

National Manual for Assets and Facilities Management

Volume 10, Chapter 3

Safety Watches Procedure

Document No. EOM-KSS-PR-000027 Rev 001



Safety Watches Procedure

Document Submittal History:

Revision:	Date:	Reason For Issue
000	28/03/2020	For Use
001	18/08/2021	For Use



Safety Watches Procedure

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1.0 PURPOSE

Safety Watches are an essential part of personnel and facility safety during the performance of some Maintenance activities. Activities such as working in confined spaces, using tools or equipment which produce sparks, material and supply movement using vehicles or equipment can all be highly dangerous due to inherent hazards. Therefore, it is good practice for Entities, and/or their facility management contractors, to implement a procedure to identify the use of, and training requirements for Safety Watches.

For this procedure, a “Safety Watch” is a person specifically trained and assigned to warn others of potentially unsafe situations or emergency conditions, and to provide safety action as necessary.

2.0 SCOPE

The scope of this procedure is to provide means to the user to create a custom procedure outlining and detailing the requirements and responsibilities for Safety Watches. This procedure applies throughout the Kingdom of Saudi Arabia to Operations and Maintenance functions and activities on government owned facilities and projects when the use of Safety Watches are required.

3.0 DEFINITIONS

Definitions	Description
CPR	Cardiopulmonary Resuscitation
JHA	Job Hazard Analysis
Near	Less than 6 meters
PPE	Personal Protective Equipment
SCBA	Self-Contained Breathing Apparatus

4.0 REFERENCES

OSHA 29CFR 1910.146 Permit Requirements Confined Space.
OSHA 29CFR 1910.252 General Requirements Welding, Cutting and Brazing
EOM-KSS-PR-000004 Fire Prevention and Protection Procedure
EOM-KSS-PR-000007 Confined Space Entry Procedure
EOM-KSS-PR-000021 Vehicle Safety Management Procedure
EOM-KSS-PR-000001 A&FM General Safe Working Requirements Procedure
EOM-KSS-PR-000016 Hazardous Work Permit Procedure
EOM-KSS-PR-000014 Emergency Preparedness Procedure
EOM-KSS-PR-000033 Job Hazards Analysis & Pre-Start Briefings Procedure

5.0 RESPONSIBILITIES

5.1 Facility Manager

The Facility Manager is responsible to verify adequate resources, people, equipment, and training are made available to facilitate compliance with the requirements of this procedure, and for verifying that the requirements of this procedure are implemented.

5.2 HSE Representative

The HSE Representative is responsible for the development, and for the assessment of the Project's compliance requirements. The HSE Representative will support and advise the facility management team on HSE requirements.



5.3 Supervisor

The Supervisor, or Contractor Supervisor, is responsible for coordinating and monitoring compliance with the requirements of this procedure. He shall be knowledgeable in the requirements of this procedure and shall verify that the plans, processes, provisions, instructions, and practices comply with these requirements.

6.0 GENERAL REQUIREMENTS

To maintain a safe work environment and for the early detection and warning of deteriorating conditions and potentially unsafe situations, certain activities at a facility may require the use of a Safety Watch. Personnel assigned to perform Safety Watch responsibilities are trained and assigned to warn others of potentially unsafe situations or emergency conditions and to provide the necessary safety action. There are essentially five types of Safety Watches:

- **Fire Watch** (standby watch for hot work) is a person, other than the operator of spark producing welding, cutting, or grinding equipment, assigned to constantly scan the work area for fires and other hazardous conditions
- **Man-way** (or entry) **Watch** is a person assigned as an attendant stationed outside of a confined space to monitor the conditions of authorized entrants, conditions inside and outside of the confined space, and perform other duties required by the confined space procedure.
- **Traffic Watch** (Flagman) is a person assigned to control traffic or to direct traffic through or around a construction area or other temporary traffic control zone
- **Equipment Watch** (Spotter) is a person assigned to perform traffic control duties for equipment, warn others of equipment hazards, and signal or direct equipment operators to assist safe equipment movement
- **Hazard Watch** (Spotter) is a person assigned to specifically control works near (less than 6 meters) an overhead hazard or to control reversing vehicles.

An appropriate number of Safety Watches shall be provided to safely complete relevant work activities. Safety Watches shall stop the work whenever conditions are at risk or if conditions change from that referenced on the JHA or work permit. Safety Watches shall not leave an assignment until they have been replaced by another qualified Safety Watch.

6.1 Fire Watch

- A Fire Watch will have a current approved safety work permit (i.e., hot works permit) and will maintain the conditions and requirements of the permit.
- Safety equipment and fire suppression equipment (e.g., 9kg dry chemical fire extinguishers, water hoses) must be on the facility in good working order.
 - Water hoses shall be charged up to the end nozzle for immediate usage if needed.
- Fire Watches will wear orange vests (or other high visibility color) for identification and will have no other duties assigned to them other than those required to keep the workers/facility safe.
- Fire Watches will not leave the work area for any reasons unless work has been stopped or completed or other Fire Watches replace them.
- Fire Watches must be fully capable of informing others of emergency conditions and of understanding their requirements.
- The Fire Watch will be responsible for ensuring the area is barricaded, if required by the work permit, and for keeping other personnel from walking beneath overhead work or exposing themselves to potential hazards.
- In the event of a fire, the Fire Watch will extinguish the fire if it is clearly within the capacity of the equipment available. Otherwise, he will activate emergency alarms or systems.
- The Fire Watch will remain at the worksite for at least 30 minutes after hot work activities have stopped to ensure that no smoldering embers or slag exist.
- Upon completion of the work and after the determination has been made that no smoldering embers are present, the Fire Watch will return the fire suppression equipment to its original location.
- In the event of such changing environments, the Fire Watch will immediately stop the hot work until the area is again made safe for work.



6.2 Man-way (or Entry) Watch

- A Man-way Watch is required when personnel must enter a confined space such as a vessel, tank, pit, heater or other enclosed environments. This type of Safety Watch may also be referred to as an Attendant
- The Man-way Watch will inform those inside these spaces of any changing conditions and will monitor the safety and health of the individuals inside.
- Man-way Watches will wear orange vests (or other high visibility color) for identification
- Man-way Watches will have no other duties assigned to them other than those required to keep the workers in the confined space safe.
- Man-way Watches will not leave the work area for any reason unless the work has been stopped or completed AND the workers have exited the confined space, or other Watches replace them.
- Multiple Man-way Watches may be required for vessels that are tall or have multiple entrances.
- Personnel in a confined space shall exit the space if the Safety Watch has to leave their post.
- Man-way Watches must be fully capable of informing others of emergency conditions and of understanding their requirements.
- If the Man-way Watch is also a Fire Watch, the requirements established in this procedure for each Watch must be followed.
- If someone inside an enclosed environment needs help, the Man Way Watch shall not enter the confined space to rescue that person. The role of the Man-way Watch is to notify the appropriate emergency response team AND Supervision.
- The Man-way Watch is required to remain in the immediate area of the entry point, just outside the vessel, pit or tank.
- The Man-way Watch will continually check the condition of those inside and maintain communications.
- The Man-way Watch must be able to obtain additional assistance easily. In some instances, a horn or radio may be appropriate.

6.3 Man-way (or Entry) Watch When using Respiratory Protection

- When a confined space requires respiratory protection equipment inside, there must be at least two employees at the entry.
 - At least one of these Man-way Watch workers will have proof of valid certification training in first aid, and cardiopulmonary resuscitation (CPR).
- An independent source of breathing air must be available at the entry point (e.g., self-contained breathing apparatus (SCBA) or separate cylinder/hose line unit).

6.4 Traffic Watch

- The Traffic Watch will direct traffic around obstructions in normal thoroughfares.
- Flags, stop/slow signs, or other traffic signals will be used to direct traffic.
- Traffic Watches will wear orange vests (or other high visibility color) for identification and will have no other duties assigned to them other than those required to keep safe traffic control.
- Traffic Watches will not leave the work area for any reason unless the work has been stopped or completed, or another Traffic Watch replaces them.

6.5 Equipment Watch

- In these specific circumstances, positive and continuous communication shall be maintained between the spotter and the primary operator or driver.
- An Equipment Watch (Spotter) must accompany any man lift, crane, or cherry picker when the equipment is traveling.
- A Spotter is required when a forklift operates in and around equipment or material where visibility for the operator is poor.
- Spotter must have communications with the operator (e.g., visual or verbal).
- Spotter must be in a position so that he/she can see if anyone is approaching the machine from behind.
- When spotting for excavators, the Spotter must be in a position far enough away as to not be in the radius of the boom.



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- If the Spotter is required to move into a position where a “line of fire” (i.e., swing radius of equipment) issue presents itself, the Spotter must first communicate with the operator and the equipment is to be stopped and made safe prior to Spotter’s movement.
 - At no time shall the watch be in the “line of fire” while the equipment is operating.
- A spotter shall be required when equipment is operating, or working, on or near overhead power or other overhead clearance obstructions.
- A spotter shall be required when equipment is operating or digging near known underground hazards.
- A spotter may be required to control reversing vehicles.

7.0 TRAINING

Before performing Watch duties, selected Project personnel shall be given suitable training, and shall be ready to indicate that they are authorized and have received the appropriate Safety Watch training.

- Safety Watches must be trained on the specific activity they are required to perform before performing Watch duties.
 - The Safety Watches training content should cover the specific procedures, permits, and local instructions relating to the activity they will be performing.
 - Fire Watch shall be certified from a third party.
- More than one Safety Watch may sometimes be needed to assist with a task.
- Safety Watches must be fully capable of informing others of emergency conditions and of understanding their requirements.