



شركة أبوظبي للتوزيع
Abu Dhabi Distribution Co.

ZERO HARM

ADDC Golden HSE Rules

Induction
HSEQ Dept.



ZERO  **HARM**

**ADDC Committed to ZERO Harm to
People, Environment and
Community**



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ADDC HSEQ Values

ADDC Targeting ZERO Harm through the following values:

- **Commitment** – To a culture of ZERO Harm, where any incident or injury is unacceptable.
- **Empowerment** – Competent employees has the right and duty to stop, correct and report unsafe acts / behavior, which could harm people, the environment or community.
- **Team work** – We believe that, team work is safe work, we will work together to achieve the vision of ZERO Harm and will support each other when preparing or performing any activity
- **Accountability** – **All employees** contribute to the support and delivery of our work, therefore **every employee is accountable for making ZERO Harm a reality.**



Why These Golden Rules?

- Not new rules
 - Already covered by existing procedures and SSR
- So why needed?**
- Enhance HSE culture throughout ADDC and Contractors
 - Identifying and focusing on the critical risks which have the highest potential for fatal injury
 - Violations to ADDC SSR contributed to many accidents and fatalities that leads us to have such rules
 - Need additional measures
 - Tools to implement Behavior Based Safety (BBS) program
 - Essential to achieve ZERO Harm



Senior Management Commitment

- I am personally and Senior Management Team are committed to these Golden HSE Rules, Likewise, ADDC Senior Management Team expect that each and every member of ADDC organization (employees) and others working on behalf of ADDC (contractors and others) give your own personal commitment in your work and as you go about your day-to-day activities.
- By following the Golden HSE Rules as contained in this document, we will all be a few steps closer to achieving our goal (ZERO HARM).
- As reminder to all, violation of these rules shall be considered neglect of duty and will lead to a disciplinary action, at same time positive compliance shall be awarded as per the HSE incentive program
- There is nothing more important than your safety.

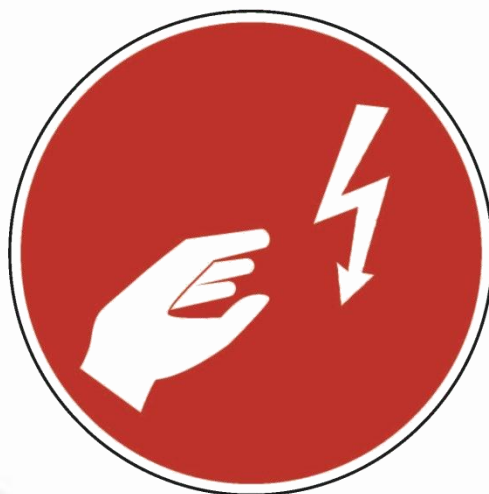
Eng. Mohamed Bin Jersh
Managing Director

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القاعده الاولى - Rule No 1

Do NOT approach / touch electrical equipment if you are not authorized to do so

لا تقترب أو تلمس المعدات الكهربائية لو كنت غير مخول بذلك



Explanations

- ADDC have a strictly rules to access and work On or Near electrical equipment in order to ensure electrical risk identified and controlled,
- Approach and work on equipment will be done ONLY under supervision of COMPETENT PERSON having Safety Document
- Unauthorized person MUST NOT Approach or touch any equipment
- Equipment under live condition have an inherent Danger, and this danger need to be assessed by Competent Person

ZERO (AP/CP)
HARM

Explanations

- ONLY Approach and Work on or near equipment after Safety Document Received by Competent Person
- All Equipment shall be considered LIVE until it is Verified / Tested by Authorized Person using an approved testing device
- Identify the equipment which work are going to conducted, demarking safe working area and work limitation shall be clearly defined before issue Safety Document and start work,
- If there are any doubt do NOT start

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شرح المتطلبات

- لدي شركة أبوظبي للتوزيع قواعد صارمة للوصول والعمل على أو بالقرب من المعدات الكهربائية من أجل ضمان التحكم في المخاطر الكهربائية التي تم تحديدها
- لا تقترب أو تعمل على المعدات الا بوجود و تحت اشراف شخص مخول Competent Person لدية تصريح عمل سارى
- يجب على الاشخاص الغير مصرح لهم عدم الاقتراب أو لمس أي معدات
- المعدات تحت ظروف التشغيل لديهم مخاطر كامنه، وهذه المخاطر تحتاج إلى تقييم من قبل شخص مختص (AP / CP / SAP)

شرح المتطلبات

- الاقتراب والعمل على أو بالقرب من المعدات يبدأ فقط بعد استلام وثيقة السلامة (تصريح العمل) من قبل شخص مخول Competent Person
- تعتبر جميع المعدات الكهربائية حية LIVE الى ان يتم التحقق من غير ذلك من قبل Authorized Person باستخدام جهاز الاختبار المعتمدة
- لابد من تحديد المعدات إيجابيا قبل بداية العمل، لابد من ترسيم منطقة عمل الأمانة ولابد من تحديد حدود العمل بشكل واضح في وثيقة السلامة (تصريح العمل)
- لا تبدأ العمل إذا كان هناك أي شك

القاعدة الثانية - Rule No 2

Whenever work on the equipment is required. Isolation, discharging stored energy, locking and tagging shall be performed.

حينما يتطلب العمل على المعدات. يجب أن يتم عزل المعدات وتفريغ الطاقة المخزنة وتأمينها بوضع أقفال وعلامات تحذيرية



Explanations

- ADDC policy is to perform the work on the equipment under dead condition (isolated and Stored Energy discharged), the work can be done under live condition with special procedure to ensure personal and equipment safety not compromised
- The work shall be planned / Requested by An ADDC Competent Person
- Maneuvering program shall be prepared by ADDC Authorized Person (Operation Planning) and Verified by an Approved Control Person
- In case of Emergency outage, the Maneuvering shall be released from an Approved ADDC Control Person



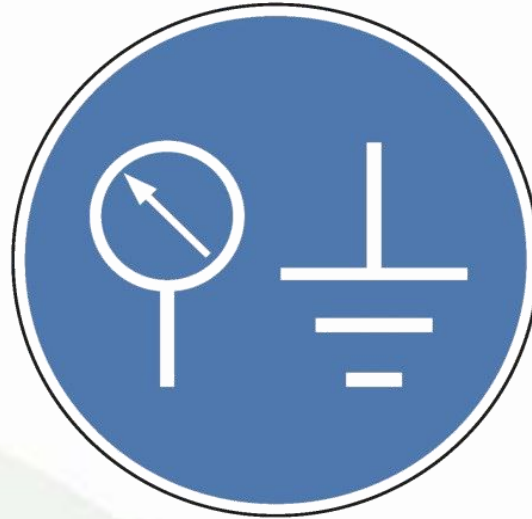
Explanations

- Implementation of Maneuvering program (Isolation / discharge stored Energy) shall be done by An Approved ADDC Authorized Person after verification of the maneuvering program with the actual in the field, evaluate the risk and start implementation under consent from Control Engineer and ensure the followings:
 - Earthing system is connected properly before do any operation.
 - Do not operate on any live equipment has high discharge results.
 - Do not operate on any live equipment has low gas pressure
 - On completion of isolation and discharge energy, All point of isolation / Earthing shall be Locked and Tagged using an approved locking and tagging device/ notice and keys shall be controlled as defined in ADDC SSR

القاعدة الثالثة - Rule No 3

Verify ZERO Status before issuing Safety Document

تحقق من تفرغ الطاقة (الوصول لحالة الصفر) قبل إصدار وثيقة السلامة
(تصريح العمل)



Explanations

- Zero Status means, the equipment are free from stored energy, these energy includes an electrical, pressure, pneumatic, etc. all shall be discharged before verify it is ZERO
- On completion of isolation the ADDC Approved Authorized Person shall verify isolation by testing the all sources using and Approved Testing device
- When electrical earthing is the way to release stored energy, then verification shall be done before and after applying earth (“before” to ensure applying earth on isolated equipment and “After” to verify Zero Energy Status)
- Indication light, pressure gages, etc. shall be used as guidance only and verification shall be done using an approved testing devices

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Explanations

- Testing device shall be tested before and after testing the target circuit/equipment to ensure the testing devices are working
- Authorized Person shall ensure testing devices are calibrated
- Zero Energy status **MUST** be remain ZERO all time/duration of the work
- Remember if **NOT Earthed is NOT Dead (ZERO)**



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القاعده الرابعه - Rule No 4

Identify, evaluate and control all risks in workplace

تحديد وتقييم ومراقبة جميع المخاطر في مكان العمل



Explanations

- Risk Management process starting from hazard identification to risk evaluation, and risk control is the main incident prevention tool, ADDC having risk management procedure, training program and process to ensure risk has been identified, evaluated and controlled
- Ensuring compliance to this process:
 - No task shall be conducted until risk has been identified, evaluated and controlled
 - Authorized Person shall identify all the risks, that may arise from work including the followings:
 - Operational risk he/his subordinate expose to
- Risk may arise from maintenance work (system and General Risks)
- Other risks from / to outside work place



Explanations

- All risk controls shall be recorded in Safety Document
- Competent Person receiving the safety Document shall conduct pre-job task risk assessment and ensuring all identified risks are controlled before start
- Working party shall be inducted before start job and all risk controls shall be clearly understood by them and each one shall sign up on receiving the induction (Tool Box Talk)
- If the risk is High (refer to Risk matrix) then the work shall not start until additional control measures implemented to reduce the risk to acceptable limits

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القاعده الخامسة Rule No 5

Obtain a valid Safety Document whenever task need to be performed on or near equipment

الحصول على وثيقة سلامة (تصريح العمل) سارية كلما تطلب العمل على أو بالقرب من المعدات



Explanations

- ADDC Policy and SSR **no work shall be started on or near equipment until safety document issued** by and Authorized person and received by a Competent person verifying the safety status before start work
- Authorized person shall decide the type of safety document based on the condition of the equipment and the type of the work
- **LAP** shall be issued to access and work on or near live equipment (working on live equipment need a special procedure i.e. method of statement and risk assessment)
- **PTW** shall be issued to work on dead equipment (isolated and earthed)
- **SFT** special permit issued to perform a **TEST** on equipment required removal of earth



Explanations

- Authorized Person filling Safety Document shall complete **All fields** and where field not applicable the (N/A) shall be mentioned
- Safety Document shall be Issued/Received **on site ONLY** after evaluating the risk and verify safety before start work, same shall be done during clearance and cancelation of Safety Document
- Competent Person holding Safety Document shall remain **full time on site** supervising the work, if he need to leave the site, the work shall be stopped or Safety Document transferred to other Competent person having same level and scope of competency

القاعده السادسة - Rule No 6

Obtain authorization before defeating interlocks

الحصول على تخويل قبل عزل أنظمة الحماية - السلامة



Explanations

- ADDC having Two category of authorities given to authorized Person / Senior Authorized Persons as followings
 - OA1 Written authority to render interlocks inoperative and to operate non-interlocked Equipment to the instructions of a Control Person. (When accompanied by OA2)
 - OA2 Written authority to accompany and check that the instructions for rendering interlocks inoperative are implemented on the correct Equipment and carried out in the proper sequence by the instructed person. (Accompany and check operations performed by OA1)

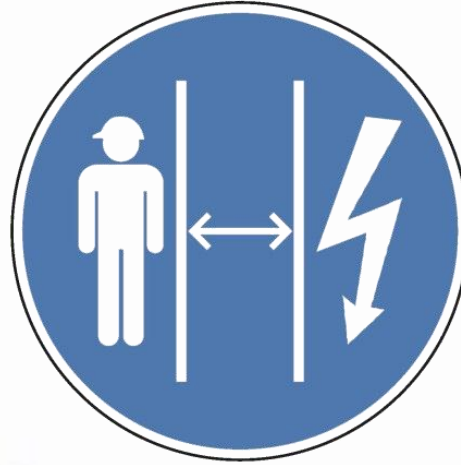
Explanations

- During commissioning, defeating interlocks may be required to prove the operation of the interlocking scheme or to apply certain tests. This work must be undertaken during outage conditions when the Equipment is Isolated, Points of Isolation established and Safety Documents issued
- Defeating of interlocks can only be done by an **Authorized Person / Senior Authorized Person** responsible for the work after consulting the appropriate **Control Person**. On completion of the tests correct operation of Interlocking must be proven

القاعده السابعة - Rule No 7

Obey safety clearances when working near live electrical equipment

الالتزام بالمسافات الامنه عند العمل بالقرب من المعدات الكهربائية الحية



Explanations

- All level of electrical Equipment have a safe distance and after crossing this distance the person will be expose to the risk of electrocution and / or arc flash
- To ensure safety of personnel working near electrical equipment shall strictly follow this rules
- Work within **6 meters** from OHL live conductors (11 & 33 kV) shall not started until the risk has been evaluated and Safety Document issued
- Work within **4 meters** from live conductors shall not started until the circuits has been made dead and PTW issued

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Explanations

- Work within **3 meters** from live underground services (cables) shall not started until the risk has been evaluated and Safety Document issued
- Construction / road works including use of lifting and / or heavy equipment and machineries near OHL including crossing shall not be started until approval of ADDC this to ensure risk evaluated and demarcation plan developed and approved by ADDC
- Special PPE and tools shall be used when working on live operation i.e. live wash, switching operation and other work may require access / work on the equipment within defined arc flash boundary

القاعده الثامنه - Rule No 8

PPE are one of risk control measures, Using PPE on site is mandatory Requirements

معدات الوقاية الشخصية هي واحدة من تدابير السيطرة على المخاطر، استخدام معدات الوقاية الشخصية على الموقع إلزامية



Explanations

- Personnel Protective Equipment is considered the last defense to risk, it has been selected based on the risk related to the task you are performing, it will protect you in case of failure on the other risk barriers
- Generic PPE compulsory required to **all staff** access to ADDC sites:
 - Safety Shoes
 - Safety Helmet
 - Visible jacket (reflective)
- Specific risk related PPE are compulsory required where working with electrical equipment



Explanations

- **Electrical (ADDC and Contractor)**

- Electrical hazard safety shoes
- Flame resistance / arc flash uniform (one piece or two pieces) as specified in ADDC PPE requirements
- Safety Helmet
- Insulated electrical gloves (Class 0 and Class 4) based on the level of voltage you are working with
- Face protection (arc flash face shield)
- Other PPE like fall protection, full body arc flash suit etc.

- **Water and Contractors**

- Safety shoes
- Cotton Uniform (one piece or two pieces) as specified in ADDC PPE requirements
- Safety Helmet
- Lather / cotton gloves
- Eye/Face protection
- Other PPE like fall protection, ear protection etc.



القاعده التاسعه - Rule No 9

Detect before dig, Obtain authorization or a valid safety document before excavation

الكشف قبل الحفر، يجب الحصول على وثيقة سلامة (تصريح العمل) سارى قبل الحفر



Explanations

- Excavation activities are considered risk activities and that risk increased in areas where underground services (electrical and water and others) exist
- Before start digging you shall obtain No Objection Certificate (NOC) form authorities
- NOC will be issued with required services drawings showing all services in the plot and with ADDC safety guideline which shall be strictly followed to safe excavation near the services
- The area shall be scanned using an approved service detectors
- Where services are discovered, and within **three meters** from excavation edge, then method of statement and risk assessment shall be prepared and approved by ADDC prior to start



Explanations

- Safety Document shall be issued to start work
- Hand trial excavation shall be done to locate the services (up to service marker ONLY)
- No Machine excavation allowed with in **three meters** from the service and as per the approved method of statement
- In case of cable damage, the working area shall be evacuated immediately including the injured person (if any) and NO one shall come near the damage cable (auto closure may re-connect the circuit) call **ADDC Control Center (02-4460342)**



القاعده العاشره - Rule No 10

Competent Staff have authority to stop and correct unsafe act or behavior and report it on time

موظفين المخولين لديهم السلطة لوقف وتصحيح الاجراء أو السلوك الغير آمن ورفع تقرير بذلك في الوقت المحدد



Explanations

- Correcting unsafe acts or behavior are a ways to prevent accidents to occurs, reporting such acts and behavior to HSEQ will lead to investigate the case and take necessary corrective actions where needed to ensure preventing re-occurrence of such act/behavior
- All employees and contractor's employees shall comply with these rules and ADDC procedure to prevent accidents
- Where there is a violation to this rules or to other procedure or safe working practices discovered by any member of ADDC or contractors, the case if it lead to immediate danger he shall stop the work and notify the competent person supervise the work



Explanations

- If the case not lead to immediate danger then the competent person supervise the work shall be informed and take necessary action to correct the unsafe act or behavior
- The case shall be reported to HSEQ for investigation, analysis and ensure corrective/preventive action taken
- HSEQ Incentive program covering numbers of near miss reported and such case will be considered a near miss



القاعدة الحادية عشر - Rule No 11

Obey No Smoking Policy in no-smoking areas

الالتزام بسياسة عدم التدخين في مناطق عدم التدخين



Explanations

- Smoking is considered a health and safety issue and ADDC policy is to prevent occupational health and safety incidents and smoking is one of the major leads to health problems for smokers and others, it also leads to fires
- All employees shall comply with the no smoking policy within the offices and sites
- Specific smoking areas are clearly defined in open areas outside the buildings and equipped with required safety measures to prevent fire, smokers shall use these defined areas ONLY when they need to smoke

Explanations

- Smoking in non-smoking area are prohibited
- Smoking prohibited during emergencies, and when fire alarm activated
- Smoking prohibited in ADDC's Vehicles
- Smoking prohibited during working on ADDC's sites including Project sites

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القاعده الثانية عشر - Rule No 12

Wear seat belts all time in a moving vehicle

إرتداء أحزمة المقاعد في جميع الأوقات حينما تكون المركبة متحركة



Explanations

- Seat belt save lives, it is policy of ADDC is to fasten your seat belt when the vehicles is moving including backseat passengers regardless the speed
- All ADDC's Vehicles users shall fasten seat belt all time while vehicle is moving
- The vehicle's driver are responsible to ensure all passengers in the vehicles fasten seat belts

Explanations

- Transport unit shall monitor vehicles users and report violations to this rule
- Special care shall be taken for pregnant ladies
- ADDC's vehicles are not allowed to transport children, but due to any circumstances and children to be transported by ADDC's Vehicles then special child's seat with belt shall be used

القاعده الثالثة عشر - Rule No 13

While driving, do not use a mobile phone and do not exceed speed limits

أثناء القيادة، يجب عدم استخدام الهاتف النقال وعدم تجاوز حدود السرعة المحددة



Explanations

- Speed is a killer, ADDC has clearly defined the required speed limits ADDC's vehicles shall be comply with
- All ADDC's Vehicles users shall comply with the followings speed limits
 - **Asphalt Roads**, the vehicles users shall comply with the road defined **speed limit by traffic law (NOT Radar Limit)**,
 - i.e. on roads where the speed limit defined as 120 KM/H, the ADDC Vehicles limit shall not exceed 120 KM/H
 - On roads where the speed limit defined as 60 KM/H, then ADDC vehicles shall not exceed 60 KM/H and so on
 - **Off Roads (sand roads)**, ADDC Vehicles speed limit shall not exceed 60 KM/H



Explanations

- The heavy vehicles drivers shall follow the speed limits defined for heavy vehicles
- All ADDC vehicles speed are continually monitored and any violation will be immediately recorded
- Using mobile phone during driving causing destruction the drivers from the road and that will lead to sever accident in most of times
- ADDC Vehicles users shall not attend calls / e-mails etc., during driving and if it is so urgent and during emergency the call can be attended using hand free facilities or stop and attend your call

القاعده الرابعه عشر - Rule No 14

Do not drive or work under the effect of drugs or alcohol

يحذر قيادة السيارة أو العمل تحت تأثير الادوية أو الكحول



Explanations

- Alcohol is prohibited in **ALL** ADDC facilities offices, sites and projects
- **No person shall report to work or be at work under the influence of alcohol or drugs.**
- Employees may be expose to sickness or having specific diseases which required to take specific drugs
- The employee shall know the effect of these drugs on the ability of work including driving the vehicle

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Explanations

- Where an affect from these drugs advised by physician, then the employee shall report such issue to his direct supervisor who can evaluate the case and suitable work can be given to the sick employee
- Employees may malingering and not attending the duty / work using this rule will lead to **Dismissal from services**

القاعده الخامسة عشر - Rule No 15

Safe and environment friendly work place is the cleaned workplace, always keep your workplace cleaned and tidy
سلامة بيئة العمل تكمن فى تنظيفها، يجب الحفاظ دائما على مكان
عمالك نظيف ومرتب



Explanations

- Preventing environment impact is one of ADDC policy and comply with this policy
 - All ADDC and Contactors employees shall adhered to clean and tidy work place
 - Where are spills the competent person shall act immediately to instruct his working party to clean the workplace following emergency procedure
 - The competent person shall not allow accumulation of waste on site,
 - Hazard waste shall be controlled, stored and disposed as per the ADDC procedure and comply with local regulation



Explanations

- When dealing with hazard waste including hazardous chemical the required PPE shall be followed
- Waste shall be segregated as hazard and non-hazard waste using the designated collection containers
- Comply with paperless policy, use the electronic messages to reduce the paper work
- Authorized Person shall not cancel the safety document until the work site has been cleaned



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Incentives and Disciplinary Actions



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Awards

- 1. Annual appreciation award (Function level)**
- 2. Annual Achievement Award (employees level)**
- 3. Annual Innovation Award**
- 4. Annual Best IMS Coordinator and IMS Supporting Team**
- 5. Annual Partners Award**

1. Annual Appreciation award (Function level)

Award Type	Awards
1 st Award: Best Performance	Medal of Excellence + Certificate of Award
2 nd Award: Best HSE Performance	Medal of Safety + Certificate of Award
3 rd Award: Best Quality Performance	Medal of Quality + Certificate of Award

2. Annual Achievement Award (employees level)

Award Type	Award Value	Awards
1st Award: Ideal Employee	Surprise	Medal of Excellence + Certificate of Award
2 nd Award: Safety Employee	Surprise	Medal of Safety + Certificate of Award
3rd Award: Quality Employee	Surprise	Medal of Quality + Certificate of Award
4 th Award: Long Service Employee	Surprise	Medal of Loyalty + Certificate of Award
5 th Award: Best IMS Coordinator	Surprise	Medal of Safety + Certificate of Award

3. Annual Innovation Award

Award Type	Award Value	Awards
1 st Award: Best Innovation for Electrical Improvement	Surprise	Medal of Excellence + Certificate of Award
2 nd Award: Best Innovation for Water Improvement	Surprise	Medal of Excellence + Certificate of Award
3 rd Award: Best Innovation for Business Improvement	Surprise	Medal of Excellence + Certificate of Award
4 th Award: Best Innovation for HSE Improvement	Surprise	Medal of Excellence + Certificate of Award

4. Annual Best IMS Coordinator and IMS Supporting Team

Award Type	Award Value	Awards
1 st Award: Best 1 st IMS Coordinator	Surprise	Medal of Safety + Certificate of Award
2 nd Award: Best 2 nd IMS Coordinator	Surprise	Medal of Safety + Certificate of Award
3 rd Award: Best 3 rd IMS Coordinator	Surprise	Medal of Safety + Certificate of Award

5. Annual Partners Award

Award Type	Awards
1 st Award: Best Contractor	Medal of Excellence + Certificate of Award
2 nd Award: Best Consultant	Medal of Excellence + Certificate of Award
3 rd Award: Best Supplier	Medal of Excellence + Certificate of Award

Selection

- Selection will be done by a nominated committee lead by Top management and based on a defined selection criteria for each category of award
- HSEQ/IMS Awards will be based defined HSEQ criteria and Compliance to Golden HSE Rules are compulsory requirements
- Annual Innovation Awards will be given only after technical and commercial evaluation of suggested proposals

Disciplinary Actions for Breaking the Rules

	Rules (1 to 10+12 +13+15)	Rules 11	Rule 14
Rule is broken for the first time	Warning Letter low potential impact	Final Warning Letter	Dismissal
	Final Warning Letter high potential impact		

Disciplinary Actions for Breaking the Rules

	Rules (1 to 10+12 +13+15)	Rules 11	Rule 14
Rule is broken for the second time or Several rules are broken at the same time	Final Warning Letter	Dismissal	
Rule is broken for the third time, or Rule-breaking caused injury or death, or Rule was broken recklessly or willfully	Dismissal		

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SUCCESS, THE WAY TO ACHIEVE ZERO HARM

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