



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## KUWAIT CHAPTER

الجمعية الأمريكية لمحتري السلامة

Chapter Affiliation  
with Kuwait Society  
of Engineers



[kuwait.assp.org](http://kuwait.assp.org)

# 2022



ASSP  
GCC HSE  
EXCELLENCE  
AWARD

YOU PERFORM... WE RECOGNISE...

Under the Patronage



Kuwait Petroleum Corporation | مؤسسة البترول الكويتية  
and subsidiaries | وشركاتها

Knowledge Partner



Supported By



WSHA Asia  
WORLD OF SAFETY & HEALTH ASIA



American Society of Safety Professionals (ASSP)– Gulf Cooperation Council HSE Excellence Award is introduced to recognize leadership, excellence and encourage exceptional performance in the field of Health, Safety and Environment in private sector in the Gulf Region. The Award is instituted by the American Society of Safety Professionals Kuwait chapter, a non-profit voluntary organization. This evidence-based award showcases successful business models of organizations that uphold HSE management as a business value and excel in performance.

## AWARD SCHEME

The award scheme is devised to recognize and reward those GCC private sector organizations who have been successful over the course of the year in managing the risks of workplace, development and their Health, Safety & Environment performance, besides doing ethical business:

- The awards are open to all **private sector organizations** of GCC Countries.
- An organization can apply for **maximum of three awards**.
- **Application** shall be submitted to ASSP Kuwait Chapter.
- Submitted applications shall be evaluated by independent panel of HSE professionals of ASSP, headed by President ASSP-USA, Vice President – Global Region ASSP-USA and President ASSP-Kuwait Chapter
- If any additional information or clarification is required, the applicant will be invited to deliver a presentation.
- The winning organizations will be invited for an **ASSP GCC HSE Award Banquet**, Gala Dinner and HSE Exhibition; through a Winner Package, which will be communicated along with the announcement of the award.
- Organizations willing to showcase their HSE milestones, products and services can participate in this exclusive **HSE exhibition**.
- The decisions of ASSP GCC HSE Excellence **Award Adjudication Panel** shall stand final.
- The winning organization will receive:
  - a. Award Certificate**
  - b. Commemorative Plaque**



## HSE Excellence Award

For each Category

- Engineering & Construction
- Manufacturing
- Oil & Gas, Petrochemical
- Facility & Maintenance
- Sectors (Projects, Contract Specific or Services)

## Other Awards

- 1. CSR award**
- 2. Environmental Excellence Award**
- 3. Risk Management Award**
- 4. HSE Initiative Award**
- 5. Management of Driving Safety Award**

**Note:** Based on various benchmark set in the evaluation criteria, the companies will be awarded Platinum, Gold, Silver and Bronze for HSE Excellence Categories and Gold, Silver, Bronze for other awards categories.

Special recognitions shall also be presented:

## GOLD MEDAL

Recognizing the organizations who have consecutively won the HSE Excellence Gold Award for five times (including current year).

## BEST DEBUT ENTRY

Recognizing the best entry from organizations participating for the first time.

## BENEFITS OF PARTICIPATION

- Provides a means of recognizing and celebrating HSE achievements
- Motivation to sustain HSE performance Exceptionally high regional and international recognition for exemplary HSE performance
- Excellent competitive edge for attracting customers & clients and to enhance business prospects
- Be seen by employees, public and regulatory bodies as a responsible organization
- Opportunity to contribute to Corporate Social Responsibility, Sustainability and Business Continuity

## ELIGIBILITY CRITERIA

The awards are open to all private sector organizations in GCC Countries. The award applications shall relate to specific organization's (site) or business unit(s) which demonstrate consistent or sustained leading performance and continual improvement in HSE during the **previous three calendar years**. However companies / projects which have less than three year of HSE performance statistics are also encouraged to participate.

For other awards, evaluation criteria shall be the performance/ initiative for the **calendar year 2021**



Last day for submission **November 14, 2022**

Award Declaration **November 25, 2022**

Award Ceremony **December 07, 2022**

## ASSP GCC HSE Excellence Grand Award Ceremony Features

- Organized every year in state of Kuwait
- Patronized by Kuwait Petroleum Corporation (KPC) and its Subsidiaries & by International Regulatory Bodies
- Participation of HSE Dignitaries from the region
- Companies participate from Kuwait, Oman, Saudi, UAE, Qatar & Bahrain
- Platform to showcase the company profile at Recognition ceremony
- Press releases mentioning the award winners
- Interviews by the TV channels, print & social media
- Live Video Streaming of the Award Show

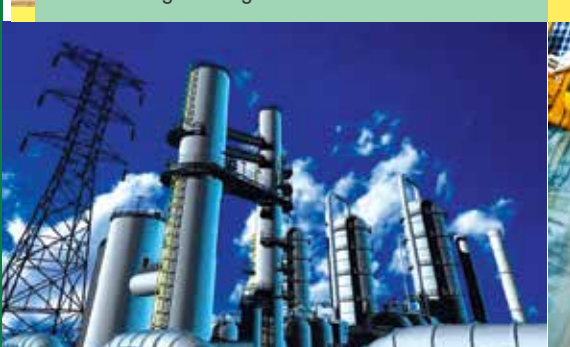
## AWARD CATEGORIES



Engineering and Construction



Manufacturing



Oil & Gas, Petrochemical



Facility & Maintenance



Sectors (Projects, Contract Specific or Services)



## ADJUDICATION PANEL

The panel of adjudicators consists of experts and leaders in business, education, safety, health and environment field. The panel includes highly qualified HSE experts from GCC Region.

## FEE STRUCTURE

- Registration fee of USD 350 or in Kuwait Dinars (KD) 100 for applying for first award title
- Additional fee of USD 175 or in Kuwait Dinars (KD) 50 each for applying for any additional awards
- Winners package fee of USD 825 or in Kuwait Dinars (KD) 250 will be charged from the winning companies to attend the award ceremony.
- Companies have provision to pay total amount ( Registration fees + Winners package ) upfront. In case the company doesn't qualify then the winners package fee will be refunded .
- For applying in different award categories; organization shall submit separate award application with corresponding registration fee as given above.
- Registration fees shall accompany the award application. This registration fee is non-refundable. The Registration fee should be in the form of:

☐ Cash ☐ Cheque ☐ Bank Transfer

In case of cheque or bank transfer, draw in favor of

**A/C: Name: American Foundation for Security and Safety**

**Bank: Kuwait Finance House**

**Branch: Mubarak Al-Khabeer**

**Account # 281010013892**

**IBAN # KW71KFH0000000000281010013892**

**SWIFT CODE: KFHOKWKW**

## SUBMISSIONS REQUIRED

- Part I – Organization Profile (Section I) and evidence for all the relevant KPQ's ( Key performance Questions )
- Part II – Lagging Indicators for the preceding three calendar years (applicable only for those organizations who are applying for HSE Excellence Award),
- Part III – Application form (Declaration),
- Registration Fees:

**LAST DAY FOR SUBMISSION FOR THE APPLICATION**

**14th November 2022**



## HOW TO APPLY

*Step 1:* Register your interest for applying by sending an e-mail to : [contact@kuwait.assp.org](mailto:contact@kuwait.assp.org)

*Step 2:* Submit your application:

- On-line at <https://kuwait.assp.org/hse-awards/> (preferred) OR
- Download the application from the website and submit the filled application along with the relevant documents in a Flash Drive to ASSP Kuwait Chapter

## CONTACT

**Mail:**

**Sr. Executive – Chapter Operations**  
**ASSP – Kuwait Chapter, P.O. Box 4047,**  
**Safat – 13041, State of Kuwait**

**Call:**

**Tel. +965 2206 4850 Extension 655**

  **+965 5519 9859**

**Fax +965 2242 8148**

**E-mail: [contact@kuwait.assp.org](mailto:contact@kuwait.assp.org)**  
**[info@kuwait.assp.org](mailto:info@kuwait.assp.org)**

**Web: [www.kuwait.assp.org](http://www.kuwait.assp.org)**



# **HSE EXCELLENCE AWARD**

## **PART – I Organization Profile and KPQ's**

### **1.0 Organizations Profile**

Please give a brief description of your Organization's structure and its main work activities – 250 words max or one page.

### **Key Performance Questions**

The following Key Performance Questions (KPQs) are designed to evaluate your Organization's overall approach to managing Health, Safety and Environment. Answers must be submitted for all questions. Answer for each question must not exceed 500 words or two pages maximum. Evidence(s) must be attached to meet the KPQs. Please refer "Expectations and Deliverables" (refer to [kuwait.assp.org](https://kuwait.assp.org)) prior to submission.

#### **1.1 HSE Leadership and Administration**

How does your Management lead HSE in your Organization, including identifying priorities, setting key performance indicators and targets, monitoring progress and providing clear and effective leadership at all levels?

#### **1.2 Training and Competency**

How does your organization ensure that all its employees and contractors are competent to fulfil their roles in HSE as well as in operational duties?

#### **1.3 Integrating HSE with workforce**

How does your organization involve the workforce and their representatives in HSE and what have been the benefits?

#### **1.4 Communication and Awareness**

How does your organization ensure that HSE information is communicated effectively within and beyond the organization?

#### **1.5 Incident Analysis and Prevention**

How does your organization ensure that it investigates HSE incidents/Near Miss incidents and implements lessons learned?

#### **1.6 Risk Assessment and Management**

How does your organization use risk assessment to identify appropriate control measures for significant risks to HSE and ensure that results are integrated effectively into business processes? Attach a copy of risk assessment completed during 2021 showing three (3) significant HSE risks, as a minimum.

#### **1.7 Contractor's Management**

How does your organization handle the management of contractors or suppliers and sub-contractors including procedures for selection, control and monitoring?

#### **1.8 Emergency Preparedness and Management**

How does your organization ensure Emergency Preparedness and Management and how it is evaluated for its effectiveness?

#### **1.9 Monitoring, Measurement and Continual Improvement**

How does your organization use active monitoring (inspections, audits, etc) to measure its HSE performance? How does your organization review its HSE performance periodically to assess progress against targets, set new priorities and report to internal and external stakeholders? Provide us an example that the performance was reviewed in relation to HSE in 2021.

#### **1.10 Health, Hygiene Control & Welfare Facilities**

How does your Organization periodically monitor health of workers? How Occupational health hazards are identified monitored & risks are controlled? How hygiene of work place and camps is maintained in addition to providing welfare facilities?

#### **1.11 ASSET Integrity Management & Quality Assurance Program**

How does your Organization ensure that your assets, including machinery, equipment, vehicles, tools etc. are maintained and tested in terms of safety or the integrity of the asset? Do your company have a safe working program for lifting tools and vehicles? Explain in brief. Explain your QA program

#### **1.12 Environmental Management System**

How does your Organization ensure environmental Management? Describe briefly how does you monitor your air emissions, effluent, waste management, legal compliance. Explain briefly about other initiative, if any.

#### **1.13 Management of Change**

How does your Organization manage the changes in the Organization, assets? Explain in brief with policy and procedures followed.

#### **1.14 HSE Achievements/Highlights**

Share your organization's significant HSE achievements during the year 2021.

## PART – II Lagging Indicators:

### Accidents/ Incidents History

Provide lagging indicators statistics of your organization for each of the following. If not applicable, insert 0 or NIL – DO NOT LEAVE BLANK. Data provided is subject to verification if needed.

#### Section 1

	2021	2020	2019
Fatal Case			
Lost Workday Cases (LWC)			
Restricted Work Day Cases (RWC)			
Medical Treatment Only Cases (MTOC)			
Property Damage Incidents			
Motor Vehicle Incidents (MVI)			
Total Man Hours worked			
Total Kilometers driven			
No. of Man Days Lost			
No. of Environmental Incidents (i.e. Spillages)			

#### Section 2

##### Total Recordable Incident Rate (TRIR)

	2021	2020	2019
Total Recordable Incident Rate (TRIR)			

#### Section 3

##### Lost Time Injury Frequency Rate (LTIFR)

	2021	2020	2019
Lost Time Injury Frequency Rate			

#### Section 4

##### Incident Severity Rate (ISR)

	2021	2020	2019
Incident Severity Rate			

#### Section 5

##### Motor Vehicle Incident Frequency Rate (MVIFR)

	2021	2020	2019
Motor Vehicle Incident Frequency Rate			

### Conditions:

- By submitting an application to this award, applicant agrees for publication of the results.
- Applicants may be asked at any time during the review process to substantiate the claims made in the submission.

- If submission requirements are not met or the information is found to be incomplete, untrue or misleading, the submittal will be removed from the review process.
- The Evaluation Panel has the sole right and discretion to reject entries that do not meet the submission requirements.
- The decision of the adjudication panel shall be final and binding

# OTHER AWARDS

## Excellence in Corporate Social Responsibility Award

### 2.0 Organization Profile

Please give a brief description of your Organization's structure and its main work activities - 250 words max or one page.

### 2.1 Corporate Social Responsibility (CSR) Policy & Strategy

Does your organization hold a policy and strategy of Corporate Social Responsibility (CSR)?

### 2.2 Corporate Social Responsibility and workplace Practices

How your organization develops and implements the Corporate Social Responsibility? What are the practices adopted by your organization to manage and sustain your CSR Activities

### 2.3 Specific CSR Program

Has your organization participated in any specific CSR Programs? Describe about the program covering its rationale, description, objectives, beneficiaries, inception,

timeline, key milestones, implementation partners, evaluation of the program, results and its impact.

### 2.4 Contribution to the Community Development

How does your organization contribute to the local community development like education quality improvement, infrastructure development and any other initiatives?

### 2.5 Promoting Employee's and Common Public Health

Does your Organization have a system for promoting and sustaining the employee's good health? Explain organization's efforts in contribution / participation to the promotion of the common public health.

### 2.6 Recognitions for CSR received

Have your Organization received any awards or other recognition for CSR? Submit copy of the awards or other recognitions received.

## Environment Excellence Award

### 3.0 Organization Profile

Please give a brief description of your Organization's structure and its main work activities – 250words max or one page.

### 3.1 Commitment towards Environment

Does your Organization have an Environment policy? Describe the environmental compliance management with respect to local and international regulations.

### 3.2 Implementation of Environmental friendly ideas/ programs

How does your Organization involve in commemorating the World Environment Day, World Ozone Day, Earth Day etc., to spread the Environmental awareness among the employees? How does your Organization implement innovative ideas; such as cultivating the Environmental culture into business/ operations, integration of environmental issues in mainstream business/operations? Describe the Implementation of Zero Environmental discharge initiative, if any? Describe the Environmental programs related to the usage of renewable resources?

### 3.3 Source reduction techniques to reduce the environmental impacts implemented in 2021

How does your Organization utilize the reduction of Environmental impact through process changes/modifications and installation of efficient & environmental friendly equipment?

### 3.4 Environmental Sustainability efforts implemented in 2021

How does your organization contribute towards the Environmental Sustainability? Describe the program established for the Waste Management and other initiatives towards the Environmental Sustainability like Reduce, Reuse, Recycle, etc.

### 3.5 Organization's promotion towards renewable energy sources in 2021

How does your Organization promote the renewable technology such as solar energy, wind energy etc?

### 3.6 Management Systems established in the organization

Does your Organization certify for Environmental Management System ISO 14001, Energy Management System ISO 50001 or any other Management Systems with respect to Environment?

### 3.7 Environmental Recognitions received

Have your Organization received any Environmental awards/recognitions?

### 3.8 Organization's Regulatory Environmental Compliance Management System

How does your Organization maintain Regulatory Environmental Aspects / HSE Compliance Register or log, Environmental/ HSE Reporting to Regulatory agencies or authorities, Regulatory agencies approval/ clearance letters as applicable for e.g. EIA (Environmental Impact Assessment) / ESIA (Environmental & Social Impact Assessment) Studies, etc.?

## Management of Driving Safety (MODS) Excellence Award

### 4.0 Organization Profile

Please give a brief description of your Organization's structure and its main work activities – 250words max or one page.

### 4.1 Safe Driving Policy/Procedure

Does your Organization have a Safe Driving Policy statement and procedures which deals with Safe Driving and its implementation?

### 4.2 Risk Assessment

How does your Organization identify the driving hazards, perform risk assessment and apply appropriate risk control measures?

### 4.3 Management of Driving Safety performance

Is there any Driving Safety performance indicators established? How does the organization monitor the performance indicators?

### 4.4 Defensive Driving Programme with details

Is there any established Defensive Driving program for new drivers and retraining program for the existing drivers?

### 4.5 Driving behaviours management

Is Behaviour Based Safety (BBS) approach applied for driving safety management?

Details of rewards & incentive programs and its implementation for good driving performance.

### 4.6 Demonstration of good practices & Results

Achieved (related to Safe/Defensive Driving)  
How does your organization implement good driving practices; like Speed Monitoring Devices, Speed Governors, Vehicle Tracking System, etc. and implement them?

## Best HSE Initiative Award

### 5.0 Organization Profile

Please give a brief description of your Organization's structure and its main work activities – 250words max or one page.

### 5.1 Brief title of the HSE initiative in year 2021

### 5.2 Description of the initiative

### 5.3 Objective/s of the initiative/s

### 5.4 Key Performance Indicators for the objectives / initiatives

### 5.5 Benefits of the initiative/s

- Specify the range to which the initiative has been applied
- Describe the benefits of the initiative

## Best Risk Management Award

### 6.0 Organization Profile

Please give a brief description of your Organization's structure and its main work activities – 250words max or one page.

### 6.1 Risk Management Policy

Does your Organization have any Risk Management policy?

### 6.2 Implementation of Risk Management Procedures and Programs

How does your organization develop and implement the Risk Management Procedures and Programs; including Risk Identification, Risk Analysis, Risk Evaluation and Risk Treatment techniques?

### 6.3 Organization's maintained or adopted Systems

Have your Organization established Risk Management System based on any applicable international standard or any other Management Systems with respect to Risk Management?

### 6.4 Risk Management Recognitions received

Have your organization received any Risk Management awards/recognitions?



Last Date for Submission

**Nov.14,2022**

Award Declaration

**Nov.25,2022**

Award Ceremony

**Dec.07.2022**

## CONTACT

Mail:

Sr. Executive – Chapter Operations  
ASSP – Kuwait Chapter, P.O. Box 4047,  
Safat – 13041, State of Kuwait

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+965 5519 9859

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E-mail: [contact@kuwait.assp.org](mailto:contact@kuwait.assp.org)  
[info@kuwait.assp.org](mailto:info@kuwait.assp.org)

Web: [www.kuwait.assp.org](http://www.kuwait.assp.org)



# Points of Reference



## Fatal Case:

Fatal Case are those work-related injuries / illness that result in death. Number of days lost for each fatal case shall be 180 days.

## Loss Time Injury (LTI):

If an employee is unable to work on his next scheduled shift because of a work-related injury / illness; presence at the site does not constitute work.

## Restricted Work Day Case (RWDC):

RWDCs are injuries which are severe enough to prevent a person from performing normal duties, but not so severe that lighter duties cannot be performed.

$$\text{Lost Time Injury Frequency Rate (LTIFR)} = \frac{\text{No. of Incidents (Fatal case + Lost work day)}}{\text{Total manhours worked by all employees}} \times 200000$$

$$\text{Incident Severity Rate (ISR)} = \frac{\text{Total days away from work (Fatal + LWC)}}{\text{Total manhours worked by all employees}} \times 200000$$

Environmental Incidents: Any spillage of more than one barrel of chemical / hydrocarbons is considered as environmental incident.

## Medical Treatment Only Case (MTOC):

All MTOC is a work-related case for which medical treatment is given, but that does not result in a RWDC or LWC.

## Property Damage Incident:

Loss damage incident which result a loss amounting more than US 10,000\$

## Motor Vehicle Incident (MVI):

An undesired occurrence of event involving a motor vehicle that results in loss damage of Vehicle, property amounting over US 1000\$. MVI covers – a motor vehicle owned, leased or rental that is assigned to its company employee.

$$\text{Total Recordable Incident Rate (TRIR)} = \frac{\text{Total recordable Incidents (Fatal + LWC + RWDC + MTOC)}}{\text{Total manhours worked by all employees}} \times 200000$$

$$\text{Motor Vehicle Incident Frequency Rate (MVIFR)} = \frac{\text{Total motor vehicle incidents}}{\text{Total number of kilometres driven}} \times 1000000$$

## Guidelines for Submission:

Applications are accepted in electronic format only ( Online through ASSP Website / Online transferring media like Wetransfer etc / USB)

1. PART I - Organization Profile and evidence for relevant KPQ's
2. PART II - Lagging Indicators for the preceding three years (required only for HSE Excellence Award Applicants)
3. PART III – Application form (Declaration form)
4. Registration Fee  
In cash / In Cheque / Bank Transfer

If you chose flash memory submission the completed application packet along with all the required evidences must be submitted to:

### Sr. Executive – Chapter Operations

ASSP – Kuwait Chapter,

P.O. Box 4047, Safat-13041, State of Kuwait

Call: Tel. +965 2206 4850 Extension 655

☎ +965 5519 9859

Fax +965 2242 8148

E-mail: [contact@kuwait.assp.org](mailto:contact@kuwait.assp.org)

[info@kuwait.assp.org](mailto:info@kuwait.assp.org)

## Beneficiary Details:

**American Foundation for Security and Safety**  
**Kuwait Finance House, Mubarak Al-Khabeer**  
**A/C: # 281010013892**  
**IBAN: # KW71KFH00000000000281010013892**  
**SWIFT CODE: KFHOKWKW**

Last day for submission

**Nov. 14, 2022**

- The identity of each applicant is kept confidential. Only award recipients will be recognized and publicized.
- Submittals must be written in English.
- During the process of evaluation, if there is any change in the addresses or any other details of communication, please provide the updated information to the contact details to [contact@kuwait.assp.org](mailto:contact@kuwait.assp.org)
- This award program does not bear the responsibility for non-receipt/late receipt of any material sent.

- Keep a copy of your submittal for your reference. Submittals, once received will not be returned.
- Wherever it is required necessary supporting documents are to be attached along with the submittals.
- References to supporting evidence shall be clearly made in the narrative text.
- Define all the abbreviations.

## Application Form (Declaration) For All Award Categories

Please provide Organization/Company Information

Organization/Company Name	
Award Titles Applied for ( Tick the relevant boxes)	<input type="checkbox"/> HSE Excellence <input type="checkbox"/> Excellence in Corporate Social Responsibility (CSR) <input type="checkbox"/> Environment Excellence <input type="checkbox"/> Management of Driving Safety (MODS) Excellence <input type="checkbox"/> Best HSE Initiative <input type="checkbox"/> Best Risk Management
Award Category Applied for ( Tick the relevant boxes) This is applicable only for those organizations applying for hse excellence award	<input type="checkbox"/> Engineering & Construction <input type="checkbox"/> Manufacturing <input type="checkbox"/> Oil & Gas <input type="checkbox"/> Facility & Maintenance <input type="checkbox"/> Sector (Projects, Contract Specific or Services)
Postal Address	
Postal/Zip Code	
City	
State/Province	
Country	
Contact Person Name	
• Job Title	
• e-mail	
• Phone with country code	
• Mobile	
• Fax with country code	

The following signatures attest to the completeness and accuracy of this entry, which is submitted to the ASSP - Kuwait Chapter for "ASSP GCC HSE Excellence Award 2022" in good faith.

### Health Safety & Environment Head

Name:	Job Title:
Signature:	Date:

### Managing Director (or equivalent)

Name:	Job Title:
Signature:	Date:

### Registration Fee

Registration fees shall accompany the award application. This registration fees are non-refundable. The Registration fees should be in the form of Cheque / Cash / Bank Transfer.

American Foundation for Security and Safety, Kuwait Finance House, Mubarak Al-Khabeer , AC # 281010013892

IBAN: # KW71KFH0000000000281010013892

SWIFT CODE: KFHOKWKW



Applications along with  
attachments must be  
submitted to

**Mail:** Sr. Executive – Chapter Operations  
ASSP – Kuwait Chapter,  
P.O. Box 4047, Safat-13041, State of Kuwait  
Call: Tel. +965 2206 4850 Extension 655  
☎ +965 5519 9859  
Fax +965 2242 8148  
E-mail: [contact@kuwait.assp.org](mailto:contact@kuwait.assp.org)  
[info@kuwait.assp.org](mailto:info@kuwait.assp.org)

Soft launch of ASSP GCC HSE Excellence Award 2022



AWARD WINNERS 2021

PLATINUM WINNERS



GOLD WINNERS (HSE Excellence Category)



SILVER WINNERS



BRONZE WINNERS





## Previous ASSP GCC HSE Excellence Award Ceremony Glimpses

