



شركة أوج الدولية للمقاولات
Awj International Contracting Co.
أوجكو-AWJ CO

HEALTH, SAFETY & ENVIRONMENTAL POLICY MANUAL

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HEALTH, SAFETY & ENVIRONMENTAL POLICY MANUAL



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1. Introduction

This manual applies to all employees, subcontractors, and visitors working under Awj International Contracting Co. It provides a framework for achieving safe, healthy, and environmentally sustainable projects in compliance with Saudi Arabia's regulations and aligned with Vision 2030.

This HS&E Manual provides Awj International Contracting Co.'s guiding principles for health, safety, and environmental management across all operations.

It serves as the corporate framework from which each Project-Specific Health, Safety & Environmental Plan is developed. Project-specific plans will expand on the policies set out here, identifying detailed controls, risk assessments, and procedures tailored to the scope and conditions of the works. Together, this Manual and the Project-Specific HS&E Plans ensure compliance with the Saudi Building Code (SBC 2024), MHRSD, GOSI, SASO, Civil Defence, and MEWA requirements, while meeting the expectations of clients, stakeholders, including SGI, Vision 2030 and PIF entities.



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1a. Health & Safety Policy Statement

Awj International Construction Co. fully acknowledges its **legal, ethical, and professional responsibilities** under the laws and directives of the **Kingdom of Saudi Arabia**, including those set forth by the **Ministry of Human Resources and Social Development, municipal authorities, and Public Investment Fund (PIF)–backed entities**.

We are fully committed to achieving and maintaining the **highest standards of health, safety, and welfare** throughout all areas of our work. This commitment supports the Kingdom's ambitions under **Vision 2030**, especially in delivering sustainable, safe, and world-class infrastructure and urban development projects.

We will ensure that all workplaces and project sites under our control are safe, compliant, and conducive to the wellbeing of employees, subcontractors, visitors, and the wider community. Risks arising from our operations will be managed through proactive planning, supervision, and continuous improvement.

To meet these objectives, Awj International Construction Co. will:

- Provide appropriate **HSE training and information** to all employees in line with Saudi labor law and international best practices.
- Ensure all **subcontractors and third-party workers** are competent and well-informed of our HSE requirements and site-specific risks.
- Fulfill our obligations as a **main contractor** under applicable local regulations, including those issued by **municipal bodies and PIF-led developments such as Diriyah Gate, Qiddiya, NEOM, and ROSHN**.
- Conduct thorough **risk assessments and hazard identifications**, ensuring that risks are effectively controlled and monitored.
- Maintain safe, clean, and professionally **supervised work environments** that reflect our commitment to excellence, welfare, and sustainability.

We expect our employees and subcontractors to understand and uphold their **shared responsibilities** toward HSE and to report and act on unsafe conditions. We encourage open communication and continual engagement to drive a strong, preventative safety culture.

Health, safety, and welfare are **core values** of Awj International Construction Co. Everyone within the organization has a vital role in ensuring these standards are not only met — but consistently exceeded — in support of a safer, healthier, and more prosperous Kingdom

Signed:

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Nasser Eid Mazhil Al-Otaibi

Chief Executive Officer

Awj International Construction Co.

Date: 4th May 2025



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2. Legal & Regulatory Framework

- MHRSD: Occupational Safety & Health under Saudi Labour Law
- SBC 2024: Safety in design and construction
- MEWA: Environmental protection and wastewater management
- CIVIL DEFENCE: Fire safety and emergency response
- SASO: PPE and equipment standards
- GOSI: Insurance and workplace incident reporting

3. Roles & Responsibilities

- CHIEF EXECUTIVE OFFICER: Approves HS&E Policy, ensures resources
- OPERATIONS DIRECTOR: Reviews and approves high-risk works; ensures reporting to MHRSD/GOSI
- HS&E OFFICER: Leads risk assessments, incident investigations, inspections, and environmental compliance
- PROJECT MANAGER/ SITE ENGINEERS/SITE SUPERVISORS: Enforce daily HS&E measures, deliver toolbox talks, ensure PPE compliance
- EMPLOYEES & SUBCONTRACTORS: Follow HS&E rules, use PPE, and report unsafe conditions

4. HS&E Policy

This policy commits Awj International Contracting Co. to zero harm, full compliance with Saudi law, and environmental sustainability. It is reviewed annually and communicated across the workforce.

4a. Ethical Employment Commitment

Awj International Contracting Co. has a zero-tolerance approach to forced labour, child labour, and modern slavery. We ensure all workers are legally employed under Saudi Labour Law, treated with dignity and respect, and provided with written contracts and fair wages. We will procure the obligation that our supply chain uphold this commitment to the same standards.

5. Risk Assessment Procedure

Work activities must undergo risk assessments:

- LOW RISK: Approved by PROJECT ENGINEER / SITE SUPERVISOR
- MEDIUM RISK: Approved by PROJECT ENGINEER / PROJECT MANAGER
- HIGH RISK: Approved by PROJECT MANAGER / HSE OFFICER before work begins

Hazards are identified, risks evaluated, and control measures applied using the Hierarchy of Controls. All findings are documented on the Risk Assessment Form (Appendix A1) and shared with workers in toolbox talks.

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6. Site Safety Rules

- SASO-approved PPE mandatory
- Site induction required for all personnel
- Hydration packs provided during summer months
- Zero tolerance for drugs and alcohol
- Safe housekeeping and traffic management maintained at all times

7. Plant, Equipment & Temporary Works

7.1. Lifting Equipment & Operations

Awj International Contracting Co. ensures all lifting operations are carried out safely, in compliance with the Saudi Building Code (SBC 2024) and Civil Defence requirements.

Principles:

- All lifting equipment must be certified by a third-party inspector approved in KSA.
- Operators must be trained and competent, with records maintained in Appendix A.
- A lifting plan must be prepared for complex or high-risk lifts, approved by the PROJECT MANAGER and HSE OFFICER, and where necessary, the OPERATIONS DIRECTOR.
- Lifting gear and cranes must not be used without valid certification and inspection.

7.2. Plant & Machinery Safety

All plant and machinery are to be operated and maintained in compliance with SBC 2024 and SASO standards.

Principles:

- Plant and machinery must undergo routine inspection and preventive maintenance in line with manufacturer's guidelines.
- Daily or weekly visual checks shall be conducted depending on use frequency, with records maintained in Appendix C.
- Only trained and authorised personnel may operate machinery.
- Plant and equipment deemed unsafe must be removed from service immediately and tagged "Do Not Use".

7.3. Working at Height

Working at height remains one of the highest-risk activities in construction. Awj International Contracting Co. follows the requirements of SBC 2024 and Civil Defence guidance.

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Definition:

Any work conducted at a height of 2 meters (6.5 feet) or more above ground level is considered "working at height" and requires appropriate safety controls.

Principles:

- No work at height may commence without appropriate fall protection in place.
- Scaffolding and access platforms must be erected and inspected by competent personnel.
- Harnesses and fall arrest systems must meet SASO standards and be inspected before use.
- Rescue arrangements must be planned prior to commencing any work at height.
- Inspections of scaffolding shall be conducted at least every 7 days or after adverse weather.

7.4. Fire Safety

Fire safety is managed in accordance with Civil Defense regulations and SBC fire safety provisions.

Principles:

- All projects must maintain adequate fire-fighting equipment, as approved by Civil Defense.
- Fire extinguishers and equipment must be inspected monthly and records maintained.
- A fire evacuation plan must be established and briefed to all personnel.
- Fire drills will be carried out at least quarterly.
- Hot works may only be conducted under a Hot Work Permit system, approved by the SITE SUPERVISOR / PROJECT ENGINEER / PROJECT MANAGER.

7.5. Temporary Works Management

Temporary works include structures or supports used during the construction phase that are not part of the permanent works. Examples include scaffolding, shoring, formwork, temporary access platforms, lifting frames, and excavation supports.

Risk Assessment

All temporary works must be subject to a formal risk assessment using the company's standard Risk Assessment Template (Appendix A1). The risk assessment must identify hazards, evaluate risk, and propose suitable control measures.

Internal Classification

Temporary works are classified based on complexity and associated risk:

- Medium Risk: Standard access scaffolding, trench boxes under 2m depth, small hoardings.

Approval required from the PROJECT ENGINEER / PROJECT MANAGER.

- High Risk: High-rise formwork, excavation support deeper than 2m, propping under load, tower crane bases.

Approval required from the PROJECT MANAGER AND HSE OFFICER.

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Engineering Design Requirement

In order to comply with the requirements of the Saudi Building Code (SBC 2024), the following MUST take place for temporary works exceeding standard proprietary system design:

- A design must be produced, stamped, and approved by a qualified civil or structural engineer registered under the Saudi Council of Engineers (SCE).
- The PROJECT MANAGER, in consultation with the HSE OFFICER, must determine if design input is required during the planning stage.
- The approved design drawing and engineer's stamp must be retained in the Temporary Works Register (Appendix C).
- Temporary works must not commence until the SBC requirements and this procedure have been satisfied.
- Examples of Temporary Works Requiring Engineer Input under SBC Compliance:
 - Scaffold under 6m in height → No engineer input required (standard system).
 - Scaffold above 6m or over public/traffic areas → Engineer design required.
 - High-rise column or wall formwork → Engineer design required due to lateral and pour pressure.
 - Excavation greater than 2m near services or structures → Engineer design required for shoring or trench support.
 - Tower crane base and foundation → Engineer design required.
 - Light-duty hoarding fence → No engineer input unless exposed to wind load or traffic.

Temporary Works Register

A record of all temporary works is maintained within the Plant & Equipment Register (Appendix C).

Each entry must include:

- Type of temporary works
- Location
- Risk Classification (Medium / High)
- Design required (Yes / No)
- Engineer Name / Stamp Reference (if applicable)
- Date installed
- Date inspected
- Approval signature (PROJECT MANAGER for Medium Risk; PROJECT MANAGER / HSE OFFICER for High Risk)

8. Incident Reporting & MHRSD/GOSI Compliance

Awj International Contracting Co. is committed to ensuring that all workplace incidents are reported, recorded, and investigated in full compliance with applicable legislation in the Kingdom of Saudi Arabia. This includes but is not limited to the statutory requirements of the Ministry of Human Resources and Social Development (MHRSD), the General Organisation for Social Insurance (GOSI), and the Civil Defence.

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To ensure effective and proportionate response, all incidents are classified into three categories based on severity. Clear roles and responsibilities are established for each classification to ensure timely action and regulatory compliance.

Category 1 – Minor (First Aid Only)

Definition: Injuries that require only basic first aid, with no lost time beyond the day of the incident.

Roles and Responsibilities:

- Site First Aider: Administers first aid on site.
- SITE SUPERVISOR: Logs the incident in the Site Incident Log.
- PROJECT MANAGER: Notified the same day.

Follow-up:

- Reviewed during the next site safety meeting.
- No external reporting required unless the case escalates.

Category 2 – Recordable (Medical Treatment / Restricted Work)

Definition: Injuries requiring treatment beyond basic first aid, resulting in restricted duties or short-term absence (up to 3 calendar days).

Roles and Responsibilities:

- SITE SUPERVISOR and First Aider: Manage initial response and coordinate medical attention if required.
- PROJECT MANAGER: Notified immediately.
- HSE OFFICER: Informed within 24 hours; ensures registration in Central Incident Register.

Reporting:

- Report to GOSI if >1 day of lost time (within 3 days of employer awareness).
- Case reviewed at site safety meetings and quarterly HSE review.

Category 3 – Reportable (Serious Injury / Major Incident)

Definition: Fatalities, major injuries (fractures, amputations, loss of sight), absences exceeding 3 days, or significant incidents such as fire, collapse, or explosion.

Roles and Responsibilities:

- PROJECT MANAGER: Responsible for coordinating immediate site response.
- OPERATIONS DIRECTOR: Informed immediately and consulted prior to any external reporting.
- PROJECT MANAGER (after consultation): Responsible for reporting to statutory authorities.
- HSE OFFICER: Leads formal investigation and root cause analysis.

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Authority	When to Report	What to Report
MHRSD	Fatalities: Immediately and within 24 hours. Major injuries: Within 24–72 hours. Occupational diseases: Within 72 hours of diagnosis.	Fatalities, major injuries, occupational diseases
GOSI	Within 3 days of employer becoming aware	Injuries resulting in >1 day lost time, disabilities, fatalities
Civil Defence	Immediately on the day of occurrence	Fires, explosions, structural collapses, and similar incidents

Additional Actions:

- Work is to be suspended as necessary until it is deemed safe to continue.
- HS&E OFFICER oversees root cause analysis and corrective actions.
- OPERATIONS DIRECTOR and HS&E OFFICER must jointly approve work resumption.

Record Keeping

- All incident records must be retained for a minimum of 3 years.
- If the contract requires, records will be maintained for up to 5 years.
- Documentation includes the Site Incident Log, Central Incident Register, and all relevant forms as listed in Appendix A.

9. Occupational Health

Includes heat stress prevention, medical fitness checks for high-risk roles, and monitoring for noise, dust, and vibration. Fatigue and mental health awareness programs are provided.

10. HS&E Awareness

Awj International Contracting Co. ensures that all personnel, including employees, subcontractors, and visitors, receive HS&E and Risk Awareness Training appropriate to their role. This ensures everyone understands their responsibilities, the risks involved, and the measures required to maintain a safe and compliant workplace.

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10a. Employee HS&E Awareness Training

As part of our commitment to a safe workplace, Awj International Contracting Co. ensures that all employees receive HS&E Awareness Training appropriate to their roles. Particular emphasis is placed on awareness of Lifting Operations and Temporary Works requirements set out in Section 7 of this Manual, given their critical importance to site safety. Employees are also trained on the Incident Reporting Procedures detailed in Section 8, including their responsibility to escalate incidents promptly and the requirement for notification to statutory bodies such as the Ministry of Human Resources and Social Development (MHRSD), the General Organisation for Social Insurance (GOSI), and the Civil Defence, where applicable. This ensures that every member of our site staff understands both the practical safety measures and the statutory obligations that govern our operations.

Training Covers:

- Company HS&E Policy and compliance obligations
- Employee responsibilities: safe working practices, PPE use, hazard reporting
- Occupational health: heat stress prevention, fatigue management, medical fitness, wellbeing
- Environmental practices: waste segregation, water conservation, dust and noise control

Delivery:

- Initial induction before starting work
- Refresher training annually or upon major changes

Records:

- Maintained in each employee's file and available for inspection by the Ministry of Human Resources and Social Development (MHRSD) or client auditors.

10b. Risk Assessment Procedures & Awareness Training

In addition to general hazard identification and control, Awj International Contracting Co. conducts Risk Awareness Training to ensure that employees and supervisors fully understand the management of high-risk activities as detailed in Section 7 of this Manual. Particular attention is given to Lifting Operations, Plant and Machinery Safety, and Temporary Works, recognising their potential for significant incidents if not properly controlled. Training emphasises not only the identification and mitigation of risks but also the obligation to escalate concerns and report incidents in accordance with Section 8, including required notifications to statutory bodies such as the MHRSD, GOSI, and the Civil Defence, where applicable. This ensures that risk management is both proactive and compliant with national regulations.

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Training Includes:

- Risk Assessment Procedure Awareness:

Personnel are introduced to the 7-step Risk Assessment Procedure, which includes:

1. Task Identification – Defining the scope of the work activity.
2. Hazard Identification – Identifying potential hazards such as heat stress, excavation, lifting, and chemical handling.
3. Risk Classification – Focused on Medium Risk and High Risk activities.
 - Medium Risk: Approved by PROJECT MANAGER.
 - High Risk: Approved by OPERATIONS DIRECTOR before work begins.
4. Control Measures – Applying the Hierarchy of Controls (elimination, substitution, engineering, administrative, PPE).
5. Documentation – Completing the Risk Assessment Form (Appendix A1).
6. Communication – Sharing findings with the workforce via toolbox talks (Arabic & English).
7. Monitoring – Reviewed bi-annually, with spot-checks on high-risk activities.

- Toolbox Talks:

Conducted weekly, where practical, or at a minimum bi-weekly, reinforcing the Risk Assessment Procedure and highlighting site-specific hazards.

- High-Risk Briefings: Delivered before activities such as lifting operations, scaffolding, confined space entry, and hot works, reinforcing the risk classification and approval process.

Records:

- Attendance at all risk awareness sessions is logged using the Toolbox Talk Record Sheet (Appendix A3).
- Completed Risk Assessments are recorded on the Risk Assessment Form (Appendix A1).
- Records are retained for a minimum of 3 years (extended to 5 years if specified by client contract).

11. Environmental Management

In compliance with the Company Sustainability and Environmental Policy and Manual, Awj International Contracting Co. mandates the Company Personnel and Project teams to implement all practical necessary measures to achieve the Company's prescribed goals. Each Project-Specific Health & Safety plan will outline in detail the specific sustainability and environmental measures that will be implemented to contribute to the Company's goals.

- WASTEWATER: No untreated discharge; MEWA-approved disposal
- DUST & NOISE: Controlled with spraying, covered loads, and barriers
- WASTE MANAGEMENT: Segregation and recycling
- HAZARDOUS MATERIALS: Inventory maintained with SDS sheets
- EMERGENCY PREPAREDNESS: Spill kits and CIVIL DEFENCE-approved fire safety plans

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12. Monitoring & Continuous Improvement

To ensure compliance with Awj International Contracting Co. HSE Policy, the following monitoring regime has been implemented across all projects. KPIs include Lost Time Injury Frequency Rate (LTIFR), near misses, environmental compliance, and training hours.

Proposed Regime:

- Fortnightly – Site Supervisors / Project Engineers
 - Scope: Daily HSE controls, task-specific compliance, toolbox talks, equipment checks, and immediate risk mitigation.
 - Purpose: Early identification of issues at the operational level.
- Monthly – Project Manager
 - Scope: Review of site performance, corrective actions raised by supervisors, alignment with project-specific HSE plans, and subcontractor compliance.
 - Purpose: Ensure consistency with contractual and client HSE requirements.
- Quarterly – HSE Officer
 - Scope: Formal audits covering scaffolding, fire safety, machinery, training records, PPE usage, environmental controls, and EIA compliance.
 - Purpose: Independent verification of compliance, trend analysis, and reporting to senior management.
- Every 6 Months – Operations Director
 - Scope: High-level audit of multiple projects, review of quarterly HSE reports, assessment of systemic risks, and compliance with national regulations and company HSE strategy.
 - Purpose: Strategic oversight and accountability to the Board and external stakeholders.

Additional Measures:

- Ad-hoc Inspections: Triggered after incidents, near misses, or regulatory updates.
- Digital Tracking: Use a central HSE compliance dashboard to log inspections, findings, and corrective actions.
- Continuous Training: Ensure site supervisors and project engineers are trained to identify risks aligned with MEWA and Civil Defense requirements.

13. HSE Appendices List

Awj International Contracting Co.'s HSE Policy and Manual are supported by a comprehensive suite of standard forms and checklists designed to ensure robust compliance and continuous improvement across all our projects.

These are formally included in the HSE Manual as appendices, as follows:

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Appendix A – Standard Forms

- A1: Risk Assessment Form
- A2: High Risk Permit Form
- A3: Toolbox Talk Record Sheet
- A4: PPE Issue Record Sheet
- A5: Additional Safety Checklists
 - A5.1: Site Safety Inspection Checklist
 - A5.2: Scaffold Inspection Form
 - A5.3: Fire Extinguisher Monthly Inspection Record
 - A5.4: Equipment and Machinery Inspection Checklist
 - A5.5: Waste Management and Environmental Control Form
 - A5.6: Emergency Drill Record Sheet
 - A5.7: Training and Competency Record
 - A5.8: Incident and Near-Miss Reporting Form

Appendix B – Glossary of Terms

Appendix C – Plant & Equipment

- C1: Temporary Works Register
- C2: Plant & Equipment Daily Inspection Checklist
- C3: Plant Maintenance and Service Record
- C4: Lifting Equipment Register
- C5: Operator Competency and License Register
- C6: Mobile Plant Pre-Start Checklist
- C7: Defect and Breakdown Report Form
- C8: Calibration and Certification Rec

Appendix D – Hazardous Substances (Simplified for Proportionate Use)

- D1: Hazardous Substances Register
- D2: Material Safety Data Sheet (MSDS) Log

(Note: Additional forms such as chemical storage, spill response, or PPE compatibility may be added on a project-specific basis where the scope of works requires.)

The above appendices will be supplemented by any necessary approved specific project checklist.