



هيئة المناطق الحرة - دولة قطر

FREE ZONES AUTHORITY-STATE OF QATAR

Health, Safety, and Environment (HSE) Regulations

Version: 1

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Health, Safety, and Environment (HSE) Regulations

Part 1 - Preliminary Rules

Article 1 - Citation

These Regulations will be cited as the Health, Safety, and Environment (HSE) Regulations.

Article 2 - Definitions

The following words and phrases will have the meanings shown against each of them, unless the text indicates otherwise:

Authority: will have the meaning given to it in the Free Zones Law.

Board: will have the meaning given to it in the Free Zones Law.

CEO: the Chief Executive Officer of the Authority.

Competent Person: a person who has practical and theoretical knowledge and actual experience of the work activities that they are required to do. A person's competence will, in some cases, be tangibly demonstrated by the award of a qualification or other recognition of training received.

Corrective Action: steps that are taken to remove the causes of an existing nonconformity or undesirable situation. The Corrective Action process is designed to prevent the recurrence of nonconformities or undesirable situations.

ESG: environment, Social and Governance.

Free Zone: will have the meaning given to it by the Free Zones Law.

Free Zone Entity: an entity that has been incorporated or registered in a Free Zone.

Free Zones Law: Law Number (34) of 2005 as referred thereto.

Free Zones Legislation: the Free Zones Law, these Regulations and any other regulations issued pursuant to the Free Zones Law, rules, decrees, resolutions, decisions, policies, or orders issued from time to time in connection with the Free Zone.

HSE: health, safety and environment.

Regulations: the present HSE Regulations including any rules, policies, Standards, resolutions, decisions, or orders issued under or in connection with these Regulations.

Responsible Party: the party that directly or indirectly owns and/or controls and/or manages and/or operates (as applicable) any activity performed on/or related to Free Zone.

Schedule of Fees: the schedule of fees as issued and updated from time to time by the Authority.

Schedule of Sanctions: the schedule of sanctions as issued and updated from time to time by the Authority.

Standards: means documented requirements, procedures, or technical specifications listed in Schedule 1 of these Regulations as issued and updated from time to time by the Authority to regulate and guide the conduct of activities within the Free Zones. Standards may address operational, safety, environmental, sustainability, or quality matters and shall be enforceable as part of the HSE regulatory framework.

State: the State of Qatar.

Article 3 - Interpretation

(1) In these Regulations, a reference to:

- a) a law includes all amending or supplementary legislative instruments, or secondary or subordinate executive regulations, including decrees, regulations, decisions, policies, or orders issued by the Authority, or any other competent State authority having power over the Free Zone, made under that law as amended, restated, or re-enacted from time to time.
- b) a provision of any law or regulations includes a reference to that provision as amended, restated, or re-enacted from time to time.
- c) the singular includes the plural and vice versa.
- d) a year, month or day means a year, month, or day of the Gregorian calendar.
- e) the masculine gender includes the feminine gender or legal bodies.
- f) a document or deed in "prescribed form" is a reference to that document or deed in the form prescribed by the Authority from time to time.
- g) "in writing" or "written" includes any form of representing or reproducing words in a legible form;
- h) a person includes any natural or legal person, including a Branch, company, partnership, unincorporated association, government or state, including any governmental department, body or authority.

(2) The headings in these Regulations do not affect interpretation thereof.

(3) Any reference to an article, a sub-article, a paragraph, or a sub-paragraph in these Regulations without further specification is a reference to an article, a sub-article, a paragraph, or a sub-paragraph of an article in these Regulations.

(4) Any reference in these Regulations to "include", "including", "in particular", "for example", "such

as” or any similar expressions will be considered as illustration or emphasis only and is not to be construed so as to limit the generality of any words or texts preceding them.

- (5) Any reference to the “Authority” includes any person who has been delegated or granted powers by the Authority to regulate, develop, operate, or manage any Free Zone in accordance with the Free Zones Legislation.

Article 4- Application

- (1) These Regulations regulates amongst other things, events that could impact people and the Free Zone environment.
- (2) Responsible Parties are to utilize these Regulations along with State laws for the management of health safety risks that could impact people with the Free Zone.
- (3) Responsible Parties are to utilize These Regulations along with the State laws to ensure business practices comply with best practice on environmental protection and sustainability.

Part 2- Management of HSE Risks

Article 5 - HSE management system

- (1) Responsible Party shall ensure the development of an effective HSE Management System for operations within Free Zone which is guided by the following core principles:
 - (a) Commitment to protecting human health and the environment.
 - (b) Prevention of accidents, injuries, and environmental incidents.
 - (c) Compliance with all applicable State laws, regulations, and Free Zone related Standards.
 - (d) Continual improvement in HSE and ESG performance.
- (2) The structural framework of the HSE Management System shall encompasses:
 - (a) Leadership and commitment from top management.
 - (b) Employee participation and accountability at all levels.
 - (c) Systematic approach to risk management.
 - (d) Integration of HSE objectives into business processes.
 - (e) Regular monitoring, reporting, and reviewing of HSE performance.

Article 6 - Sustainability and environmental stewardship

- (1) Responsible Parties shall incorporate sustainability into all aspects of their operations, promoting practices that contribute to environmental conservation and stewardship.
- (2) Environmental impact assessments shall be mandatory for all identified new projects following the requirement of applicable State Laws and the Authority Standards.
- (3) Operational practices within the Free Zone shall be guided by principles of sustainability, focusing on resource conservation, waste reduction, and the promotion of biodiversity.
- (4) Environmental Permit and Consent to Operate shall be issued to all project development in the Free Zone in line with applicable Authority Standards.

Article 7 - Regulatory compliance and risk management

- (1) The Authority mandates strict adherence to all HSE-related legal and other requirements as stipulated by the State laws, Authority Standards, relevant international industry standards and treaties. Compliance ensures not only the safety and well-being of individuals but also the preservation and protection of the environment within Free Zone.
- (2) Responsible Parties shall implement a suitable and adequate HSE risk management process in line with best practice within the industry.
- (3) Responsible Parties shall ensure that there is adequate planning of all activities under their control. Any activity to be performed outside Responsible Party's approved plot limit or have potential to cause nuisance outside the approved plot limit shall be coordinated with the Authority.

Article 8- Management of hazardous substances

- (1) All hazardous substances within the Free Zone shall be transported, handled and stored according to Authority Standards, international guidelines and best practices to prevent accidents and environmental contamination. This includes but not limited to appropriate labeling, use of containment systems, and maintaining access to safety data sheets for all substances.
- (2) Safety data sheets for all hazardous substances used within the Free Zone must be always accessible, providing critical information on handling emergencies, potential hazards, and safe usage procedures.
- (3) The disposal of hazardous waste requires strict adherence to established protocols, State laws, the Authority Standards, and other international requirements to prevent harm to human health and the environment.

Article 9 - Traffic safety

- (1) Any obstruction, diversion, or maintenance on Free Zone road and pedestrian infrastructure shall

follow the Authority requirements and permits.

- (2) Vehicle operators and road users shall have appropriate driving license approved in Qatar before operating within Free Zone.
- (3) All road users shall abide by displayed road signages. Road users shall act appropriately to ensure the safety of other road users and pedestrians.
- (4) Road users shall abide by the traffic signals to ensure smooth and safe flow of traffic.

Article 10 - Electrical safety

- (1) Adequate control measure shall be implemented for all potential electrical hazards.
- (2) All electrical system shall be regularly inspected and maintained by Competent Persons.

Article 11 - Contractor and supplier management

- (1) Free Zone Entities shall implement a process of contractor and supplier management which is aligned with the Free Zone related Standards.
- (2) Free Zone procurement process should prioritize suppliers who demonstrate a strong commitment to HSE and ESG principles. The evaluation criteria shall include suppliers' HSE policies, performance records, and adherence to sustainable practices.
- (3) Continuous monitoring and periodic reviews of contractor performance shall be conducted to ensure ongoing compliance with HSE Standards. Non-compliance shall be addressed through Corrective Actions or contract termination if necessary.

Article 12 - Employee welfare and well-being

- (1) Comprehensive health and wellness programs shall be provided, promoting physical and mental health, and encouraging a balanced lifestyle.
- (2) Resources and support for stress management and mental health shall be made available to all employees, recognizing the importance of psychological well-being in overall health and safety.
- (3) Initiatives promoting work-life balance should be developed to help employees manage their professional and personal lives effectively, contributing to a happier and more productive workforce.

Article 13 - Workplace facilities and ergonomics

- (1) Workplace design and layout facilities shall be designed to uphold the highest standards of safety and functionality. The layout shall facilitate efficient workflow while minimizing risks, ensuring space utilization, workflow, easy access to emergency exits, and complying with ergonomic principles to promote employee well-being.

- (2) Ergonomic practices are integral to maintain employee health and preventing workplace injuries. All businesses should implement ergonomic assessments and make necessary adjustments to workstations, equipment, and task design.
- (3) Regular maintenance and inspections of facilities are crucial to ensure a safe working environment. The Authority may conduct periodic checks to ensure compliance with maintenance protocols, addressing any potential hazards promptly.

Part 3 - HSE improvement

Article 14 - Health and safety culture

- (1) Responsible Parties shall be committed to fostering a positive health and safety culture. This includes encouraging a proactive approach to HSE matters, where safety is integrated into every aspect of operations.
- (2) Active employee engagement in HSE matters shall be encouraged. Mechanisms for feedback, suggestions, and active participation in HSE initiatives should be established to ensure a collaborative approach to health and safety.
- (3) Recognition programs and incentives should be established to reward individuals and teams for exemplary performance in HSE practices. This aims to motivate ongoing commitment and excellence in health and safety.

Article 15 - Engaging employees actively in HSE endeavors

- (1) Encourage active employee participation in HSE decision-making processes. This includes involvement in HSE committees, suggestion schemes, and feedback sessions, ensuring that employees have a voice in shaping HSE policies and practices.
- (2) Implement a system to recognize and reward employees who make significant contributions to improving HSE performance. This recognition should motivate others to actively participate in HSE initiatives.
- (3) Support and encourage employee-led HSE initiatives and projects. This empowers employees to take ownership of HSE matters and implement innovative solutions to HSE challenges in the workplace.
- (4) A clear communication strategy shall be developed to disseminate HSE information throughout Free Zone, ensuring that all stakeholders are informed and engaged.

Article 16 - Training and awareness

- (1) Robust HSE training programs shall be developed by each Responsible Party and delivered to

ensure that all employees are knowledgeable about potential hazards and safe work practices.

- (2) Specialized training program shall be conducted by the Authority approved training organizations for activities identified as high-risk.
- (3) Regular awareness campaigns and communication strategies shall be implemented to reinforce the importance of health and safety, keeping HSE at the forefront of the organizational culture.

Article 17 - Reporting and documentation

- (1) Clear and concise reporting requirements for HSE matters shall be established, ensuring transparency and accountability in HSE performance.
- (2) Effective record-keeping and documentation practices shall be implemented, ensuring that HSE records are legible, accurate, up to date, and readily available for review and audit purposes.
- (3) Responsible Parties shall be transparent in HSE information dissemination to the Authority to maintain trust and demonstrate commitment to high HSE Standards.
- (4) Responsible Parties shall comply with the requirements of the Authority data submissions in terms of time and quality.
- (5) The Authority mandates the adoption and transparent disclosure of an ESG framework. These Regulations aims to ensure sustainable development, ethical business conduct, and compliance with global ESG Standards.

Article 18 - HSE recognition and incentives

- (1) Recognition programs shall be established to acknowledge individuals and organizations within Free Zone that demonstrate exemplary HSE performance.
- (2) Incentive schemes shall be developed within the Authority and Free Zone Entities to reward the adherence to these Regulations and encourage continuous improvement in HSE performance across Free Zone.

Article 19 - Emergency planning and preparedness

- (3) Responsible Party shall ensure that all phase of operation have an effective emergency management plan in line with the Authority requirements.
- (4) All premises shall deploy adequately training personnel and ensure routine testing of the emergency system.

Article 20 - HSE audits and inspections

- (1) Routine internal audits shall be scheduled and conducted to ensure continuous compliance with these Regulations and Standards. These audits help in identifying non- conformities and areas where improvement is needed.

- (2) A standardized audit methodology should be employed, ensuring comprehensive coverage of all HSE aspects. Detailed documentation of audit findings, including Corrective Actions and recommendations, shall be maintained.
- (3) Regular monitoring and audits shall be conducted to ensure that contractors are in full compliance with these Regulations. This includes checking for proper safety practices, environmental protection measures, and adherence to specified HSE policies.
- (4) Regular inspections and audits are essential components of the HSE framework, designed to assess compliance, evaluate the effectiveness of implemented HSE measures, and identify areas for improvement. These inspections and audits shall be conducted by qualified personnel, and findings shall be documented and addressed in a timely manner.
- (5) Follow-up actions on audit findings should be rigorously pursued. Corrective actions shall be monitored for implementation and effectiveness to ensure continuous improvement in HSE management.

Article 21 - Performance monitoring and continuous improvement

- (1) Key performance indicators (KPIs) shall be established by each individual Responsible Party within Free Zone to measure HSE performance effectively. These shall include metrics on incident rates, training completion, audit results, and other relevant data.
- (2) Internal audits are a vital part of the HSE management system, serving to identify strengths, weaknesses, and opportunities for improvement. Audit frequency and scope shall be determined by the level of risk and past performance but should be conducted at least on annual basis.
- (3) The Authority is committed to continuous improvement in HSE. Feedback from audits, inspections, and stakeholder engagement shall inform the ongoing development of the HSE management system.
- (4) Innovation in HSE practices: the Authority encourages Responsible Parties to introduce innovations in health, safety and environment by exploring new technologies, processes and methodologies that enhance HSE performance.
- (5) Benchmarking and learning from Best Practices: Responsible Parties shall benchmark against best industry standards and learn from best practice globally.

Article 22 - Incident management and analysis

- (1) All incidents, including near-misses, must be promptly reported using the designated reporting system. Clear protocols shall be established for immediate response, documentation, and communication of any incident.
- (2) A thorough analysis of each reported incident shall be conducted to identify root causes and

prevent recurrence. This process shall involve affected personnel and HSE experts to ensure comprehensive understanding and learning.

- (3) Following an incident analysis, Corrective Actions shall be defined and implemented. A follow-up procedure should verify the effectiveness of these actions and ensure that lessons are integrated into ongoing HSE practices.

Article 23 - Enforcement and sanctions for non-compliance

- (1) The Authority retains the full authority to enforce compliance with these Regulations outlined in this document. The enforcement measures are designed to ensure adherence to these Regulations and uphold the highest standards of safety, health, and environmental stewardship within Free Zone.
- (2) In the event of non-compliance with any aspect of these Regulations, the Authority reserves the right to impose sanctions. These sanctions may be financial or may take other forms, as deemed appropriate by the Authority based on the nature and severity of the violation.
- (3) Before the imposition of any sanction, due process shall be followed. This includes notification of the alleged non-compliance, an opportunity for the concerned party to present their case, and a thorough investigation by the Authority to ascertain the facts.
- (4) Entities subject to sanctions may have the right to appeal the decision.
- (5) In addition to enforcement, the Authority is committed to assisting stakeholders in achieving compliance. This assistance may include guidance documents, training sessions, and consultation services to help understand and meet the requirements set forth in these Regulations.
- (6) The enforcement mechanism should be subject to periodic review and amendments to ensure their continued relevance, fairness, and effectiveness in promoting a culture of compliance within the Free Zone.

Part 4- Powers of the Authority

Article 24 - Power to request information

- (1) The Authority may exercise all powers granted to it pursuant to the Free Zones Legislation, including requiring the Responsible Party, by written notice, to:
 - (a) provide to the Authority, in the manner and in the form prescribed in the Authority's notice, any information or documents, which the Authority may require for the exercise of its duties or powers under the Free Zones Legislation;

- (b) appear before an officer, inspector, investigator, or representative of the Authority at a specified time and place to answer questions in private; and
 - (c) permit an officer or representative of the Authority or any other competent authority of the State to enter the registered office of or any business premises occupied by the Responsible Party or the employee for the purpose of obtaining or verifying any information or documents.
- (2) The Authority's powers referred to in sub-article (1) of this Article include the right to make copies of any documents developed by the Responsible Party and require the Responsible Party to certify the accuracy of the copies.
 - (3) The Responsible Party must fully cooperate in a timely manner and facilitate the task of the Authority, and respond to any requests from the Authority or any of its representatives, investigators, inspectors, advisors, or consultants for information or documents.

Article 25 - Power to inspect

- (1) Inspectors appointed and assigned by the Authority will monitor the application of the Free Zone Legislation related to the protection of the employees and secure compliance with these Regulations and the Free Zone Legislation.
- (2) The inspector may enter the workplace during working hours, at night or day, without prior notice, to inspect the registers, books, files, or any other documents related to the employees, to ensure their compliance with the Free Zone Legislation and to prove the contraventions thereto.
- (3) The inspector, to ensure adequate and effective means of protection of the employees from health damages and work risks, may take or remove from any workplace for the purposes of analysis, samples of materials or substances used, handled or traded in the Free Zone Entity; examine the various machinery or appliance; take measurements, readings, recordings or photographs, while notifying the Responsible Party or their representative of any samples or materials taken or used for such purpose.
- (4) The inspector may question the Responsible Party or their representative or any of the employees in private or in the presence of witnesses, on any matter concerning the application of these Regulations.
- (5) The inspectors may take any of the following actions:
 - (a) addressing advice and guidance to the Responsible Party or their representative or employees on the method of removal of the contravention;
 - (b) addressing a warning to the Responsible Party to remove the contravention, specifying the type of contravention and the period necessary for the removal thereof;

- (c) preparing a record of the contravention and submitting it to the Authority for appropriate action; or
- (d) in the presence of serious occupational safety and health risks or workplace related accidents require the Responsible Party to take immediate precautionary measures until the cause of the danger is eliminated and submit the matter to the Authority.

Article 26 - Power to investigate

- (1) The Authority may appoint one (1) or more persons to investigate the affairs of the Responsible Party or its employees, to ensure compliance with the Free Zones Legislation.
- (2) The Authority will notify the Responsible Party of the appointment of such investigator(s) in writing.
- (3) The investigator may, for the purposes of the investigation, look into the affairs of the Responsible Party or any other corporate which is an affiliate of the Responsible Party or any other person who is connected to such person.
- (4) The Authority may, based on a written notice, require the Responsible Party to allow the investigator to enter the registered office of or any business premises occupied by the Responsible Party if considered necessary for the purpose of carrying out the investigation pursuant to this Article.
- (5) The investigator must submit a report to the Authority as soon as practicable following completion of its investigation. The report will include the investigator's findings on whether the Responsible Party is in contravention of any part of the Free Zones Legislation.

Part 5 - General Provisions

Article 27 - Fees

- (1) The Responsible Party or the employee must pay any fees due to the Authority immediately upon the fee becoming due.
- (2) Fees paid to the Authority are not refundable.

Article 28 - Sanctions

- (1) The Authority may impose sanctions for a contravention of the Free Zone Legislation.

Article 29 - Delegation of Authority

The CEO shall have the authority to issue and amend, from time to time, all Standards, guidelines, and standard operating procedures under the HSE Regulations, and shall notify the Board without

undue delay.

Article 30 - Amendments of the Regulations

- (1) The Responsible Parties are required to comply with the version of these Regulations or any rules, policies, Standards, decisions, or orders supplementing these Regulations, or any other Free Zones Legislation as are currently in force and published on the Authority's website or by other means. No person will have a right to bring any claim or action against the Authority based upon any replacement, cancellation or amendment of these Regulations or any other Free Zones Legislation.
- (2) These Regulations will enter into force six months after the date of their publication and be applicable to all Free Zone Entities incorporated or registered in the Free Zones on this date.
- (3) The Authority may, within the scope of its jurisdiction, authority or powers, amend these Regulations from time to time, waive any requirements of these Regulations, or make such rules, policies, Standards, decisions, orders and regulations to supplement these Regulations as it considers necessary or appropriate to implement, carry out or enforce the Free Zones Law or any of the Free Zones Legislation.

Schedule 1- Authority Standards

The Standards shall address all aspects required for the effective implementation of these Regulations, including but not limited to the following subjects:

- (1) Permit to work (PTW)
- (2) Risk management and modelling
- (3) Design and construction safety
- (4) HSE facility management
- (5) Incident and accident management
- (6) Fire prevention, protection, and control
- (7) Emergency management and response
- (8) Safe lifting
- (9) Plant, equipment, and tools safety
- (10) Safe working in confined space
- (11) HSE audit, inspection and performance measurement
- (12) HSE monitoring and reporting
- (13) HSE competency and training
- (14) Electrical safety at work
- (15) Personal protective equipment (PPE)
- (16) The Authority HSE self-regulation
- (17) Management of Free Zone Entity (HSEW perspective)
- (18) Traffic management
- (19) Rewards and recognition
- (20) Data management and communication (Internal/ External)
- (21) Marine and working near water safety
- (22) Safe scaffolding and working at height
- (23) Worker's welfare
- (24) First aid management
- (25) Enforcement and sanctions
- (26) Pest control
- (27) Cleaning and housekeeping
- (28) Hazardous manual tasks

- (29) Food and hygiene
- (30) Thermal stress and working outdoor
- (31) Decommissioning
- (32) Warehousing and storage of material
- (33) Utility management (electrical, maintenance, air conditioning, mechanical, car parking, etc.)
- (34) Contractor management
- (35) Ergonomics
- (36) Medical fitness screening
- (37) Occupational health and safety
- (38) Business travel health
- (39) Managing work-related stress
- (40) Epidemic and pandemic prevention and control
- (41) Health and wellness promotion
- (42) Medical facility
- (43) Radioactive material management
- (44) Air quality management (ambient and indoor)
- (45) Hazardous substance management
- (46) Water quality management (surface and ground)
- (47) Sustainability
- (48) Dangerous goods (handling, storage and transportation)
- (49) Noise management
- (50) Land management
- (51) Waste management
- (52) Biodiversity and conservation
- (53) Environmental permitting
- (54) Energy management
- (55) Circular economy