

Control Of Contractors Policy

Building & Temporary Event Contractors

5th March 2022



Introduction

Federal Law No.8 and Dubai Municipality Local Order 61 of 1991 imposes duties on dependent contractors (Contractors) to ensure that their activities are carried out so as not to expose others (whether or not being their employees) to risks to their health and safety.

The Agenda Venues Management FZ LLC requires contractors to produce evidence of risk assessments and subsequent controls and procedures, details of these assessments and controls shall be supplied to The Agenda Venues Management FZ LLC when required.

There are many statutory health and safety requirements and relevant regulations imposing duties depending on the service the contractor is supplying.

Contractors must maintain a very high standard of safety working in co-operation with The Agenda Venues Management FZ LLC, safety officials, and management together with all other interested parties.

The Agenda Venues Management FZ LLC will inform and co-operate with contractors and all other interested parties with regard to anything that may affect their health and safety or the health and safety of others.

Contractors are required to bring this document to the attention of their employees and sub-contractors and to comply with its requirements.

Managers on site may stop and if necessary, suspend operations if health and safety is being compromised in anyway, contractors will be held financially responsible if the stoppage or delay is attributed to their operations being in breach of health and safety regulations and procedures.

Policy

1. Contractors shall observe the relevant general duties specified in UAE Federal Law No.8, Dubai Municipality Local Order No.61 of 1991, the Dubai Municipality Code of Construction Safety Practice and all other current statutory and regulatory requirements for the services they supply.
2. **It is not The Agenda Venues Management FZ LLC responsibility to inform contractors of their duties; as independent contractors you must be aware of the responsibilities placed upon you by relevant occupational health and safety legislation.**

3. In particular, contractors:
 - 3.1. Shall observe the health and safety of themselves and others who may be affected by their acts or omissions at work. Shall follow good safety practice as defined in Technical Guidelines issued by the Dubai Municipality and Industrial organisations.
 - 3.2. Shall ensure that no one will be allowed to work unless equipped with all essential safety clothing and equipment for the particular operation and ensure this clothing and equipment is worn and used, to prevent ambiguity this is interpreted as meaning the following:
4. COVID-19
 - 4.1. It is mandatory requirement that all personnel, inclusive of The Agenda Venues Management FZ LLC employees, its visitors and contractors take the necessary measures to protect themselves and others. These measures include, but are not limited to the following...
 - 4.2. Masks to be worn at all times.
 - 4.3. Gloves to be worn.
 - 4.4. Social distancing. (minimum 2 meters)
 - 4.5. A high level of personal hygiene must be maintained and regular hand-washing is encouraged.
5. Safety Footwear (Steel toe capped)
 - 5.1. All staff involved with heavy manual handling, truck and plant operating must wear these except when climbing when it may be replaced with more appropriate footwear.
6. Site Safety Helmets (Hard Hats with or without peaks)
 - 6.1. These must be worn by all staff at all times within designated hard hat areas and by those involved in truck and plant operating. Contractors must establish hard-hat areas where required, they must be clearly marked out and safety signs (provided by the contractor) erected.
7. Climbing Helmets, Harnesses, Fall Prevention and Fall Arrest Equipment
 - 7.1. These must be worn on site by all contractors when working at a height where a fall could cause Injury and no other protection exists. This includes climbing off or around the edge of a prepared platform. The user must be attached at all times, there are no exceptions. (all valid certificates must be available and submitted with work order)

8. High Visibility Jackets/ Waistcoats/ Tabards

8.1. These must be worn when working at ground level where vehicles and plant are moving around within the work area. They must also be worn when working on the roads around The Agenda such as when unloading vehicles.

9. Shall ensure that nobody shall use equipment or carry out any operation until he/she has been properly trained to use the equipment and work without danger to himself or others.
10. Shall ensure that all the required qualifications are held by employees to carry out the required work or operate a particular item of equipment or plant. (e.g. Fork Lift Drivers Certificate). Anyone driving a vehicle must hold a full Driving License and be covered by the appropriate insurance.
11. Only verifiably competent operators will be permitted to utilise lift trucks and Mobile Elevating Lift Platforms. Operatives using rope access techniques must hold IRATA (or equivalent) qualifications and follow the requirements of BS 7985 and the IRATA Code of Practice.
12. Shall ensure all operations are undertaken safely and be aware that work operations will be stopped if there are any unsafe practices being carried out. All operations must be planned and completed using the safety controls and protective measures decided upon after hazard identification and risk assessment. This will include equipment, machinery, manual handling operators, site conditions and any other factors to ensure the health and safety of employees, the public and the environment.
13. Shall ensure that The Agenda is worked and left in a condition which in so far as is reasonably practicable is safe and without risks to the health and safety of anyone including members of the public.
14. The public and others (including contractors) must be warned and protected from any dangerous conditions or operations by means of notices, fencing off, warning signs or other suitable means.
15. Shall ensure that all equipment and machinery is immobilised at the end of the working period and secured to prevent unauthorised use or entry.
16. Shall ensure that all substances, materials and equipment left at The Agenda are as secure and safe as is reasonably practicable.
17. Shall ensure that all vehicles and machines are properly serviced and maintained and there must be no unauthorised removal of guarding nor safety devices be overridden or rendered inoperable.

18. Shall ensure that all chemicals are treated strictly in accordance with manufacturer's instructions and recommendations. Where required, risk assessments must be made available in advance of any operation. Any spills shall be cleaned up immediately. Cleaning equipment should be made available to treat and tackle any spillages. The Agenda Venues Management FZ LLC Management reserves the right to claim for any damages caused by any chemical spillage.
19. Shall ensure that all containers for fuel and chemicals have their contents clearly and permanently marked. Fuel must be kept in metal containers. Petrol must not be brought onto the Agenda site apart from in the fuel tanks of vehicles. Petrol generators are strictly prohibited.
20. Shall ensure that all persons delivering, handling, preparing or serving food comply with the recommendations of Dubai Municipality Technical Guideline No.38 and supply The Agenda Venues Management FZ LLC Management with evidence of their HACCP systems (Hazard Analysis Critical Control Points).
21. Are reminded that The Agenda venue can be dangerous if proper care is not taken. Contractors must ensure that they take all steps to ensure that they check the venue and make themselves aware of any hazards such as power cables etc.
22. The Agenda Venues Management FZ LLC management will do all that is possible to make contractors aware of any hazards. The locations of toilets, washing facilities, emergency telephone, fire and medical equipment will be identified by The Agenda Venues Management FZ LLC management.
23. Shall ensure all electrical equipment complies with the requirements of the Dubai Electricity and Water Authority, Dubai Local Order No.61 of 1991 and Dubai Municipality Technical Guideline No.9 and that all portable appliances hold a current Portable Appliance Test Certificate, (this includes items such as radios and personal hand tools being brought onto site by contractors, employees and sub-contractors. These employees and sub-contractors must not use such equipment unless permission has been obtained from The Agenda Venues Management FZ LLC Management and the equipment PAT test certificate has been submitted.
24. Only the appointed The Agenda Venues Management FZ LLC House Electrician or the contracted facility management company will make final terminations. All temporary electrical installations must meet the standards set by BS 7909:1998 Code of practice for Design and installation of temporary distribution systems delivering A.C. electrical supplies for lighting, technical services and other entertainment related purposes.
25. Ensure that articles, materials and machinery are transported safely. If transportation takes place on site during the event, extreme care and planning are required. The use of lookouts or stewards may be required.
26. The maximum speed limit for contractors at The Agenda will be 10kph. Drivers and operators must hold a current driving license for the type of vehicle being driven.

27. Ensure that all gangways, hallways, corridors and exits are kept clear of obstruction, that Fire Doors are kept closed and not held open, that all Fire Fighting Equipment, Warning Signs and Alarm system hardware are not moved, obstructed or covered and that any use of such equipment is reported to the management of The Agenda so that it may be rectified or replaced. Vehicles must be parked only in designated parking areas. All access roads must be kept clear at all times.
28. Shall also make available risk assessments, method statements, structural engineering reports, technical drawings, certificates of equipment safety and operator competence where required.
29. Shall ensure that all work equipment, machines, MEWPS, Lift trucks, trailers, lifting gear, lorry loaders, winches and motors meet the occupational safety & health requirements of Dubai Municipality. A Completion Certificate must be supplied to The Agenda Venues Management FZ LLC Management for all rigging operations. Checks for compliance will be made on site. The Agenda Venues Management FZ LLC Management reserves the right to stop work where it is deemed unsafe. The contractor will be held liable for any financial penalties incurred.
30. Shall supply copies of their relevant insurance's such as Public Liability Insurance, Employers Liability Insurance and Products Liability Insurance together with Health and Safety Policy Statements, Risk Assessments, Accident Reports for the previous three years and details of Risk Management for the operations they undertake together with competence/safety/ test certificates for operators, equipment and materials supplied.
31. The level of insurance held must be commensurate with that held by The Agenda Venues Management FZ LLC. This information must be supplied to The Agenda Venues Management FZ LLC Management at the time of contract.
32. Where self-employed (freelance) sub - contractors are used It is essential that details of their Employers or Public Liability Insurance are provided.
33. Self- employed (freelance) contractors and sub - contractors acting in a management or Supervisory capacity (such as a crew chief) are required to hold Employers Liability Insurance.
34. Shall ensure that all temporary structures are constructed in accordance with the guidance set out in the UK Institution of Structural Engineers publication "Temporary Demountable Structures. Guidance on design, procurement and use". (Fourth Edition, copy available upon request)
35. A completion certificate must be provided to The Agenda Venues Management FZ LLC Management on completion of all works, structures and stages.
36. The use of trussing shall comply with BS8118: The Structural Use of Aluminium and BS7906-2:2000 Code of Practice for use of Aluminium and Steel Trusses and Towers.

37. All Risk Assessments must be recorded (in writing) and made available for inspection if requested by safety officials or The Agenda Venues Management FZ LLC Management.
38. The Agenda Venues Management FZ LLC Management insists that the following codes of practice and precautions are applied:
 - 38.1. During heavy manual handling operations protective footwear must be worn e.g. steel toe capped boots during load in/out and general manual handling operations.
 - 38.2. When equipment has to be moved or lifted over and above head height safety helmets must be worn by those who by necessity remain below i.e. a ground man and all other persons must be cleared from the area. When riggers are working overhead helmets must again be worn by those who by necessity remain below, the total area must be cleared of all other persons. Hard hat areas must be established whenever required.
 - 38.3. Those working at height must use helmets of the type used by rock climbers together with full body harnesses, shock absorbing lanyards, connectors and any other items of fall arrest equipment as may be required, these items of equipment must be used to make the operation safe and not just worn for show! Valid certificates must be submitted with the event Work Order
 - 38.4. All lifting operations must be planned and supervised by a competent person. Lifting appliances will only be operated by competent, certified and authorised personnel.
 - 38.5. Appropriate evidence of thorough examinations having been carried out in respect of all Lifting appliances and lifting equipment must be available for inspection before use.
 - 38.6. Structures and ground surfaces from which Lifting Appliances will operate will be adequately constructed and prepared to ensure as far as practicable the stability of the appliance during use and monitored accordingly.
 - 38.7. Practical steps must be taken to prevent materials falling.
 - 38.8. Where necessary, barriers and fencing will be erected to protect operatives and other persons who may be affected by the rigging and Lifting Operations.
 - 38.9. All lifting and rigging equipment must be marked with its safe working load or working load Limits must not be exceeded. A Method Statement must be prepared before any Lifting Operations are commenced.
 - 38.10. All points of rigging must have a secondary back up. Safety chains to be used as and where required.
 - 38.11. All hand power tools to be of the 110-volt (CTE) type for use outdoors. Where 240-volt devices are used, a residual current breaker with a break rating of no more than 30ma must be utilised to safeguard the operation.
 - 38.12. To assist with manual handling operations contractors are advised to clearly mark all equipment and flight cases with its weight and to indicate unbalanced loads etc.
 - 38.13. The Agenda Venues Management FZ LLC Management will advise and warn contractors of any hazards and dangerous conditions on site, to this end contractors must report to The Agenda management/Production Manager or gate staff/security upon first arrival to obtain this and other information such as pedestrian traffic routes, suitable parking areas and The Agenda's security protocols.

39. It is very likely that more than one group of contractors will be working together at the same time, when this is the case full co-operation and liaison must take place to maintain standards of occupational health and safety. Special care must be taken during de-rigging and "load out" when crew may be tired and, in a rush, to pack up, care must be taken to ensure that the work area is clear before any overhead de-rigging operations take place.
40. Accident Reporting
- 40.1. It is the responsibility of contractors and sub-contractors to report all accidents to The Agenda Venues Management FZ LLC Management.
- 40.2. All accidents, however trivial, must be recorded by the contractor on a accident report form. In the event of a serious accident, the Venue Manager or in the absence of the Venue Manager, The Agenda Venues Management FZ LLC Senior Management representative on site must be informed and materials and equipment left untouched providing they don't create a hazard until a full investigation has been carried out.
41. All breakages and/or damage to the building, must be reported to The Agenda Venues Management FZ LLC Management who reserve the right to claim in full all costs to repair or replace any item that is damaged.
42. First Aid Provision
- 42.1. Contractors and Sub-Contractors are required to provide suitable and adequate first aid facilities for their employees on site. The employer must provide such equipment and facilities as are adequate and appropriate in the circumstances, this will include insuring that suitable first-aid kits and First Aiders (as defined by UAE law) are supplied. These kits must be kept fully stocked.
- 42.2. The contractors must ensure that everyone has a basic knowledge of what to do in the event of an emergency due to accident or illness and there are suitable and sufficient resources present at the work site. In addition to first aid facilities, employers must provide adequate numbers of trained First Aiders, based on Dubai Municipality Technical Guideline and health and safety bulletin 02 and a written risk assessment of the level of risk in the work being undertaken, the location of the work being undertaken, the availability of means of summoning help and the number of employees.
- 42.3. On site checks will be made to ensure compliance with these requirements and regulations and continually health and safety monitoring will be carried out on all operations and activities.
43. Smoking
- 43.1. The Agenda Management will notify contractors of the nearest suitable smoking area. Smoking is strictly prohibited inside the building and in all other undesignated areas.



Specified Work Agreement for the Services of Contractors

This policy is part of the conditions of Work Contracts with The Agenda Venues Management FZ LLC but remains valid and binding even if issued separately or with a different but relevant document. Contractors are required to bring this document to the attention of their staff and sub-contractors. Full compliance with this Policy is expected of Contractors and sub-contractors. The omission to mention any other Regulation or statutory safety requirements does not absolve Contractors from their general obligations of whatever kind in relation to health and safety at work.

This document forms part of the Contractor / Vendor contract, and should be returned, signed and stamped by the Client upon signing of the Contract, as well as the Manager in charge of the Works upon arrival, and prior to commencement of work.

Signatures

Client:

Signature:

Stamp:

Date:

For and on behalf of The Agenda Venues Management FZ LLC

Name:

Signature:

Date: