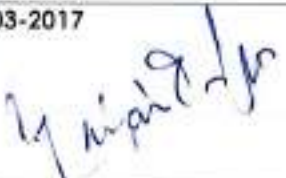



**OCCUPATIONAL HEALTH & SAFETY  
MANAGEMENT SYSTEM**

**OHSAS 18001:2007**

PREPARED BY	APPROVED BY
<u>Management Representative</u> Ali Mumtaz	<u>Chief Executive Officer</u> Zahid Iqbal Khan
Date: 15-03-2017 	Date: 15-03-2017 

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JASCON  
ENGINEERING WLL  
OCCUPATIONAL  
HEALTH AND SAFETY  
MANAGEMENT  
SYSTEM MANUAL

Doc. No.	JAS-OHSM- H&S
DOI:	08/01/2018
Rev.	01

**OCCUPATIONAL HEALTH & SAFETY  
MANAGEMENT SYSTEMS MANUAL**

**OHSAS 18001:2007**

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## LIST OF CHANGES

#	Page No.		Subject of Change	Valid From	Approved By
	Taken Out	Inserted			Chief Executive Officer
1	N/A	19	Site Records Copy	15-03-2018	
2	N/A	25	Management Review	15-03-2018	
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## 1 INTRODUCTION

This manual describes the Management System of Jascon Engineering WLL, and is the controlling document for all aspects of Occupational Health and Safety.

The Management System is based on OHSAS 18001:2007.

This Manual serves as a high level road map to Jascon Engineering WLL's MS and to house the procedures which Jascon Engineering WLL follows in implementing its OHSMS- H&S.




## 2 SCOPE

This Management System manual is based on the requirements of OHSAS 18001:2007 and details the specific controls established, documented and maintained at Jascon Engineering WLL in the execution of its operations as ***"Provision of Contracting Services for Engineering, Procurement, Construction and Project Management for Civil, Heavy Civil, Infrastructural , MEP, Fitouts, Electrical, FP and Building Projects"***

This manual demonstrates the methodology adopted at Jascon Engineering WLL to meet the requirements specified in these standards and refers to documented procedures, established and maintained at Jascon Engineering WLL. The Forms and documents used in this management system may be replaced with documents from the client as required on any given project.



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### 3 TERMS AND DEFINITIONS

Terms	Definitions
<b>Acceptable Risk</b>	Risk that has been reduced to a level that can be tolerated by the organization having regard to its legal obligations and its own.
<b>Audit</b>	Systematic, independent and documented process for obtaining "audit evidence" and evaluating it objectively to determine the extent to which "audit criteria" are fulfilled.
<b>Auditor</b>	person with the competence to conduct an audit
<b>Continual</b>	Recurring process of enhancing the Management System in order to achieve
<b>Improvement</b>	improvements in overall.
<b>OH&amp;S Performance</b>	consistent with the FUJITA CORPORATION Policies
<b>Corrective Action</b>	Action to eliminate the cause of a detected nonconformity or other undesirable situation
<b>Preventive action</b>	Action to eliminate the cause of a potential nonconformity or other undesirable potential situation.
<b>Document</b>	Information and its supporting medium

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<b>Hazard</b>	Source, situation, or act with a potential for harm in terms of human injury or ill health or a combination of these.
<b>hazard identification</b>	Process of recognizing that a hazard exists and defining its characteristics
<b>Ill Health</b>	Identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work-related situation
<b>Incident</b>	Work-related event(s) in which an injury or ill health (regardless of severity) or fatality occurred, or could have occurred
<b>Interested Party</b>	Person or group, inside or outside the workplace concerned with or affected by the OHS & E performance of an organization
<b>Nonconformity</b>	Non-fulfillment of a requirement
<b>Occupational health and safety (OH&amp;S)</b>	conditions and factors that affect, or could affect, the health and safety of employees or other workers (including temporary workers and contractor personnel), visitors, or any other person in the workplace
<b>OH&amp;S Management System</b>	Part of an organization's management system used to develop and implement its OH&S policy and manage its OH&S risks
<b>OH&amp;S objective</b>	OH&S goal, in terms of OH&S performance, that an organization sets itself to achieve
<b>OH&amp;S performance</b>	Measurable results of an organization's management of its OH&S risks
<b>OHS&amp;E Policy</b>	Overall intentions and direction of an organization related to its OHS&E performance as formally expressed by top management
<b>Organization</b>	Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration
<b>Procedure</b>	Specified way to carry out an activity or a process

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<b>Risk</b>	Combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill health that can be caused by the event or exposure(s)
<b>Risk Assessment</b>	Process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable

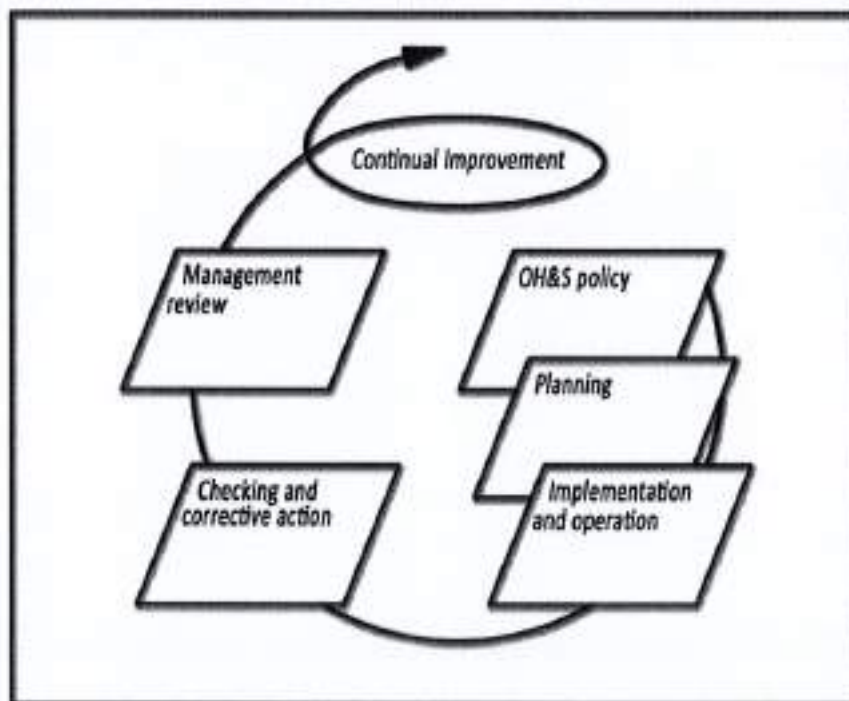
## 4 MANAGEMENT SYSTEM REQUIREMENTS

### 4.1 General Requirements

Jascon Engineering WLL has established documented, implemented, maintained and continually improve Management System in accordance with the requirements of OHSAS 18001:2007 Standard and has determined controls to demonstrate its ability to meet these requirements.

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## 4.2 Management System Policies

Management System Policies based on the requirements of OHSAS 18001:2007 is established, documented and implemented and attached to this manual as **(JAS-H&S)**

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### 4.3 Planning

#### 4.3.1 Hazard identification, Risk Assessment and Determining Controls

Jascon Engineering WLL has established, implemented and maintains a procedure for the ongoing hazard identification, Risk assessment, and determination of necessary controls.


The OHS Risk Management procedure provides a detailed methodology for identifying the of the Jascon Engineering WLL's business and develops control measures in full compliance with the Legal and Other Requirements (LOR), to carry out an Occupational Health and Safety (OHS) Hazard Identification, Risk Assessment and determine the Risk Control measures in full compliance with the Legal and Other Requirements.

For the management of change, Jascon Engineering WLL has identified the its activities, products and services within the defined scope of the OH&S management system that it can control and those that it can influence taking into account planned or new developments, or new or modified activities, products and services, and the OH&S hazards and OH&S risks associated with changes in Jascon Engineering WLL, the OH&S management system, or its activities, prior to the introduction of such changes.

Jascon Engineering WLL ensures that the results of these assessments are considered when determining controls.

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When determining controls, or considering changes to existing controls, consideration shall be given to reducing the risks according to the following hierarchy:

- elimination;
- substitution;
- engineering controls;
- signage/warnings and/or administrative controls;
- Personal protective equipment.

Jascon Engineering WLL shall ensure that the OH&S risks and determined controls are taken into account when establishing, implementing and maintaining its OH&S management system.

**REFERENCE Hazard Identification & Risk Management Procedure, JAS-PM-OHS-01**

#### **4.3.2 Legal and Other Requirements**

JASCON Engineering WLL has established, implemented and maintains **Legal & Other Requirements Procedure**, Jascon Engineering WLL **JAS-OHS-05** to identify and have access to the applicable legal requirements and other requirements to which Jascon Engineering WLL subscribes.

And to identify and access the legal and other OH&S requirements that are applicable to it, Jascon Engineering WLL ensures that these applicable legal requirements and other



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requirements to which it subscribes are taken into account in establishing, implementing and maintaining its OH&S management system.

Jascon Engineering WLL keeps this information up-to-date. These requirements are communicated to persons working under the control of Jascon Engineering WLL, and other relevant interested parties.

**REFERENCE: Legal & Other Requirements Procedure, JAS-OHS-05**

#### 4.3.3 Objectives and Program(s)

Jascon Engineering WLL has established, implemented and maintains documented OH&S objectives at relevant functions and levels within the organization.

The objectives shall be measurable, where practicable, and consistent with the OH&S policies, including the commitments to prevention of to the prevention of injury and ill health, to compliance with applicable legal requirements and with other requirements to which the organization subscribes, and to continual improvement.

Jascon Engineering WLL takes into account legal and other requirements, OHS risks, parties while establishing and reviewing its objectives. Jascon Engineering WLL also considers its technological options, its financial, operational and business requirements, and the views of relevant interested parties.

Jascon Engineering WLL has established, implemented and maintain programs for achieving its objectives.

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These programs include as a minimum:

- designation of responsibility and authority for achieving objectives at relevant functions and levels of Jascon Engineering WLL; and
- The means and time-frame by which the objectives are to be achieved.
- These Programs are reviewed at regular and planned intervals, and adjusted as necessary, to ensure that the objectives are achieved.

**REFERENCE: MS. Objectives and Programs, jas-OBJ-OHS**

#### 4.4 Implementation and Operation

##### 4.4.1 Resources, Roles, Responsibility, Accountability and Authority

Top management of Jascon Engineering WLL is overall responsible for the implementation OH&S Management System.

Top Management has appointed a Management Representative, he is responsible for:

- Ensuring that the OH&S management systems are established, implemented and maintained in accordance with OHSAS 18001:2007 Standard.
- Ensuring that reports on the performance of OH&S management system are presented to top management for review during the management review meetings and used as a basis for improvement of the OH&S management system.



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Management Representative is responsible to carry out the above functions along with the QA/QC and OH&S Managers.

#### 4.4.2 Competence, Training and Awareness

Jascon Engineering WLL has ensured that persons under its control performing tasks that can impact OH&S are competent on the basis of appropriate education, training or experience, and shall retain associated records.

Jascon Engineering WLL identifies training needs associated OH&S risks and Management System.

Jascon Engineering WLL has established, implemented and maintains a procedure to make persons working under its control aware of:

- OH&S consequences, actual or potential, of their work activities, their behavior, and OH&S benefits of improved personal performance;
- Their roles and responsibilities and importance in achieving conformity to the OH&S policies and procedures and to the requirements of the Management System, including emergency preparedness and response requirements.
- The potential consequences of departure from specified procedures.

As per the Training procedure, trainings are provided to differing levels of responsibility, ability, language skills and literacy; and impacts/risks of activities.

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#### 4.4.3 Communication, Participation and Consultation

##### 4.4.3.1 Communication

Jascon Engineering WLL has established, implemented and maintains, Procedure for Communication and participation, **JAS-OHS-04** with regard to its OHS hazards and OH&S management systems for:

- internal communication among the various levels and functions of the organization;
- communication with contractors and other visitors to the workplace;
- Receiving, documenting and responding to relevant communications from external interested parties.

**REFERENCE: Communication & Participation Procedure, JAS-OHS-04**

##### 4.4.3.2 Participation and consultation

Jascon Engineering WLL has established, implemented and maintains Procedure for Communication and participation, **JAS-OHS-04** for the participation of workers by their:

- appropriate involvement in hazard identification, risk assessments and determination of controls;
- appropriate involvement in incident investigation;
- involvement in the development and review of OH&S policies and objectives;
- consultation where there are any changes that affect their OH&S;
- Representation on OH&S matters.

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OH&S meetings of OH&S supervisors nominated among workers, subcontractor's OH&S representatives are held on regular basis to discuss matters relevant to Management System.

Jascon Engineering WLL ensure to attend meetings with its clients, consultants on regular basis to discuss pertinent OH&S matters.

**REFERENCE: Communication & Participation Procedure, JAS-OHS-04**

#### 4.4.4 Documentation

Jascon Engineering WLL has documented its OH&S management system, documentation includes:

- the OH&S policy and objectives; (*JAS-POL-OHS and JAS-OBJ-OHS*)
- description of the scope of the OH&S management system (this manual)
- description of the main elements of the OH&S management system and their interaction, and reference to related documents

Documented Records established for OH&S Management systems.

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#### 4.4.5 Control of Documents

Jascon Engineering WLL has established a documented procedure for the issuance, review, approval, revision, distribution, identification and irretrievability of documents as required by OH&S Management Systems. The procedure for documents and data control also defines the methodology of updating and amending the documents related to Management System.

**REFERENCE: Documents Control Procedure (JAS-OHSM-07)**

#### 4.4.6 Operational Control

Jascon Engineering WLL has established a procedure to determine those operations and activities that are associated with the identified hazard(s) where the implementation of controls is necessary to manage the OH&S risk(s)

These controls include:

- operational controls, as applicable to Jascon Engineering WLL and its activities;  
Jascon Engineering WLL has integrated those operational controls into its overall Management System; **Site documents to be maintained with an additional copy.**
- controls related to contractors and other visitors to the workplace;
- documented procedures, to cover situations where their absence could lead to deviations from the OH&S policy and the objectives;
- Stipulated operating criteria where their absence could lead to deviations from the OH&S policies and objectives.

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**REFERENCE: OHS Monitoring & Inspections Procedure, JAS-OHS-06**

#### 4.4.7 Emergency Preparedness and Response

Jascon Engineering WLL has established, implemented and maintains a procedure for Emergency Preparedness and Response to identify the potential for emergency situations and to respond to such emergency situations.

Jascon Engineering WLL responds to actual emergency situations and prevent or mitigate associated adverse OH&S consequences.

In planning its emergency response Jascon Engineering WLL has taken account of the needs of relevant interested parties, e.g. emergency services and neighbors.

Jascon Engineering WLL periodically tests its procedure to respond to emergency situations, where practicable, involving relevant interested parties as appropriate.

Jascon Engineering WLL periodically reviews and, where necessary, revise its emergency preparedness and response procedure, in particular, after periodical testing and after the occurrence of emergency situations.

**REFERENCE: Emergency Response and Preparedness Procedure, JAS-OHS-02**

#### 4.5 Checking

##### 4.5.1 Performance Measurement and Monitoring

Jascon Engineering WLL monitors and measures performance of Management System on a regular basis. This procedure provides for:



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- both qualitative and quantitative measures, appropriate to the needs of Jascon Engineering WLL;
- monitoring of the extent to which Jascon Engineering WLL's OH&S objectives are met;
- monitoring the effectiveness of controls for health AND safety;
- proactive measures of performance that monitor conformance with the OH&S programs, controls and operational criteria;
- reactive measures of performance that ill health, incidents (including accidents, near-misses, etc.), and other historical evidence of deficient OH&S performance;
- Recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective action and preventive action analysis.

Jascon Engineering WLL has established, implemented and maintains procedure for Maintenance, Certifications and Calibration of Equipment, JASCON ENGINEERING WLL for equipment required for monitoring or measuring performance. Records of calibration and maintenance activities and results are maintained as per procedure Documents PROCUREDURES.

#### Evaluation of Compliance

4.5.1.1 Consistent with its commitment to compliance Jascon Engineering WLL has established, implemented and maintains LOR for periodically evaluating compliance with applicable legal requirements

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4.5.1.2 Jascon Engineering WLL evaluates compliance with other requirements to which it subscribes; Jascon Engineering WLL has combined this evaluation with the evaluation of legal compliance.

Records of such evaluations are maintained.

**REFERENCE: Legal and Other Requirements Register JAS-OHS-05**

#### 4.5.2 Incident Investigation, Nonconformity, Corrective Action and Preventive Action

##### 4.5.2.1 Incident Investigation

Jascon Engineering WLL has established, implemented and maintains Procedure for Incident Investigation and Reporting, JAS-OHS-03, to record, investigate and analyze incidents in order to:

- determine underlying OH&S deficiencies and other factors that might be causing or contributing to the occurrence of incidents;
- Communicate the results of such investigations.

The investigations are performed in a timely manner. Any identified need for corrective action or opportunities for preventive action shall be dealt with in accordance with the Procedure for Corrective, Preventive Actions and Nonconformance.

The Procedure for Corrective, Preventive Actions and Nonconformance, JAS-OHSMS-07 provides measures to:

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- identify the need for corrective action;
- identify opportunities for preventive action;
- identify opportunities for continual improvement;

The results of incident investigations shall be documented and maintained

**REFERENCE: Investigation & Reporting Procedure, (JAS-OHS-03)**


#### 4.5.2.2 Nonconformity, Corrective Action and Preventive Action

Jascon Engineering WLL has established, implemented and maintains Procedure for Corrective, Preventive Actions and Nonconformance, for dealing with actual and potential nonconformities and for taking corrective action and preventive action. The procedure defines requirements for:

- identifying and correcting nonconformities and taking actions to mitigate their OH&S consequences;
- investigating nonconformities, determining their causes and taking actions in order to avoid their recurrence;
- evaluating the need for actions to prevent nonconformities and implementing appropriate actions designed to avoid their occurrence;
- recording and communicating the results of corrective actions and preventive actions taken; and

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- Reviewing the effectiveness of corrective actions and preventive actions taken.

Where the corrective action and preventive action identifies new or changed hazards or the need for new or changed controls, the procedure requires that the proposed actions shall be taken through a Risk assessment prior to implementation.

Any corrective action or preventive action taken to eliminate the causes of actual and potential nonconformities shall be appropriate to the magnitude of problems and commensurate with the OH&S risks encountered.

Jascon Engineering WLL ensures that any necessary changes arising from corrective action and preventive action are made to the Management System Documentation.

**REFERENCE: Procedure for Corrective, Preventive Actions and Nonconformance (JAS-OHSMS-08 NCR)**

#### 4.5.3 Control of Records

Jascon Engineering WLL has established and maintains records as per Procedure for Documents Control, JAS-OHSMS-01, as necessary to demonstrate conformity to the requirements of its Management System, and the results achieved.

The Procedure for Document Control, JAS-OHSMS-01, provides detail for the identification, storage, protection, retrieval, retention and disposal of records. And that record shall remain legible, identifiable and traceable.

#### 4.5.4 Internal Audit



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Jascon Engineering WLL has established, documented and maintains Procedure for Internal Auditing, JAS-OHSMS-10. This procedure ensures that internal audits of Management System are conducted at planned intervals to:

- determine whether the Management System:
- conforms to planned arrangements for Management System,
- including the requirements of OHSAS 18001:2007;
- Audit programs are planned, established, implemented and maintained by Jascon Engineering WLL, based on the results of Risk assessments of Jascon Engineering WLL's activities, and the results of previous audits.
- Strict Management reviews are required in each 3 months.

Internal Audit procedure addresses:

- The responsibilities, competencies, and requirements for planning and conducting audits, reporting results and retaining associated records; and
- The determination of audit criteria, scope, frequency and methods. Selection of auditors and conduct of audits shall ensure objectivity and the impartiality of the audit process.

**REFERENCE: Procedure for Internal Auditing, JAS-OHSMS-10**

#### 4.5.5 Management Review

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Jascon Engineering WLL has established, documented and maintains Procedure for Management Review. This procedure details the methodology adopted at Jascon Engineering WLL for the review of Management System, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes to the Management System, including OH&S policies and objectives. Records of the management reviews are retained.

Input to management reviews includes among other requirements:

- results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which Jascon Engineering WLL subscribes;
- The results of participation and consultation.
- relevant communication(s) from external interested parties, including complaints;
- the MS performance of the organization;
- the extent to which MS objectives have been met;
- status of incident investigations, corrective actions and preventive actions;
- follow-up actions from previous management reviews;
- changing circumstances, including developments in legal and other requirements related OHSMS; and
- Recommendations for improvement.

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The output from management reviews are consistent with Jascon Engineering WLL's commitment to continual improvement and includes any decisions and actions related to possible changes to:

- OHSMS performance;
- OHSMS policies and objectives;
- resources; and
- Other elements of the Management System.

Relevant outputs from management review are made available for communication and consultation.

**REFERENCE: Procedure for Management Review (JAS-OHSMS-09)**

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