Expectations and Deliverables
HSE Excellence Award

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.

1.1 HSE Leadership and Administration

1.1.1 HSE Policy -HSE Policy statement – signed and dated by CEO/C&MD or Equivalent.

1.1.2 Senior and Middle Management commitment in HSE – Participating in Workplace HSE visits, Safety Meetings, Audits, Trainings, and Campaigns etc.

1.1.3 Individual responsibility in HSE – Establishing objectives and HSE roles and responsibilities and Employee HSE Rights, E.G. Stop Work Authority.

1.1.4 Integration of HSE into business planning – Setting Objectives/ Targets for HSE Performance through defined KPI (Key Performance Indicators).

1.1.5 Review of HSE performance – Objectives / Targets reviewed periodically to assess the progress.

1.2 Training and Competency

1.2.1 Training Needs Analysis: Training needs analysis (besides including Clients requirements) & Training standards and targets.

1.2.2 Knowledge and Skill Training – Competency assessment linked to roles, responsibilities, risk assessment and skill set training / certification training.

1.2.3 Worker's HSE Training – HSE Training programme covered with topics against the number of topics required and number of employees attended against the number of employees required.

1.2.4 Training evaluation and record keeping – Procedures and record for evaluating the effectiveness of the training plan/program and of training delivered.

1.3 Integration HSE with workforce

1.3.1 Employee participation in HSE – HSE Committees, Investigations, Procedures review, Team based Risk Assessment, Suggestion Scheme, Near Miss/ Hazardous condition/ First-Aid reporting, Emergency Planning, Personal Exposure Monitoring, HSE Campaigns, Consultation Over Policy, etc.

1.3.2 HSE Promotional Activities – HSE Incentives procedure(s), establishing and implementing positive reinforcement through award(s)/ recognition, best employee award on HSE issue, etc.

1.4 Communication and Awareness

1.4.1 Employee HSE Orientation/Induction Program – New Employee HSE Induction program/ Regular HSE orientation for employee on new procedures/transferred or rotated employees from one division to other, orientation/training/awareness for managing clients' hazards and risks.

1.4.2 Internal Communication (HSE Information within the Company) – Communication of HSE culture and expectations: communication within and between departments/teams: general awareness raising HSE, sharing lessons learnt, HSE Newsletters, Information to employees and contractors about hazards, risk and preventive measures, such as posters, banners, leaflets, web flashes,

etc.

1.4.3 External Communication (HSE issues to Community and external agencies) – HSE Communication with external business partners and intermediaries, surrounding community, publishing and circulating HSE Annual report to the interested parties, etc. Over the above, the methodology followed by the organization for communicating HSE Information effectively within and beyond the organization.

1.5 Incident Analysis and Prevention

1.5.1 Reporting and investigation of near miss incidents/accidents and behaviour-based safety in place.

1.5.2 Implementation of recommendations.

1.5.3 Communication of lessons learnt from accidents/incidents/near miss.

1.6 Risk Assessment and Management

1.6.1 Hazard Identification of workplace hazard (excluding health hazards, if covered 1.10.2 below) through appropriate methodology.

1.6.2 Risk Assessment and Management – Applying and selection of appropriate risk control measures: maintain the risk register as per the established procedures for the entire work activities.

1.6.3 Evaluation of the effectiveness of the control measures – Evaluating the effectiveness of risk control measures, updating/ revising the risk register.

1.6.4 Attach a copy of risk assessment completed from 2021 to 2023 showing three (3) significant HSE risks, as a minimum.

1.6.5 How RA communicated to the workforce?

1.6.6 Plan for implementing additional controls?

1.7 Contractor's Management

1.7.1 Contractors/Sub Contractors selection process based on HSE credentials.

1.7.2 Contractors/Sub Contractor competency.

1.7.3 Management of Contractors/Sub contractors.

1.8 Emergency Preparedness and Management

1.8.1 Emergency roles and responsibilities identified.

1.8.2 Emergency Arrangements & Mock Exercises.

1.8.3 Emergency communication.

1.8.4 Lesson learnt system from Mock Exercises.

1.9 Monitoring, Measurement and Continual Improvement

1.9.1 Internal audits.

1.9.2 External audits.

1.9.3 Planned inspections.

1.9.4 Other Proactive and preventive measures to control loss.

1.9.5 Follow up program for audits and inspection reports.

1.10 Health, Hygiene Control & Welfare Facilities

1.10.1 Health monitoring of workers – Health check – up and periodic health monitoring of workers and maintaining the records and record keeping.

1.10.2 Workplace Exposure Assessment – hazard identification, Risk Assessment, Workplace Exposure Assessment and Risk Management and Communication.

1.10.3 Hygiene of the workplace and camps (if applicable) – Policies/procedures for hygiene monitoring and health surveillance, Hygiene inspections, tracking of recommendations and compliance.

1.10.4 Proactive measures in 2023 to ensure health and wellbeing of workplace.

1.10.5 Two significance health hazards during 2023. How they are controlled?

1.10.6 Any occupational health campaigns conducted during the last three years.

1.11 Asset Integrity Management & Quality Assurance.

1.11.1 Brief of Asset Integrity Management & Quality assurance Programs: including:
- Equipment, Vehicle, Tools & Facility identification, selection and provision.
- Equipment, Vehicle & Tools Maintenance and Repair Management Program.
- Equipment, Vehicle & Tools Inspections, testing, calibration, etc.
- Maintenance Backlog Management Program.
- Inspection and color Coding of Lifting Tools & Tackles.

1.11.2 Vehicle Monitoring and Tracking program established in the organization.

1.11.3 Briefly explain your quality Assurance program throughout asset life starting from procurement till disposal.

1.12 Environmental Management System

1.12.1 Effluent, Air Emissions & Waste Management – Ensuring Environmental Management and Tools governing EMS performance. Describe briefly the methods that are in use to monitor and manage Air Emissions, Effluents and Wastes.

1.12.2 Environmental Compliance – Set of tools to check the Environmental Compliance with respect to local regulations.

1.12.3 Initiative to improve environment – Organizations' contribution to other Environmental Initiatives for e.g., Greenhouse gas emissions, reducing carbon footprint, hazardous material minimization, Zero to landfill, etc.

1.13 Management of Change

1.13.1 Management of Change (MoC) Program established in Organization.

1.13.2 Proactive approach on identification of Management of Change opportunities.

1.13.3 Training identification and imparting trainings to the employees to familiarize with the changes in work locations.

1.13.4 Managing the modifications in equipment to suit the client's requirements at work locations.

1.13.5 New employee induction programs.

1.14 HSE Achievements/Highlights

1.14.1 Company's HSE Achievements.

1.14.2 ISO 45001 / ISO 14001 or any other certifications.

1.14.3 Inclusion on client's preferred contractor list.

1.14.4 External audit scheme.

1.14.5 Winner of any other HSE awards.