

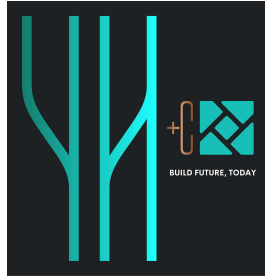
## **YHC, YHCO & IMCCo.**

### **H&S Policy Statement and References**

**YHC, YHCO & IMCCo.** Are integrated Engineering, Design, Maritime Construction, and marine services group of companies, operating on a regional basis throughout Kingdom of Saudi Arabia. The companies carry out all types of urban, engineering designs, maritime construction, and marine services contracts, including maritime construction logistics services, in various market sectors for both private and public sector clients.

**YHC, YHCO & IMCCo.** will deliver this commitment by the setting of Work environment targets, regular review, and compliance with legislation and other requirements including appropriate best practice. We will therefore:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- provide personal protective equipment
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions



- implement emergency procedures, including evacuation in case of fire or another significant incident
- review and revise this policy regularly

**YHC, YHCO & IMCCo.** shall participate in open consultation with interested stakeholders, local communities and ensure effective communication of this H&S Policy to all those working for and on behalf of the Company. This policy is communicated to all employees and the latest version is available to any interested parties via our website: [www.yah-design.com](http://www.yah-design.com)

**YHC, YHCO & IMCCo. Encourage and help its team and labors to read and learn the attached documents published by Saudi Ministry of Labors**

**Signed: Date:** 19<sup>th</sup> Oct. ,2019

Yasser A Hejazy, CEO

**Reviewed:** 15<sup>th</sup> Aug 2023



References and Attachments: -

- Implementation of Risk Management and Safety Culture, MoL



Ministry of Labor &  
Social Development  
Kingdom of Saudi Arabia



# Implementation of Risk Management and Safety Culture

OSH Guidelines







Ministry of Labor &  
Social Development  
Kingdom of Saudi Arabia



# Towards Attractive Work Environment

This booklet does not eliminate, replace or substitute the current regulations and national or international standards

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**Inspection & Work Environment Development Deputyship- OSH Directorate**



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## Preface

The Ministry of Labor and Social development is seeking to improve the Occupational Safety and Health (OSH) systems and practices across the Kingdom of Saudi Arabia. This is in pursuit of protecting safety & health of employees as well as the preservation of property and the environment. The Ministry of Labor and Social Development therefore keens to educate employers as well as employees of the importance of compliance with rules, regulations, and implement OSH best practices. The Ministry aims to develop practical tools, such as this booklet, in the hope that the users find it resourceful in their daily activities.

Note: this booklet does not eliminate, replace or substitute the current regulations and national or international standards.

## The purpose of this booklet

The purpose of this booklet is to draw attention to Occupational Safety and Health considerations in the workplace.

### The booklet also aims to:

- Raise awareness of OSH concepts and procedures in the workplace
- Provide practical guidance and direction to employers, OSH responsible, employees and self-employed personnel on methods to improve OSH in the workplace
- Contribute in enhancing OSH culture in the Kingdom of Saudi Arabia

### The target audience for this booklet

This booklet aims to reach and educate most employers (including senior management), employees, OSH responsible within organizations and self employed personnel in the field of OSH.

Note: although this booklet contains several examples related to the construction industry, the technical material can be applied to several industries, including but not restricted to manufacturing, mining, oil & gas, agriculture, telecommunication etc.



## What is Risk Management?

### Key definitions concerning risk management

- **Hazard** – any source of potential injury, disease, harm, damage to people, properties, or the environment.
- **Risk** – the likelihood or probability of a hazard causing injury, disease, harm, or damage to people, properties, or the environment.
- **Risk management** – the process of identifying, assessing and prioritizing of risks followed by the application to minimize, monitor and control the their impact
- **Risk assessment** – the process of determining the likelihood of identified hazards being realized and the magnitude of their consequences if they do occur
- **Control measures** – ways of reducing the risk of a hazard, injury or ill health.
- **Incident** – work-related event, which, under slightly different circumstances, may have resulted in injury, illness, death or destruction of property
- **Accident** – work-related unplanned event that resulted in injury or ill health of people or the damage or loss of property
- **OSH responsible**– person employed by a company who has relevant background and experience in OSH



## Why is risk management important?

Risk management forms an integral part of good OSH management and planning. The ultimate goal of risk management is to remove a hazard or reduce the level of its risk to create a safer and healthier workplace. Risk management is not a short term process but rather a continuous process of innovation that aims to create a sustainable, safe and healthy workplace environment. Risk management helps organizations to:

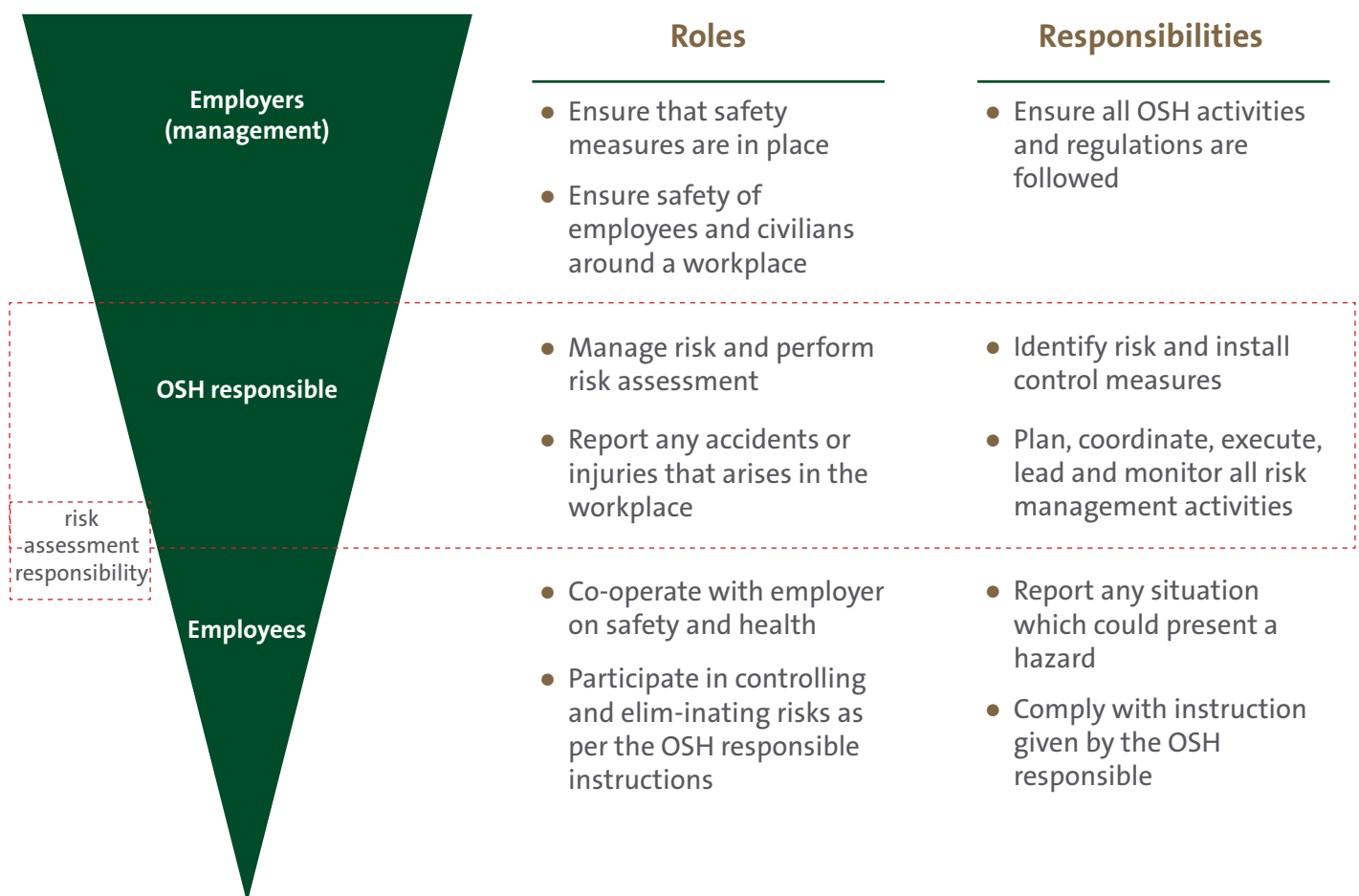
- Protect the safety and health of employees, in addition to preservation of property and the environment
- Provide overall benefit through working on reducing real risks – both those that arise more often than others, and those with serious consequences
- Increase efficiency & productivity of work, in addition to reduce staff turnover and occupational absence
- Enhance employers awareness of occupational safety and health for better management and control measures of risks

## Who is responsible for risk management?

Given the differences in nature of workplaces due to size, sector, organization and other factors, it is paramount to understand the organizations' activities in order to effectively delegate and distribute OSH roles and responsibilities to each member. Such distribution aims to enhance the protection of employees regarding safety and health as well to the preservation of property and the environment.

- The ultimate responsibility of ensuring risk management is properly implemented in a workplace lies within the employers' hands
- The employer is expected to provide safety and control measures and to ensure that they are in place and correctly working
- The responsibility of the risk assessment exercise is appointed to the OSH responsible within the organization
- The OSH responsible is therefore expected to conduct, record, review and continuously update risk assessments

## The main share of risk management responsibility lies on the employer





## Detailed roles and responsibilities of OSH responsible

### Roles and responsibilities of OSH responsible

- 01 Develop the plan needed to remove and/or limit the risk

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- 02 Institute suitable OSH management arrangements appropriate to the work environment

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- 03 Coordinate with the responsible authority to establish effective communication channels

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- 04 Conduct, record, review and continuously update risk assessments

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- 05 Consult the employees about OSH related topics and raising OSH awareness

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## Risk management is a continuous cycle consisting of 6 steps





## How to assess and manage risk at the workplace

### Step 1: Identify the hazards



One of the most important aspects of risk management is looking for any potential hazards.

This step needs to be undertaken on a continuous basis to ensure new activities processes and/or substances are deemed safe for employee use.

### Step 2: Identify who might be harmed



Once the hazard has been identified, it is important to be clear about who is at risk of getting harmed

This step is particularly vital as it identifies the best way to approach the risk and potentially determine methods of managing it.

### Step 3: Assess/evaluate the risk



Having spotted the hazard, it is then time to decide how likely it is to happen, the degree of potential harm, and choose what to do about it.

The step is conducted by using the risk assessment

### Step 4: Take action to control the risk



If a hazard cannot be removed, it is necessary to consider all possible ways to control the risk so that harm is unlikely.

There are 5 control measures that can be taken to control the risk: elimination, substitution, engineering controls, administrative controls and the use of PPE.

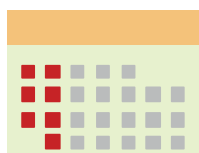
## Step 5: Record and implement



**Once the hazards have been identified and the potential way to control the risk assessed, it is important to note the main findings down**

This will help to communicate and better manage the risks at the workplace as well as to review findings at a later date, for example if something changes

## Step 6: Regularly review risk assessment and update if necessary



**It is necessary to conduct a review on an ongoing basis and to ensure that the risk assessment stays up to date.**

Few workplaces stay the same. Sooner or later, new equipment, substances and procedures might be introduced that could lead to new hazards and risks.

**Management and all employees are expected to do everything  
‘reasonably practicable’ to manage and reduce the risk**



## Step 1: deep dive

<b>Step 1:</b> Identify the hazards	<b>Step 2:</b> Identify who might be harmed	<b>Step 3:</b> Assess/evaluate the risk	<b>Step 4:</b> Take action to control the risk	<b>Step 5:</b> Record and implement	<b>Step 6:</b> Regularly review risk assessment and update if necessary
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It is crucial to identify and consider the existing hazards in the workplace.



Walk around/ observe the workplace



Ask employees about any problems they encounter at the workplace



Check manufacturer instructions



Review previous inspections, maintenance records, log books, incident and injury records etc



Consider long-term hazards to health



Contact relevant bodies to assist in identifying hazards

Successfully identifying the hazard is an introductory step that sets the stage for effective risk management



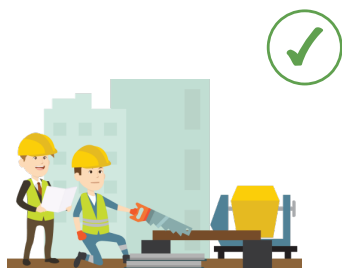
## Step 1: identify the hazards thoroughly and safely



**DO:**  
observe all possible  
hazards while  
keeping safe



**DO:**  
read instructions  
of vehicles and  
machinery



**DO:**  
engage with  
employees



**DO:**  
review previous risk  
assessments and site  
logbooks



**DON'T:**  
expose yourself  
to hazards when  
identifying them



## Step 2: deep dive

Step 1: Identify the hazards	Step 2: Identify who might be harmed	Step 3: Assess/evaluate the risk	Step 4: Take action to control the risk	Step 5: Record and implement	Step 6: Regularly review risk assessment and update if necessary
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The identification of potential injuries does not necessarily mean listing each employee's name and the risk associated with him/her, but rather identifying categories of employees and the risk pertaining to them



Distinguish between worker and passer-by (i.e. people who might not permanently be in the workplace)



Consider seniority of the employees and nature of work (new employee might have tailored risk requirements compared to more expert employee)



Consider the safety of the general public around the workplace



Establish effective communication channels between parallel work-streams (if any)

Identifying people at risk ensures short and long term safety in the workplace

## Step 2: Examples of Dos and Don'ts

### Example 1:



#### **DON'T:**

leave entrance open for civilians to enter



#### **DO:**

ensure the entrance is closed and a danger sign is placed for general awareness

### Example 2:



#### **DON'T:**

work independently from neighboring workplace without coordinating

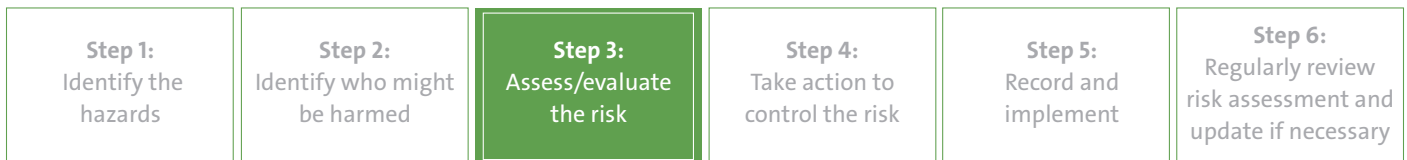


#### **DO:**

ensure proper communication between parallel workplaces



## Step 3: deep dive



**Risk assessment allows the employee to determine the significance of the risk and then make an educated decision on its magnitude within the workplace**



Look at existing activities, the nature of work and whether control measures are working



Assess risk by severity of harm and level of exposure to employee



Conduct a detailed risk assessment to evaluate the likelihood of the hazard causing harm, injury, damage, etc



Consider level of training given to employees and their expertise during the handling of equipment



Consider if anything else can be done to mitigate the risk

**Results of the risk assessments should be made available to all employees**

**Refer to risk assessment tool attached to this booklet**

## Step 3: Examples of Dos and Don'ts

### Example 1:



**DON'T:**  
expose yourself to the  
workplace hazards



**DO:**  
ensure you are safe from  
workplace hazards

### Example 2:



**DON'T:**  
operate or work around  
complex machinery that  
require special license



**DO:**  
only operate machinery that  
you have official licenses for



## Step 4: deep dive

<b>Step 1:</b> Identify the hazards	<b>Step 2:</b> Identify who might be harmed	<b>Step 3:</b> Assess/evaluate the risk	<b>Step 4:</b> Take action to control the risk	<b>Step 5:</b> Record and implement	<b>Step 6:</b> Regularly review risk assessment and update if necessary
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It is important to identify the control measures that have already been put in place. If a hazard has been identified that cannot be removed, it is crucial to understand how the risk could be controlled so that harm, injury, or damage is unlikely.



Try a less risky option whenever possible



Try to prevent access to potential hazard



Organize work to reduce exposure to the hazard



Use personal protective equipment



Provide welfare facilities, for instance first aid and washing facilities for removal of contamination



Involve and consult with employees to ensure that what you propose to do will work in practice and won't introduce any new hazards

Failure to take simple precautions can cost you a lot more if an accident does happen.

## Step 4: Examples of Dos and Don'ts

Example 1:

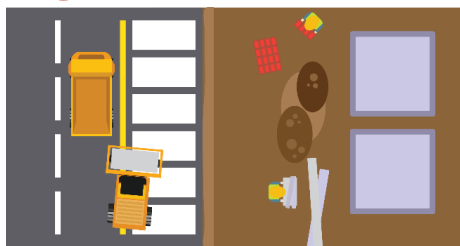


**DON'T**



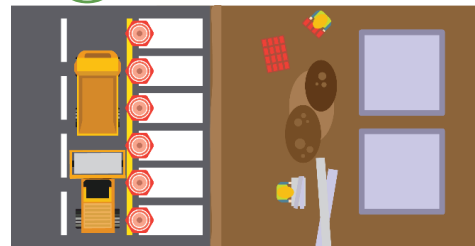
**DO**

Example 2:



**DON'T:**

allow trucks and vehicles  
to drive on pedestrian  
walkways



**DO:**

barrier pedestrian walkways  
with cones and/or signs to  
avoid collision with vehicles



## Step 5: deep dive

<b>Step 1:</b> Identify the hazards	<b>Step 2:</b> Identify who might be harmed	<b>Step 3:</b> Assess/evaluate the risk	<b>Step 4:</b> Take action to control the risk	<b>Step 5:</b> Record and implement	<b>Step 6:</b> Regularly review risk assessment and update if necessary
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**Make a record of the significant findings – the hazards, how people might be harmed by them and what have been done to control the risks. Writing down the results of the risk assessment and sharing them with employees will help in enhancing risk assessment understanding & work environment safety**



Keep it simple when writing down the results to ensure that the finding is easily understandable



Indicate who might be affected and how



Ensure that the record is comprehensive i.e. that you take into account a broad range of significant hazards to be anticipated



Identify precautions measures already in place



If the risk assessment identifies a number of hazards, put them in order of importance and address the most serious risks first, such as those risks most likely to cause accidents or ill health





Identify necessary steps to be taken to control the risks



Determine whether there are improvements that can be implemented quickly, even temporarily, until more reliable controls can be put in place

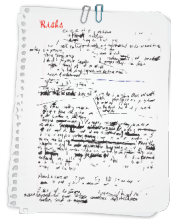


Involve your employees or their representatives in the process and raise awareness about OSH related topics



## Step 5: Examples of Dos and Don'ts

### Example 1: indicate who might be affected and how



#### **DON'T:**

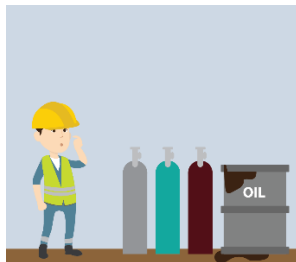
take unorganized notes that are difficult to follow



#### **DO:**

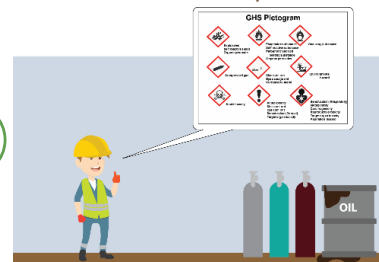
keep organized documents in a safe accessible place

### Example 2: if the risk assessment identifies a number of hazards, prioritize in terms of importance and severity



#### **DON'T:**

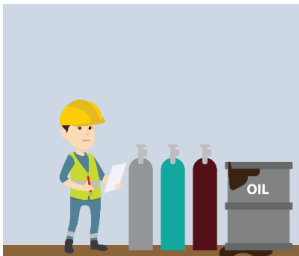
undertake risk assessments without knowing the components of risk related to the hazards



#### **DO:**

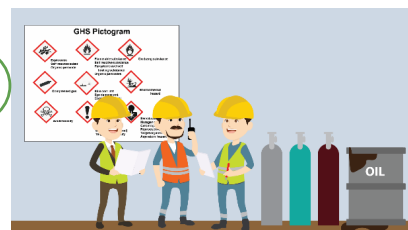
understand the risks associated with each hazard and prioritize accordingly

### Example 3: involve your employees or representatives in the process



#### **DON'T:**

undertake risk assessments and evaluations in your own



#### **DO:**

involve other employees and consider different views when documenting

## Step 6: deep dive

Step 1: Identify the hazards	Step 2: Identify who might be harmed	Step 3: Assess/evaluate the risk	Step 4: Take action to control the risk	Step 5: Record and implement	Step 6: Regularly review risk assessment and update if necessary
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It is necessary to review the risk assessment and make any necessary update on an ongoing basis; daily, weekly, monthly, yearly, or as needed.



Identify whether there have been any significant changes



Identify any improvements still needed to be made



Check with employees whether they have spotted any problems



Identify lessons learnt from previous accidents or near misses



Distribute and explain results to all relevant employees in the workplace

Make sure your risk assessment stays up to date



## Step 6: Examples of Dos and Don'ts

### Example 1:



**DON'T:**  
perform infrequent risk  
assessments

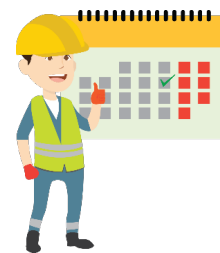


**DO:**  
regularly perform and  
document risk assessments

### Example 2:



**DON'T:**  
forget to schedule or  
conduct risk assessments



**DO:**  
schedule and prepare for  
upcoming risk assessments

## References

### Benchmark standards

- Health and Safety Executive website and publications, United Kingdom
- Occupational Safety and Health Administration website and publications, United States
- Workplace Safety and Health, Ministry of Manpower, website and publications, Singapore

### Books and personal publications

- Ferrett, Ed, International Health and Safety at Work Revision Guide, 1st Edition, Milton Park, Abingdon, Oxon: Routledge, 2012
- Hughes, Phil; Easy Guide to Health and Safety, 2nd Edition. Hoboken, United States: Routledge, 2015.
- Stranks, Jeremy; Health and Safety Pocket Book, 2nd Edition, Amsterdam, 2006

### Other

- Consultation of OSH Experts





Ministry of Labor &  
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