



**AL MUSAFAHA**  
TECHNICAL SERVICES L.L.C

المصافحة للخدمات الفنية ش.ذ.م.م

# COMPANY PREQUALIFICATION

[www.almusafaha.com](http://www.almusafaha.com)

# Company profile

AL MUSAFHA is a Technical Services Company founded in 2022 in Dubai, specializing in steel product installation and maintenance, as well as all other technical services of various services of aluminum & glass works of all kinds and representation for technical service systems. Our membership partners have over 30 years of combined expertise in the UAE and GCC markets.



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# About Company

AL MUSAFAHA believes in bringing and giving our clients the best in all of our services. Our services are delivered as they are and are comfortable for the client; they may change your areas into the best and safest places, and this is where AL MUSAFAHA comes in to provide you with an overview of the whole answer.

AL MUSAFAHA believes in quality, originality, and precision, which is reflected in our work. Our expert personnel is dedicated and passionate about providing the greatest results for our clients. Because your pleasure is the most important factor in our business, we take a collaborative and consultative approach. We value your suggestions and combine them with our creativity to provide the finest services possible.

# Mission

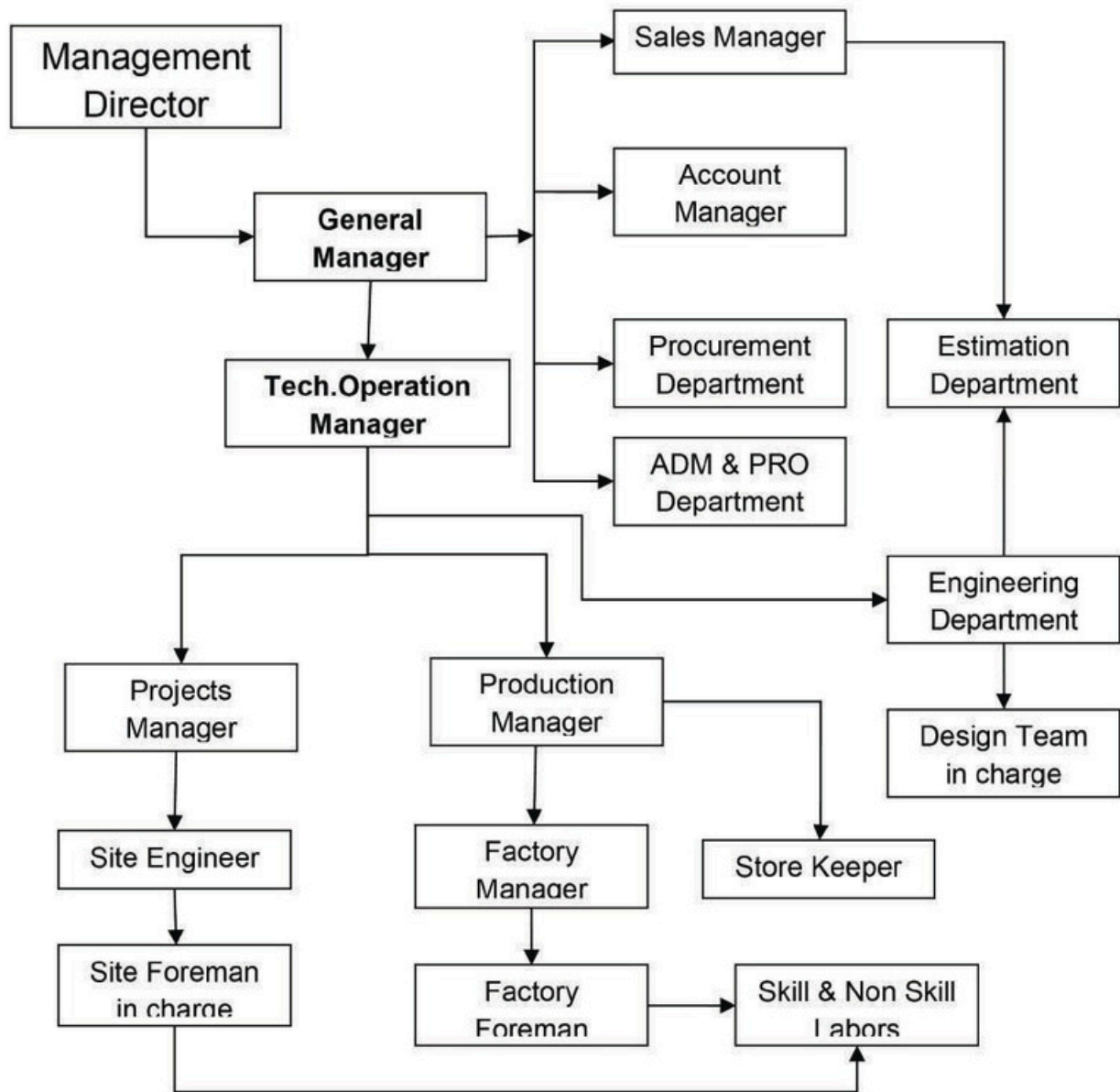
AL MUSAFHA aims to establish a reputation for excellence, experience, and leadership by offering the best selection of quality items, exceeding each client's expectations, and adhering to the highest moral ideals.

# Vision

AL MUSAFHA Leading technical services and generating sustainable growth for stakeholders with a focus on clients, employees, and suppliers.



# Organization chart



# Our Services

- **STEEL PRODUCTS INSTALLATION & MAINTENANCE**

## **STEEL FABRICATION SCOPE & ACTIVITIES**

- All Kind Of Steel Staircases
- Mezzanine Floors
- HandRails
- Steel Gates
- Steel Doors
- Steel Platforms
- AC Platforms
- Fencing
- Architectural Steel Work
- Compound Wall Grills
- Chequered Plates
- Cat Ladders
- Car parking Sheds
- Canopies structure
- Steel Frames
- Bicycle Stands
- Bollards
- Concrete Formworks
- Block / Material Shifting Buckets.
- Electric trance
- OTS Platform
- Steel racks
- Steel pergola

- **GLASS & ALUMINUM INSTALLATION & MAINTENANCE**

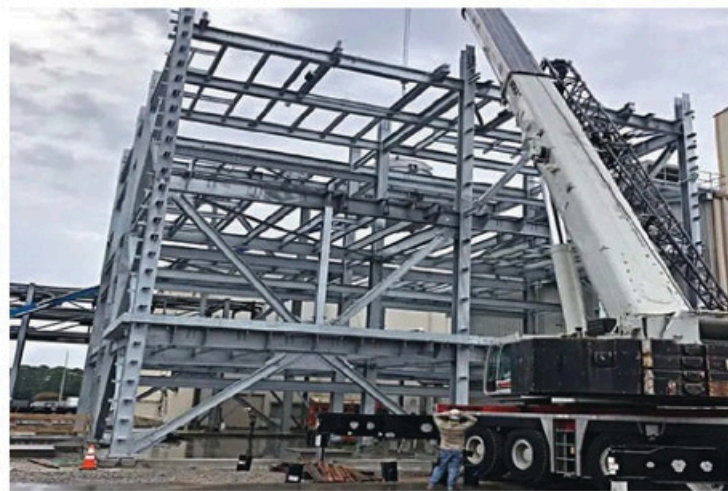
AL MUSAFHAHA provides professional glass and aluminium work. We accept all forms of maintenance services, no matter how small or large the project. We treat everything with attention and importance.





## ● METAL PARTS & ERECTIONS CONTACTING

AL MUSAFHAH TECHNICAL SERVICES LLC has longstanding relationships with area manufacturers to carry out maintenance work on their behalf, in addition to fabrication and installation of new structures. This can include assigning a large number of employees to reactive maintenance during planned maintenance periods in order to reduce downtime. AL MUSAFHAH TECHNICAL SERVICES LLC, in addition to keeping the existing running, plans and manages the installation of new equipment and processes for clients, whatever they manufacture.



## ● BUILDING CLEANING SERVICES

We can provide a thorough cleaning of entire buildings, from top to bottom. We can also cut back our services for smaller villas and residences. We can clean properties of any size because of our adaptability.



- **FENCING & BARBED WIRE INSTALLATION**

Chain link fabric, barbed wire, and concertina barbed wire are examples. Fence posts, gates, and obstacles are examples of our work. Items purchased from reputable vendors, such as fence post pipes, fittings and accessories, barbed tape, and so on.



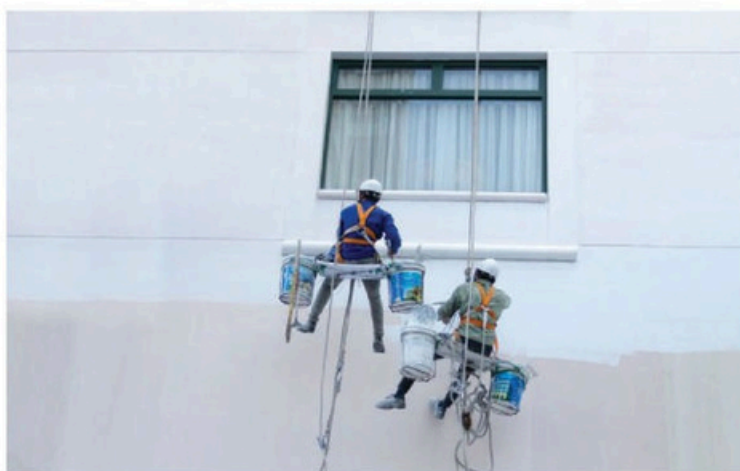
## • PLASTER WORK

Plastering is far more of an art to our team than any other step that goes into creating a home, such as the technical and important stages of generating excellent quality work. Our plasterers have been trained to give our clients with the highest quality job possible. All interior walls, ceilings, feature walls, and fireplaces can be plastered.



## ● PAINTING CONTRACTING

When it comes to interior and exterior painting, our pros are the ones to call. Our skilled painters have the knowledge and efficiency to paint both the interior and outside of your home. For each job, we always use the finest quality paint and paint equipment. All you have to do is call us for the best painting services!



- **FLOOR & WALL TILING WORK**

AL MUSAFAHA TECHNICAL SERVICES LLC provides the best results in floor and wall tiling. We provide a range of tiles for your building's distinct appearance. Our technical crew monitors the tile installation from start to end.



## ● CARPENTRY & WOOD FLOORING WORKS

We are prepared to carry out any type of carpentry work as desired by the clients, whether the project is large or little. We have a skilled and experienced carpentry division that can handle any type of carpentry work, such as wooden window work, door frame and door fitting work, and general maintenance and repair work as needed.



- **AIR CONDITIONING VENTILATIONS & AIR FILTRATION SYSTEMS INSTALLATION & MAINTENANCE**

AL MUSAFAHA TECHNICAL SERVICES LLC strives to provide efficiency and performance that assures there are no problems within your AC and that every component of the AC is operating properly. Our skilled maintenance crew will resolve all of your issues so that you do not have to be without air conditioning for an extended amount of time.





- **PLUMBING AND MECHANICAL WORKS**



## ● WATERPROOFING WORKS

Waterproofing is the process of making an object or structure waterproof or water-resistant so that it remains relatively unaffected by water or resisting the ingress of water under specified conditions. Such items may be used in wet environments or underwater to specified depths.



## ● PERGOLA CONSTRUCTION

We are the most well-regarded pergola contractors. Pergolas provide your home with a wonderful appearance and feel. Luxury Antonovich Design is a Dubai-based expert pergola building firm that creates and installs high-end pergolas for your outdoor area.



## ● FRAMELESS GLASS PARTITIONS WORK

Frameless glass partitions bring the benefits of glass to the workplace - transparency, daylighting, versatility, efficiency, space saving, and low cost of ownership. The wall systems come in a range of sleek but rugged minimalist designs and configurations so you can select the system that best matches your project's functional and aesthetic requirements. Frameless glass wall panels are made from a sheet of glass attached to the top and bottom aluminium horizontal rails. They allow the light to come in and provide the flexibility to reconfigure space.



## Façade Consultancy – Investigation



## External Facades Case Study




## Big projects Costing Analyzing & Engineering Value


# OFFICERS ACCOMMODATION

*Abu Dhabi Gate City*

Abu Dhabi - UAE

THE MILITARY OFFICERS ACCOMMODATION PROJECT IS A HOUSING DEVELOPMENT GENERALLY FOR SERVING OFFICERS OF THE UAE ARMED FORCES. THE PROJECT HAS AN OFFICIAL NUMBER OF 204, 5 BEDROOM 2 BATH FAMILY VILLA, A COMMUNITY WITH ATTACHED COVERED SPORTS HALL, A GREAT MIX OF VARIETY OF COMMUNITY FACILITIES AND RELATED AMENITY AREAS AND SERVICE FACILITIES. THE PROJECT IS GENERALLY DIVIDED INTO 3 ZONES WITH A TOTAL DEVELOPMENT VALUE APPROX OF 300,000 SQM. THIS COMMUNITY DEVELOPMENT IS PART OF THE ABU DHABI GATE CITY DEVELOPMENT.







## GOOD FOR CONSTRUCTION


DECEMBER 2011

OFFICERS ACCOMMODATION

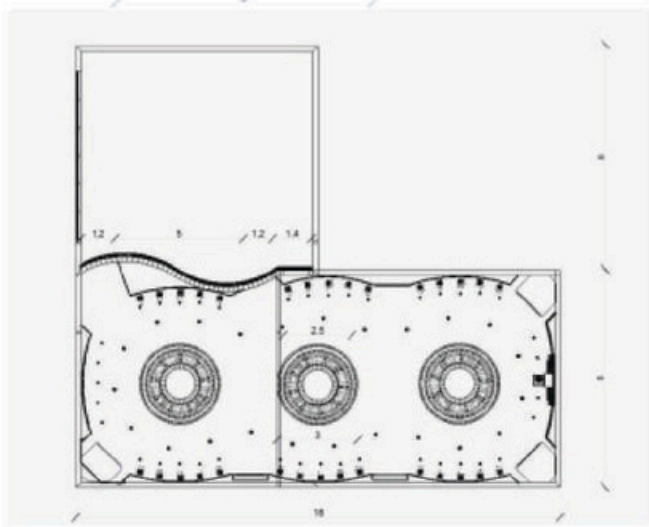
*Abu Dhabi Gate City*

خاتيب وعلمي  
Khatib & Alami

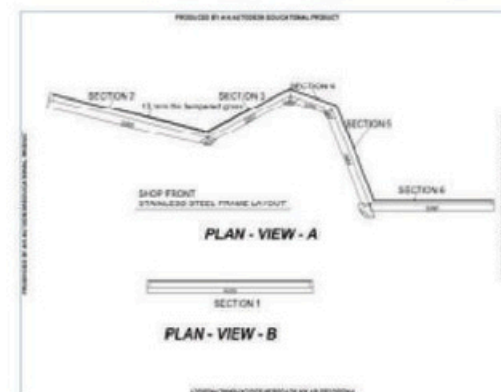
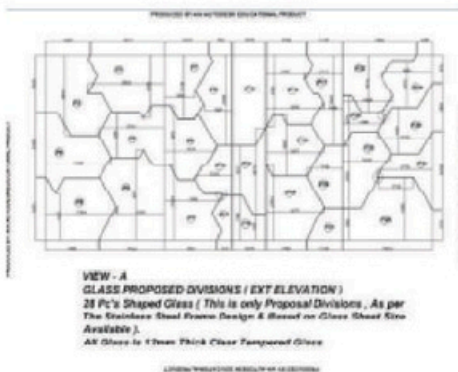
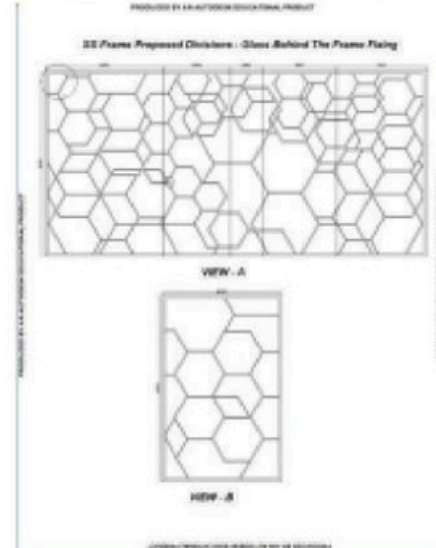
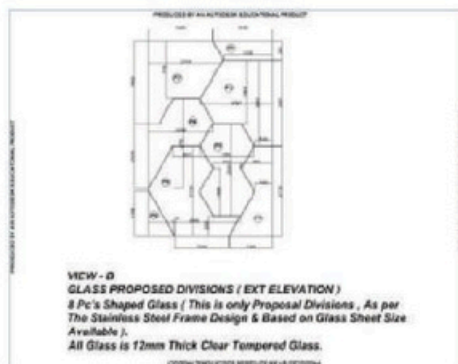


# Fit out , Showcase & Office Internal Design

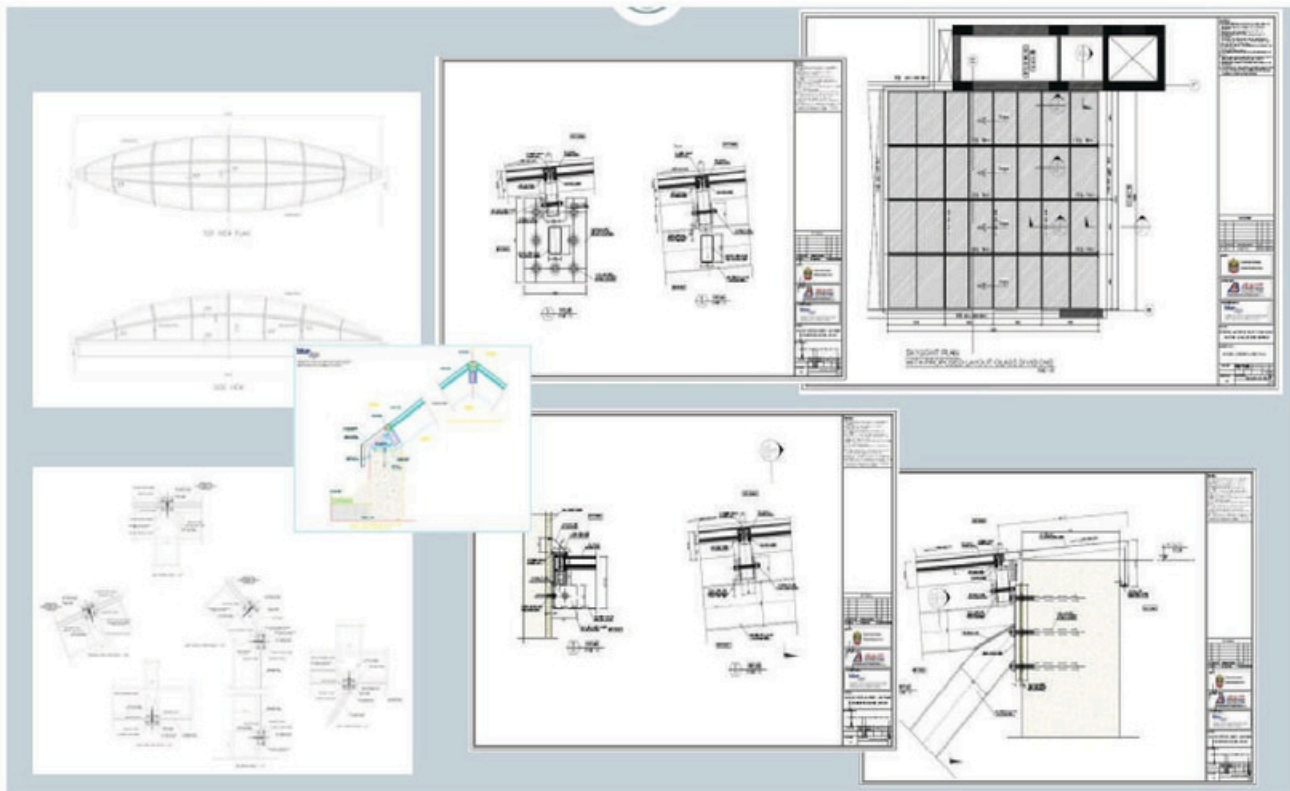




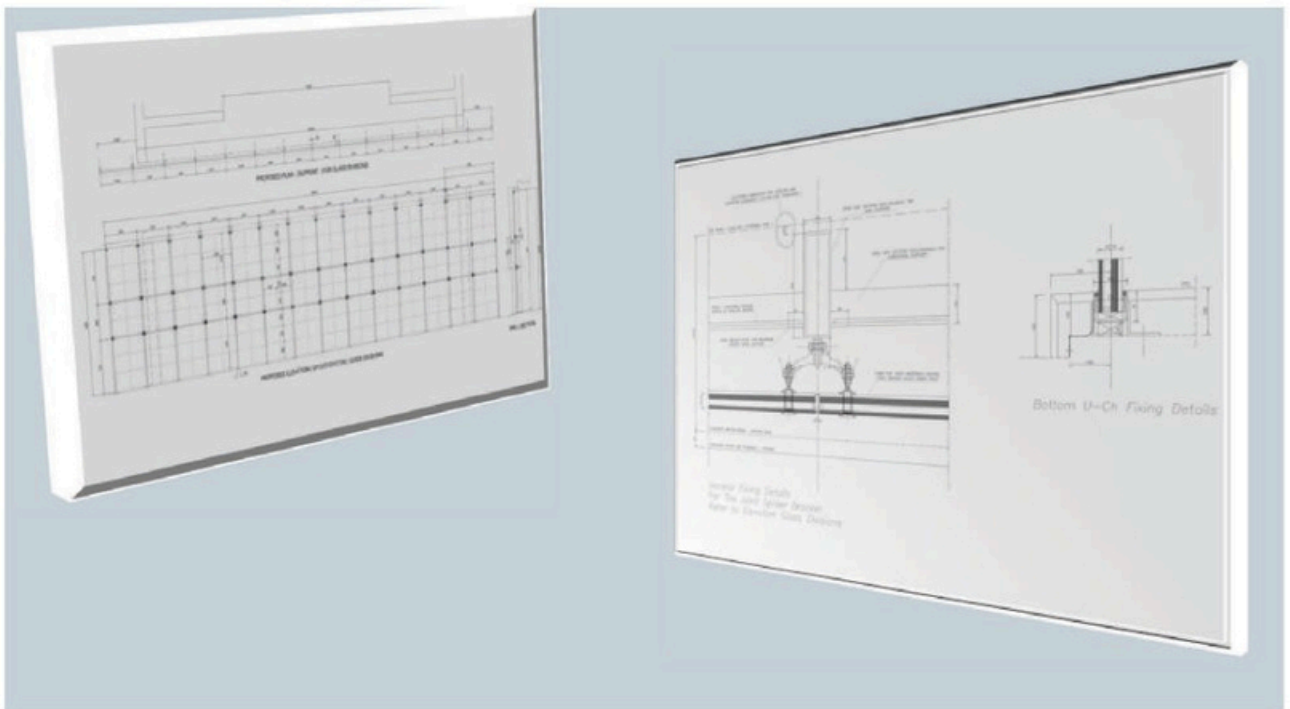
# Internal Shop fronts Design & Build



## Specialist in Skylight Design



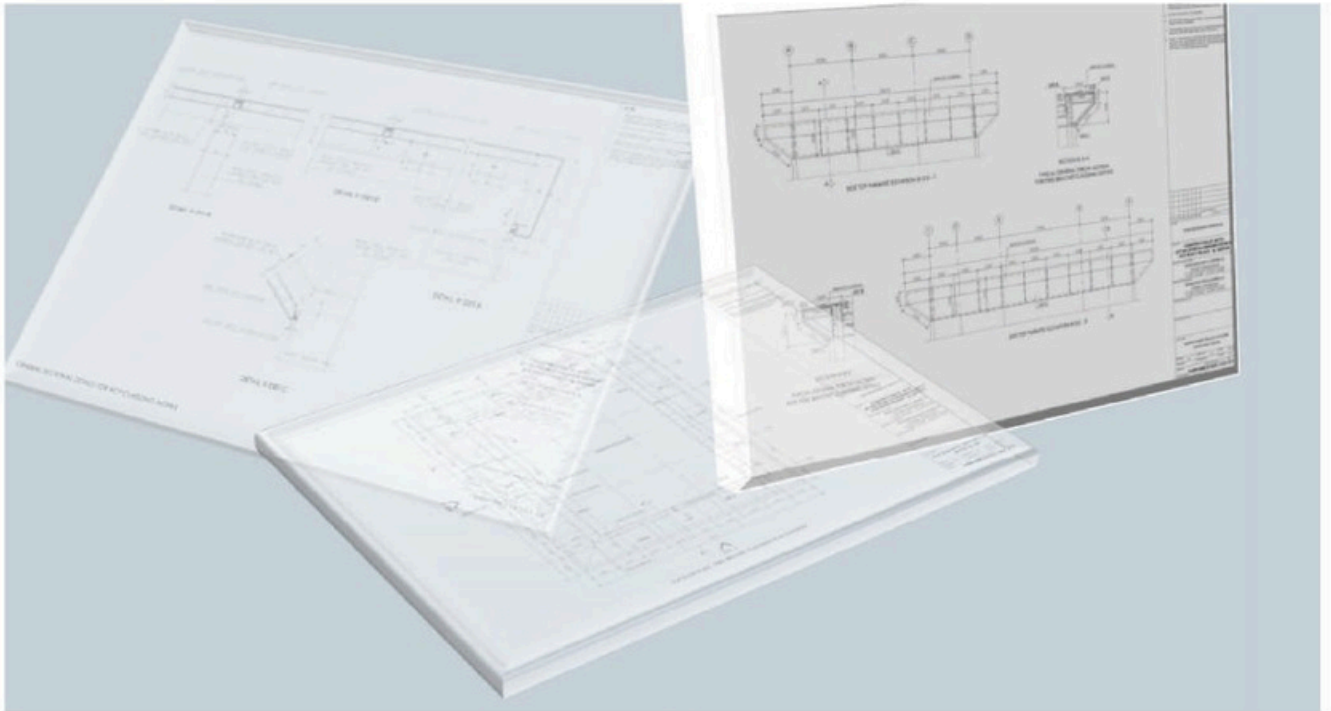
# Engineering Design



## Engineering Design



# Engineering Design



## Façade Consultancy



## Complete Fabrication Supervisions & Quality Control



## Steel Fabrication Control





## Design, Fabrication & Site Complete Supervisions Pyramid Skylight & BMU Gantry A-Z



# PROJECTS



# PROJECTS



# PROJECTS



# PROJECTS



# PROJECTS



# PROJECTS



# PROJECTS





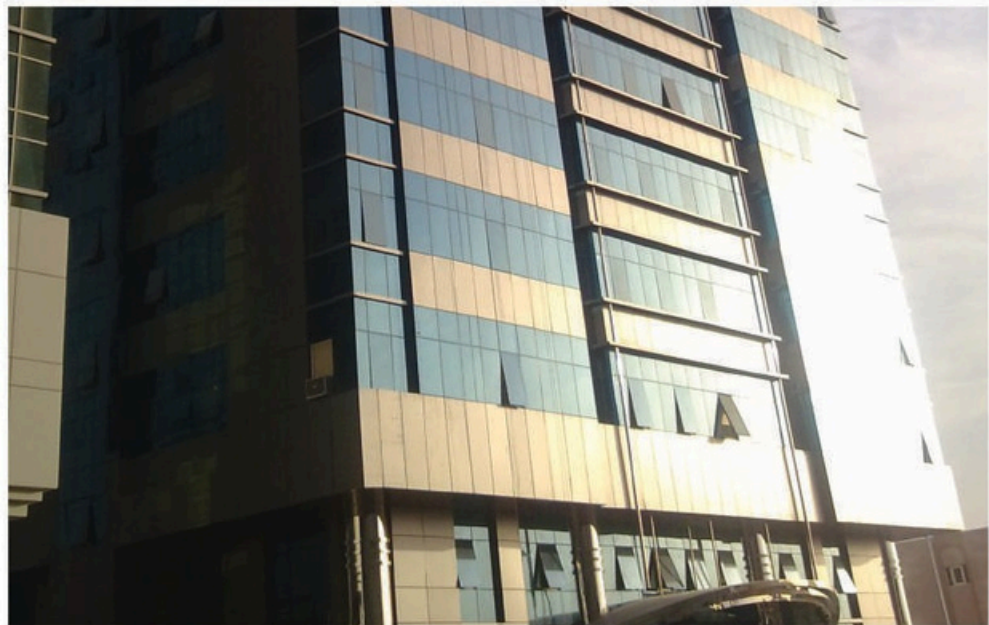
# PROJECTS



# PROJECTS



# PROJECTS



Scope : Complete Aluminum , Glass – Ajman.

Total Works Value : 10,000,000 USD

Year Completed : 2010



Scope : ACP and Decorative SS Columns Works – Dubai.

Total Works Value : 200,000 USD

Year Completed : 2008



Scope : Complete Aluminum , Glass Works ( Showrooms ) – Sharjah.

Total Works Value : 500,000 USD

Year Completed : 2009



Scope : Roof Canopies, Facade Trellis and Handrails - Dubai.

Total Works Value : 3,800,000 USD

Year Completed : 2010



Scope : Complete Alum, Glass, ACP and Ground Floor Shop fronts – Abu Dhabi.

Total Works Value : 800,000 USD

Year Completed : 2009





Scope : Complete Aluminum & Glass Works – Abu Dhabi.

Total Works Value : 500,000 USD

Year Completed : 2010



Scope : Complete Aluminum , Glass & ACP Works – Abu Dhabi.

Total Works Value : 680,000 USD

Year Completed : 2010



Scope : Complete Aluminum , Glass & ACP Works – Abu Dhabi.

Total Works Value : 1,000,000 USD

Year Completed : 2010



Scope : Complete Aluminum , Glass & ACP Works – Dubai.

Total Works Value : 2,500,000 USD

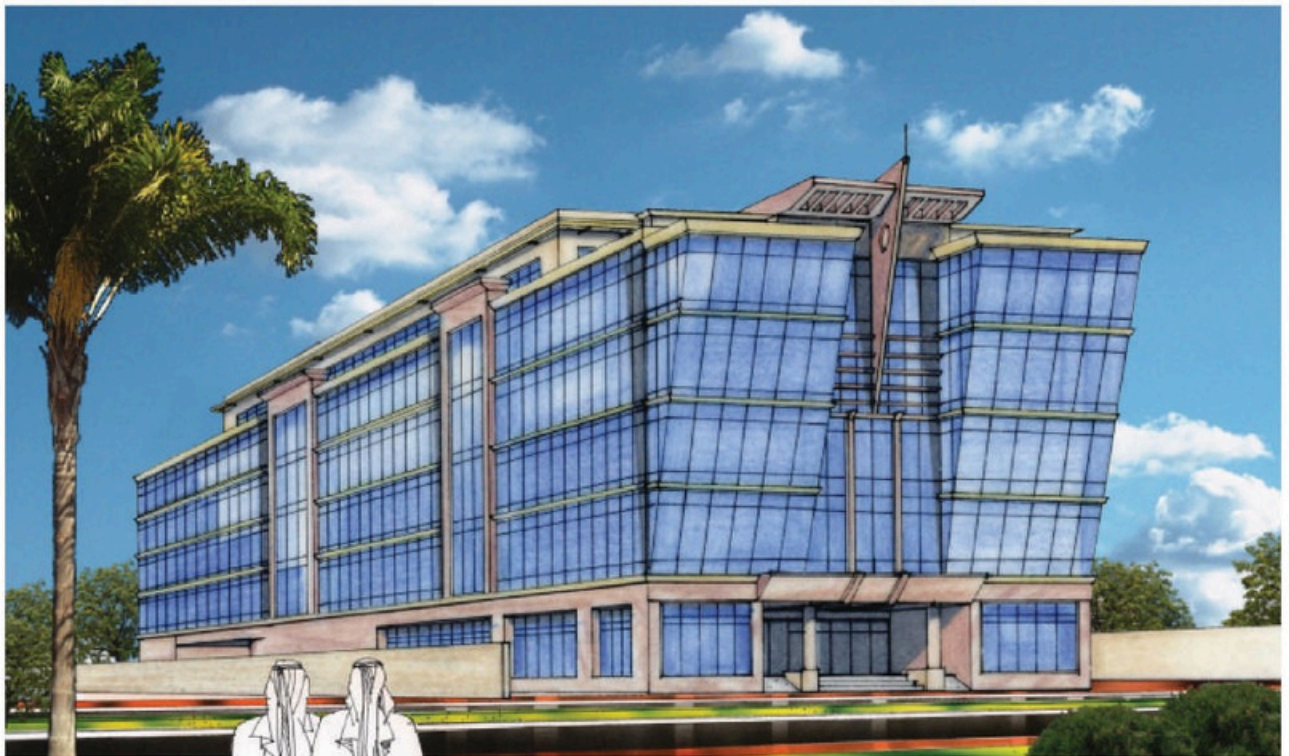
Year Completed : 2011



Scope : Complete Aluminum , Glass & ACP Works – Dubai.

Total Works Value : 450,000 USD

Year Completed : 2010



Scope : Complete Aluminum , Glass & Canopies Shopfront – Dubai.



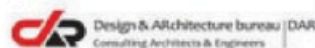
Scope : Complete Aluminum , Glass & ACP – Dubai.  
Full Design & Works Supervisions.



# Clients



**Emaar Properties PJSC**  
P.O. Box 9440 Dubai  
United Arab Emirates  
tel 971 4 3673333  
fax 971 4 3673000  
enquiry@emaar.ae  
www.emaar.com

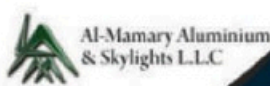




# International Aluminum Systems



# Aluminum Extrusions & Contractors



# Glass Manufactures & Local Processors



TECH ALUGLASS

BURHANI  
GLASS FACTORY LLC



FUTURE  
ARCHITECTURAL  
GLASS LLC



cladtech  
INTERNATIONAL



multiForms  
architectural facade specialist

AGC YourGlass  
GLASS UNLIMITED



GULF  
GLASS

FUTURE  
ARCHITECTURAL  
GLASS LLC



# Associated International Companies



# Company registration and license



## رخصة تجارية Commercial License

### تفاصيل الرخصة / License Details

License No.	1120774	رقم الرخصة
Company Name	AL MUSAFAHA TECHNICAL SERVICES L.L.C	اسم الشركة
Trade Name	AL MUSAFAHA TECHNICAL SERVICES L.L.C	الإسم التجاري
Legal Type	Limited Liability Company(LLC)	الشكل القانوني
Expiry Date	21/11/2023	تاريخ الانتهاء
D&B D-U-N-S®	0	الرقم العالمي
Register No.	1846825	رقم السجل التجاري
	Issue Date	22/11/2022
	Main License No.	1120774
	DCCI No.	

### الاطراف / License Members

Share / الحصص	Role / الصلة	Nationality / الجنسية	Name / الإسم	No./رقم الشخص
	Manager / مدير	India / الهند	دانيش انيس باواسكار انيس عبدالله DANISH ANEES PAWASKAR PAWASKAR ANEES ABDULLAH	1215297

### نشاط الرخصة التجارية / License Activities

Building Cleaning Services	خدمات تنظيف المباني والمساحن
Air-Conditioning, Ventilations & Air Filtration Systems Installation & Maintenance	تركيب أنظمة التكييف والتهوية وتنقية الهواء وصيانتها
Metal Parts & Erections Contracting	تركيب التجهيزات والاجزاء المعدنية
Plaster Works	اصال البلاستر
Floor & Wall Tiling Works	اصال تبليط الأرضيات والجدران
Fencing & Barbed Wire Installation Works	اصال تركيب السياج والأسلاك الشائكة
Carpentry & wood Flooring Works	اصال النجارة وتركيب الأرضيات الخشبية
Glass & Aluminum Installation & Maintenance	تركيب الزجاج وأشغال الألمنيوم في المباني وصيانتها
Steel Products Installation & Maintenance	تركيب الأشغال الحديدية في المباني وصيانتها
Painting Contracting	اصال الاصباغ والدهانات

Print Date 22/11/2022 10:21 تاريخ الطباعة Receipt No. 14692394 رقم الإيصال



الإمارات  
THE EMIRATES

يمكنك الآن تجديد رخصتك التجارية من خلال الرسائل النصية القصيرة، ارسل رقم الرخصة إلى 6969 (دو/اتصالات) للحصول على إذن الدفع.  
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		Address / العنوان	
Phone No	تليفون	P.O. Box	صندوق بريد
Fax No	فاكس	Parcel ID	رقم القطعة
Mobile No	هاتف متحرك		البريد الإلكتروني / Email
		ملك ماجد سلطان عبدالرحمن سيف الشامسي - دبيرة - المطينة M37 مكتب رقم	
		الملاحظات / Remarks	

Print Date 22/11/2022 10:21 تاريخ الطباعة

Receipt No. 14692394

رقم الإيصال



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## شهادة شهر قيد شركة في السجل التجاري Commercial Register

Register Details / تفاصيل القيد	
Main Lice. Nr	1120774
Register No.	1846825
Company Name	AL MUSAFAHA TECHNICAL SERVICES L.L.C
Legal Type	Limited Liability Company(LLC)
Expiry Date	21/11/2023
D&B D-U-N-S No.	0
المصافحة للخدمات الفنية ش.ذ.م.م	
رقم الرخصة الأم	رقم القيد
المسؤولية محدودة	الشكل القانوني
تاريخ الانتهاء	تاريخ الإصدار
رقم العلمي	
Capital Details / تفاصيل راس المال	
Nominated	200,000.0000
Paid	200,000.0000
No. of Shares	200.0000
Currency	UAE Dirhams
الإسمي	
المدفوع	
عدد الأسهم	
العملة	درهم اماراتي
License Address / عنوان الرخصة	
مكتب رقم M37 ملك ماجد سلطان عبدالرحمن سيف الشامسي - ديرة - المطينة	
Commerce Address / عنوان السجل التجاري	
مكتب رقم M37 ملك ماجد سلطان عبدالرحمن سيف الشامسي - ديرة - المطينة	
Register Activities / أنشطة السجل	
Air-Conditioning, Ventilations & Air Filtration Systems Installation & Maintenance	تركيب أنظمة التكييف والتهووية وتنقية الهواء وصيانتها
Fencing & Barbed Wire Installation Works	اصال تركيب السياج والأسلاك الشائكة
Metal Parts & Erections Contracting	تركيب التجهيزات والاجزاء المعدنية
Floor & Wall Tiling Works	اصال تلبيط الأرضيات والجدران
Painting Contracting	اصال الاصباغ والدهانات
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Building Cleaning Services	خدمات تنظيف المباني والمسكن

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# General method statement

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### Content

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5. Work Execution Process

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6.1. Unloading

6.2. Materials Arrangement

6.3. Protection & Storage Materials

7. Erections / Site Installation

7.1. General Principle

7.2. Fabricated Structural Assembly

8. Safety Requirement

9. Drawing Reference



## Introduction

Design, Supply with Complete Site Installation of Aluminum, Glass & Metal Works to Site location Building.

Project: -----

Owner: -----

Main Project Consultant: -----

Main Contractor: -----

### 1- Objective

To Ensure the Management for the Erection work on Customer job site safely m correctly & Comply with the project Standards.

### 2- Scope

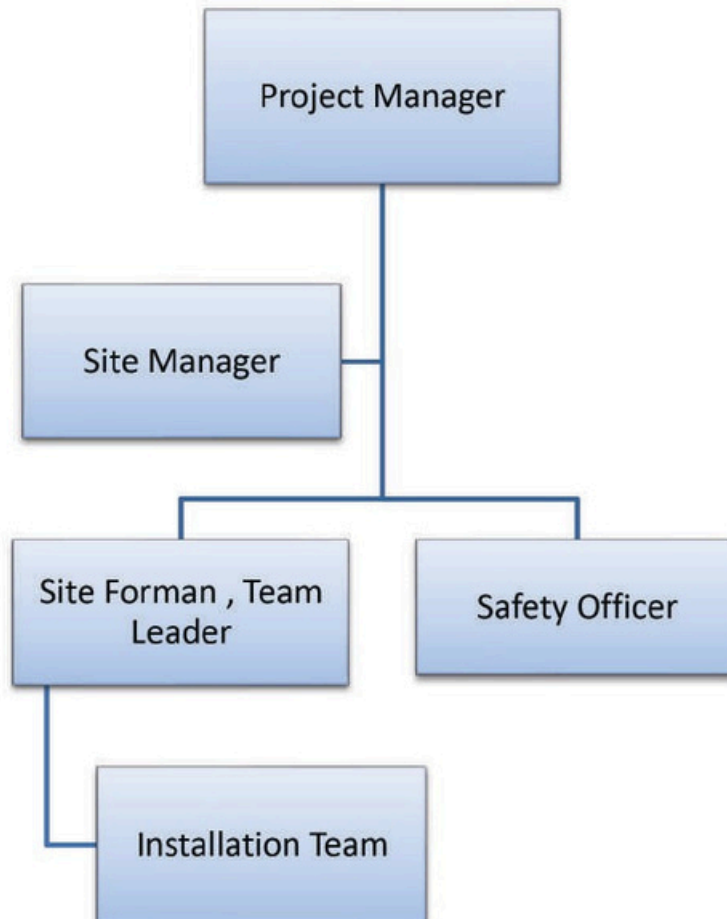
Supply and install of Aluminum, Glass & Metal Works as per approved Shop Drawings & site Conditions.

### 3- Application Code

Application code is "Code of Standard Practices for Building construction & Finishing Material's "issued by American Institute of Construction & as per Consultant Specifications & Project Manager Requirement's meeting the Project Requirement's. & American Society Testing & Material (ASTM).

During Erection period, all requirements of Vietnamese code will be applied.

#### 4- Key Project Team Position and Description



## 4.1 Project Manager

The project Manager is in Charge of the proper implementation of project, Reports to the Board of Management, with main responsibilities as below:

- Full Responsible for providing the client services, date, reports, other necessary to complete the work within the required safety condition, establish cost budget and schedule completion date.
- Plan and conduct all the related activities to accomplish project timely, with quality, safety as committed.
- Reviews and approves official letters, drawing, documents for erection / installation purpose.
- Sing-off the submitted detailed installation schedule of the Erector.
- Allocate resources as required and ensure resources are properly qualified.
- Responsible the client's payment progress in line of the delivery and installation schedule.
- Plan, check, and get the design manager sing off the "sequence / Method of Erection."
- Ensure the adequate plans and action to solve out all the complaints from the clients.
- Sing –off or get the authorized sing –off for all the non-conformance.
- Check and record all the required test and inspection documents.

## 4.2 Site Manager

The Site Manager is full on behalf of project manager to manage all the activities happen on site, directly report to the project manager with the main responsibilities as below:

- Plan and schedule materials, equipment, and personnel to perform the work.
- Coordinate all installation, delivery, and safety activities at site.
- Implements and maintains safe working environment by adhering to correct work practices and procedures.
- Make the appropriate "method statement" to submit to project manager.
- Ensure all necessary checks, inspections and tests are carried out and passed before proceeding to next stage of installations.
- And outgoing materials from site.
- On Behalf of the project manager on site to decide the issues with his assigned authority.
- Ensure the work is carried out on site in accordance to the latest approved drawings and specification at the time of execution.
- Ensure that the work is carried out on site safely.

- Perform risk assessment.
- Review Drawings, Specifications.

### 4.3 Safety Officer

- Reporting.
- The Safety officer is to report to the site manager and safety manager.
- Main Responsibilities.
- Liaise with Client safety officer to make sure the Safety system is comply with client safety system.
- Organize site safety system.
- Prepare safety training to all staff and workers who working at site.
- Prepare Safety risk assessment.
- Analyze all safety information; records to raise and recognize new risks and hazards may occur during construction period.
- Set up the filing system.
- Attends all safety meeting.

### 4.4 Site Forman, Team Leader

- Reporting.
- The erection superintendent is to report to the site manager and project manager.
- Main Responsibilities.
- Monitoring the installation Team to make sure the Erection work was processed in line with project schedule, design quality and approved safety procedures.
- Follow the ITP, checklist to carry out site inspection with the Erection Team to make sure all inspection steps were done adequately.
- Liaise closely with the civil Contractor to rise timely any of disagreement was found.
- Sing off acceptances with client inspector for the works done on site.
- Prepare site daily report for his scope of works.
- Responsible of incoming and outgoing materials from site.
- Organize the work for groups in day to day operation.
- Perform 100% per – checks and pre-inspections before the site supervisor do the official checks and inspections.
- Every morning entre the safety tool box meeting with the safety officer before starting the work.

## 4.5 Erection & Installation Team

- Reporting.
- To report to the erection superintendents.
- Main Responsibilities.
- Process the Erection work in line with project schedule, designed quality and approved safety procedures.
- Follow strictly all instructions of Erection superintendents.
- Prepare adequately, qualified labors, machines; equipment's to process the Erection effectively.
- Organize and monitor all team members about every aspect.
- Prepare toolbox meeting, safety training course to train team members about safety.

## 5. Work Execution Process

### 5.1 Job Site planning & Preparation.

- Make sure there is space and firmed pathway for the truck Delivery, Crane truck erection operation, the suitable truck & crane capacity must be clarified ( and listed in the equipment register).
- Survey the wind direction to have plan for material storage and installation direction.
- Decide the plan for unloading and material storage; choose a firm and dry location. Materials shall be stored in designated area.
- Register the available power & Water supply source location at the site; make sure there is safe method to lead supply to the working area.

### 5.2 Receiving of Material at Site.

- All delivery to site shall be informed by production people to the site manager 24 hours earlier to have plan for unloading.
- A Delivery note is always enclosed with the supplied materials to clarify name of project, location, Type of materials, quantity, date of Delivery, etc ....
- Upon arrival of materials at the storage yard, the material controller will match delivery notes and shall verify the consignment, the materials controller, then report to the site supervisor, the received materials list and quality condition.

- Unloading can be done manually or with cranes, a spreader should be used for lifting long components. Lifting nylon or cloth belts with suitable SWL shall be used for unloading the materials to minimize the damage. Be sure to hook belts to component with the right no of points and position so that the load of component itself do not damaged or broken.
- Always attach a tag line to the lifting component.
- All materials receipt at site shall be visually inspected by site supervisor for any damage; remedial works to the damage shall be taken immediately, if possible to avoid any delay to Erection.

## **Sequence of Erection / Site Installation**

**The Structural frames and other parts of the structural can be erected in various ways which will depend on the following key factors:**

- The type of structural such as, small clear span (Vertical structural), large clear span (horizontal structural).... Vertical posts.
- The Availability of equipment such as cranes , winch , manually lift , etc ...
- The Site Condition.
- The Experience level of the Erectors / installers.
- The Individual job Conditions.
- The Sequence / method of Erection / installation shall be studied and planned so that execution can be carried out in a safe, economical, and efficient manner.
- There are certain practices which are in general use and have proven sound over the years, below are typical instruction applied for a single / double span structural.

## **6. Unloading, Arrangement, Storage and Protect Material.**

### **6.1 Unloading**

Fabricated Materials, such as the vertical & horizontal member's, were shipped to job site separately in Trucks; they are unloaded by crane of worker manually up to the material properties.

The Average load of the trucks carried materials is about 1-3 ton, this load is also the safety working load of crane 10 ton, therefore, the temporary road in the job site must be prepared properly for carne and trucks working before unloading materials out of trucks, it is required to take pictures of real material status delivered to job site.

## 6.2 Material Arrangement

To avoid materials being moved so much on jobsite that might cause unexpected damages of paint, shape, when material delved to job site, they must be unloaded and arranged closed to the designed erection point, up to the material shall be stacked in location according to the areas, should be near the lifting position adjacent to the area to be erected, this facilitate the sorting and delivery during the erection.

- Fabricated Vertical Support (Main Support of the Structural) must be arranged closed to their base plate's anchor bolt position.
- Fabricated Horizontal Sections (members) must be unloaded near to the vertical Sections and arranged to be lifted with two/one crane / Scaffolding.
- Side wall Sections with wall brackets plates must be unloaded vertically to the wall location.

## 6.3 Protection & Storage Materials at site.

With purpose of preventing and protecting material damages during storage out of environment factors such as storm water, dust, etc which cause rusty, stain ... etc including below tasks:

- Choose firmed and dry area for storage.
- The Materials shall be stored above ground level with timber packing.
- The Materials, fabricated Units shall be stored separately, above ground on timber dun age they shall not be stacked directly on top of each other but must be separated by 50mm thick timber, and shall not stack in contact with other steel member but must be separated by a minimum 250mm gap.
- Particular care shall be taken to stiffen free ends at 200mm distance from ends, prevent permanent distance.
- The materials should place in minimum 5% slope to avoid water pond.
- The materials shall be kept free from dirt, grease, and other foreign materials and shall be protected from road splash.
- Never step on the materials.
- All bolts, nuts, washer, Screws, small plates, and articles generally shall be suitably packed and identified.
- Block above ground to keep water out.

## 7. Erections / Site Installation

### 7.1 General Principle

**Do not conduct Erection or Site Installation without last Installation Drawings issued for site works.**

- Locate the Vertical Main Structural base plate at the point fixing to slab and marked the point of anchor holes location.
- place the vertical Members to the exact location as per the drawings and hole marked anchor of base plate, and tide the fixing anchor correctly.
- All Required plates, connections must be prepared to receive the horizontal Section in position.
- Located the Main Section / posts at wall location and drill the horizontal wall base with thro – thro bolts as per the approved design.
- after completion and inspected fixing of the vertical Members & wall side , size must be rechecked during this process to make sure it will received the horizontal Members in place.

### 7.2 Fabricated Structural Assembly

#### Bolting and plates Installation

Start bolting all connections, joint plates with each other's by the required specified materials of bolts, washer, and nuts.

We assume the horizontal Section will be supplied to site with complete installation of the checkered plate and the safety handrails.

**Note:** we will be fabricating the complete required Structural at the Factory, into 3 parts of , it will be supplied to site with complete connection , base and wall plates for site jointing and installations, all member's will be in finishing approved paints and as per the specifications and approved drawings.



## 8. Safety Requirements

### 8.1 Personal protective Equipment (PPE):

The workers working on job site must be equipped with minimum PPE as below:

- Safety Helmet
- Safety Shoes.
- Full Body Safety harness with 01 or 02 hooks
- High Visibility Vest
- Safety Gloves



## 8.2 Keeping Construction Workers Safe During the COVID-19 Pandemic

Every construction project is different and unique, and what is feasible and appropriate for any one, project will depend on its unique characteristics. That said, the prevention tips that construction, Contractors may want to implement, include the following:

### General Safety Policies and Rules

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and shall direct others (employees/contractors/visitors) to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- The Company understands that due to the nature of its work, access to running water for hand washing may be impracticable. In these situations, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, the Company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to limit the need for N95 respirator use, by using engineering and

work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.

- The Company will divide crews/staff into two (2) groups where possible so that projects can continue working effectively in the event that one of the divided teams is required to quarantine.
- As part of the division of crews/staff, the Company will divide employees into dedicated shifts, at which point employees will remain with their dedicated shifts for the remainder of the project. If there is a legitimate reason for an employee to change shifts, the Company will have sole discretion in making that alteration.
- Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation.
- If practicable, each employee should use/drive the same truck or piece of equipment every shift.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.

### **Workers entering Occupied Building and Homes**

- Construction and maintenance activities within occupied homes, office buildings, and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Company will provide alcohol-based wipes for this purpose.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

## Job Site Visitors

- The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
  
- All visitors will be screened in advance of arriving on the job site. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the jobsite:
  - o Have you been confirmed positive for COVID-19?
  - o Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
  - o Have you been in close contact with any persons who has been confirmed positive for COVID-19?
  - o Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
  
- Site deliveries will be permitted but should be properly coordinated in line with the employer’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

## Personal Protective Equipment and Work Practice Controls

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), the Company will also provide:
  - o Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
  
  - o Eye protection: Eye protection should be worn at all times while on-site.
  
  - o NOTE: The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Nevertheless, employees should wear N95 respirators if required by the work and if available.
  
- Due to the current shortage of N95 respirators, the following Work Practice Controls

should be followed:

- o Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
- o Limit exposure time to the extent practicable.
- o Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.
- Institute a rigorous housekeeping program to reduce dust levels on the jobsite



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