



ELDACO SAFETY MEASURES & REQUIREMENTS DESCRIPTION

A- Logistics (Site Execution):

- **During projects execution, the Operation Controller is responsible for all logistics activities:**
 - Tools, costumes, security, site quality and site procedures control.
 - All kind of insurance policies (Date, conditions, renew date alarm, and proper filing).
 - ELDACO Vehicles (physical & mechanical conditions, maintenance, official documents are in order...) in order to keep the Vehicles maintained in the best possible condition.

B- Costume

- **The Operation Controller shall make sure that all items are received and delivered in a very good condition**
 - Prepare inventory.
 - Describe and file supplier details and other possible supplier.
 - Prepare a delivery list of costumes to workers showing worker name, site, date, etc...
 - Check every 1 week the condition and availability of costumes.
 - Stolen or misused costumes should be deducted from the worker's salary by informing the accounting department as soon as possible.
 - Each worker should have two sets of costume
 - Temporary workers should use one set of old costumes if available and must return them cleaned before they get paid and leave.
 - Costumes stock list must be update once a month.
 - Costumes delivery list must be update weekly

C- Tools

- **The Operation Controller shall make sure that the equipments and the tools are well maintained and always available**
 - Count and prepare tools inventory list including condition of tools.
 - Deliver each site manager or Technician his tools at the beginning of each project for site manager by signing a Delivery Sheet.
 - Check all tools on site two times a month.
 - Tools damaged from manual operation will be replaced by new ones paid by ELDACO.
 - Stolen or misused tools shall be replaced by the site Manager and ELDACO will not pay for them.
 - Any tools purchase order should be approved by the " Operation Controller "
 - (To be announced to all parties involved in approval of purchase order in writing)
 - Tools guarantees papers and a copy of invoice should be documented in one file by the "Operation Controller".
 - Copy of the tools list delivered to the site manager or Technician should be remained in the tools

box.

- The general tools list should be updated twice a month.

D- Safety

- **General instructions in the case of an incident**

- Any "dangerous event" arising unexpectedly on the work premises which has not physically harmed anyone must be stated and analyzed so as to draw up corrective actions. If there is imminent danger, immediate measures may be taken to avoid the accident. In all cases, contact the Quality Coordinator and, depending on the site, fill in a specific form (accident report form) so that the incident or near accident can be managed.

- **Individual protection**

- ELDACO shall supply its employees with the items needed for their protection and give them training regarding their use, especially:
 - The helmet: the helmet must be worn throughout the site (except for inside the offices, changing rooms and refectories).
 - Safety shoes: compulsory throughout the site and for anyone involved in physical work and handling.
 - Gloves: compulsory for manual work.
 - Anti-noise protection: compulsory for work exposed to noise.
 - Anti-dust masks: compulsory for dusty work.
 - Safety harnesses for work in height.
 - Work clothes: obligatory throughout the site.
 - And any other article needed for individual protection.
- ELDACO ensures that this equipment is always adapted to the nature of the operation in question, can be used at once and that the equipment is actually worn.
- Concerning individual protection equipment, ELDACO will respect the legal provisions and the current requirements on the project owner's site (if any).
- The team manager and the project supervisor will be responsible for ensuring the safety instructions are strictly observed.

- **Case of subcontractors**

- When ELDACO has part of the work performed by subcontractors within the project owner's site, the company must imperatively inform subcontractors of safety instructions and regulations that shall be respected during work execution.

- **Cleanliness of the work premises:**

- The team manager and the project supervisor will be responsible of ensuring the cleanliness of the work premises through random site visits.

- **Safety records:**

- The team manager and the project supervisor will be responsible of ensuring the safety records are filled:
- Safety Inspection Checklist
- Personnel Protective Equipment
- Weekly Safety Statistics
- Accident Report
- Warning for Safety Misconduct