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Project Safety Watches Procedure



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Project Safety Watches Procedure

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Project Safety Watches Procedure

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Project Safety Watches Procedure

1.0 PURPOSE

This procedure establishes the guidelines and standards for the duties and responsibilities of personnel assigned to be a Safety Watch for a specific activity.

For this procedure, a **Safety Watch** is a person specifically trained and assigned to warn others of potentially unsafe situations or emergency conditions, and to provide safety action as necessary.

2.0 SCOPE

The scope of this procedure applies to all works performed under all Government Construction Contracts executed throughout the Kingdom of Saudi Arabia.

3.0 DEFINITIONS

Definitions	Description
CPR	Cardiopulmonary Resuscitation
SCBA	Self-Contained Breathing Apparatus
OSHA	Occupational Safety and Health Administration
JHA	Job Hazard Analysis
WMS	Work Method Statements
PPE	Personal Protective Equipment

4.0 REFERENCES

OSHA 29CFR 1910.146 Permit Requirements Confined Space.
OSHA 29CFR 1910.252 General Requirements Welding, Cutting and Brazing
EPM-KSS-PR-000004 Project Fire Prevention and Protection Procedure
EPM-KSS-PR-000007 Project Confined Space Entry Procedure
EPM-KSS-PR-000023 Project Vehicle Safety Management Procedure
EPM-KSS-PR-000001 Project General Safe Working Requirements Procedure

5.0 RESPONSIBILITIES

A commitment to working injury-free is required of Project personnel. The individual actions of leaders and workers will establish the minimum standards to provide for safe work execution and compliance with HSSE (Health, Safety, Security and Environment) requirements.

5.1 Construction Site Manager

The Construction Site Manager is responsible to verify adequate resources, people, equipment, and training are made available to facilitate compliance with the requirements of this Procedure and for verifying that the requirements of this Procedure are effectively implemented.

5.2 Site HSSE Manager

The Site HSSE Manager is responsible for the development, and for the assessment of the Project's compliance requirements.

5.3 Contractor Superintendent

The Contractor Superintendent is responsible for coordinating and monitoring compliance with the requirements of this Procedure. He shall be knowledgeable in the requirements of this Procedure and shall verify that the plans, processes, provisions, instructions, and practices comply with these requirements.



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6.0 RISK ASSESSMENT

Before any Project Work Activity commences it is important that Risk Assessments are completed.

Risk assessments must be conducted at the Planning Stage:

- Project Risk Assessment.
- Work Method Statements (WMS)
- Job Hazard Analysis (JHA).

It is imperative that prior to beginning any work activity, a pre-start briefing occurs to discuss the contents of the WMS/JHA which includes mitigations for any other hazards noted by the crew at the jobsite. The discussion shall also include job steps, expected hazards associated with the activity, and the mitigation and protection methods that shall be implemented to prevent incidents.

The Hierarchy of control shall be used to reduce the likelihood of an incident occurring.

- **Elimination** (Remove the Hazard)
- **Substitution/Isolation** (Replacing material, process or hazard with a lower risk one/ separate people from the hazard (such as suitable guarding, distance, etc.)
- **Engineering Controls** (Redesign or replacement of plant and equipment)
- **Administration Controls** (Procedures, training, signage)
- **PPE - PERSONAL PROTECTIVE EQUIPMENT**

No work is to commence until the above has been implemented and signed by the relevant Supervisor in charge.

7.0 GENERAL REQUIREMENTS

To maintain a safe work environment and for the early detection and warning of deteriorating conditions and potentially unsafe situations, certain activities at the Project require the use of a Safety Watch. Personnel assigned to perform Safety Watch responsibilities are specifically trained and assigned to warn others of potentially unsafe situations or emergency conditions and to provide safety action as necessary. There are essentially five types of Safety Watches:

- **Fire Watch** (standby watch for hot work) is a person, other than the operator of spark producing welding, cutting, or grinding equipment, assigned to constantly scan the work area for fires and other hazardous conditions
- **Man-way (or entry) Watch** is a person assigned as an attendant stationed outside of a confined space to monitor the conditions of authorized entrants, conditions inside and outside of the confined space, and perform other duties required by the confined space procedure
- **Man-way (or entry) Watch** when using Respiratory Protection is an additional person assigned to monitor the safe operation and use of air supplied respiratory protection, keep supply hoses in order, and monitor the status of the air supply
- **Traffic Watch** (Flagman) is a person assigned to control traffic or to direct traffic through or around a construction area or other temporary traffic control zone
- **Equipment Watch** (Flagman) is a person assigned to perform traffic control duties for equipment, warn others of equipment hazards, and signal or direct equipment operators to assist safe equipment movement
- **Hazard Watch** (Spotter) is a person assigned to specifically control works near (between 6 m to 3 m) an overhead hazard or to control reversing vehicles. In these specific circumstances, positive and continuous communication shall be maintained between the spotter and the primary operator or driver.

An appropriate number of Safety Watches shall be provided to safely complete relevant work activities.

Safety Watches shall stop the work whenever conditions are at risk or if conditions change from that referenced on the JHA or work permit.



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Safety Watches shall not leave an assignment until they have been replaced by another qualified Safety Watch.

7.1 Fire Watch

- A Fire Watch will have a current approved safety work permit (hot works permit) and will maintain the conditions and requirements of the permit. The Fire Watch will adhere to the requirements of the permit.
- Safety equipment and fire protection gear (e.g., 9kg dry chemical fire extinguishers, water hoses) must be on the project/facility in good working order. Water hoses must be charged up to the end nozzle to provide immediate usage if needed.
- Fire Watches will wear orange vests (or other high visibility color) for identification and will have no other duties assigned to them other than those required to keep the project/facility safe.
- Fire Watches will not leave the project/facility for any reasons unless work has been stopped or completed or other Fire Watches replace them.
- Fire Watches must be fully capable of informing others of emergency conditions and of understanding their requirements.
- The Fire Watch will be responsible for barricading the area, if required by the work permit, and for keeping other personnel from walking beneath overhead work or exposing themselves to potential hazards.
- In the event of a fire, the Fire Watch will extinguish the fire if it is clearly within the capacity of the equipment available. Otherwise, he will activate emergency alarms or systems.
- The Fire Watch will remain at the worksite for at least 30 minutes after hot work activities have stopped to ensure that no smoldering embers or slag exist.
- Upon completion of the work and after the determination has been made that no smoldering embers are present, the Fire Watch will return the fire protection equipment to its original location. The Fire Watch will continually monitor the surrounding area to ensure that no potentially hazardous situations or changing conditions exist, such as pulling samples from a hydrocarbon stream, a gas release, etc. In the event of such changing environments, the Fire Watch will immediately stop all hot work until the area is again made safe to work in.

7.2 Man Way (or Entry) Watch

- A Man-way Watch is required when personnel must enter a confined space such as a vessel, tank, pit, heater or other enclosed environments. This type of Safety Watch may also be referred to as an Attendant
- The Man-way Watch will inform those inside these spaces of any changing conditions and will monitor the safety and health of the individuals inside.
- Man-way Watches will wear orange vests (or other high visibility color) for identification and will have no other duties assigned to them other than those required to keep the project/facility safe.
- Man-way Watches will not leave the project/facility for any reason unless the work has been stopped or completed or other Watches replace them.
- Several Man-way Watches may be required for vessels that are tall or have multiple entrances. Those working in a vessel must leave the vessel if the Safety Watch has to leave their posts.
- Man-way Watches must be fully capable of informing others of emergency conditions and of understanding their requirements.
- If the Man-way Watch is also a Fire Watch and/or Fresh Air Watch, all the requirements established in this procedure for those Watches must be followed.
- If someone inside an enclosed environment needs help, the Man Way Watch will not go into the confined space to rescue that person. Rather, the appropriate emergency response team must be notified immediately.
- The Man-way Watch is required to remain in the immediate area of the entry point, just outside the vessel, pit or tank.
- The Man-way Watch will continually check the condition of those inside and maintain communications.
- The Man-way Watch must be able to obtain additional assistance easily. In some instances, a horn or radio may be appropriate.



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7.3 Man-way (or Entry) Watch When using Respiratory Protection

- There must be at least two employees at the entry of a confined space that requires the wearing of respiratory protection equipment.
- At least one employee at the confined space entry will have proof of valid certification training in first aid and cardiopulmonary resuscitation (CPR).
- In addition to the two employees at the confined space entry, one additional employee must be within sight or call of the Entry Watch.
- An independent source of breathing air must be available at the entry point (self-contained breathing apparatus (SCBA) or separate cylinder/hose line unit).

7.4 Traffic Watch

- The Traffic Watch will direct traffic around obstructions in normal thoroughfares.
- Flags, stop/slow signs, or other traffic signals will be used to direct traffic safely.
- Traffic Watches will wear orange vests (or other high visibility color) for identification and will have no other duties assigned to them other than those required to keep safe traffic control.
- Traffic Watches will not leave the work area for any reason unless the work has been stopped or completed or another Traffic Watch replaces them.

7.5 Equipment Watch

- A flagman must accompany any man lift, crane, or cherry picker when the equipment is traveling.
- A flagman is required when a forklift operates in and around equipment such as pipe racks where visibility for the operator is poor.
- When spotting for excavators, the spotter must be in a position far enough away as to not be in the radius of the boom.
- Spotter must have communications with the operator. (visual or verbal)
- Spotter must be in a position so that he/she can see if anyone is approaching the machine from behind.
- If the equipment watch is required to move into a position where a "line of fire" issue presents itself, the watch must first communicate with the operator and the equipment is to be stopped and made safe. At no time shall the watch be in the "line of fire" (Radius of machine) while the machine is operating.

8.0 TRAINING

Before performing Watch duties (confined space or fire), selected Project personnel shall be given suitable training and shall be ready to indicate that they are authorized and have received the appropriate Safety Watch training.

- Safety Watches must be properly trained before performing Watch duties.
- Stickers on their hard hats (or other methods) will be used to indicate that they have received Safety Watch training.
- More than one Safety Watch may sometimes be needed to assist with a task.
- Safety Watches must be fully capable of informing others of emergency conditions and of understanding their requirements.

9.0 ATTACHMENTS

N/A