

**CONTRACTUAL OBLIGATION:**

It is the responsibility of the Contractor's Management and Supervisory Staff to ensure that their employees and subcontractors are informed of Emirates Palace's Fire, and Life Safety requirements and procedures and that they strictly adhere to them.

The contractor must comply with all UAE legal requirements, AD EHSMS RF Element, Mandatory Code of Practices, and any other applicable requirements. In case of conflicting regulations or provisions, stricter one must be followed.

**PRE-REQUISITE**

- Before commencing work, obtain approval from the Emirates Palace Head of Department for the setup plan/work.
- Coordinate with Emirates Palace Sales Manager to schedule the setup and tear-down and ensure seamless execution
- Acquire all necessary certifications from local authorities to ensure compliance with legal requirements.
- Obtain contractor's all-risk liability insurance cover to safeguard against any unforeseen incidents during the setup and tear-down.
- Provide all required documents in accordance with the gate pass policy at least 3 days prior to the setup.
- Evaluate and inspect power requirements/generators in advance and seek approval from Emirates Palace Engineering Department.
- Provide risk assessment or method statement for the work to be carried out at the hotel before commencing work, if available.
- Inform Emirates Palace of all technical requirements, such as electrical power, data cables, internet connection, and seek pre-approval before connecting any cables to Emirates Palace electrical cabinets.
- Walk through the site area with the Senior Manager on duty, designated Emirates Palace Hotel employee, or their agent to understand the project before commencing work.
- Obtain prior approval for any hot works such as welding and flame cutting.
- Obtain prior written permission to use equipment such as smoke machines, haze machines, etc.

**CONTRACTOR NON-COMPLIANCE**

- If during the execution of a contract, a contractor or subcontractor is in breach of any condition of the contract or any HSE requirements, the process set out in the contract for managing such breaches should be followed exactly (all work with regards to that activity shall be suspended until the matter is resolved).
- Work cannot recommence until the Supervising Project Manager or Emirates Palace Project In-Charge is satisfied that adequate risk controls are in place.

## **SAFETY REGULATIONS**

- The contractor's Indemnity form must be completed before commencing any work.
- Prior to commencing work, the contractor must conduct a site walk with the Senior Manager on duty, or a designated Emirates Palace employee, or their agent to familiarize themselves with the project.
- The contractor's employees and guests must wear appropriate personal protective equipment, such as hard hats, safety shoes, and overalls, to prevent injury.
- The contractor must supply their employees and guests with the appropriate dust masks or breathing apparatus based on the materials being used.
- The contractor must provide their employees and guests with proper eye protection whenever there is a risk of grit, metal particles, chemical injury, etc.
- All exhibits, including vehicles, boats, and motorbikes, must be free of fuel before entering the hotel building. When bringing a vehicle into the ballroom or auditorium, a carpet must be placed underneath. Motorbikes must be delivered by a carrier and not driven into the venue.
- All temporary cables must have sufficient protection, guards, ramps, and covers to prevent damage.
- Technical requirements such as electrical power, data cables, and internet connection must be communicated in advance.
- Surplus or scrap material must be removed from the work site daily, and the site must be kept tidy at all times.
- Any spillage of oil, chemicals, or harmful substances must be cleaned up immediately.
- Generators and fuel tanks must be protected with fences, and external surfaces should be shielded from diesel or oil spillage.
- No drilling, hammering, or hanging of materials on walls or ceilings is allowed. Any significant work, such as building booths or painting, must be done behind the loading area.
- Modifications to the existing Emirates Palace infrastructure are not permitted for any set-up.
- Prior to function set-up, existing floors, walls, and ceilings must be protected.
- The contractor must obtain prior permission to bring any hazardous materials or substances and dangerous equipment inside the premises.
- The contractor is responsible for providing a first aid kit for their employees to ensure that they have access to immediate medical attention in case of any injuries or accidents.
- The consumption of alcohol, use of drugs, and smoking are strictly prohibited on the site for both the contractor's employees and visitors.
- Maintain cleanliness and orderliness on the site at all times and ensure that access points, emergency exits, and walkways are kept clear and free from any obstructions that may hinder movement or cause accidents.

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- Disposal of waste and surplus materials must comply with statutory or other legal requirements, and only licensed waste contractors may be used.
- Storage of materials, waste tools, equipment, and other items is not permitted in areas accessible to hotel guests and customers.
- The erection, use, and dismantling of scaffolding and mobile access towers must adhere to Emirates Palace Hotel guidelines.
- Ladders may be used as a safe means of access, subject to compliance with the property's "Ladder Safety" guidelines.
- All excavations and openings must be securely fenced, and sufficient warning signs must be displayed at all times.
- Free access to firefighting equipment must be maintained at all times, and removal of the fighting equipment from its designated location is prohibited except for firefighting purposes.
- The contractor must ensure their employees and guests wear safety footwear during construction or major maintenance work.
- Interference with necessary wiring and other mechanisms of automatic fire detection and firefighting equipment is prohibited.
- When working on brittle roofs, the contractor must use the correct crawling boards. Guard rails and toe boards must be provided when employees work close to the edge of a roof, and safety harnesses must be worn as necessary.
- Equipment, materials, and waste must be lowered or carried to the ground when work is being carried out above ground floor level, and not thrown
- Cordon off the area or use barriers when working at height to prevent people from entering the zone below the work area. This is to ensure that any objects or tools that may fall from height do not pose a danger to people or property below.
- Any tools or machine part, function, or process that may cause injury must be safeguarded. This includes testing tools and equipment before use to ensure that they are in safe working order and that all safety features are in place and functioning properly.
- The Hotel should notify the contractor about the presence of asbestos in any potentially affected areas by using the Asbestos Register. In the event that any material suspected of containing asbestos is found, it must not be disturbed and designated personnel from Engineering or a Senior Manager must be consulted.
- In order to prevent any disruption to guests' experience, contractors are not allowed to use radio communication equipment where guests or visitors are present. However, if the contractor needs to use such equipment, a permit must be obtained before its use.
- When working in areas without artificial lighting, the contractor should provide suitable lighting to a

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minimum level of 350lux.

- Fixed auditorium seating cannot be removed.
- All excavations and openings should be securely fenced, and warning signs should be placed to mark any obstructions or hazards.
- Generators and fuel tanks must be protected with fences.
- Existing floors, walls, and ceilings should be protected prior to function set-up.

#### Others rules:

- abide by the speed limits established by Emirates Palace while operating any vehicles or machinery on the site.
- proper usage of the parking area, including the flow of traffic in and out of the area.
- Smoking in permitted area only

#### DISCIPLINARY

- All contractor staff shall sign in and sign out at the end of the work session using the Emirates Palace Hotel's visitors and contractors register logbook, available at Security Gate 2.
- Report any damage, unsafe conditions, or incidents to Emirates Palace Security Operation Centre + 02 690 8777 immediately.

#### IMPORTANT INFORMATION:

- Outside food and drinks are not permitted at Emirates Palace. Workers can have their duty meals at the staff cafeteria after obtaining a voucher from the finance department.
- All cabling should be covered with sand-colored tape. (No other color tape is allowed)
- The maximum height limit for trucks delivering items to the loading bay is 4.0 meters.
- Joint Inspection needs to be conducted with the contractor/client and Emirates Palace event committee to identify the existing condition of the area before handing over.

**CONTRACTOR MANAGEMENT****SAFETY STANDARDS & REQUIREMENTS**Revision: **R3-JUL2025****SET-UP AND TEAR-DOWN TIMINGS FOR DIFFERENT VENUES:**

Sr. No.	Venue	Timing	Remarks
01	Ballroom (Inside)	Any Time	Noise level needs to be reduced during the night.
02	Auditorium (Inside)	Any Time	Noise level needs to be reduced during the night.
03	Meeting / Conference Rooms (Inside)	Any Time	Noise level needs to be reduced during the night.
04	Palace Terrace	9am -7pm	Noise level needs to be reduced during the night.
05	Auditorium Terrace	9am -7pm	Noise level needs to be reduced during the night.
06	Ballroom Terrace	9am -7pm	Noise level needs to be reduced during the night.
07	West Wing Gazebo	9am -7pm	Noise level needs to be reduced during the night.
08	Oriental Café Gazebo	9am -7pm	Noise level needs to be reduced during the night.
09	Any Public Area (Indoor) like Dome, East / West Wing Corridor, Lobby	12 am - 6 am	Noise level needs to be reduced during the night.

**INDEMNITY CLAUSE:**

The contractor shall indemnify and hold harmless the property (Emirates Palace Mandarin Oriental), its management, and colleagues from and against any / all claims, damages, losses, liabilities, and expenses arising out of or in connection with the contractor's work, including but not limited to personal injury, property damage, and infringement of intellectual property rights.

The contractor shall also be responsible for obtaining and maintaining appropriate insurance coverage for its work and shall provide proof of such coverage upon request. This indemnification shall survive the termination or completion of the contract.

**CONTRACTOR MANAGEMENT****SAFETY STANDARDS & REQUIREMENTS**Revision: **R3-JUL2025****ACKNOWLEDGMENT:**

By signing this, we acknowledge our commitment to adhere to Fire, Life & Safety Procedures as per the company's Policies & Procedures. We will not engage in any other work outside the scope of this permit.

In the event of any unforeseen circumstances preventing us from completing the work within the specified time, we will inform the concerned Head of the Department immediately.

As contractors, it is our responsibility to be familiar with Emergency Exits & Assembly Points in our work area and to understand the Fire Evacuation Policy of the company. By signing this permit, we confirm that we are fully aware of the Emergency Exits & Assembly Points in our work area and have a clear understanding of the company's Fire Evacuation Policy, available for reference at the Security Office.

**Project / Function Details****Name of the Function :****Location :** **Duration :****Start Date :** **Completion Date :****Other Comments:****SIGNED**

For and on behalf of  
**Contractor**

**SIGNED**

For and on behalf of  
***Emirates Palace Mandarin Oriental***

*(Signature)**(Initial)**(Signature)**(Initial)***Name :****Name :****Date :****Date :**