

INFOTECH SERVICE FZ-LLC HSSE Requirements Handbook for Subcontractors and Non-Exclusives

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VERSION 01

1. Introduction

- **About the Company:**

- INFOTECH SERVICE FZ-LLC provides compliance assessment in quality, health, safety, environment, and social responsibility.
- With focus on trust and sustainable progress.

2. Cardinal Rules & Safety Fundamentals

- **Cardinal Rules:**

- Critical rules that must not be violated. Failing to follow these rules can result in serious accidents or consequences, including termination.

- **Safety Fundamentals:**

- Tools to help scan for hazards and execute tasks safely, equally important as cardinal rules.

3. Code of Ethics

- INFOTECH SERVICE's reputation is key. Contractors must sign the **Business Partner Code of Conduct (BPCC)** before performing any services.

4. Health, Safety, Security, and Well-being (HSW) Statements

- **Objective:** Zero accidents.
- Compliance and safe behavior are expected from everyone, with respect to HSSE (Health, Safety, Security, and Environment) rules.

5. HSSE Hazards and Risks

- **Key Risks:**

- Driving safety
- Energy control (Lock Out/Tag Out)
- Slip, trip, and fall protection
- Hazardous substances, manual handling, and suspended loads
- Confined spaces

Key Safety Areas:

1. Driving Safety:

- Drivers must always follow road safety rules, fasten seatbelts, and avoid distractions.

2. Hazardous Energy Control:

- The control of hazardous energy sources (e.g., electrical, hydraulic, mechanical) is critical for safety.
- Lock Out/Tag Out protocols must be followed.

3. Fall Protection:

- Working at height requires strict adherence to safety measures such as guardrails, PPE, and permits.

4. Manual Handling:

- Proper techniques and the use of lifting devices can prevent injuries related to manual handling tasks.

5. Hazardous Substances:

- Always follow the handling and storage guidelines for hazardous substances to avoid health risks.

6. Suspended Loads:

- Workers must avoid standing under suspended loads, and proper communication must be used during lifting operations.

Personal Protective Equipment (PPE):

- PPE includes eye protection, headgear, foot protection, and hearing protection.
- All PPE should be properly maintained, inspected, and worn as required.

6. Emergency Procedures:

- In case of emergency or injury, subcontractors should immediately report to their Bureau Veritas contact person.

7. Acknowledgment:

- Subcontractors and non-exclusives must read, understand, and sign this handbook before performing any services for INFOTECH SERVICE FZ-LLC.

This summary gives a concise overview of the document's main points. Let me know if you need this in a downloadable format or if you would like more details in any specific sections.