



Health, Safety and Environment (HSE) Manual

Safety: People first, always

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1. HSE Policy and Objectives

At Aram Contracting, our most fundamental core value is "Safety: People first, always." We believe that every incident is preventable, and we are committed to providing a safe and healthy working environment for all employees, subcontractors, clients, and the public. This Health, Safety, and Environment (HSE) Manual establishes the framework for achieving our goal of zero harm across all our construction sites and corporate operations.

Our primary HSE objectives are to ensure strict compliance with all applicable occupational health, safety, and environmental regulations; to proactively identify and mitigate workplace hazards; and to foster a culture where safety is recognized as the responsibility of every individual. We are dedicated to continuous improvement in our HSE performance through regular audits, comprehensive training, and the active engagement of our workforce.

2. Safety Organization and Responsibilities

A robust safety culture requires clear leadership and defined responsibilities at all levels of the organization.

The **Project Manager** holds ultimate accountability for the implementation of the HSE plan on their specific site. They must ensure that adequate resources are allocated for safety measures and that safety is prioritized alongside schedule and budget considerations.

The **HSE Officer** serves as the dedicated safety professional on site. Their duties include conducting daily site inspections, leading safety inductions and toolbox talks, advising management on compliance issues, and maintaining all required safety documentation. They have the authority to halt any work activity deemed to pose an imminent danger to personnel or the environment.

All Employees and Subcontractors are required to comply with all established safety rules, properly use provided personal protective equipment (PPE), and immediately report any hazards, near misses, or incidents to their supervisor or the HSE Officer.

3. Hazard Identification and Risk Assessment (HIRA)

The foundation of our accident prevention strategy is the proactive identification and assessment of risks before work commences.

Prior to the start of any significant construction activity, a formal Hazard Identification and Risk Assessment (HIRA) must be conducted. This process involves breaking down the task into sequential steps, identifying the potential hazards associated with each step, evaluating the likelihood and severity of potential harm, and implementing specific control measures to mitigate those risks to an acceptable level.

For high-risk activities—such as working at heights, deep excavations, confined space entry, or complex lifting operations—a detailed, task-specific Method Statement and Job Safety Analysis (JSA) must be prepared, reviewed, and approved by the HSE team before a Permit to Work is issued.

4. Site Safety Rules and Procedures

Strict adherence to site safety rules is a condition of employment on any Aram Contracting project.

Personal Protective Equipment (PPE)

The use of mandatory minimum PPE is strictly enforced at all times within the construction boundaries. This includes an approved hard hat, high-visibility vest or clothing, safety footwear with steel toes and midsoles, and safety glasses. Task-specific PPE, such as fall protection harnesses, hearing protection, respiratory protection, or specialized gloves, must be utilized as dictated by the specific risk assessment for the task being performed.

Working at Heights

Falls from height represent one of the most significant risks in construction. Any work performed at a height where a person could fall and suffer injury requires adequate edge protection, such as guardrails or secure scaffolding. When collective protection is not feasible, personal fall arrest systems must be worn and properly anchored. Ladders must only be used for short-duration tasks and must be regularly inspected and secured.

Electrical Safety

All temporary electrical installations on site must be installed, maintained, and inspected by qualified electricians. All power tools and equipment must operate on reduced voltage (e.g., 110V) or be protected by Residual Current Devices (RCDs). Regular testing and tagging of all electrical equipment are mandatory to ensure safe operation.

5. Emergency Response Plan

Despite our best preventive efforts, Aram Contracting maintains comprehensive preparedness for potential emergencies.

Every project site must develop and maintain a site-specific Emergency Response Plan (ERP). This plan details the procedures for responding to various emergency scenarios, including medical emergencies, fires, structural collapses, or severe weather events. The ERP must clearly define evacuation routes, assembly points, the roles of designated fire wardens and first aiders, and the contact information for local emergency services. Regular emergency drills must be conducted to ensure that all personnel are familiar with the procedures.

6. Incident Reporting and Investigation

Accurate reporting and thorough investigation of incidents are vital for preventing recurrence.

All incidents, regardless of severity—including near misses, property damage, environmental spills, and personal injuries—must be reported immediately to the site supervisor and the HSE Officer. Following an incident, a formal investigation will be conducted to determine the root cause, rather than merely identifying the immediate cause or assigning blame. The findings of the investigation will be used to develop and implement corrective actions, and the lessons learned will be shared across the organization to improve our overall safety systems.