

National Manual for Assets and Facilities Management Volume 10, Chapter 1

HSE Introduction

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1.0 PURPOSE

KSA law, and International legislation, places a duty of care on employers to ensure, so far as is reasonably practical, that a safe working environment is maintained at all times, to reduce accidents, injuries and occupational illnesses and diseases, for the benefit of staff, visitors, suppliers and contractors or anyone who may access the facility / premises for any legitimate reason.

Volume 10, in the National Manual of Assets and Facilities Management, known as the *Blue Book*, sets out the main components of Health, Safety & Environment that will assist the KSA Government Entities in following a rigorous and consistent culture of 'Safety First' and help to drive 'safe working practices' across each Entity's Operations & Maintenance activities.

2.0 SCOPE

The scope of Volume 10 Health Safety & Environment covers the key elements of HSE associated with Operations & Maintenance with a number of plans, procedures and templates that have been developed across the following 5 chapter areas:

- Chapter 1 - Introduction
- Chapter 2 - Orientation
- Chapter 3 - Safety Requirements
- Chapter 4 - Health Requirements
- Chapter 5 – Environmental Requirements

The process applies to all Entity employees but also to all contractors, suppliers and other stakeholders who may be commissioned by, and to work with or operate in or visit, the respective Entity and its premises. Personnel must co-operate with employers and co-workers to help everyone meet the legal requirements in regards to HSE.

As a critical premise of the HSE model as it applies to Operations & Maintenance activities, the use of Job Hazard Analysis (JHA) assessment is deemed imperative element and therefore underlies most of the procedures herein. Refer to EOM-KSS-PR-000033 Job Hazard Analysis & Pre-Start Briefing Procedure for further details.

3.0 CONTENT

3.1 Orientation (Chapter 2)

The purpose of the procedures/plans/templates in Chapter 2 is to establish the direction, responsibilities and process to develop, execute and maintain a successful Safety Management System (SMS).

The Chapter contains information and guidance to KSA Entities for an effective implementation of safety standards to Operations & Maintenance.

3.2 Safety Requirements (Chapter 3)

Procedures contained in this Chapter is information derived from international standards, international best practices and guidelines. They are designed to give guidance and information to Supervisors to assist in the planning of various tasks.

The information provided must be made available to personnel that conduct tasks. It is also there to assist individuals planning work, and knowing what the minimal requirements are.



3.3 Health Requirements (Chapter 4)

The purpose of this chapter is to assist the Entity's management team in ensuring that there is sufficient processes in place to ensure that personnel under their control, including contractors, specialist subcontractors and suppliers, are not in a position that exposes them to an undue risk or breach in compliance with local legislation or international best practice.

In a healthcare environment, patient safety and welfare is paramount and HSE is one of the most critical of considerations of all. In relation to Operations & Maintenance, the consequences of poor or negligent practices can place patient safety and welfare at significant risk, hence why this environment attracts a greater level of regulation and accreditation led standards.

This chapter focuses on Medical Services requirements, the need for maintaining health records, sampling of data (including air quality, dust and noise), personal protective equipment, and respirator fit testing.

3.4 Environmental Requirements (Chapter 5)

This chapter covers Pollution, Asbestos, Waste, and Compliance Evaluation. The procedures within this chapter explain how to ensure that the Entity's Operation & Maintenance personnel and their appointed contractors and suppliers maintain a high standard of environmental control and compliance. However, attention will also need to be considered for the policy framework and associated environmental targets, set within the corporate level of each Entity.