Health, Safety & Environment Management System

HSE Management Manual

HSE Requirements for Service Providers

SMC-HSE-ML-04

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1. PURPOSE

This manual has been developed to establish the mandatory health, safety, and environmental (HSE) requirements that govern all contractor and service provider activities within Saudi Motorsport Company (SMC) sites and projects.

Its primary purpose is to ensure safe systems of work, prevent incidents and occupational injuries, and safeguard people, assets, and the environment.

The manual outlines hazard identification, risk assessment, and control measures in compliance with Saudi regulations, Civil Defense requirements, and international safety standards. It defines contractor responsibilities for implementing a robust safety management system, including accident and incident reporting, permit-to-work compliance, emergency preparedness, use of personal protective equipment (PPE), and continuous monitoring of workplace safety performance.

Ultimately, this manual serves as a framework for achieving incident-free operations, promoting a proactive safety culture, and ensuring continual improvement in HSE performance. The contractor shall have a health and safety management system, comprising at least:

- HSE Policy.
- Defined management responsibility and accountability.
- Hazard identification and control.
- Employee involvement.
- Training and competence, including recruitment and induction.
- Subcontractor and visitor management.
- Accident management.
- Emergency procedures.
- Audit and review.

2. CONTRACTOR ACCEPTANCE FORM

This form must be completed and signed by each contractor and submitted to the HSE Department prior to the commencement of any work at the venue. The completed form shall be returned to the designated point of contact responsible for contracting services and subsequently forwarded to the HSE Department for inclusion in the site safety folder. Following the awarding of the contract, the signed acceptance form must also be submitted to the procurement department

I/we have read and understand the contents of this document (HSE Requirements for Service Providers), and undertake to brief our employees, including sub-contractors of the requirements and contents.	☐
I/we agree to comply with all current relevant legislation, promoter policies and industry best practice as relevant to the work being undertaken and the specific requirements.	☐
I/we understand that any contravention/breach of relevant Health & Safety Legislation or specific requirements of the safety file may lead to termination of the Contract and removal from the Approved Contractor List.	☐
I/we have a system to communicate the information contained within this document and the venue risk assessment. Staff shall complete a venue induction prior to arriving at the venue and a list of those staff shall be submitted to the HSE and security teams in advance.	☐
I/We agree to ensure that only operators with the correct PPE will be sent to the site at any time.	☐
I/We understand that the promoter operates warning system as outlined in this document and that if a staff member is requested to leave site for safety reasons, they will be replaced by the contractor at no detriment to client.	☐
I/We guarantee that no person shall be penalised for raising any safety risk or poor employment conditions.	☐
No person under 18 years of age employed by the Company will work at any SMC site	☐

This form must be signed by the health and safety representative for your company.

Name of Safety Manager / Representative	
Normal Role in company	
Mobile phone number	
Signature	
Date	

Contact details of your representative from your company who will be ON SITE and will be responsible for safety during your work activities

Name		Mobile Number	

3. INTRODUCTION:

"The Manual" sets out SMC's requirements for safety management during work on its properties. The contractor has primary responsibility for ensuring safety and achieving safe outcomes. SMC, as owner of the properties and the principal, also has responsibilities. "The Manual" allocates the responsibilities to each party.

SMC is committed to improving health and safety performance. This can be achieved only with the co-operation of its contractors. "The Manual" provides only essential information for the provision of health and safety management on SMC sites and references to further information. Where more information is required, advice is to be obtained from others with relevant expertise.

3.1 Manual control

This manual is a controlled and dynamic document that shall be maintained through a continuous process of feedback, monitoring, and review to ensure its ongoing effectiveness in managing health, safety, and environmental (HSE) requirements. All users of this manual are required to submit comments or recommendations to the designated SMC representative regarding any sections that may require amendment, revision, or improvement. Amendments to this manual shall be authorized exclusively by SMC. The manual remains the property of SMC and is issued for the sole purpose of ensuring that all activities undertaken on SMC properties are conducted in a safe, compliant, and controlled manner.

3.2 Limitations

The safety requirements set forth in this Manual are determined to be the most appropriate for the range of operational activities and work processes expected to take place on SMC properties. However, SMC cannot provide absolute assurance that these procedures will always guarantee a safe outcome. Contractors must therefore evaluate the applicability of these requirements and retain full responsibility for ensuring safe systems of work at all times.

There may be circumstances not specifically addressed by the requirements of this manual, or situations where the prescribed safe work requirements are not fully appropriate. In such cases, the contractor is required to develop a task-specific safety plan and review it with the designated SMC representative prior to commencing work.

Additionally, certain activities may involve specialist operations, such as working at heights or scaffolding, where the contractor is deemed a subject-matter specialist. These activities are not comprehensively covered within this manual, and in such cases, the contractor shall adhere to recognized best practices and relevant industry standards within their specialization. All other provisions of this HSE Manual remain mandatory and enforceable.

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3.3 Responsibilities:

- SMC is responsible for Issuing the following:
  - Safety & Wellbeing Policy.
  - HSE Requirements for Service Providers Manual.
- The Service Provider is responsible for:
  - Ensuring that all work is carried out safely.
  - Adhering to the requirements of this manual as a minimum when they, or a subcontractor, does work for SMC and while on a SMC site.
  - Identifying and managing all hazards associated with each job to ensure the safety of all staff and public.
  - Ensuring that all personnel who carry out work are competent for the work they are doing or are supervised to the extent required for safety.
  - Ensuring that all legislative requirements for the work are complied with.
  - Auditing compliance with the requirements of This manual as a minimum.
  - Submit HSE required documents before starting any activities.

"Note: Failure to submit the required documents and starting activities is considered a major-level violation and shall result in the application of fines and corrective actions as defined in Section 8.2.1(click here)"

4. SMC SAFETY POLICY

The Saudi MotorSport Company (SMC) vision is to develop, implement and maintain a safety culture within all SMC premises and considers the safety of its employees, visitors, and contractors as one of its basic responsibilities.

The fundamental aim is to provide a safe & healthy working environment for the prevention of work-related injury and ill health while fulfilling the requirements of the Health & Safety Management System ISO 45001:2018.

4.1 Commitment:

- SMC always committed to:
    - Fulfill all applicable legal and other requirements.
    - Eliminate hazards and reduce HSE risks.
    - Tackle or issues related to health, safety and environment within the SMC activities while meeting the expectations of all relevant interested parties.
    - Continual improvement of the Safety Management System (SMS).
    - Continual consultation, awareness and participation of employees and contractors regarding Health & safety related issues.

4.2 Expectations:

Saudi MotorSport Company will continuously improve its safety management system in order to create safe, healthy and attractive working environment to ensure that employees, contractor and visitors can perform their work efficiently and effectively.

4.3 Validations

Our Health, Safety & Environment Policy will be periodically reviewed by SMC's top management, to ensure its continuous applicability and alignment with SMC's vision and strategic objectives.

5. LEGISLATION & GUIDANCE

This document has been developed utilizing the extensive knowledge and experience held by members venue management team and the application of the relevant information from the following publications.

5.1 Saudi Building Code National Committee (SBC)

- SBC 201 (Architectural)
- SBC 301 (Structural – loading and forces)
- SBC 302 (Structural – testing and inspection)
- SBC 303 (Structural – soil and foundations)
- SBC 306 (Structural – steel structures)
- SBC 401 (Electrical requirements)
- SBC 501 (Mechanical)
- SBC 701 (Sanitary Requirements)
- SBC 801 (minimum standards of construction for buildings in order to ensure public safety)

5.2 Saudi Standards, Metrology & Quality Organization (SASO)

- SASO Technical Regulations Footwear-and-their-Accessories
- SASO Technical Regulations Machinery-Safety-Part1-Portable-and-Hand-oriented-Machines
- SASO Technical Regulations Machinery-Safety-Part2-Mobile-Machinery-and-Heavy-Duty-Equipment
- SASO Technical Regulations Machinery-Safety-Part3-Lifting-Equipment
- SASO Technical Regulations Personal Protective Equipment and Clothing

5.3 General Directorate of Civil Defense, Ministry of Interior (GDCD)

- GDCD 2
- GDCD 10
- GDCD 12
- GDCD 23

5.4 Ministry of Labor

- Occupational Safety Law- clause#8

6. INSURANCE

The Contractor shall be fully responsible for securing and providing evidence of valid liability insurance for their own undertakings and any sub-contractors they engage. The insurance must remain **valid** for the entire duration of the work implementation, explicitly cover the **location where** the contracted activities are being carried out, and provide coverage for both the Contractors workforce and any Third Parties (i.e., people or organizations other than their employees who may suffer loss or damage).

Minimum levels of Third-Party cover shall be required depending on the size and nature of the role undertaken by the Contractor, as shown in the following table but not limited to:

Type of organization	Example	Minimum Third Part cover
LOW RISK	Scenic, AV and technical providers, small tents	SAR 10 million
HIGH RISK	Constructions such as grandstands, provision of site electrical power or high risk activities	SAR 20 million

7. ONSITE AUDITS & VIOLATIONS

The Saudi Motorsport Company Safety Team and their contract will carry out regular onsite safety audits and performance monitoring, which will include recommendations for the contractor and/or notify the contractor of any safety deviations and violations observed. It is the contractor's responsibility to respond and rectify any findings as soon as is reasonably possible.

7.1 HSE Violations & Sanctions

A violation offence can be committed by a worker of any contractor/sub-contractor and/or by the contractor/sub-contractor itself.

If a HSE violation is observed, a Violation Report will be issued, upon every occurrence, and shared to the contractor HSE Representative as well as to the contractor's relevant Saudi motorsport company Business Owner.

7.2 Violations will fall into one of the following classifications:

Classification	Description
Minor	If the incident has a minor impact on the safety and health of personnel, the organization's services, or the work environment, examples may include, but are not limited to: speeding or other on-site traffic violations, improper use of personal protective equipment (PPE), unsafe acts, poor housekeeping, or failure to provide required safety documentation, etc.
Significant	If it has a significant impact on the safety and health of people, the services provided by the organization, its assets, or the work environment examples may include, but are not limited to: Use of staff without appropriate documents, unsafe equipment/machinery, misuse of accreditation or other security offence, failure to follow site safety rules , etc.
Major	If it has a major impact on the safety and health of people, the services provided by the organization, its assets, or the work environment examples may include, but are not limited to: Severe accident or near miss with potential for multiple injury, damaging the assets, etc.

7.2.1 Each violation carries the following graded scale of sanction:

Classifications	First Instance	Second Instance	Third Instance	Continued Occurrence
Minor	1000 SAR Fine	2500 SAR Fine	5,000 SAR fine	10,000 SAR fine
Significant	10,000 SAR fine	15,000 SAR fine	Stop Works Order issued & HSE Violation Meeting 15,000 SAR fine	20,000 SAR fine
Major	Stop Works Order issued & HSE Violation Meeting Written Notice & 25,000 SAR fine	Stop Works Order issued & HSE Violation Meeting 100,000 SAR fine	Stop Works Order issued & HSE Violation Meeting 150,000 SAR fine	Review of Onsite Activities 300,000 SAR fine

All instances are referenced per offence, some scenarios may carry multiple offences and will be issued a Violation Report per offence. Saudi motorsport company HSE Team will maintain a log of all offences, this will be available upon request.

Each Major Violation offence will be accompanied with a HSE Violation Meeting, this meeting will have a representative from SMC Procurement & Legal Department, the Business Owner, Project Manager and HSE Representative from the contractor in question, Representative from SMC Safety Team, plus any other stakeholders as appropriate.

SMC will not penalize contractors for petty infringements, nor do they seeking to generate revenue from violations. The violation system is simply a way to help enforce a safe working environment for all persons onsite.

8. PERMIT TO WORK SYSTEM

Work permit, as defined in **SMC-HSE-ML-02**, is an official document that provides a detailed description of the work to be performed, identifies associated hazards, specifies required precautions, and indicates the necessary authorizations along with any other relevant elements. It serves as a written authorization to perform a specific task at a designated location and within a defined timeframe.

It is essential to note that a work permit alone does not eliminate the risk of incidents. Its primary purpose is to clearly communicate the identified hazards and corresponding risk control measures that personnel must understand and follow before commencing work. In this context, a work permit is a key tool for ensuring the effective communication of critical safety information

9. HSE REQUIRED DOCUMENTS

The contractor must submit the required documents before starting work on SMC site or facilities.

9.1 Risk Assessments

The contractor shall ensure that a competent person conducts a comprehensive risk assessment for every task, duty, activity, and workplace under their control. All significant findings must be documented using the risk assessment template as outlined in **SMC-HSE-ML-03**, including any existing control measures and any additional controls deemed necessary. The completed assessment shall be submitted to the venue HSE team prior to the commencement of the event.

The outcomes of the risk assessment must be communicated to all personnel who may be affected. All personnel are required to comply with the identified controls, ensuring both their own safety and the safety of others who may be impacted by their actions or omissions

Risk assessments will be reviewed periodically or if there is:

- A change in legislation
- A change in control measures
- Any significant change in the work/task/activity/process carried out
- Any other reason to suspect that the original assessment is no longer valid

All Contractors, Traders, performers, Displays, stall holders and others who in connection with a work activity are introducing risks to the Event must complete and supply to the event organizer a written Risk Assessment for all reasonably foreseeable significant risks. All documentation must be reviewed by a competent person and once they are satisfied that it is suitable and sufficient, a letter of assurance is to be completed and issued to the venue.

The venue reserves the right at any time to request verification of any part of the submitted documentation in the interests of venue safety.

Where a contractor does not have any tangible competency to complete a risk assessment, the contractor shall agree the control measures implemented in the venue general risk assessment and sign that document to evidence their agreement. Specific task hazards and risks must be discussed with HSE for addition to the venue risk assessment in these cases

The promoter shall, in the interest of collaboration, share safety information with the contractors about hazards and risks on site, this includes but is not limited to the venue general risk assessment.

9.2 Method Statements Scope of work

All Contractors, Traders, performers, Displays, stall holders and others who in connection with a work activity are performing “at risk activities” such as construction or fabrication works or any activities will be affecting the HSE system must provide the HSE team with suitable documentary evidence of **how the entirety of the job will be undertaken.**

All activities shall be accompanied by a clear statement detailing the process for completion of the work throughout the activity lifecycle. Failure to submit a suitable and relevant method statement may delay a contractor in receiving their accreditation and being able to commence work at the venue. Saudi Motorsport Company shall not accept responsibility for delays caused by a failure to comply to this requirement and any costs incurred shall be carried solely by the contractor.

The HSE team reserve the right at any time to request verification of any part of the submitted documentation in the interests of venue safety.

9.3 Insurance

Ensure to provide the required information as specified in Clause #6 (Click here) and follow the related instructions accordingly

9.4 Weekly Health & Safety Statistic Report

Please submit the following HSE Statistic Information form to Safety@saudimotorsport.com with safety data from the past week:

S.N	Items	Comments
1	Contractor's Name	
2	Project Start Date	
3	Coverage Period (week commencing)	
4	Report completed on:	
5	Report completed by:	
6	No. of Days worked this week	
7	No. of Manpower onsite (including staff, labors & subcontractors)	
8	No. of Man-Hours	
8.1	Safe Man-Hour Worked	
8.2	Project to Date	
8.3	No of LTI	
8.4	No. of First Aid Case	
8.5	No. of Medical Cases referred to Hospital	
8.6	No. of Near Misses	
8.7	No. of Accidents or Incidents	
8.8	No. of Toolbox Talk Conducted	
8.9	No. of Safety Induction Conducted	
8.10	No. of Training Sessions hosted	

10. HSE MANAGEMENT SYSTEM

10.1 Purpose

To specify the safety requirements which contractors must comply with when working in SMC premises.

10.2 Requirements

SMC engages contractors to undertake certain work at its worksites. All contractors must have systems in place to effectively manage the health and safety of their staff whilst on site. SMC does not have staff who directly manage work.

10.3 Site Safety Briefing and Site Rules

Before entering the site, all workers, visitors and deliveries must undergo a safety briefing. A log will be made of their presence on site. Accreditation will be issued only once the briefing is completed.

SMC will provide content for a general site safety induction; the Contractor Safety Rep must provide additional briefings for their own personnel and sub-contractors.

10.4 Training and Competence

Contractors, subcontractors and their employees shall carry out only that work and use equipment for which they are competent.

If an employee is not competent, they shall be adequately supervised by someone who is competent.

Employees shall specifically be competent in the following:

- the application, inspection before use and use of, personal protective equipment which they use
- the safe working practices required for them to carry out their job
- hazard identification and management.

The contractor shall determine the competence of all employees and subcontractors. The assessment of competence shall be documented.

Periodic training shall be carried out to ensure employees remain competent in safe working practices, use of tools, equipment, and PPE.

10.5 Subcontractors

Contractors that employ subcontractors are **responsible** and hold the **sole accountability** for the subcontractors' safety on SMC sites. Contractors have a responsibility to ensure their sub-contractors are providing correct documentation. The contractor is also responsible for oversight of subcontractor's onsite operations with regard to safety and ensuring safe work practices are carried out.

The Contractor must co-operate with SMC in achieving a safe workplace.

10.6 Safety Representative

The Contractor shall appoint a competent and senior individual to serve as the safety representative for the company and reporting directly to SMC Safety manager. Depending on the scale, scope, and complexity of the work, this individual shall be qualified and competent

The appointed Safety Representative shall serve as the primary point of contact and liaison with the SMC Safety Team. The Contractor's Safety Representative shall maintain overall supervision of all safety-related activities and the main core functions shall include the following:

- **Hazard Identification:**

  Identify all hazards arising from the Contractor's activities.

- **Hazard Control:**

  Ensure that identified hazards are assessed and effectively controlled in accordance with SMC HSE requirements.

- **Documentation Compliance:**

  Provide all required HSE documentation, including risk assessments, method statements, and permits.

- **Training & Competency:**

  Ensure that all personnel are adequately trained and competent for the tasks they perform, including possession of valid licenses or permits for machinery operation.

- **Worker Welfare:**

  Ensure that all personnel are treated fairly and in compliance with Saudi Labor Law and with the venue layout.

- **Environmental Protection:**

  Ensure that all activities are conducted without causing environmental harm or threats.

In the event that a sub-contractor fails to meet acceptable standards for safety performance or worker welfare, Saudi Motorsport Company (SMC) reserves the right to require corrective actions or suspend works until compliance is achieved.

In addition to the appointed Safety Representative, contractors shall provide additional Safety Officers to support the workforce in accordance with Kingdom of Saudi Arabia regulations, with a minimum ratio of **1 Safety Officer per 50 employees**

10.6.1 Safety Representative Roles, Responsibility and Qualifications:

Purpose
Maintaining independence in execution and reporting directly to the SMC HSE Manager, contributing to the implementation and leadership of HSE assigned activities plans to enhance the effectiveness and efficiency of occupational health and safety within the assigned activities, in alignment with SMC HSE safety requirements and ISO 45001 management system requirements, while ensuring continuous improvement.

Accountabilities for assigned activities

1. **Availability and presence:** Ensuring full-time availability and on-site presence during any assigned activities, maintaining continuous coverage of all assigned operations and safety requirements.
   "Any absence or failure to respond during active operations shall be considered a major-level violation and shall trigger the implementation of corrective actions as outlined in Section 7.2 (Click here)"
2. **Risk assessment and Management:** Identifying, analyzing, and evaluating potential risks in assigned activities environments, implementing control measures to mitigate risks, and minimizing incidents or injuries prior to and during the activities.
3. **Training and awareness:** Organizing and supervising HSE training and awareness programs for all contractor staff, and volunteers engaged in events to ensure they understand their roles and responsibilities.
4. **Ensuring compliance during the activity:** Monitoring and verifying compliance with Saudi legal requirements, ISO 45001 standards, and SMC internal HSE procedures through regular inspections and audits at event sites.
5. **Contractor monitoring and control:** Supervising and controlling the activities contractors to ensure they are complying with SMC HSE requirements, safe work practices, and contractual obligations.
6. **Incident investigation:** Investigating any incidents occurring during the assigned activities, analyzing root causes, and implementing corrective and preventive measures to avoid recurrence.
7. **HSE performance reporting:** Collecting and analyzing HSE data during the assigned activities, preparing management reports with recommendations for improvement, and sharing lessons learned.
8. **Emergency preparedness:** responsible and representative for emergency response procedures, conducting drills, controlling the site activity, and first aid awareness sessions to ensure readiness.
9. **Continuous improvement:** enhance HSE processes for assigned activities and ensure alignment with SMC HSE and ISO 45001:2018 requirements.
10. **Internal compliance:** Ensuring all assigned activities operations comply with SMC internal HSE policies and ISO 45001 management system guidelines.
11. **HSE documentation:** Maintaining accurate HSE records for all assigned activities, including risk assessments, training records, incident logs, audit reports, and contractor compliance records.

Qualifications		
Details	**Minimum requirement**	**Recommended requirements**
Academic Qualifications and Experience	• Bachelor's degree or higher • 4+ years of experience	
Language Skills	Proficient in Arabic & English	
Professional certifications	• Prior knowledge of HSE regulations, rules, and practices. • Certified First Aid qualification. • Certified practitioner in Occupational Health & Safety program by the Ministry of Human Resources and Social Development. • Prior knowledge of HSE management system according to ISO 45001:2018.	• **Legal and regulatory knowledge**: Understanding laws and regulations related to public facilities, contracts, and compliance, with knowledge of relevant local and international standards and regulations. • **Certified Occupational Health and Safety Professional (COHSP):** Certification from the International Organization for Occupational Health and Safety (IOHSO) • **Professional Occupational Safety and Health (POSH):** Certification from the American Institute of Occupational Safety and Health (AIOSH)
Technical (Specialized) Competencies	• Performance Management • Risk Management • Supplier Relationship Management • Negotiation Strategies • Health, Safety, and Environment (HSE) audit and inspection Implementation	

10.7 Accident and Incident Reporting

Contractors are required to report in writing to SMC all accidents and incidents, including near hits, that occur on SMC worksites. Each incident must be investigated to determine whether it was caused as a result of a significant hazard. All reports submitted must include the results of the investigation.

11. Responsibilities:

SMC will arrange regular scheduled meetings with the contractor, and all Health and Safety issues will be discussed and documented on the Meeting Checklist.

- The Contractor shall be responsible for the following in relation to all work performed, either directly or through subcontractors, while operating on SMC premises:
    - All accidents and incidents, including near hits, shall be officially reported using the **SMC-HSE-FO-01** Incident Form
    - Conducting investigations to determine whether incidents resulted from significant hazards and identifying corrective actions to prevent recurrence.
    - Notifying and controlling identified significant hazards in accordance with the requirements of the Contractor Hazard Management Procedure or an approved equivalent.
    - Notifying the appropriate regulatory authorities, where required, and informing SMC of all accidents resulting in serious harm and/or asset damage on SMC premises.
    - Fully investigating all instances of serious harm, submitting a written report to SMC, and implementing appropriate remedial actions.

- If a contractor or subcontractor has an accident that results in serious harm (refer Definitions) to an employee whilst on a SMC worksite, then the contractor must:
    - Render assistance to the injured person
    - Secure the scene of the accident as far as practicable without endangering any person, interfering with public access to an essential service or causing serious damage or serious loss of property
    - Immediately notify SMC Security/HSE team if the accident is fatal
    - Notify the SMC Health and Safety in the area by telephone as soon as possible
    - Notify the Safety & Wellbeing Advisor and appropriate SMC representative, as soon as possible
    - Provide a written report to SMC HSE Team on the prescribed form within 24 hours
    - Carry out a full investigation and provide a written report to SMC Safety & Wellbeing Advisor within 3 days of the accident.

12. Corrective Actions:

SMC requires that contractors report hazards or hazardous conditions to the appropriate SMC representative that require specific action and/or SMC resources.

The contractor should rectify the open observation based on the severity of the observation and align with the duration responding time that been mentioned in **SMC-HSE-ML-03**

12.1 Staff Welfare

It is the responsibility of every contractor to provide suitable and sufficient welfare facilities for all staff working at SMC site. Adequate welfare facilities include the following.

- Sufficient water for all staff stored in coolers.
- Shaded areas for rest.
- Dedicated break times.
- Shifts work to not exceed 12hrs per day.

12.2 Personal Protective Equipment (PPE)

- The contractor shall provide all PPE required by its employees and subcontractors.
- All PPE shall be appropriate for the hazard which it is protecting against and shall be inspected before use.
- Whenever PPE is required, it shall be used.
- All personnel using PPE shall be trained in its selection, inspection and use.

12.3 Emergency Response

- Evacuation Procedure:
  - Service providers must familiarize all personnel with evacuation routes and assembly points.
  - Follow the instructions issued by the HSE Team and the Emergency Coordinator, as well as the procedures outlined for anticipated emergencies in document **SMC-HSE-ML-01**

- Emergency Response Guideline:
  - Service providers must stop work immediately and secure the area, if safe to do so.
  - Provide assistance to injured personnel within the scope of your training.
  - Use appropriate emergency equipment (fire extinguishers, spill kits, first aid kits) only if trained and it is safe to intervene.
  - Do not attempt to manage the emergency alone; coordinate with HSE personnel and local emergency responders.
- Post-Emergency Actions:
  - Cooperate fully with HSE investigations and provide all necessary information.
  - Participate in debriefing sessions to review response effectiveness and identify improvements.
  - Ensure any damage or hazards are reported and controlled before resuming work.
- Compliance:
  - All service providers must comply with the applicable Saudi Arabian safety regulations, the SMC HSE standards referenced in this manual, and internationally recognized emergency management best practices
  - Non-compliance may result in suspension or termination of on-site activities.

13. SPECIFIC CONSTRUCTION ACTIVITIES

Permission to build any structure will not be given or used until the SMC HSE Department has received copies of the following:

- Written confirmation from 3rd party that the structure meets the minimum safety standards as prescribed in this document
- Detailed & scaled structural drawings (including staircases, plan views and elevations)
- Calculations for the structure (Wind Calculation, etc.)
- Risk Assessment.
- Method Statement

All of the above should include the contractor's name and/or number of the structure. Documents should be sent together. All construction activities on site shall be monitored by the safety officers. Areas under construction must be adequately segregated to ensure that no unauthorized persons enter the area and be exposed to construction hazards.

Safety signs should be installed around the construction areas for workers and others in that area to understand the types of hazards in the workplace, the level of risk the hazard presents, and what precautions to take. Additional permits must be requested and followed the guidelines the instructions in **SMC-HSE-ML-02**.

14. SAFETY TOPICS

This section contains rules and precautions for specific safety topics and hazards. Some of the topics listed herein may not relate to your specific job and the associated safety hazards. The minimum safety rules are provided to assist SMC personnel and contractors perform their day-to-day work activities safely.

14.1 Fire Safety:

All construction materials, including décor, soft goods, fabrics, furniture and so on must comply with Saudi Building Code 801 (Fire Protection Code) regarding flammability.

No highly flammable liquids, explosives or oxidizing materials may be brought onto site without specific written permission from SMC Rep

Any construction in which people are accommodated must meet the requirements for fire safety and protection set out in SBC 801.

During construction and dismantling, the Contractor shall be responsible for fire safety awareness and procedures in their work area:

- No hot work is allowed without a written Permit, follow the instructions in clause number 9 (click here)
- Smoking is not permitted within any structure or near flammable materials.
- No cooking is allowed or sleeping accommodation on site.
- All waste materials shall be cleared at the end of each shift and placed in skip or trash bin.
- Exit routes shall be kept clear and free of any obstacles at all times to ensure safe egress in case of emergency.
- Fire extinguishers should be readily available, clearly marked, and easily accessible at all times.
- Fire extinguishers shall be of the correct type and capacity, appropriate to the specific work activities and potential hazards present in the area

14.2 Crane or mechanized lifting:

Lift Plans are required for all crane operations, detailing the crane size, type, and position; load weights (not exceeding 75% of the critical load); slew radius; potential obstructions; ground loadings; and spreader requirements. The Contractor must conduct an assessment of access routes.

All crane operations shall be carried out by a competent and licensed crane operator, in accordance with applicable regulatory requirements. Special attention shall be given to crane stability and the provision of suitable ground protection during both lifting operations and crane relocation.

The responsibility of the Contractor Safety Representative to ensure that all lifting equipment and mechanical plant on site are in safe working conditions, supported by valid certification, and subject to regular testing and inspection.

14.3 Traffic Safety

All personnel operating vehicles within SMC premises, or while engaged in company business, shall adhere strictly to all applicable traffic laws, regulatory requirements, and road signage. This obligation includes, but is not limited to, compliance with posted speed limits, traffic control signals, stop signs, and pedestrian right-of-way provisions. Such compliance is considered a mandatory safety requirement to prevent incidents, safeguard personnel, and ensure the safe operation of vehicles. For further details, refer to Compliance with Traffic Laws and Regulations (click here for details)

14.4 Safe Driving Practices

All personnel shall comply with posted speed limits at all times, reducing speed in congested areas, parking zones, and locations with pedestrian activity, and shall follow all site-specific traffic instructions to ensure safe vehicle operation.

14.5 Mobile Devices:

Use of mobile devices while driving is strictly prohibited. Drivers must not engage in texting, talking on the phone, or any other activities that may cause distractions.

14.6 Machinery Operators

The Contractor Safety Rep shall ensure a record is kept of operators' certificates and permits to use mechanical equipment. No person shall operate a machine unless they have an appropriate permit and record of training.

All equipment used onsite shall be maintained and have an appropriate valid inspection certificate. All machinery must be inspected by the Contractor HSE Rep.

14.7 Working at Heights

Falls from height are a significant problem in Saudi Arabia resulting in serious injury or even death. All work at height should be subject to detailed risk planning and assessments. Any work Activity above 2m considered as work at height activity.

In the event of installing equipment above 2m and there is no option other than to work at height; then a suitable and sufficient system, so far as reasonably practicable, to prevent falls that may lead to injury needs to be in place. This may include, for example, the use of MWEP, fixed restraint or fall arrest systems or other suitable means of preventing falls; or, for example, netting systems to minimize consequence if a fall occurs.

Clipping onto an incomplete structure as a means of fall prevention may not provide an adequate means of fall protection. ***Free climbing on any structure is prohibited*** at all times, and erection must proceed on the basis that access is achieved through the use of temporary boarding that has a minimum width of 0.5m with ladder access, and the installation of handrails as soon as is reasonably practicable.

As part of the risk planning / assessment consideration must be given to:

- Edge protection, guards or railings
- Scaffolding erected by a licensed, competent company complying with OSH publications for scaffolding and have the appropriate certification
- An elevated work platform to be operated by a person with suitable qualifications
- An industrial fall arrest system and device and anchorage that complies to SASO-EN 353-2 Safety belts and harnesses.
- Suitable training and supervision.
- Only ladders designed in accordance with Saudi Arabia standards SASO-EN 457-8 Fixed platforms, walkways, stairways and ladders should be used in our venues.
- All rigging and suspended load work must be subject to a detailed risk plan/assessment approved by SMC Safety Department.

The Contractor Safety Rep must ensure that a safe way of carrying out at work at height is used, and that the correct equipment is used to provide access and follow the instructions in **SMC-HSE-ML-02**

14.8 Hazardous Substances

Any hazardous substance shall be accompanied by its Material Safety Data Sheet (MSDS) which shall be readily available at all times that the substance is on the worksite.

Any PPE required shall be provided by the contractor. The contractor shall ensure that any PPE required for a hazardous substance is used by all personnel using the substance.

No illegal hazardous substances are permitted on SMC worksites.

14.9 Plant and Machinery

All plants and machinery must only access sites via the designated access gates. On arrival with any vehicle with lifting equipment the driver should ensure that they have a copy of:

Inspection document for the vehicle (6 months Max.)

Inspection documents for any lifting accessories (6 months Max.)

Valid driving license

An operator for any lifting equipment must be in possession of a third-party proof of competence card, specific to the type of machine being operated.

All machinery must be inspected prior to gaining access in order to ensure that the vehicle is in good working order and fit for purpose by safety Rep

Any vehicles found with faults or lack of documentation will not be allowed on to the venue. The venue does not take responsibility for the replacement of machines or operators.

Vehicles shall not be overloaded, and the load is to be evenly distributed, secured and should not be projected beyond the sides and rear of the vehicle.

Where a long load has to project over the rear of a vehicle, that load shall be marked in a manner clearly identifiable to following vehicles and pedestrians.

Where the vehicle is being loaded by mechanical means the driver shall leave the vehicle and take up a safe position unless he is in a protected cab.

During unloading ropes and other load fixing devices shall be removed with care to ensure that the load does not slip and cause injury to personnel or damage to the load.

14.10 Gas Safety

All personnel handling LPG shall comply with applicable statutory requirements and adhere to the following best practices:

14.10.1 Storage of Disconnected Cylinders:

Cylinders not connected to an installation shall be stored in a safe, well-ventilated location, preferably outdoors, away from occupied structures, property boundaries, sources of heat, and ignition. Cylinders must be secured in an upright position to prevent toppling

14.10.2 LPG Cylinders Connected to Installation:

- Cylinders in use shall be located in well-ventilated areas, preferably external to buildings or structures.
- Cylinders must remain upright on firm, level hard standing, and be adequately secured against toppling.
- Cylinders should be protected from unauthorized interference to the extent reasonably practicable.
- Cylinder changes inside structures are strictly prohibited while the event is open to the public. The use of transfer valves is permitted.
- Storage areas or cages shall display clear signage stating “EXTREMELY FLAMMABLE LPG. NO SMOKING. NO NAKED LIGHTS.” Pictorial warning graphics may be used as an alternative.
- Flammable materials such as rubbish, cardboard, or other combustibles shall not be stored adjacent to LPG cylinders. Consideration should be given to providing physical barriers to protect the area around cylinders.
- Cylinders must remain accessible to authorized personnel and emergency services at all times.

14.10.3 Connection and Hose Requirements:

- Flexible hoses connecting appliances or manifolds to cylinders must comply with relevant KSA regulations (SBC801 & SASO Technical Regulation Guide for Gas Appliances and their Accessories) and shall not exceed 2 meters in length.
- Hose connections shall be factory-made or secured using crimp-type clips. Jubilee clips are permitted only for systems operating under 35 mb pressure. Hoses without proper securing are considered unsafe.
- Hoses must be regularly inspected for wear, abrasion, or cracking, and replaced as necessary. Hoses conforming to SBC801 shall be replaced every two years from the date of installation.
- Hoses shall be installed to avoid damage, excessive heat, or routing under temporary flooring.

14.10.4 Fire Safety Measures

- A minimum of one 5 kg Dry Powder or other suitable fire extinguisher shall be available for every two gas cylinders.
- For outdoor cylinder installations, fire extinguishers should be positioned near both the appliance and the cylinders.
- Fire extinguishers shall be located in conspicuous, easily accessible locations.
- Catering outlets must ensure adequate fire protection for all connected appliances. For hot food preparation, the recommended minimum is:
    - 1 x CO2 extinguisher.
    - 1 x Wet Chemical extinguisher for oil and fat fires.
    - 1 x Fire Blanket for deep fat and oil fires.

14.11 Generators

Our mean reference for this part is SBC801 (Saudi Fire Protection code) and SBC401 (Electrical requirements)

- **Generator Installation Requirements**
    - Submit an updated generator layout plan indicating the exact location of each unit.
    - Notify the SMC HSE Department before any installation, as formal approval is required.
    - Ensure that the supplier's maintenance team is available on site 24/7.
    - Display emergency and maintenance contact numbers clearly on each generator.
    - Provide a detailed action plan and contingency procedures for potential emergencies.
    - Supply maintenance reports and schedules for all generators.

- **Mandatory Generator Equipment:**

Contractors shall ensure that all generators are installed with:

- Fire extinguishers are appropriate for generator size.
- Spill containment kits.
- Proper grounding/earthing in compliance with SBC401.

- **Requirements During Generator Delivery and Connection**
  - Pre-Delivery Inspection: Verify that all generators arrive with valid certifications and comply with local safety standards.
  - Lifting and Handling: Adhere to approved lifting procedures using certified lifting equipment and trained personnel.
  - Site Positioning: Place generators on stable, level ground with adequate barricading and signage to prevent unauthorized access.
- **Fire Safety:** Implement proper fuel storage, spill containment, and fire protection. Fire extinguisher requirements:
  - Generators up to 50 kW: 6 kg ABC Dry Chemical extinguisher.
  - Generators 50–250 kW: 9 kg ABC Dry Chemical extinguisher.
  - Generators above 250 kW: Two 9 kg ABC Dry Chemical extinguishers or one 12 kg wheeled unit.

****Note**: Fire extinguishers must be accessible and positioned near the generator at a safe distance to avoid exposure to flames.

- **Electrical Safety:** Ensure proper grounding, cable management, and adherence to lockout/tagout (LOTO) procedures before any work is performed.
- **Distance Clearance:** Maintain clearance between generators and flammable materials, structures, and work/public areas according to manufacturer specifications. Recommended best practices:
  - Flammable materials & enclosed structures: minimum 1.5 to 3 m.
  - Buildings with wall openings: minimum 3 m.
  - Work areas & public spaces: minimum 5 m.

14.12 Special Risks

Where additional risks are identified, for example in relation to this whole event, the safety arrangements for these shall be detailed in a specific risk assessment.

14.13 Fog making machines

Where “heated fogs” are used (the preferred type), the organizer will ensure that its contractors always consult the manufacturer’s instructions to ensure that the correct fog fluid is used in the equipment, to ensure it does not overheat, leave residues or cause a fire hazard.

SMC HSE Department must be notified in advance of any intention to use fog machines in order to properly assess the impact (if any) on the central fire alert system on site.

14.14 Strobe Lights

Ensure that flicker rates will operate from 0-10Hz and < 20Hz (below this level only 5% of the flicker-sensitive population will be at risk of a medical impairment risk). Note: this flicker rate only applies to the overall output of any group of lights in direct view, but where more than one strobe light is used, the flashes should be synchronized.

To reduce risk further, lights will be mounted as high above head height as practicable, and where possible, the lights should be bounced off walls and ceilings to reduce glare. They will not be used in corridors or stair areas.

14.15 Lasers

JCC will ensure through due diligence and duty of care that all contractors and staff are familiar with the risks that may arise from laser devices.

Documents required for the safe use of lasers at JCC include:

- Risk Assessment
- Operational Plan
- Emergency Plan
- CAD Drawing
- Technical Specification of lasers

Audience scanning is not permitted without special consideration and approval from SMC Events and HSE team. Where lasers are to be used outdoors, authorization must be sought and certified by the KSA General Civil Aviation Authority.

14.16 High-power (scenic) projectors (HPP)

Contractors must ensure any operators of high-power projectors are competent in the special handling procedures for xenon and HMI lamps – both during the Event set up, the Event and during the breakdown period.

Contractors in collaboration with JCC HSE team will ensure that projection towers confirm to safe working conditions and carefully check the weight and dimensions of the chosen projection system. Not only to house the projector, but also to allow sufficient working space around the system.

- Theatrical pyrotechnics

When using theatrical pyrotechnics and flame effects the following must be observed at all times in preparation for the event:

  - Contractors must submit a scaled CAD drawing of all locations
  - Risk Assessment
  - Operational plan to include emergency procedures
  - Fire risk assessment must be carried out by the contractor
  - Check with Civil Defense if the effects need to be licensed

The firer of any effects has the final say as to when an effect can be fired. That person has sole executive authority and cannot be influenced by any other person at the event. A firer must always have full line of sight of any effects when firing, if this is compromised due to set layout, he may also use a spotter to assist.

Firers must always have a radio that links them to the event manager/stage manager as appropriate.

14.17 Wind Management

Decisions regarding the safe running of an event need to be taken well in advance of reaching the operational wind loading capacities of the stage itself, specifically the fact that other structures may have much lower tolerances. The wind reference chart below will help to clarify the relationship between various wind measurements, and it must be noted that, 12 meters per second, is strong wind and site conditions may start to become hazardous at this speed. The event organizer's wind management plan must therefore be adjusted to include this date.

Structures above 4m in height must have a means to monitor the wind at the location of the built structure. An anemometer must be installed as soon as is reasonably practicable and must be constantly monitored when conditions are likely to cause a hazard.

All contractors building any structures outdoors must submit wind load calculations and a wind management plan for that structure through the event organizer to the venue.

- Wind Reference Chart:

Beaufort Scale & Description		Average Speed at 10 meters above ground.		
0	Calm	Under 1 Knot	Less than 1 Mph	
1-3	Light Breeze	1 to 10 Knots	0.7 to 12.2 Mph	0.3 to 5.4 m/s
4	Moderate Breeze	11 to 15 Knots	12.3 to 17.8 Mph	5.5 to 7.9 m/s
5	Fresh Breeze	16 to 21 Knots	17.9 to 24.0 Mph	8.0 to 10.7 m/s
6	Strong Wind	22 to 27 Knots	24.1 to 31.0 Mph	10.8 to 13.8 m/s
7	Nr Gale Force	28 to 33 Knots	31.1 to 38.3 Mph	13.9 to 17.1 m/s
8	Gale Force	34 to 40 Knots	38.4 to 46.4 Mph	17.2 to 20.7 m/s
9	Strong Gale Force	41 to 47 Knots	46.6 to 54.7 Mph	20.8 to 24.4 m/s
10	Storm Force	48 to 55 Knots	54.8 to 63.6 Mph	24.5 to 28.4 m/s

Careful consideration must be given to wind management throughout all phases. At the planning stage, Phase A, advice should be given to the Event Organizer by Jeddah Corniche Circuit regarding site layout, considering site orientation in relation to topographical location.

Jeddah Corniche Circuit policy regarding temporary structures is that they should be designed to withstand a wind-loading factor of 22 meters per second (approximately 79kmh). Structures may be designed for lower wind speeds when fully sheeted, provided that this is made clear to the event organizers and their site management.

Inflatable structures must be managed on an individual basis and where the manufacturer's instructions state that it should not be used at given level of wind speed, this must be communicated to those delivering the event.

The following procedures take into account all of the event production elements rather than just the structure itself.

During Phase B & C, the construction of scaffold towers, high truss or elevated platforms, use of access equipment or roof climbing must cease if gusting increased above 12 meters per second (43KMH). (Based on industry standards, access equipment manufacturers recommended maximum operational wind speed)

- Wind Management Chart:

m/s	Monitoring Interval	Action Level	Action
Below 5	8 hourly	0	Regular Weather Forecast Review.
5.5 – 9	Hourly	0	Regular on-Site Assessment
9 – 11	30 mins	1	Prepare to halt erection operations until safe working conditions have resumed. (No crane / boom lift work) Any temporary and lightweight equipment such as parasols and flags shall be dropped or packed away
11.1 - 18	15 mins	2	Stop any work at height, except emergency only which must be individually assessed for critical nature of op
18 and over	Constant	3	Show Stop procedure to be implemented. No work permitted, seek safe location to wait

At Action Level 1. When monitoring registers a wind speed gust in excess of first identified speed, in conjunction with an increasing general trend of recorded high wind speeds, then all staff involved with the installation/erection of the structure(s) should be put on alert that action may be required to delay the erection process until safe working conditions have returned. This process should be adopted into the overall site wind management plan.

At Action Level 2 It is recommended as safe practice for a site safety meeting to be convened to assess the overall site conditions when wind speeds are at or near second identified speed) in conjunction with an increasing general trend of recorded high wind speeds. (*This can be varied subject to onsite risk assessment.*) This should be adopted into the overall event safety plan and preparations should be made regarding show stop procedure and full or partial evacuation of the site should wind speeds increase making site conditions unsafe.

At Action level 3, when monitoring registers a gust wind of over third identified level in conjunction with an increasing general trend of high recorded wind speeds, and determined by risk assessment, then show stop should be implemented, any stages evacuated and a safe perimeter imposed around the structure(s). The structure must immediately become a hardhat area for essential personnel only. A safety meeting will identify subsequent action such as the lowering of production.

14.18 Heat Stress

The Ministry of Human Resources and Social Development has scheduled a ban on all private-sector employees working under direct sunlight from June 15 to September 15, or as may be directed following any official announcement regarding heat exposure safety instructions issued by the Ministry:

14.18.1 Heat-Related Illnesses

- Heat Cramps: An early warning sign of heat exhaustion. Treatment includes ceasing all activity, resting in a cool, shaded area, loosening clothing, and drinking water. If symptoms persist, seek medical attention.
- Heat Exhaustion: Symptoms may include weakness, dizziness, excessive sweating, rapid pulse, and pale or flushed skin. Treatment involves moving the affected person to a cool area, contacting medical assistance, loosening clothing, applying cool compresses or a cool shower, and consuming water or electrolyte-containing drinks.
- Heat Stroke: Symptoms may include absence of sweating, elevated body temperature, chills, strong and rapid pulse, confusion, weakness, nausea, and loss of consciousness. This condition shall be treated as a medical emergency. Immediate actions include calling for a medical professional, relocating the victim to a cool, shaded area, cooling the body with water, and positioning the victim flat with feet elevated.

Any employee/ Service provider exhibiting symptoms of a heat-related illness shall be permitted to fully recover in an appropriate recovery area before resuming work. Victims of heat exhaustion or heat stroke must be promptly evacuated to the nearest medical facility for treatment

14.18.2 Site Management/Supervisors:

- When the potential for heat-related illness exists, monitor environmental conditions (i.e., air temperature, humidity) and communicate the current heat stress danger category (see Table 3) and necessary control measures to personnel.
- Develop a work plan to avoid heat-related illness during periods of high heat stress potential. This plan may include:
  - Scheduling work during the cooler times of the day and work/rest rotations.
  - Providing measures (e.g., shading and ventilation) when work in direct sunlight is required.
  - Monitoring employees for symptoms of heat related illness.
  - Communicating to workers the locations of designated break/recovery areas and emergency procedures.
  - Adjusting work/execution plans (e.g., use mechanical/powered equipment to replace manual labor) as practical.
- Do not let schedule or productivity demands supersede heat stress awareness or controls.
- Conduct periodic (e.g., weekly) safety meetings/talks and distribute educational information on heat stress hazards and precautions.
- Provide drinking water stations and designated shaded and cool areas for periodic “cool down” breaks for workers.
- Periodically determine (e.g., every hour) the actual heat index at the work site using calibrated weather monitoring equipment when the potential for heat related illness exists.
- Communicate the current heat stress danger category and corresponding control measures to employees as conditions change.

14.18.3 Employees / Service Providers:

- Follow instructions for controlling heat stress, including taking periodic “cool down” breaks and drinking enough water.
- Wear appropriate clothing (e.g., light colored, lightweight, breathable, loose clothing is best).
- Know and be alert for signs/symptoms of heat-related illnesses.
- Take appropriate action upon developing symptoms of heat cramps, heat exhaustion, or heat stroke.

14.18.4 Control and Prevention of Heat Stress:

During periods of high heat stress potential at the work site, supervisors shall implement all applicable measures to control heat stress. Consistent with standard hazard management principles, feasible engineering controls shall be the primary method of control, followed by administrative controls (including work practices and scheduling), and, where necessary, personal protective equipment

14.18.5 Engineering controls include:

- Shaded break/rest areas – at a distance not greater than 100 m (330 ft) from personnel working in direct sunlight.
- Local ventilation – fans or portable air movers may be used when temperature is less than 37 °C (99 °F).
    - Portable air-cooling systems – for cooling confined spaces and similar enclosed work areas. Administrative controls include:
    - Scheduling – work during cooler times of the day.
    - Acclimatization – expose new employees to hot environment for progressively longer periods.
    - Water replacement (hydration) – supplies of drinking water located within 100 m (330 ft) walking distance of each worker.
    - Work/rest rotations – rest periods based on actual heat.
    - Personal monitoring – personnel observe each other for signs of heat related illness.

- Personal protective equipment controls include:
    - Ice cooling garments – ice vests, neck wraps, etc.
    - Clothing – light colored, lightweight, breathable clothing; work plans adjusted when personnel are required to wear flame resistant clothing (FRC).
    - Wetted clothing/towels – water supplies separate from drinking water to cool the body

14.19 Fuel Safety

Fuel shall be managed to prevent fire, explosion, environmental contamination, and injury to personnel. All fuel storage, handling, and refueling activities shall be planned, supervised, and conducted by competent personnel in accordance with applicable Saudi regulations, manufacturer instructions, and recognized industry standards.

Only authorized personnel shall handle fuel. Suitable control measures shall be implemented to eliminate ignition sources, control static electricity, prevent spills, and ensure emergency preparedness at all times.

14.19.1 Storage

Fuel shall be stored only in approved containers or tanks designed for the specific fuel type.

The following requirements shall be implemented:

- Fuel shall be stored in designated areas with controlled access.
- Storage areas shall be well ventilated and protected from direct sunlight, excessive heat, and unauthorized access.
- All containers shall be clearly labeled with the fuel type and associated hazards.
- Incompatible substances shall not be stored together.
- Drums and containers shall remain closed when not in use.
- Secondary containment, such as bunds or spill pallets, shall be provided to contain leaks and spills.
- Fire extinguishers and spill kits shall be readily available.
- Fuel storage areas shall be maintained free from combustible materials and unnecessary obstructions.
- Damaged, leaking, or corroded containers shall be removed from service immediately.

14.19.2 Handling

Fuel shall be handled in a manner that minimizes the risk of fire, spills, exposure, and environmental damage. The following controls shall be applied:

- Only trained and authorized personnel shall handle fuel.
- Appropriate PPE shall be worn at all times.
- Fuel containers shall be handled carefully to prevent impact or damage.
- Fuel transfer equipment shall be suitable for the intended application.
- Smoking, open flames, hot work, and other ignition sources are prohibited within the designated fuel handling area.
- Good housekeeping shall be maintained throughout fuel handling activities.
- Fuel shall never be transferred using unsafe or improvised equipment.

14.19.3 Refueling

Refueling operations shall be carried out under controlled conditions to reduce the risk of fire, spills, and personnel injury.

The following requirements shall be followed:

- Refueling shall only be performed in designated locations whenever practicable.
- Engines shall be switched off before refueling unless operational requirements dictate otherwise and an approved risk assessment has been completed.
- Suitable pumps or approved dispensing equipment shall be used. Pouring fuel directly from drums are prohibited unless specifically approved.
- Drums shall remain stable throughout the refueling operation.
- Drip trays shall be positioned beneath connection points to capture accidental leaks.
- Fuel hoses and pumps shall be inspected before use.
- Personnel shall continuously monitor the refueling process.
- Fuel containers shall not be overfilled.
- Any fuel spill shall be cleaned immediately using approved response materials.

14.19.4 Static Electricity

Static electricity shall be controlled during fuel transfer operations to prevent ignition of flammable vapors.

The following controls shall be implemented:

- Bonding shall be established between the fuel drum and the receiving equipment before fuel transfer begins.
- Where applicable, grounding shall be provided in accordance with the equipment manufacturer's requirements.
- Fuel transfer shall be carried out using conductive hoses and suitable dispensing equipment.
- Plastic funnels, plastic buckets, or non-approved containers shall not be used during fuel transfer.
- Fuel transfer shall be stopped immediately if bonding or grounding equipment becomes defective.
- Personnel shall avoid practices that increase static charge generation.

14.19.5 Fire Safety

- Smoking and open flames are strictly prohibited.
- Fire extinguishers suitable for flammable liquid fires shall be located within easy access.
- Emergency access routes shall remain unobstructed.
- Ignition sources shall be eliminated before fuel handling begins.
- Electrical equipment used within hazardous areas shall be suitable for the environment where required.
- Personnel shall know the location and operation of emergency firefighting equipment.

14.19.6 Spill Control

Measures shall be implemented to prevent and control fuel spills by applying the following requirements:

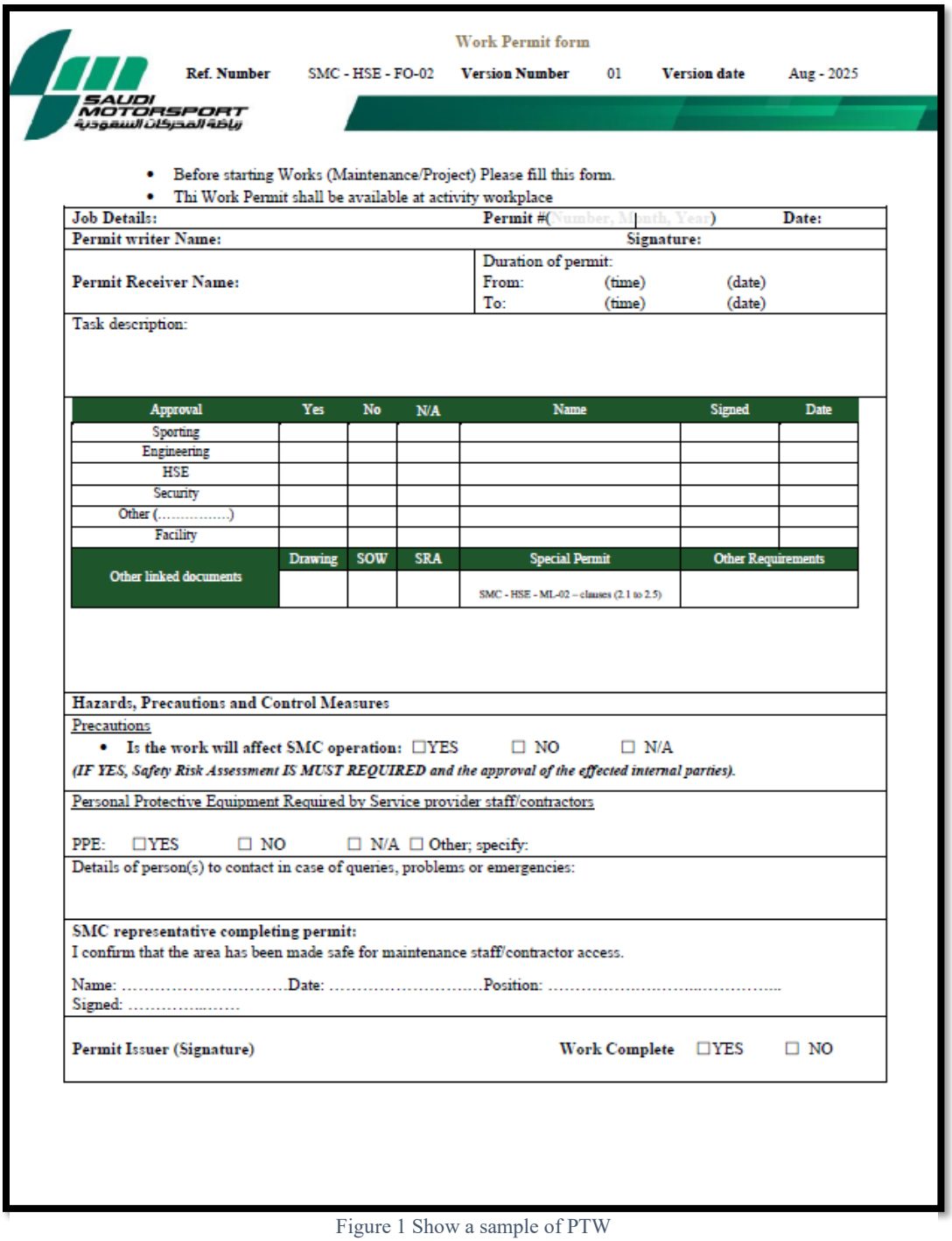
- Spill kits shall be available at all fuel storage and refueling locations.
- Personnel shall be trained in spill response procedures.
- Any spill shall be contained immediately to prevent environmental contamination.
- Contaminated absorbents and waste shall be disposed of in accordance with applicable environmental requirements.
- Significant spills shall be reported immediately to site management and the HSE Department.
- Spill response equipment shall be inspected regularly and maintained in a serviceable condition.

14.19.7 Emergency Response

An emergency response procedure shall be established for fuel related incidents. By considering and implementing the following:

- Stop the fuel transfer operation immediately.
- Eliminate all ignition sources where it is safe to do so.
- Raise the alarm and notify the Site Supervisor and HSE Department.
- Isolate the affected area and prevent unauthorized access.
- Use appropriate firefighting or spill response equipment only if it is safe to do so.
- Evacuate personnel when required.
- All fuel related incidents, fires, near misses, and spills shall be reported and investigated in accordance with the incident reporting procedure.
- Fuel handling activities shall not resume until the area has been declared safe by the authority responsible.

15. APPENDIX



Work Permit form

Ref. Number	SMC - HSE - FO-02	Version Number	01	Version date	Aug - 2025

- Before starting Works (Maintenance/Project) Please fill this form.
- Thi Work Permit shall be available at activity workplace

Job Details:	Permit #(Number, Month, Year)	Date:
Permit writer Name:	Signature:	
Permit Receiver Name:	Duration of permit: From: (time) (date) To: (time) (date)	
Task description:		

Approval	Yes	No	N/A	Name	Signed	Date
Sporting						
Engineering						
HSE						
Security						
Other (……)						
Facility						

Other linked documents	Drawing	SOW	SRA	Special Permit	Other Requirements
				SMC - HSE - ML-02 – clauses (2.1 to 2.5)	

Hazards, Precautions and Control Measures

Precautions

- **Is the work will affect SMC operation:** ☐YES ☐ NO ☐ N/A

(IF YES, Safety Risk Assessment IS MUST REQUIRED and the approval of the effected internal parties).

Personal Protective Equipment Required by Service provider staff/contractors

PPE: ☐YES ☐ NO ☐ N/A ☐ Other; specify:

Details of person(s) to contact in case of queries, problems or emergencies:

SMC representative completing permit:
I confirm that the area has been made safe for maintenance staff/contractor access.

Name: ……Date: ……Position: ……
Signed: ……

Permit Issuer (Signature) **Work Complete** ☐YES ☐ NO

Figure 1 Show a sample of PTW

Incident/Accident Report form

Nov-2024 تاريخ الإصدار 01 رقم الإصدار SMC-HSE-FO-01 رقم النموذج

Reporter info معلومات مقدم البلاغ			
Name الاسم		Mobile Number رقم الجوال	

Incident/Accident information معلومات الحدث/الحادث	
When and where	1. أين ومتى

1.1 Location الموقع	1.2 Time الوقت	1.3 Date التاريخ
		Click or tap to enter a date.

• Incident Type:	• نوع الحالة:
☐ Violation – مخالفة	☐ Health – الصحة
☐ Near Miss – حادث وشيك	☐ Property Damage – ضرر في الممتلكات
☐ Injury – إصابة	☐ Security Breach – اختراق أمني
	☐ Other- أخرى ( )

In case of injury, go to table 2. If not, fill table 3 only.	في حال وجود إصابات، يرجى استيفاء الجدول رقم 2، وفي حال غير ذلك، اذهب مباشرة للجدول رقم 3.

Contact information معلومات التواصل	
The injured person (s)	2. معلومات الأشخاص المصابين

2.1 اسماء المصابين:	Name (s) of injured	2.2 الجهة التابعة	2.2Affiliate	2.3 معلومات التواصل	2.3 Contact information
		☐ مقاول – Contractor ☐ موظف – Employee ☐ أخرى – Other			

The following table is filled out if the injured Personal /assets damaged within the Saudi Motorsports Company scope coverage	يتم تعبئة الجدول التالي في حال كان المصاب/المتضرر من شركة رياضة المحركات السعودية

2.4 الإدارة	Department	2.5 المسمى الوظيفي	Job title	2.6 الرقم الوظيفي	2.6Employee Number

2.7 What date was this reported to the GOSI, HR	2.7 تاريخ إبلاغ المؤسسة العامة للتأمينات، وإدارة الموارد البشرية عن الحادث:
Click or tap to enter a date.	

2.8 Give the name and contact info of the witnesses	2.8 اذكر اسماء ومعلومات شهود الحالة.
• Name:	• الاسم:
• Contact No:	• رقم الجوال:

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Figure 2 Show the Incident/Accident Form

Safety Risk Assessment Form

Ref. Number SMC - HSE - FO-03 **Version Number** 01 **Version date** Aug - 2025

Description of the Activity or Process Subject to Risk Assessment:																		
Prepared By:				**Reviesd By:**					**Date:**									
					Pre - Control Assesment					Post - Control Assesment								
#	Activity	Hazard Description	Registration date	Who or What may be affected and how? (P - E - S - A)	Current Control	L	C	R	Risk Classification	Additional control By Who	L	C	R	Risk Classification	Implementation Date			
1								0										
2								0										
3								0										

Figure 3 Show Risk assessment template