

# **EXPRO National Manual for Projects Management**

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### **Project Office Facilities Procedure**



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## Project Office Facilities Procedure

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## Project Office Facilities Procedure

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# Project Office Facilities Procedure

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# Project Office Facilities Procedure

## 1.0 PURPOSE

This procedure establishes the standards for implementing and managing a safety programs in office facilities. Questions regarding interpretation of this procedure should be directed to the HSSE Manager for the applicable office facilities in question or to the on-site Facilities HSSE (Health Safety Security and Environment) Representative.

## 2.0 SCOPE

The scope of this procedure applies to all facilities that are controlled by all Government Construction Contracts executed throughout the Kingdom of Saudi Arabia.

## 3.0 DEFINITIONS

| Definitions | Description                             |
|-------------|-----------------------------------------|
| HSSE        | Health Safety Security and Environment) |
| VDT         | Lighting and Visual Display Terminal    |
| AED         | Automatic Defibrillator Devices         |

## 4.0 REFERENCES

- EPM-KSS-PR-000001 Project General Safe Working Requirements Procedure
- EPM-KSS-PR-000011 Project Portable Ladders Inspection and Control Procedure
- EPM-KSS-PR-000002 Project Housekeeping Procedure
- EPM-KSS-PR-000028 Project Floor and Wall Openings Procedure
- EPM-KSS-PR-000006 Project Barricades and Signs Procedure
- EPM-KSS-PR-000003 Project Personal Protective Equipment Procedure
- EPM-KSS-PR-000005 Project Fall Protection Procedure
- EPM-KSS-PR-000033 Project Scaffolding Control Management Procedure
- EPM-KSS-PR-000031 Project Lockout/Tagout Procedure
- EPM-KSS-PR-000024 Project Hazard Communication Procedure.

## 5.0 RESPONSIBILITIES

### 5.1 Office Manager

Is responsible for identifying a Facilities HSSE Representative to provide advice and oversight during the development, implementation, and periodic review of an HSSE plan specific to the office facilities.

### 5.2 Facilities HSSE Representative

Is responsible to advise the Office Manager during each phase of the HSSE plan. This individual must be identified in the HSSE plan, but is not required to be physically on site, however preferable.

## 6.0 REQUIREMENTS

### 6.1 Programs

Office facilities HSSE programs must, as a minimum, include procedures on the following:

- Employee orientation covering emergency response/evacuation guidelines, general safe work practices and hazard and injury reporting.
- Annual re-training with respect to the subject matter covered in employee orientation.
- Emergency response, including implementation of a site-specific Emergency Response emergency drills, with a minimum of one fire drill a year.



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- Visitor safety management requiring, as a minimum:
  - o **Visitor staying one day or less:** Host or designee must brief visitor on the office's emergency procedures and escort the visitor during the stay.
  - o **Visitor staying more than one day but less than three weeks:** Host or designee must provide visitor pertinent emergency information and show the visitor where the emergency exits, assembly areas, and emergency equipment are located.
  - o **Visitor staying three weeks or more:** Host or designee must ensure that visitor completes the HSSE orientation for that office.
- Office facilities safe work practices in keeping with, but not limited to the guidelines provided in Sect 5.3.
- Housekeeping and material storage in accordance with Sect 5.4.
- Hazard communication in accordance with the requirements in EPM-KSS-PR-000024 Project Hazard Communication Procedure.
- Quarterly office inspections to identify and correct unsafe conditions/work practices.
- Control of hazardous energy (Lockout/Tagout) in accordance with Sect 5.5.
- Construction, renovation, and maintenance activities requiring, as a minimum:
  - o That all work is safely performed in accordance with all applicable laws, statutes, rules, regulations, codes governing safety and health in the workplace, and any applicable safety and health standards as provided in, but not limited to all requirements in the following procedures:
    - EPM-KSS-PR-000001 Project General Safe Working Requirements Procedure
    - EPM-KSS-PR-000011 Project Portable Ladders Inspection and Control Procedure
    - EPM-KSS-PR-000002 Project Housekeeping Procedure
    - EPM-KSS-PR-000028 Project Floor and Wall Openings Procedure
    - EPM-KSS-PR-000006 Project Barricades and Signs Procedure
    - EPM-KSS-PR-000003 Project Personal Protective Equipment Procedure
    - EPM-KSS-PR-000005 Project Fall Protection Procedure
    - EPM-KSS-PR-000033 Project Scaffolding Control Management Procedure
    - EPM-KSS-PR-000031 Project Lockout/Tagout Procedure
    - EPM-KSS-PR-000024 Project Hazard Communication Procedure.

## 6.2 Ergonomics

Ergonomics to provide workstations that promote good working postures and work habits and reduce repetitive motion injuries. All reasonable means shall be made to comply with the following workstation recommendations:

### 6.2.1 Lighting and Visual Display Terminal (VDT) Workstations

- Use low-glare lamps and lens to cover bright bulbs.
- Provide task lighting as needed.
- Avoid placing workstation directly under overhead lights.
- Position workstations 2-3 feet from windows and at a right angle to windows to reduce glare.
- Avoid reflective work surfaces.

### 6.2.2 Chairs

- Contour provides sufficient lumbar support.
- Adjustable back rest-height and angle to support the body in an upright position.
- Sliding seat pan to accommodate leg length.
- Pneumatic height control.
- Adjustable arm rests.
- Five caster base specified for the surface of the floor (carpet or hard floor).

### 6.2.3 Work Surfaces/Keyboard Trays



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- Adjustable so that when arms are rested comfortably at one's side, the bottom of the elbow is at the same height as the surface supporting the keyboard.
- There is no forearm or wrist contact with sharp work surfaces or edges.
- Keyboard and mouse are able to be positioned at the same height.
- There are at least 2 inches between the work surface and the top of one's thigh when the chair is appropriately adjusted for the occupant.

### 6.3 Office Facilities Safe Work Practices

- File drawers shall be completely closed after every use.
- Do not carry anything that obscures vision - do not read while walking.
- Avoid excessive bending, twisting and leaning backward while seated.
- Use a stepladder for overhead reaching, never stand on a chair.
- Cords, wires, electrical cables, and other trip hazards shall be kept out of the walking path or secured from displacement.
- Use handrails when walking up or down stairs.
- Do not run indoors.
- Open doors slowly.
- Use handles on file drawers to avoid finger pinch points.
- Do not open two or more file drawers at the same time.
- Keep fingers, hair or articles of clothing and jewelry away from office machines.
- Keep the paper cutter blade in its closed and locked position when not in use.
- Office facilities shall have an Automatic Defibrillator Devices (AEDs)
- Near miss/Injury/Illness shall be investigated and reported to the HSSE Representative.

### 6.4 House Keeping and Material Handling

#### 6.4.1 Housekeeping

- Spills shall be cleaned up immediately.
- Walkways, aisles, stairways, and passageways shall be maintained in a clear and unobstructed condition.
- Appropriate trash containers shall be placed strategically in the office to promote the proper disposal of scrap materials.
- Liquids (such as paints, solvents, thinners, oils, greases) and any other material or containers that have contained chemicals shall be disposed of in accordance with regulatory requirements.

#### 6.4.2 Material Storage

- Materials shall be stored in a manner so as not to obstruct access to fire protection equipment, control valves, fire doors, alarm devices or panels, electrical panels, or aisles and hallways that serve as a means of exit. A minimum clearance of 1m should be maintained.
- Storage areas shall be kept clean, and materials shall be neatly stacked or placed.
- Free standing boxes (with no visible damage) shall not be stacked higher than four times the smallest base dimension, nor higher than 1.5m, whichever is less.
- Damaged boxes shall not be used to support other boxes. They should be placed at the top of a stack.

### 6.5 Control of Hazardous Energy (Lockout/Tagout)

Each office shall develop a procedure to cover the servicing and maintenance of machines and equipment in which the unexpected energization or start-up of machines or equipment, or release of stored energy could cause injury to employees. The procedure must include:

- A specific statement of the intended use of the procedure.
- Specific procedural steps for shutting down, isolating the machines or equipment to control hazardous energy.



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- Specific procedural steps for the placement, removal, and transfer of Lockout/Tagout devices and the responsibility for them.
- Specific requirements for testing a machine or equipment to determine and verify the effectiveness of Lockout/Tagout devices, and other energy control measures.
- Employee training for those employees involved with the control of hazardous energy.

### 7.0 HSSE PLAN IMPLEMENTATION AND REVIEW

The following requirements have been established to ensure that an ESSE plan is issued within acceptable parameters and is assessed periodically.

#### 7.1 Implementation

All office facilities must issue an ESSE plan prior to populating the office facilities.

#### 7.2 Quarterly Review

Every three months, the Office Facilities Manager (or designee) shall review current work practices for compliance with the HSSE plan, as well as evaluate the plan's effectiveness and make changes when appropriate.

### 8.0 ATTACHMENTS

1. HSSE Plan Development and Implementation Process





## Project Office Facilities Procedure

### Attachment 1 - HSSE Development Plan and Implementation Process

