TENDER HSE PLAN | SAMPLE EXCERPT

Tender HSE Plan: scaffold access package

Excerpt showing how SPS structures a tender HSE plan for a Dubai project: mapped to the Safety Plan contents in 2-3-2 of the Dubai Municipality Safety Guide for Construction Works (2026).

SAMPLE Not written for a real project or client. Project details are placeholders in square brackets. Sections 1 to 4 of a typical 10-section plan are shown.

1 Purpose and scope

This plan sets out how [Subcontractor] will manage health and safety for the erection, alteration, inspection and dismantling of access scaffolding on [Project], Dubai, as part of its tender. It is the tender version of the Safety Plan the contractor develops under 2-3-2 of the Dubai Municipality Safety Guide for Construction Works (2026), and it will be developed into the construction-stage plan after award.

Under 2-3-2 the Safety Plan is submitted to the engineer for approval, and under 2-2-6 the engineer reviews and approves it before execution. This tender version does not replace that approval.

2 How this plan answers 2-3-2

Evaluators look for each required element. This table shows where the plan answers each one.

Safety Plan content listed in 2-3-2	Where this plan answers it
Plan target	Section 1 and the HSE objectives in section 5
Responsible persons for its application	Section 3, roles and responsibilities
Healthy procedures in the work environment and provision of medical care	Section 6, welfare and first aid
Occupational health and safety awareness and training procedures	Section 7, induction, training and toolbox talks
Procedures for safety and protection of the workplace against hazards	Section 4, work at height and scaffold controls
Personal protective equipment for the potential hazards	Section 4.6 and the PPE matrix in section 8
Risk assessment of major hazards in each execution stage, with protective measures	Section 9, stage risk register
Procedures in case of accidents	Section 10, emergency and rescue
Continuous updating with stages and changes of the work	Section 5.3, plan review and change log

3 Roles and responsibilities

Role	Name	Key HSE duties for the scaffold package
Project manager	[Name]	Owns this plan; provides resources; stops work when controls are not in place
HSE officer	[Name]	Monitors compliance; runs inductions and toolbox talks; keeps HSE records; reports incidents

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Role	Name	Key HSE duties for the scaffold package
Scaffold supervisor (competent person)	[Name], certificate [number]	Supervises every erection, alteration, move and dismantle (8-1(2)); holds a scaffold competent person training certificate from a company approved by the competent authority (8-10(1))
Scaffold inspector (competent person authorised by the contractor)	[Name]	Inspects before first use and as in 4.4; signs and posts the green scaffold tag (8-8(10)); posts red tags on incomplete scaffolds (8-8(9))
Scaffolders	Crew list	Skilled and trained; follow the method statement; use fall protection during erection (8-8(3))

4 Work at height and scaffold controls

4.1 Design before erection

No scaffold is erected until its designs, drawings and design loads are prepared and approved by the engineering office, and the approved information is kept on site for inspection (8-1(4)). [Subcontractor] keeps a drawing register showing the approved revision for each scaffold.

4.2 Supervision and competence

All erection, moving, dismantling and alteration takes place only under the supervision of a competent person, by skilled and experienced workers (8-1(2)).

4.3 Tags and incomplete scaffolds

Partially erected or dismantled scaffolds are not used: a red scaffold tag is posted and access is physically blocked (8-8(9)). A scaffold is handed over for use only after the competent person's thorough inspection, when the green tag is signed and posted (8-8(10)).

4.4 Inspection regime

When	By whom	Record
Daily, before each use (8-10(3))	Competent person	Daily inspection log; tag checked
After bad weather, or after a long period out of use (8-10(3))	Competent person	Inspection log entry before reuse
After any alteration to the scaffold or its components (8-10(3))	Competent person	Alteration record; tag re-signed
Third party inspection, and again after any change of location (8-1(8))	Inspection body approved by the competent authority	Third party certificate

4.5 Wind and weather

A means of measuring wind speed is kept on site. Work on external scaffolding stops in high winds or rain that may endanger workers; the Guide recommends stopping work completely at 38 km/h and following National Center of Meteorology instructions (8-1(6)).

4.6 Fall protection

Every worker at 2 m or more above a lower level is provided with a safety harness and shock-absorbing lanyard (4-2-8(1)). Scaffolders erecting and dismantling are given proper fall protection measures and suitable PPE (8-8(3)). Anchor points and the rescue arrangement for a worker suspended in a harness are set out in section 10.

About this sample

Sections 5 to 10 (objectives and plan review, welfare, training, PPE matrix, stage risk register, emergency and rescue) follow the same pattern in a full tender HSE plan.

Clause references are to the Dubai Municipality Safety Guide for Construction Works (2026), checked against the Guide text on 7 Oct 2026; confirm them against the version your project uses. The engineer's approval of the Safety Plan (2-2-6) and the engineering office's approval of scaffold designs (8-1(4)) remain with those parties.

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