

	OHS MONITORING & INSPECTIONS PROCEDURE	Pro. No.	JAS-OHS-06
		DOI	08/01/2017
		REV.	00

OHS MONITORING & INSPECTIONS PROCEDURE

JAS-OHS-06

PREPARED BY	APPROVED BY
<u>Management Representative</u> <i>Ali Muntaz</i>	<u>Operations Manager</u> <i>Rashid Iqbal Khan</i>
Date: <i>09/01/17</i> <i>[Signature]</i>	Date: <i>09/01/17</i> <i>[Signature]</i>

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JASCON ENGINEERING W.L.L.    

OHS MONITORING & INSPECTIONS PROCEDURE

Pro. No.	JAS-OHS-06
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AMENDMENT RECORD			
Revision #	Date	Pages affected	Details of Amendment
00	08-01-2018	NIL	N/A

1.0 PURPOSE:

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Purpose of this procedure is to ensure that overall conformance to international, local and organizational standards and regulatory requirements, related to Occupational Health & Safety is being monitoring and inspection on regular basis.

2.0 SCOPE

This procedure covers the inspection of scaffoldings, ladders, portable power tools, construction machinery, hand tools, fire extinguishers, first aid boxes and general work place inspection.

3.0 TERMS & DEFINITIONS

MR	Management Representative
PD	Project Director
PM	Project Manager
OHSMS	Occupational Health and Safety Management System, based on ISO 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, or 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

5.0 RESPONSIBILITIES

5.1 Project Director

5.1.1 Reviews all the reports during the Management Review Meeting.

5.2 MR

5.2.1 Reviews and maintains all inspection record copies.

5.3 PM

5.3.1 Attends the weekly site walks.

5.4 HEALTH AND SAFETY Officer

5.4.1 Conducts Inspections and maintains records

6.0 PROCEDURE

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6.1 SITE HEALTH AND SAFETY COMMITTEE

6.1.1 It is responsibility of the site management of each project site to nominate a HEALTH AND SAFETY committee which may be consisting of the following:

- a) Project Manager
- b) Project Engineer
- c) HEALTH AND SAFETY Officer

6.2 DAILY INSPECTIONS

6.2.1 It is responsibility of the site HEALTH AND SAFETY Officer to conduct daily site inspections by using daily inspection checklist.

6.2.2 These inspections will cover the following items as a minimum, however, as applicable :

- i. PPEs
- ii. Scaffolds
- iii. Excavations
- iv. Lifting gears
- v. Fire precaution
- vi. Lifting appliances
- vii. Mechanical plant
- viii. Electrical appliances
- ix. Site status
- x. Health & welfare facilities

6.3 WEEKLY SITE WALKS

6.3.1 It is responsibility of the HEALTH AND SAFETY Committee to conduct joint site walk to evaluate the OHS conditions of the project site. Client/client representative may also join the site walk, as per the project terms & conditions.

6.3.2 HEALTH AND SAFETY Committee shall use weekly HEALTH AND SAFETY checklist to record its findings.

6.4 SPECIAL INSPECTIONS

6.4.1 Project Manager will entertain any special inspections by client, local authorities etc.

7.0 APPENDICES

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Pro. No.	JAS-OHS-06
DOI	08/01/2017
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CODE	DESCRIPTION	RETENTION	HOLDER
JAS-FM-OHS-06-01	Daily Site Inspection Checklist	Project duration	Safety Dept.
JAS-FM-OHS-06-02	Weekly Site inspection Checklist	Project duration	Safety Dept.

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JASCON ENGINEERING WLL		FORM NO.	JAS-PM-OHS-06-02
Ref. : OHS MONITORING & INSPECTION PROCEDURE		REV.	0
WEEKLY OHS INSPECTION CHECKLIST		DOI	06/08/2017

PROJECT NAME			PROJECT CODE		
MONTH		SERIAL No.		REPORT #	
SUBMITTED TO:				DATE:	

Sr. #	ITEMS TO BE CHECKED	REMARKS/FINDINGS
1. HOUSE KEEPING		
a	General	
b	Access/Egress	
c	Storage/Stacking	
d	Illumination	
e	Disposal of Rubbish	
f	Waste Disposal	
g	Walkways	
2. PERSONAL PROTECTIVE EQUIPMENT (PPE)		
a	Hard Hats	
b	Safety Boots	
c	Overalls	
d	Gloves	
e	Safety Belt/ Harness	
f	Eye Protection	
g	Nose Protection	
h	Ear Protection	
i	Stock/ Availability	
3. FIRE FIGHTING EQUIPMENT		
a	Fire Extinguishers	
b	Hose/Nozzles	
c	Other	
4. EMERGENCY ARRANGEMENTS		
a	Fire Services	
b	Ambulance Services	
c	Police Service	
d	Medical Facilities	
e	First Aid Facilities	
5. PLANT & EQUIPMENT		
a	Electrical Connections	
b	Guards	
c	Emergency Stops	
d	Refuelling Procedure	
e	Spark Arrestor	
f	Information/ Signage	
6. SCAFFOLDS/MOBILE ACCESS TOWERS		
a	Access/Egress	
b	Handrails/Toe boards	
c	Base plate/Footing Base	
d	Bracings Fittings	
e	Inspections	
f	Scarf-tag	
g	Castor Brakes	
7. SAFETY PROCEDURES		
a	Safety meeting	
b	Tool Box Meeting	
c	Training	
d	Accident/Incident	
e	Permit System	
f	Fire Prevention	
g	Emergency Procedures	

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JASCON ENGINEERING WLL

FORM NO.

JAS FM-OHS-06-02

Ref.: OHS MONITORING & INSPECTION PROCEDURE

REV.

0

WEEKLY OHS INSPECTION CHECKLIST

DOI


06/08/2017

PROJECT NAME				PROJECT CODE	
MONTH		SERIAL No.		REPORT #	
SUBMITTED TO:					
	DATE:				
Sr. #	ITEMS TO BE CHECKED	REMARKS/FINDINGS			
8. HEALTH/WELFARE/ HYGIENE					
a	Food Handling				
b	Drinking Water Facilities				
c	Toilet/Washing Facilities				
d	Accommodation				
e	Kitchens/Canteens Facilities				
f	Rest Area				
9. MOBILE PLANTS					
a	Licensed Operator				
	Vehicle Condition				
	Horn				
d	Rear View Mirrors				
e	Reverse Alarm				
f	Head Lights				
10. EXCAVATION					
a	Barricades				
b	Warning Signs				
c	Slope				
d	Access/Egress				
e	Warning Lights				
11. EDGE PROTECTION					
a	Hand rails				
b	Mid Rail				
c	Toe Boards				
d	General				
12. TOWER CRANE/MOBILE CRANE					
a	Third Party Test Certificate				
b	Rigger/Slinger				
c	Out Riggers				
d	Hooks/Safety Catch				
e	Slings Conditions				
f	Reverse Alarm				
g	Lights/Lights on boom				
13. TEMPORARY ELECTRICAL CONNECTIONS/DISTRIBUTION BOARDS					
a	ELCB				
	Sockets				
	Electrical Cables Conditions				
d	Electrical Cables on Access/Wat				
e	Distribution Boards				
f	Distribution Boards Earthed				

SUBMITTED BY:

REVIEWED BY:

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		JASCON ENGINEERING WLL		FORM NO.	IAS-FM-OHS-06-01
		Ref. : OHS MONITORING & INSPECTION PROCEDURE		REV.	0
		DAILY OHS INSPECTION CHECKLIST		DOI	06/01/2017
PROJECT NAME		PROJECT CODE			
MONTH	SERIAL No.	REPORT #			
SUBMITTED TO:					
		DATE:			
1. PPE		4. LIFTING GEARS		8. ELECTRICAL APPLIANCES	
HARD HATS		HOOKS / SHACKLES		ELCB PROVIDED	
SAFETY BOOTS		RINGS / EYE BOLTS		CONDITION OF CABLE	
OVERALLS		SLINGS - BELT / CHAIN		CABLE NOT ON WALKWAYS	
GLOVES				CABLE PROTECTED ON WALKWAYS	
SAFETY BELT / HARNESS		5. FIRE PRECAUTION		CABLE NOT SUBMERGED IN WATER	
EYE PROTECTION		FIRE EXTINGUISHERS		CORRECT PLUGS / SOCKETS	
NOSE PROTECTION		PERSONNEL TRAINING		TRAILING LEADS	
EAR PROTECTION		WARNING SIGNS		OTHERS	
2. SCAFFOLDS		6. LIFTING APPLIANCES		9. SITE STATUS	
BASE / SOLE PLATES		TOWER CRANES		GENERAL TIDINES	
STANDARDS / LEDGERS		MOBILE CRANES		NAILED WOODS	
TIES / BRACING		PASSENGER / GOODS HOISTS		MATERIALS STACKING	
LADDERS / POSITIONS		HOIST GATES / MESH		STRIPPING OF SHUTTERS	
MOBILE ACCESS TOWERS		OVER RUN / ARRESTOR GEAR		SITE LIGHTING	
STATIC ACCESS TOWERS		HOIST LEVEL INDICATOR		ACCESS WAY	
WORKING PLATFORMS		RACK & PINION HOISTS		FLOOR OPENINGS COVERED	
GUARD RAILS / TOE BOARDS		TRAINED HOIST OPERATOR		EDGE PROTECTIONS	
MATERIALS TOWERS		TRAINED FORKLIFT DRIVER		GRINDERS USED SAFELY	
FALSE WORKS		DUMPERS / BOB CATS		EDGE WORKS PRECAUTIONS	
CRADLES		SPECIAL APPLIANCES		OTHERS	
3. EXCAVATIONS		7. MECH PLANT		10. HEALTH & WELFARE	
ACCESS / LADDERS		PORTABLE TOOLS		PROVISION FOR DRINKING WATER	
GUARDING		CARTRIDGE HAMMERS		SHADED EATING AREA	
TIMBERING / STRUTTING		WOOD WORKS MACHINERY		TOILET FACILITIES	
TEMPORARY WORKS		OTHER MACHINERY		WASHING FACILITIES	
EXCAVATION SPOILS		TRANSPORT		FIRST AID ROOM	
SPOILS AWAY FROM EDGE		EARTHMOVING PLANT		TRAINED FIRST AIDER	

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