concerned employee, as necessary.
- c) Project Managers, and all other Supervisory Staff are responsible for communicating the following to their staff:
 - i) Information about legal and other requirements
 - ii) OHSMS policies and Objectives.
 - iii) Their roles and responsibilities in achieving conformance to the requirements
 - iv) consequences of deviation from the procedures
 - v) Related Health & safety hazards/risks.

6.1.3 Communication from Employees to Management

- a) All employees are encouraged to report potential non-conformity, Occupational Health & Safety Hazard, availability of new technologies, to improve OHSMS performance, to their respective supervisors, who in turn will communicate the same to MR Suggestion Emails/Memos shall be used as a medium of communication.
- b) MR will liaise with the Quality and HEALTH AND SAFETY Engineers and other Supervisors to ensure that employees are included in review of policies and procedures of OHSMS and consulted when changes affecting their works, work environment are to take place.

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6.2 External Communication

6.2.1 From Governmental Authorities, Local Agencies, Clients etc.

- a) This includes all written and verbal communication from governmental authorities, local agencies, local residents, neighbouring establishments, and other interested parties, on subjects relevant to JASCON ENGINEERING WLL's OHSMS.
- b) Lead HEALTH AND SAFETY Engineer and or MR will process this information and maintain records. In addition, communication of any health and safety concerns will also be communicated to outside parties as per the above.
- c) Other than the data and information which are legally required by local authorities, or those agreed to be given by the top management, it is discretion of top management to decide the extent and nature of information to be provided.

6.2.2 Communication with the suppliers

- a) HEALTH AND SAFETY rules to be part of the Subcontract/supplier agreement.
- b) HEALTH AND SAFETY rules shall be available at the entrance of worksite and cascaded via HEALTH AND SAFETY Induction/Tool Box Talks (TBT) to employees, contractors, visitors or any interested parties.

6.3 PARTICIPATION

- a) Supervisory staff shall participate in HEALTH AND SAFETY Risk/Impact Assessment, Job Safety Analysis, Tool Box Talk in order to be fully aware of HEALTH AND SAFETY Hazards, Risk assessment and its control measures .
- b) Nominated employees representatives shall attend the Committee meeting. The meeting shall have an agenda to discuss the followings:

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- i) To generate ideas to decrease the risk of incidents
- ii) Future works and associated OHS risks, welfare issues, implication of new plant, equipment or work processes etc,
- iii) HEALTH AND SAFETY plans to prevent the recurrence

Frequency of HEALTH AND SAFETY Meetings

The HEALTH AND SAFETY Committee Meetings shall be conducted:

- 1) On weekly basis
- 2) Before start of any new activity
- 3) In case of any change of location or work method.

HEALTH AND SAFETY COMMITTEE

HEALTH AND SAFETY Committee shall be comprised of the following as per individual site requirements:

- 1) Lead HEALTH AND SAFETY Engineer
- 2) Project Manager
- 3) Concerned Supervisor

7.0 APPENDICES

CODE	DESCRIPTION	RETENTION	HOLDER
JAS-OHS-04-01	Toolbox Meeting	05 Years	HEALTH AND SAFETY Officer



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JASCON

midmac
contracting company LTD.
limited liability company

DORR

Six Construct



HSE WEEKLY TBT

Training

Toolbox

SECTION / AREA:		DATE / TIME:		
Name of Trainer		TOPIC / SUBJECT:		
Item #	NAME	ID #	TRADE	SIGNATURE
1	Denish Biswas	1171346	Helper	W. bishw
2	Rezaul Duman	1172049	1	Rezaul
3	Vijaylaksh	1171974	1	Vijaylaksh
4	Manshaq J	1171969	1	Manshaq J
5	Chakra Rai	1171999	1	chakra
6	Biddal Hussain	1171425	Finisher	Biddal
7	Abdul Reheem	1172612	1	abdul reh
8	Amir Jeet Singh	1172046	Helper	Amir Jeet Singh
9	Kamlesh Nishacl	1171960	1	Kamlesh Nishacl
10	Nil Molla	1172008	1	Nil Molla
11	Mahadeb	1172004	1	Mahadeb
12	MD Taharul Islam	1171648	1	MD Taharul Islam
13	Rahmat Mia	1171580	1	Rahmat Mia
14	Din Islam Babu	1172039	1	Din Islam Babu
15	Shader Sarker	1171629	1	Shader Sarker
16	Ferey Alam	1172080	1	Ferey Alam
17	MD Sajgaal H	1172011	1	MD Sajgaal H
18	MD Sohel Shakk	1172012	1	MD Sohel Shakk
19	MD Nazmal Islam	1171914	1	MD Nazmal Islam
20	Dharmendra Kumar Roshan	1171072	Finisher	Dharmendra Kumar Roshan
21	Dharmendra Kumar	1171072	Carpenter	Dharmendra Kumar
22	Shamir Khan		Helper	Shamir Khan
23	MD Zeeshan		1	MD Zeeshan
24	MD Milon Hesen	1172003	1	MD Milon Hesen
25	Road Hussain	1171986	1	Road Hussain
26	MD Eastullah	1172017	1	MD Eastullah
27	MD Jumal Hossain	1172019	1	MD Jumal Hossain
28	Chanchai	1171981	1	Chanchai
29	Nil Kamal Sarker	1172070	1	Nil Kamal Sarker
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HSE WEEKLY TBT

SECTION / AREA:		DATE / TIME:	Training	Toolbox
Name of Trainer	M. TANVER AND HARIS JAVED	TOPIC / SUBJECT:		
Item #	NAME	ID #	TRADE	SIGNATURE
1	Mamun Billah	1171431	Foreman	(A)
2	Serifat Islam	1171529	/	Jenab
3	Mohammad Ayob	1171418	/	(A)
4	Aashish Ra. Nath		Chargent	SP/9/14
5	Tajrat Islam	1171984	Carpenter	Lott
6	Abdur Rashid	1171518	/	Dilkrat
7	Ramesh Kumar	1171495	/	2021
8	MD Nazmul	1171933	/	MDZ
9	Sufi Ahmed Kazi	1171417	/	Sufi
10	Talha Iqbal	1170013	/	YB
11	MD Sadek	1171416	/	Sadek
12	MD Jahangir Alam	1171920	/	MDJ
13	Rejaul Karim	1171589	/	Rejaul
14	MD Khokan	1171515	/	KK
15	MD Sunan Mia	1171420	/	sunan
16	Juni Ali	1171434	/	Ali
17	MD Mustafa	1171418	/	MDM
18	Jahangir Ansari	1171405	/	Jahangir
19	Orun Pendra	1171946	/	Orun
20	MD Nazmul Ali	1171925	/	Nazmul
21	MD Ashraful	1171675	Helper	ASHRAF
22	Michel Rafiqul	1171930	/	Michel
23	Gabin Prasad	1171462	/	Gabin
24	Sheikh Sharif	1179002	/	Sheikh
25	MD Selim Rego	1171926	/	selim
26	Sanjay Suh	1171943	/	Sanjay
27	MD Reftah	1178005	/	Reftah
28	Abdul Latif A	1171890	/	Latif
29	Mitru Hawlader	1171433	/	Mitru
30	Zihad Ghosh	1172072	/	Zihad

Haris Javed

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HSE WEEKLY TBT

SECTION / AREA:		DATE / TIME:	Training	Toolbox
Name of Trainer	N. TANVER AND HARIS JAVED	TOPIC / SUBJECT:		
Item #	NAME	ID #	TRADE	SIGNATURE
1	RAM RISHA	1171829	CARPENTER	Ram Risha
2	MUKTI NATH	1171644	,	Mukti Nath
3	RAHIM ANSARI	1171962	,	Rahim Ansari
4	NIPEN MONDAL	1171501	,	NIPEN MONDAL
5	BECCHAN MANDAL	11714704	,	Becchan Mandal
6	ASLAM ROHANI	1171602	,	Aslam Rohani
7	JASIM ABDUL	1171347	,	Jasim Abdul
8	MOHON ALI	1172014	,	Mojon Ali
9	SABUJ BISWAS	1171641	,	Sabuj Biswas
10	SAMSUL KHAYER	1171560	,	Samsul Khayer
11	PROSANI MONDAL	1171600	,	Prosanji Mondal
12	SURIFUL ISLAM	1171524	,	Suriful Islam
13	MD NAZMUL ALI	1171425	,	MD Nazmul Ali
14	SHAH ALAM	1172001	,	Shah Alam
15	ABDUL RASHID	1171885	,	Abdul Rashid
16	MD ALIM UDDIN	1171427	,	Md Alim Uddin
17	ALAUDDIN	1171249	,	Alauddin
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HSE WEEKLY TBT

Training

Toolbox

SECTION / AREA:	M. TANVER AND HARIS JAVED	DATE / TIME:	17-03-18
Name of Trainer	TOPIC / SUBJECT:		

Item #	NAME	ID #	TRADE	SIGNATURE
1	SAKANDER ALI	1171169	FOREMAN	
2	UTTOM MONDAL	1171236	/	
3	PROKASH MONDAL	1171147	CARPENTER	
4	MD AHAD BHATTEN	1172010	/	
5	MITHUN ALI	1171636	/	
6	ZAHID UL ISLAM	1171428	/	
7	SABUZ HOSSAIN	1171917	/	
8	RUHUL ALAM B	1171934	/	
9	MD HAMIDUL	1171527	/	
10	MORSALIN	1171790	/	
11	SUBAT MONDAL	1171234	/	
12	MD HABIBURRAHMAN	1171414	/	
13	MD HELALUDDIN	1171791	/	
14	BELCHAN BAIDHOO	1172028	/	
15	YOUNUS MIA	1171411	/	
16	SHAHID MONDAL	1172093	/	
17	ACHINTO SARKER	1171598	/	
18	JAMIL AFAT ALI	1172096	/	
19	RASHAD HARUNUR	1172095	/	
20	ISLAM ALI	1172088	/	
21	MD RAHMAN	1172006	/	
22	MD HARUN	1171786	/	
23	BADAR UZZAMAN	1171894	/	
24	BOLARAM BARKER	1171631	/	
25	MOHTAL JAI SWAL	1171956	/	
26	TITU MIAH	1171893	/	
27	VEETHAGIRI CH	1171912	/	
28	MD AFAUL ISLAM	1172099	/	
29	HARPREET SINGH	1171995	/	
30	MAHTAB KAMAL	1171967	/	

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HSE WEEKLY TBT

SECTION / AREA:		DATE / TIME:	Training	Toolbox
Name of Trainer	Muhammad Tanveer Haris Javed	03/02/18	LANDER'S (SSOW)	
Item #	NAME	ID #	TRADE	SIGNATURE
1	Shahid mandal	9725012729	Helper	Shahid
2	MD Jamal H	99405010180	/	Jamal
3	Rashed Harunur	99305019022	/	RASHAD
4	Islam Ali	28835668324	/	Islam Ali
5	MD Rahman	98505026063	/	MD Rahman
6	Deneesh Biswas	27205003375	/	Deneesh
7	MD Feray alam	28535666148	/	MD Feray alam
8	Aslam Rethan	28205013376	/	ASLAM
9	MD Harun	99265010072	/	MD Harun
10	Bader Uzzaman	28205000648	/	Bader Uzzaman
11	Suman das	99905086535	/	Suman das
12	MD Refath	29505005441	/	MD Refath
13	Reed Hassan	29405007094	/	Reed Hassan
14	Harpreet Singh	29835658527	/	Harpreet Singh
15	Amarjit Singh	28235654436	/	Amarjit Singh
16	Beechan Bairdhan	28435663882	/	Beechan Bairdhan
17	Younis Miah	27905005815	/	Younis Miah
18	Chanchal	285050023177	/	Chanchal
19	Mustakim	28805002919	/	Mustakim
20	Kamlesh Nichal	28635661288	/	Kamlesh Nichal
21	Motilal Jaishwal	28535662352	/	Motilal Jaishwal
22	Rahmat Miya	27152430064	/	Rahmat Miya
23	Mahtab Kamal	29535667666	/	Mahtab Kamal
24	Din Islam Babu	2900502617	/	Din Islam Babu
25	MD Abdul Latif	28605017065	/	MD Abdul Latif
26	Titu Miah	2970500584	/	Titu Miah
27	Mithu Hawaldar	28205006886	/	Mithu Hawaldar
28	MD Farullah	28205013455	/	MD Farullah
29	Manishraj	28835662524	/	Manishraj
30	Vaiullah	28535662524	/	Vaiullah

M. TANVEER Sajid

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**HSE WEEKLY TBT**

SECTION / AREA:	Name of Trainer	Muhammad Tanveer S Haris Javeed	Training	Toolbox
			DATE / TIME:	
			03/02/18	LADDERS (Ssow)
Item #	NAME	ID #	TRADE	SIGNATURE
1	Vethagiri Chinnathambi	27135632948	Helper	C. VETHAGIRI
2	Ataul Islam	2780508455	/	ATAUL.
3	Sadek MD	27605005524	Carpenter	S. SADIK
4	Rejaul Deewan	29205018123	Helper	REJUL
5	MD Helal Aluddin	27805010071	Finisher	MD HELAL
6	Ram Ritha	28552445829	Helper	RAM RITHA
7	Jamil Afzal	27435646256	/	JAMIL AFZAL
8	Rejaul Karim	28305018891	/	REJUL KARIM
9	Zahid Sheikha	29205021293	/	ZAHID SHEIKHA
10	Tasino Abdul	27505003724	/	TASINO
11	Sadek MD	27605005524	/	S. SADIK
12	Mahadeb	28905003479	/	MAHADEB
13	Berhan Mondal	28705041641	/	BERHAN MONDAL
14	Nil Kamal Sarker	28705086679	/	NIL KAMAL SARKER
15	Mamun Billah	282045001910	Foreman	MAMUN BILLAH
16	MD Naymu	28605018085	Carpenter	MD NAYMU
17	Sariful Islam	28905008639	/	SARIFUL ISLAM
18	MD Jahangir Alam	28105014419	/	MD JAHANGIR ALAM
19	Ramesh Kumar	28835639545	/	RAMESH KUMAR
20	Tagruj Islam	28205006195	/	TAGRUJ ISLAM
21	MD Selim Raja	29505003653	/	MD SELIM RAJA
22	Sheikh Sharif	29005004899	/	SHIEKH SHARIF
23	MD Naymul Ali	29405007204	/	MD NAYMUL ALI
24	Shab Alam	29605003216	/	SHAB ALAM
25	Qul Mondal	29405009928	/	QUL MONDAL
26	Prasenjit Mondal	29405001743	/	PRASENJIT MONDAL
27	Gabin Prasad	27953431560	/	GABIN PRASAD
28	MD Ashraful	28705013171	/	MD ASHRAFUL
29	Mohit Rafiqulal	28505003461	/	MOHIT RAFIQULAL
30	Abdul Rashid	27705007315	/	ABDUL RASHID

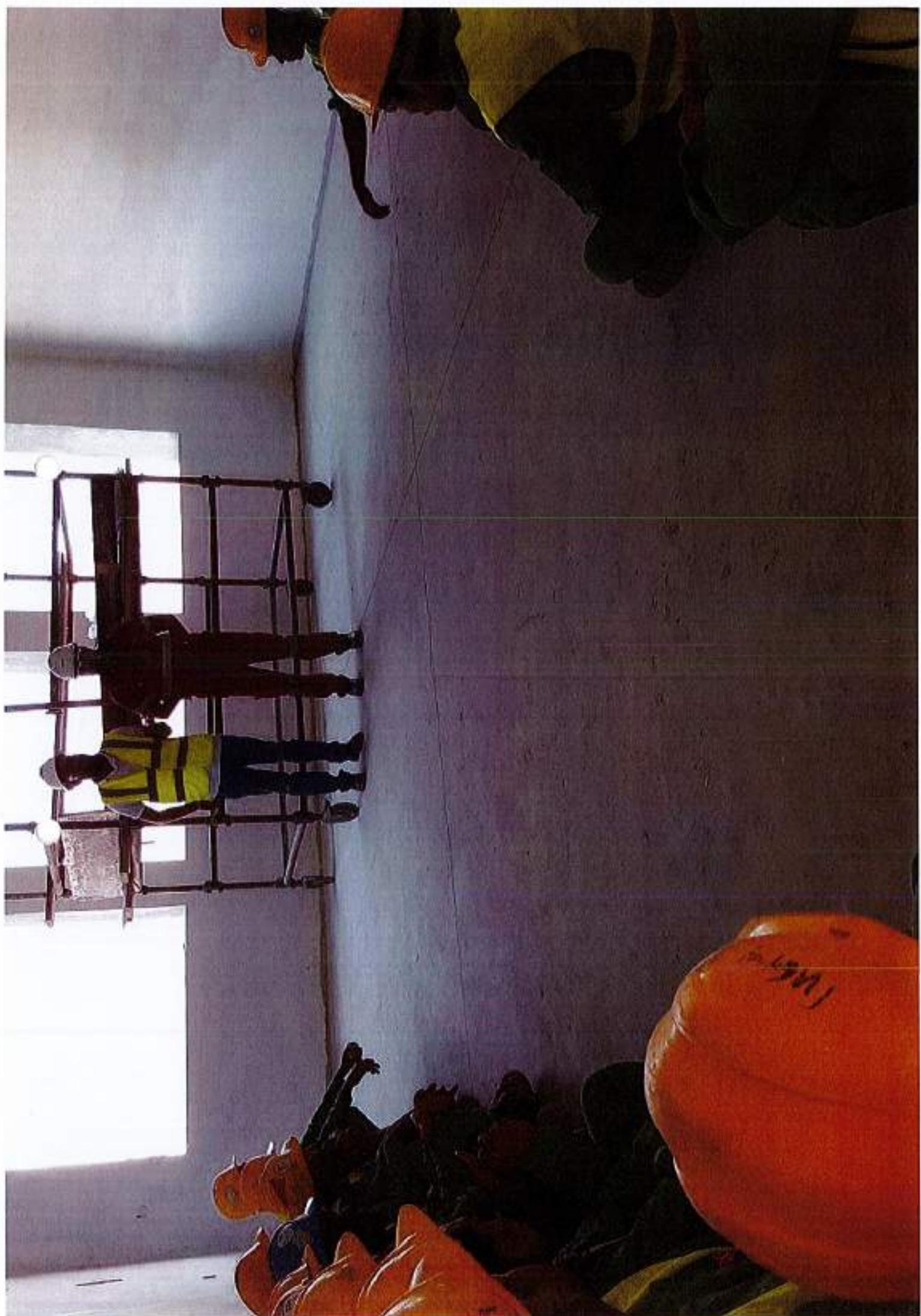
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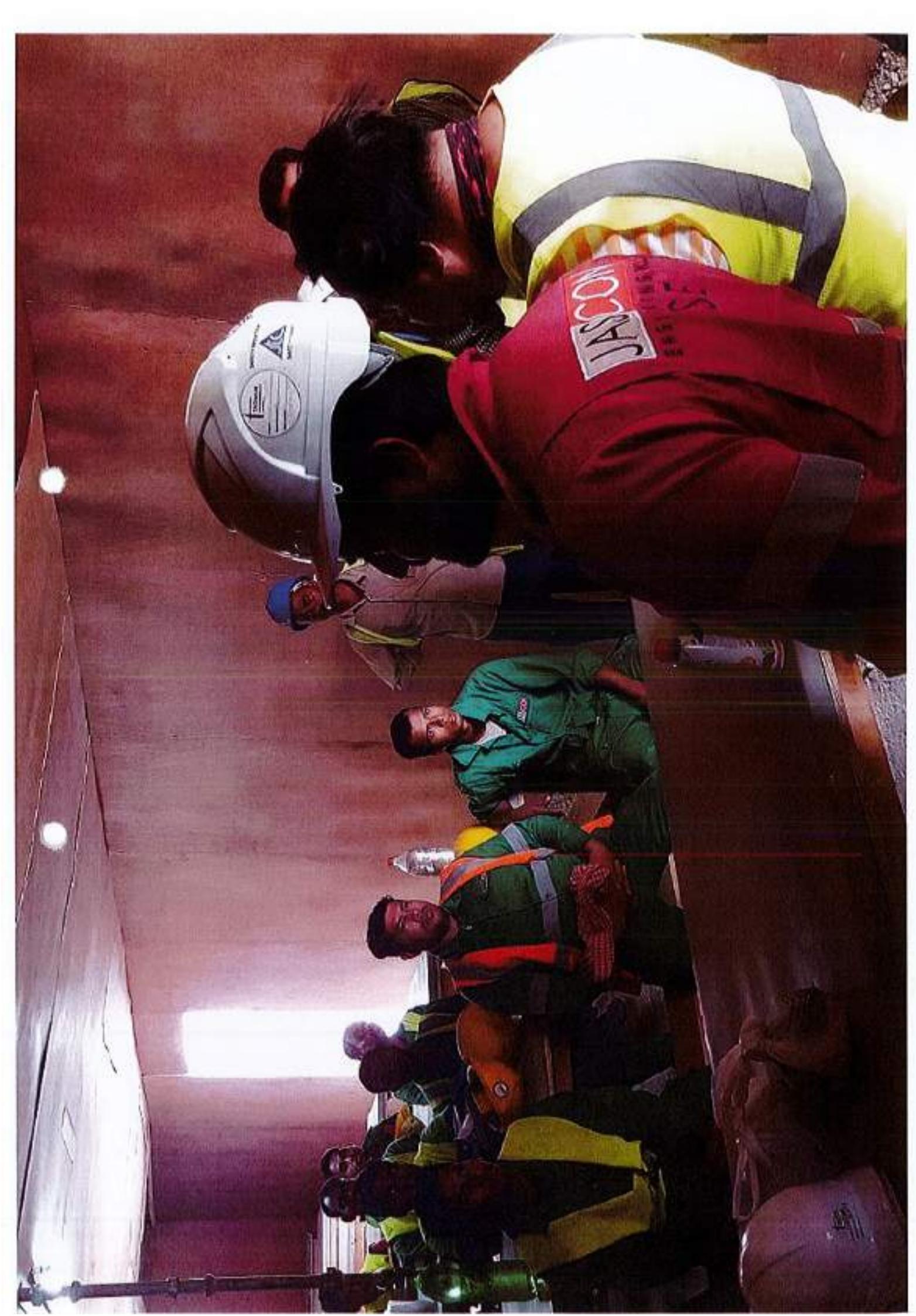


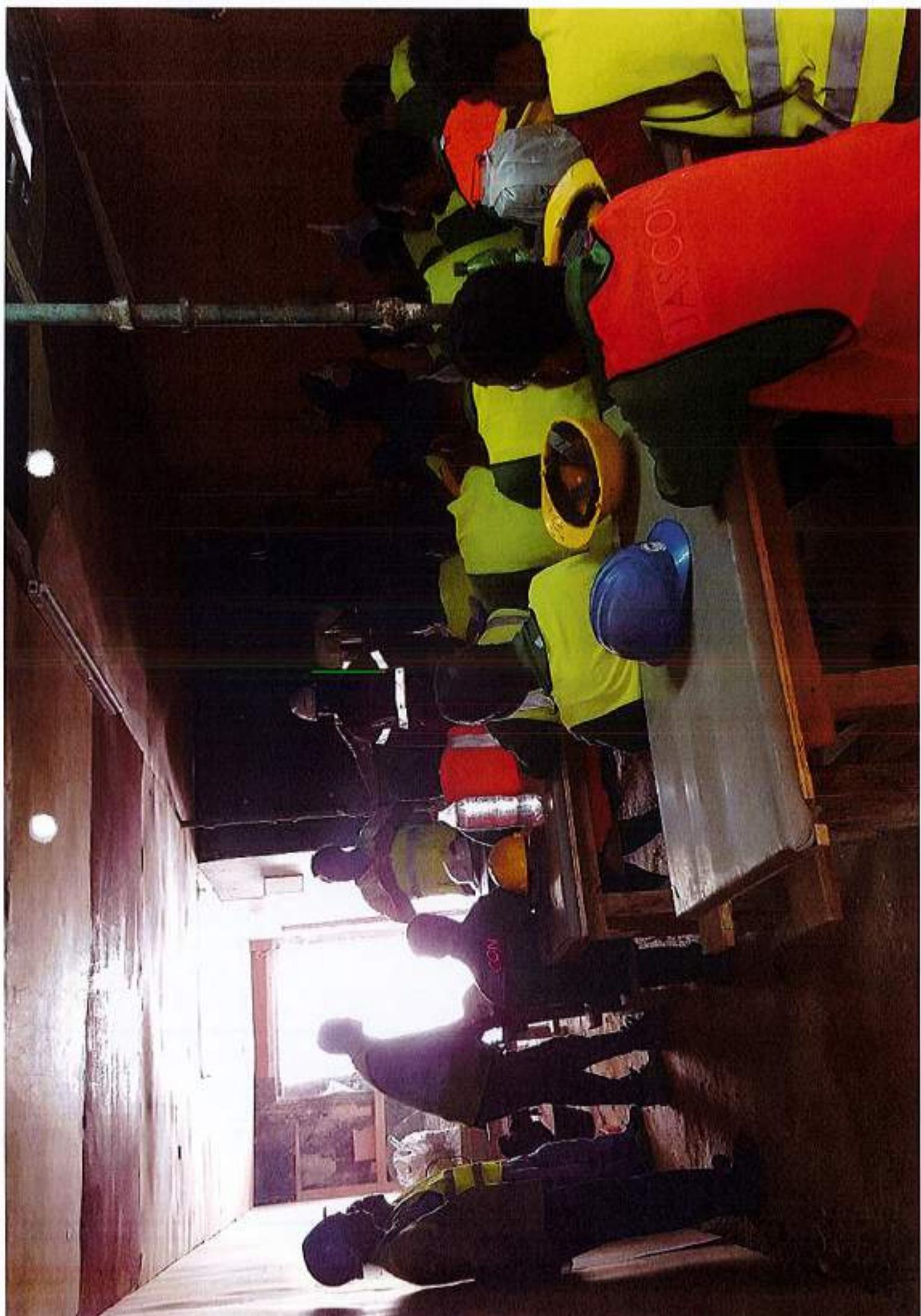


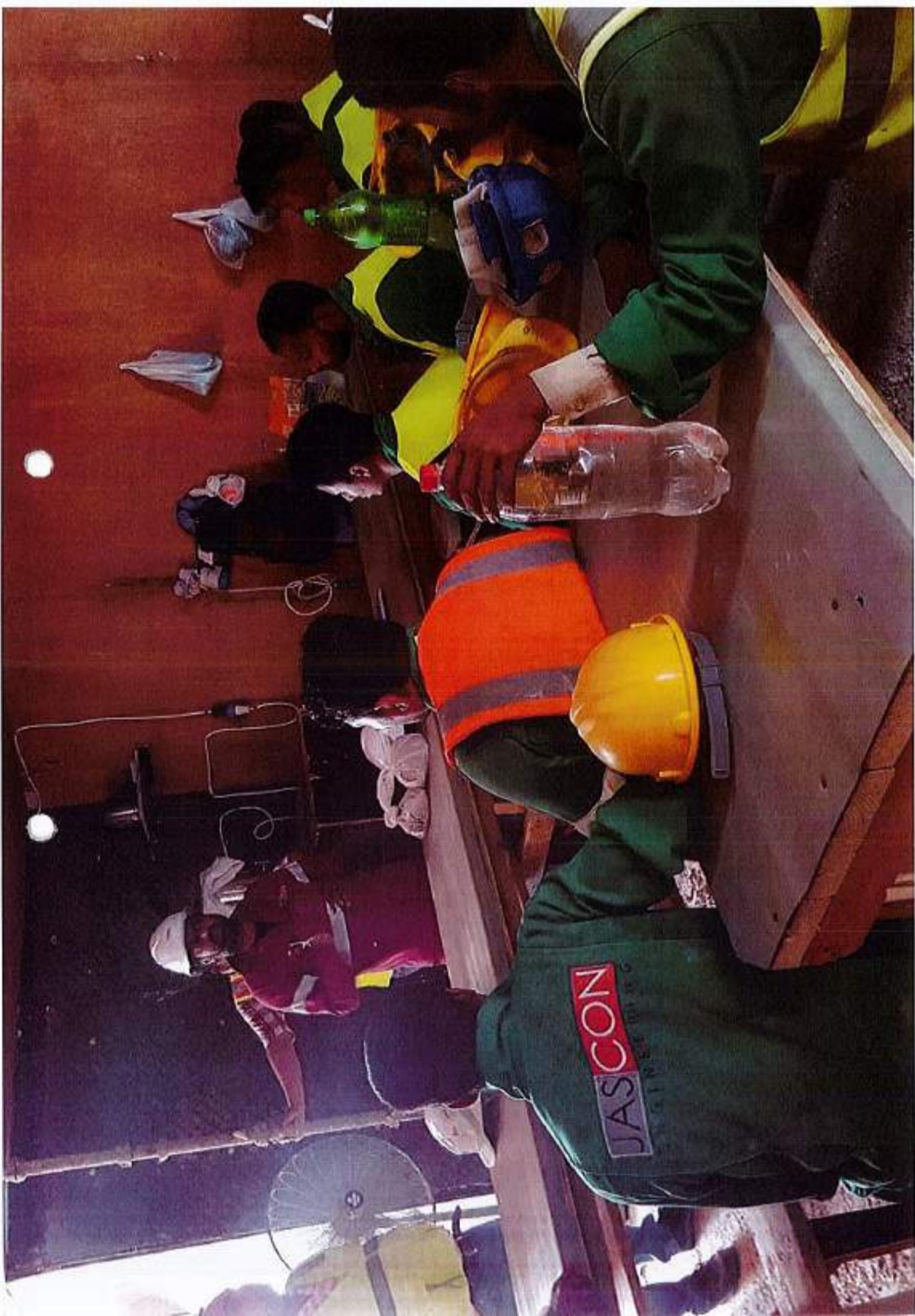
















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