



Health, Safety & Environment (HSE) requirements at International Media production Zone (IMPZ)

General

1. Ensure to comply with all applicable Local and Federal Legal HSE requirements.
2. Zoning Authority Development Control (ZADC) HSE guidelines are applicable for all construction activities in IMPZ.
3. Food outlets & other regulatory requirements are available on our website.
4. For Operations, IMPZ developed HSE & Fire Protection Guidelines which are as minimum HSE requirements.
5. Annual HSE returns to be submitted to IMPZ, which includes but not limited to Raw materials used, Products and waste generation. A detailed sheet is available in HSE & fire protection guidelines
6. List of machines/equipment installed at your premises should be submitted to IMPZ for our reference /record.

Health

1. A First Aid box complying with regulatory requirements should be provided in your facility/office and regularly replenished with required items.
2. Adequate number of employees should be sent for "First Aid training" (as per legal requirements) and training certificates should be submitted to us for our reference/record. Name of the trained First Aider should be displayed near the first aid box.

Safety

1. Fire detection/ protection facility should be serviced and maintained in sound condition.
2. Employees/staff should be trained in use/operation of available firefighting equipment. On completion of the training, please send the copies of the Training certificates to us for our reference/record.
3. All the non-routine activities should obtain a Permit to Work (PTW) from TECOM Asset Management.
4. All electrical installations / equipments shall be protected with appropriate devices & comply with Dubai Electricity & Water Authority (DEWA) requirements
5. Good housekeeping of the facility should be highly regarded.
6. Adequate gap should be maintained in between office / warehouse wall and stacked materials in the storage area to provide suitable fire break and access for emergency services.
7. Clear access should always be maintained to all firefighting equipment and electrical panels inside the premises. Keep the fire escape exits unobstructed at all times.
8. Set-back areas/emergency access (5.0 meter) around the fence line to the facility must be kept clear and free from any obstruction at all times.
9. As per TECOM No Smoking Policy, Smoking is strictly prohibited inside facilities, it is only allowed in designated places. Adequate number of 'No Smoking' sign boards of suitable size should be displayed in various places inside the office and warehouse. 'No Smoking' policy should be strictly enforced.
10. Appropriate Personal Protective Equipment (PPE) signs/labels should be provided in the areas identified as places where PPEs are mandatorily for staff to wear. Ensure strict compliance to the use of these PPEs and regular replacements for worn-out PPEs should be implemented.
11. All Mechanical equipments should be operated only by trained and licensed personnel's only.
12. Load test certificates, from the approved third party, for the forklifts and other lifting equipment should be submitted to us for our reference/record. Forklifts should be fitted with reverse siren buzzer and beacon lights.



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13. Inspection/test certificate for the air receiver/pressure vessel from the third party should be submitted to us for our reference/record.
14. Appropriate warning labels and signs should be posted /displayed on electrical panels and the like to inform staff of the danger/hazards involved in these equipment.
15. EMERGENCY COMMUNICATION: Telephone No. **04-360 1777** of TECOM Emergency Control Centre must be displayed visibly in various areas of the facility.

Environment

1. List of chemicals being used at your premises, with their corresponding Material Safety Data Sheet (MSDS) should be submitted to IMPZ.
2. 3R technologies of waste management such as Reduce, Reuse and Recycle are highly recommended. Recycling of Paper, Plastic & cardboards are practiced at IMPZ, same or beyond that are the expectations from IMPZ.
3. Waste must be segregated as Solid waste & Hazardous waste. It should be stored properly, well ventilated and free from fire hazard.
4. All wastes generated from any sources shall to be disposed off in accordance with Dubai Municipality (DM) requirements.
5. All the necessary guidance on Water, Energy conservation and more information on HSE are available from SEED & IMPZ.