



Gulf Helicopters Company
Appendix -A
CONTRACTOR MANAGEMENT CONTROL HSE PROCEDURES

Issue: 1
Revision: 1
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Appendix-A- Contractor Management Control HSE Procedures

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A.1 PURPOSE

The purpose of this Standard is to provide and communicate the minimum HSE requirements that contractors, their employees, and CONTRACTORS/SUBCONTRACTORS are expected to comply with while working for Gulf Helicopters.

This is to ensure workplace safety, protect the health of all personnel that may be affected, and protect the environment and assets.

A.2 SCOPE AND APPLICABILITY

The requirements in this Standard have been compiled to govern the HSE activities of Contractors or subcontractors working for Gulf Helicopters, with particular emphasis on the contract execution phase. The extent to which they are applicable shall depend on the nature of the work and the HSE risk level present in the contracted work or service. It is responsibility of CONTRACTORS / SUBCONTRACTORS to read, understand and comply with this document.

Compliance with this Standard does not in any way relieve contractors from their responsibility to comply with all other relevant Gulf Helicopters policies, standards, and procedures, including specific contractual HSE requirements and location-specific requirements, if any. They also shall not be a replacement for the applicable State of Qatar laws and regulations. In the event of any conflict or inconsistency between this Standard and any other legally binding documents pertaining to the same provision, the most stringent requirement shall prevail without additional cost and liabilities to Gulf Helicopters.

A.3 REQUIREMENTS

Every CONTRACTOR or SUBCONTRACTOR engaged to work for or provide services for Gulf Helicopters shall have an effective and implemented HSE management system whose requirements are equivalent to, or exceed, but are compatible with those of Gulf Helicopters. It is preferable if the Contractor's HSE Management System is certified to an internationally recognized Standard. E.g., ISO 14001 and ISO 45001 for Environmental and Occupational Safety & Health standards, respectively.

In addition, CONTRACTOR shall also have HSE targets and objectives, paying particular attention to accident prevention, written action plans clearly indicating how HSE objectives shall be achieved and a system to appraise risk and problem areas to ensure that the overall HSE programme is being carried out and complied with.

A.4 COMPLIANCE TO LEGAL REQUIREMENTS

CONTRACTOR shall understand the scope fully and the related. CONTRACTOR shall be wholly responsible for the safe and healthy work practices, and effective implementation of PROJECT HSE Implementation Plan & Program for their employees before they are involved in the WORK.

CONTRACTOR and its employees shall strictly comply with all relevant statutory and other requirements it subscribes to, including but not limited to:

- a. Environmental Law No. 30 (2002)
- b. GHC Safety and Compliance Policy
- c. ISO 45001:2018 Standards
- d. ISO 14001:2015 Standards
- e. QE HSE Regulations
- f. Any standards or guidance issued by QCAA and HIA
- g. Any other local regulations applicable and accepted by GHC HSE



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A.5 HAZARD MANAGEMENT

CONTRACTOR shall encourage its employees to identify safety, health and environment concerns, such as emerging worksite hazards, unsafe conditions, near misses, etc. This shall be highlighted to Gulf Helicopters HSE Representative at any time by any person at worksite.

CONTRACTOR shall appoint Safety representative to supervise all the HSE matters and issues at WORKSITE and to be present full time.

He/She shall be responsible to:

- a) inspect and rectify any unsafe place of work;
- b) correct any unsafe practices;
- c) ensure that all their workers comply with GHC requirements; and
- d) liaise directly with GHC personnel

A.6 EMERGENCY PREPAREDNESS & ACCIDENT REPORTING

CONTRACTOR shall adopt the current GHC's Emergency Management Procedure. CONTRACTOR shall ensure that its personnel are thoroughly familiar with all site emergency alarms, their muster station and site escape routes, including alternative routes if the primary route not accessible.

CONTRACTOR employees shall participate in appropriate emergency drills and emergency response training (e.g., fire, muster and medical emergency drills, instructions in survival, life saving, and fire fighting, etc.).

It is GHC's requirement that all accidents, no matter how trivial, must be reported to GHC's Representative. CONTRACTOR shall ensure that its employees are aware of this mandatory requirement.

CONTRACTOR shall be responsible to investigate, in a professional manner, all accidents that occur during the performance of the PROJECT. The investigation report shall be made available to GHC when requested. CONTRACTOR shall also be responsible for assisting GHC in accident investigations, if so required. Preliminary incident report should be submitted to GHC within 24 hours and complete investigation report should be submitted within 7 days.

A.7 ALCOHOL & DRUG POLICY

Contractor warrants that its employees shall not perform any WORK for GHC while under the influence of alcohol or any controlled substance. CONTRACTOR and its employees shall not misuse legitimate drugs or possess, use, distribute, or sell illicit or unprescribed controlled substances or drugs on GHC's business or premises.

Every Contractor staff shall adhere to the requirements of GHC Smoking Policy

CONTRACTOR shall adopt and enforce work rules and policies in order to assure compliance with these obligations. In the event CONTRACTOR is unable to comply with these obligations, GHC shall have the option to terminate this CONTRACT forthwith.

GHC reserves the right to conduct alcohol and/or drug tests on the CONTRACTOR's employees while on premises within the boundary of the CONTRACT, where reasonable cause exists. GHC also reserves the right to conduct searches for possession of drug and/or alcohol on the person, vehicles, and other property of CONTRACTOR and its employees while on premises within the boundary of the CONTRACT. Any



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person who refuses to cooperate with any such search shall be removed from the premises and not permitted to return.

CONTRACTOR shall require its employees to submit to medical evaluation or alcohol or drug testing where cause exists to suspect alcohol or drug abuse.

CONTRACTOR warrants that any employee who either

- (1) refuses to participate in medical evaluation or alcohol or drug tests, or
- (2) tests positive for alcohol or a controlled substance, shall be removed from the premises and not be permitted to perform any work for GHC.

A.8 HSE INDUCTION

The Contractor shall ensure that all its employees, including those of Contractors, undergo an HSE induction or orientation before being allowed to work at GHC locations. GHC shall keep records of all employees who have attended an HSE induction session.

A.9 COMPETENCY AND SUPERVISION

Prior to the commencement of the WORK, CONTRACTOR shall at its own expense ensure that its personnel have been given the mandatory safety awareness, i.e. Safety Induction and the necessary competency training related to the work assigned. This shall also include those training identified by the GHC whenever applicable.

CONTRACTOR shall also ensure that its employees have valid evidence of identification, i.e. identity card, passport, work permit, whilst working at GHC premises.

CONTRACTOR shall ensure that their supervisors know the safety program and are capable of administering and enforcing it. They shall know the safety aspects of all work under their supervision and be able to pass this information on to others. They shall be able to provide individual or group instruction for their work force if deficiencies in performance are to be improved. They are expected to conduct safety meetings and provide answers to any problems raised by their subordinates.

CONTRACTOR shall, at its own expense, ensure that its employees are competent in their work by attending the appropriate HSE training related to the work assigned.

CONTRACTOR shall provide a list of employees, together with their competency records to GHC Safety representative for record, as applicable.

CONTRACTOR shall ensure that all its employees engaged in the WORK are physically and medically fit. Any medical disabilities, including such disabilities which CONTRACTOR may consider will not adversely influence the employee's ability to perform his role in the WORK, shall be reported to GHC prior to the start of the WORK. CONTRACTOR, if requested by GHC, shall provide medical certificates for CONTRACTOR and its personnel.

A.10 PERMIT-TO-WORK SYSTEM (PTW)

All WORK carried out by CONTRACTOR and its employees must be in accordance with the WORKSITE Permit-To-Work System (PTW). PTW can be obtained from GHC HSE. Detailed process is outlined in GHC HSEMS Manual 12.7.



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Where different forms of work are to be carried out simultaneously in the same or adjacent areas, and where one work activity may present health and safety hazard to other workers, such activities are to be highlighted to and controlled by GHC HSE. The purpose of such planning and control is to ensure the health and safety of all staff involved in these work activities are not compromised. It is the responsibility of host department in GHC to contact and obtain permit to work before commencement of any tasks or activities in GHC.

A.11 HSE MEETINGS

CONTRACTOR shall organize safety meetings which will emphasize the need for adherence to safe work practices, the correct use of PPE, good housekeeping and of particular importance, any hazards that may be encountered during the work shift.

A.12 SAFETY INSPECTIONS / AUDITS

CONTRACTOR shall allow GHC HSE personnel access at any time to worksite, equipment, personnel, and records; when requested, to enable GHC to inspect or audit any aspect of CONTRACTOR's operations relevant to health, safety and the WORK environment. CONTRACTOR to take necessary corrective action and respond for any Corrective Action Request (CAR) issued by GHC to CONTRACTOR.

A.13 TOOLS AND EQUIPMENTS

CONTRACTOR shall ensure that all CONTRACTOR's tools, machinery, equipment, facilities, and other items associated with or utilized in the WORK are maintained in a safe, sound and proper condition, and are capable of performing function for which they are intended, and comply with laws, regulations, and GHC's requirements. If any tool or item of equipment is in the judgment of GHC HSE is unsafe or incapable of doing the WORK for which it is intended, CONTRACTOR shall repair and/or replace such defective tools and equipment used in the WORK at CONTRACTOR's own expense.

CONTRACTOR shall ensure that safety protection in the forms of goggles and/or shields are provided and utilized in addition to safety glass by the personnel working with grinding machines and/or abrasive wheels.

CONTRACTOR shall ensure that only trained and competent personnel are permitted to carry out any works onsite.

A.14 USE OF GHC EQUIPMENTS/TOOLS

During the contract period, the CONTRACTOR is responsible for providing all necessary tools and equipment required to complete their tasks. Prior permission and approval from GHC management are required to use any GHC-owned equipment, electricity, water, tools, stands, scaffolding, or other resources deemed necessary for the project. The CONTRACTOR is also responsible for the proper use, maintenance, and return of any shared equipment or tools, ensuring they are returned to GHC in the same condition as provided.

A.15 PERSONAL PROTECTIVE EQUIPMENT (PPE)

CONTRACTOR shall at its own expense be responsible for providing its personnel with approved PPE suitable for the task being carried out. CONTRACTOR shall ensure that its employees who are assigned



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to the performance of the WORK wear the following minimum PPE when engaged in WORK or when in an on-site area where such gear / equipment is required:

- 1) Coveralls according to job requirement.
- 2) Safety footwear with steel toe cap
- 3) Safety helmet

Other PPE that is required, depending on the nature of the job to be carried out, the likely hazards encountered in certain work environments, and those recommended in the manufacturer's " Safety Data Sheet" (SDS), may include but not limited to:

- 1) Earmuff/plugs
- 2) Hand gloves
- 3) Safety glasses or Safety Goggles
- 4) Face shield/visor
- 5) Respiratory protection (respirators)
- 6) Fall protection devices e.g. full body harness, safety belt
- 7) Chemical handling PPE e.g. goggles, face shield, chemical suit

A.16 AIRSIDE ACCESS AND CONTROL

GHC's primary operations are based at Doha International Airport. It is the responsibility of the designated GHC host department to obtain Airport Security Access Cards for CONTRACTOR personnel. Access cards are linked to Permit to Work system. Once the project is completed or as otherwise required, the GHC host department must ensure the return of all issued access cards.

Any transfer of materials to the airside area requires prior approval. CONTRACTOR personnel must coordinate with their respective GHC host department to facilitate such requests. Driving within the airside area by CONTRACTOR personnel is strictly prohibited. All ramp access regulations must be strictly followed. Wearing a Hi-Visibility (Hi-Viz) jacket is mandatory for all CONTRACTOR personnel at all times, regardless of rank or role.

The following are strictly prohibited in the airside area:

- Smoking
- Photography and videography
- Unauthorized access beyond the designated work area
- Access to GHC aircraft or other GHC facilities

CONTRACTOR personnel must always yield to moving aircraft and ground service equipment. They are also responsible for monitoring and eliminating any Foreign Object Debris (FOD) generated during their work to ensure a safe and clean environment.

A.17 ENVIRONMENTAL PROTECTION

CONTRACTOR shall pay due regard to the environment by acting to protect air, water, animal and plant life from adverse effects of CONTRACTOR's activities, and to minimize any adverse effects which may arise from such operations in accordance with State of Qatar and GHC's environmental policies. CONTRACTOR shall adhere to existing national statutory regulations concerning discharges resulting from the performance of the WORK. CONTRACTOR shall not, under any circumstances dump, throw or dispose of any refuse, oily wastes, toxic substance, debris or garbage in any non-permitted area. CONTRACTOR shall provide containers in which all refuse is to be placed and shall dispose of such refuse in accordance with existing laws and regulations and at no additional cost to GHC.



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CONTRACTOR shall ensure that its employees are fully aware of the above and shall enforce such regulations to the satisfaction of GHC.

A.18 RIGHT TO STOP WORK

GHC representative or his designated representatives shall have the right to prohibit commencement of WORKS or stop any WORKS in progress if the equipment, machinery, personnel or work conditions are considered to be unsafe or not to be in compliance with any applicable rules, regulations and/or procedures. GHC HSE has full authority to stop any work being performed on GHC premises if an unsafe condition, behavior, or situation is identified that could result in injury, loss of life, damage to aircraft, violation of regulatory or company safety standards, environmental harm, or any other safety-related concern. GHC HSE also reserves the right to prohibit CONTRACTOR from proceeding with work activities as a result of near miss or unsafe acts/ conditions which have the potential to incidents, injury or harm to the environment. The Stop Work period shall include the time for proper investigation to be conducted to determine the root causes of the incidents, near misses, unsafe acts or conditions.

Stoppage of the work shall be at CONTRACTOR's expense until CONTRACTOR has satisfactorily rectified such unsafe acts and condition. In the event of serious or repeated infringements, GHC may terminate the contract without compensation.

A.19 HOUSEKEEPING

CONTRACTOR shall ensure that its personnel keep and maintain good housekeeping practices at the WORKSITE to eliminate all hazards or control hazardous conditions in order to avoid injury to workers throughout the duration of the WORK. CONTRACTOR shall know what the hazards are and how to guard against the hazards, the kind of which shall include unsafe acts and unsafe conditions.

In order to reduce the risk of fire, waste materials and garbage shall not be allowed to accumulate and as a minimum, must be disposed of on a daily basis and in an appropriate manner. In order to minimize site hazards (such as trips, slips, falls etc.), access ways must be kept clear of electrical cables, wires, metal pipes, scaffold boards and other materials and equipment.

A.20 GHC SAFETY CULTURE

CONTRACTOR shall always adhere to its "12 GHC Safety Actions" as depicted in GHC HSE Manual Section 12.27 which are rules that are deemed to be safety critical and for which there will be zero tolerance for violations.

The 12 Safety Actions consist of 6 Actions to ALWAYS take and 6 Actions to NEVER take:

- 1) ALWAYS perform a Toolbox Talk and work with a Safe System of Work.
- 2) ALWAYS use the correct tools safely to carry out the job.
- 3) ALWAYS observe the applicable speed limits and driving policies.
- 4) ALWAYS work with the correct Personal Protective Equipment.
- 5) ALWAYS obtain authorisation before entering a confined space.
- 6) ALWAYS intervene when you see an unsafe act or condition.





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- 7) NEVER remove safety isolation / equipment / barriers (without authorisation).
- 8) NEVER use alcohol or drugs whilst working or driving at GHC premises
- 9) NEVER perform tasks for which you are not trained and competent.
- 10) NEVER expose yourself or others to the risk of dropped or falling objects.
- 11) NEVER be exposed to a fall or work at height without protection.
- 12) NEVER walk under suspended loads.



CONTRACTOR shall adopt this safety motto and Safety Focus to ensure ongoing focus on those protective measures most important for avoiding serious injuries.