

Appendix P – HSE Management Plan

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Revision History

Rev No	Date	Description/Basis of Revision
0.1		Submitted for Tender
0.2		Changes in training requirements. Inclusion of list of applicable legislations. Inclusion of HSE procedures. Improved RISK ASSESSMENT

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COPY HOLDERS

HELD BY	Company	Control Copy No.	Location
Contract Manager	Saqoor Al-Abyad Trading & Contracting Co.	1	HO
Contract Holder	Oxy	2	HO
HSE Manager	Saqoor Al-Abyad Trading & Contracting Co.	3	HO

Scope of the Contract HSE Plan:

This HSE Management Plan covers all the Work & Services those executed by SAQOOR AL ABYAD TRADING & CONTRACTING CO. under this contract in Sultanate of Oman.

This document is developed to meet the requirement of the contract Tender No #24000101714 based on PDO's HSE Management System Manual

Control of the Contract HSE Plan:

The contract HSE Plan is prepared by the Contract Manager and approved by the PDO Contract Holder.

INTRODUCTION

This contract HSE Plan sets targets and action items for SAQOOR AL ABYAD TRADING & CONTRACTING CO.

• PERFORMANCE MONITORING

HSE Targets (Monthly reporting of exposure hours and events)

No	Performance Indicator	Target 2018	Target 2019	Target 2020
1	Fatality	0	0	0
2	Lost Time Incident Frequency (LTIF)	0	0	0
3	Total Reportable Case Frequency (TRCF)	0	0	0
4	Total Reportable Occupational Illness Frequency (TROIF)	0	0	0

• HSE Key Performance Indicator (KPI)

No	Performance Indicator	Target 2019
1	Mandatory HSE Training Report Mandatory HSE Training Compliance	100%
2	Planned in-house training Follow in-house training plan included in HSE plan.	100%
3	Employee medical Check-up	100%

1.0 LEADERSHIP AND COMMITMENT

SAQOOR AL ABYAD TRADING & CONTRACTING CO. is committed to meeting its HSE Objectives and will be achieved in the following manner.

The Management of SAQOOR AL ABYAD TRADING & CONTRACTING CO. is firmly committed to maintaining and continuously improving on HSE management system and to protect health, safety of SAQOOR AL ABYAD TRADING & CONTRACTING CO. employees and also others who may be affected by its activities.

1.1 Leadership

The management and employees are committed to achieve a zero LTI rate by understanding & abiding by the company HSE policy and objectives and the company HSE standards and Procedures.

SAQOOR AL ABYAD TRADING & CONTRACTING CO. Senior management shall provide strong, visible leadership and commitment to the HSE Management by:

- Providing training for all categories on HSE issues.
- Ensuring compliance with all HSE and labor related Laws and government decrees.
- Conducting workplace HSE inspections like identification of hazards and the control measurements.
- Promoting HSE issues in company communications.
- Attending and chairing HSE meeting, incident investigation, and audits and conducting management review.
- Encourage feedback and suggestion from employees and motivate them to improve their HSE Performance.

1.2 Incident Investigation

Carry out all incident investigations as per HSE procedure and notify. Senior Management will investigate and advise the corrective measure as mentioned in the HSE Procedure and Investigation procedure of HMA SAQOOR AL ABYAD TRADING & CONTRACTING CO.

1.3 Permit to work system

Where work is identified as having a high risk, strict controls are required. The work must be carried out strictly according to PDO procedure, 'permit-to-work system'.

Records & Responsibilities

HSE Advisor / Site Manager shall be responsible to maintain HSE records at site level and HSE Manager from H.O will monitor on monthly basis about the audit. Inspection and meeting as per HSE Plan.

1.4 Senior Management Visibility

No	Action	Action Party	Target
1	Management Site visits/ staff meeting and inspection/audit.	Contract Mgr.	Annual

2.0 POLICY AND STRATEGIC OBJECTIVES

2.1 HSE Policy Statement

The SAQOOR AL ABYAD TRADING & CONTRACTING CO. HSE Policy is as per Appendix – A

HSE Policy and PDO HSE Policy will be communicated to all site employees during their initial orientation/ in house induction and also displayed at the head office notice board in both English and Arabic. HSE Personnel is responsible for briefing the new employees on HSE policy and Objectives, work practices and hazards related to their work environment. HSE awareness will be supplemented through audits and safety meeting.

HSE Manager will discuss implementation of The SAQOOR AL ABYAD TRADING & CONTRACTING CO. HSE policy and PDO HSE policy with the employees and any suggestions for improvements will be brought to notice of General Manager for incorporation, if found suitable.

The SAQOOR AL ABYAD TRADING & CONTRACTING CO. General Manager will ensure that all staff is informed regarding the HSE policy of the company. This information must also form part of the in-house HSE induction information.

2.2 Strategic Objectives

The Objectives are:

- Zero Fatalities
- Minimize LTI
- Minimize RTA
- Minimize Property Damage
- Less Damage to Environment

To achieve these objectives, SAQOOR AL ABYAD TRADING & CONTRACTING CO.

Will

Motivate employees through active participation, HSE Training, communication and incentive program

- Eliminate or minimize Hazards
- Monitor the HSE Plan implementation by audits / Inspection
- Effective inspection, audit & review by SAQOOR AL ABYAD TRADING & CONTRACTING CO. senior management
- Empower all Employees to stop work to control unsafe condition & Practices.
- Provide STOP training for line Managers and will be implemented on the contract.
- Incident review & Close out.

3.0 ORGANISATION, RESPONSIBILITIES, RESOURCES, STANDARDS AND DOCUMENTS

SAQOOR AL ABYAD TRADING & CONTRACTING CO. recognizes that to fulfill the requirement of HSE is the responsibility of line management, hence the General Manager, being overall in charge, is responsible for the implementation and maintaining HSE controls.

3.1 Organization chart

Appendix B

3.2 HSE Roles and Responsibilities

Responsibilities of key personnel

a) General Manager

General Manager is responsible for overall management of HSE Policy / PDO HSE Policy and procedures related with the execution of this contract and will

- Ensures that all personnel assigned to the contract are made responsible and accountable for implementing HSE Management Plan.
- Ensures that activities at assigned locations will conform to HSE Management plan.
- Ensures that all employees have been trained to perform safe operating practices.
- Ensures that only medically fit persons are assigned to jobs.
- Ensures that internal audits and inspections are carried out as per schedule.
- Ensures the provision of resources needed to effective management of HSE
- Chair monthly HSE meeting
- Ensure periodic visit to site by self or Contract Rep or nominated representative
- Authorize his deputy or HSE Manager for conducting HSE Management meetings and audit as per yearly plan.
- Recognize and rewards for best HSE performance of employees.
- Take part in Incident Investigation.

b) HSE Manager

HSE Manager will appraise to General Manger regarding effectiveness of implementation of this HSE Management Plan and will

- Understand the application of the Safety and other legislation relevant to the Company's business.
- Keep up to date with changes in current legislation and to bring to the attention of the General Manager any relevant new legislation.
- Ensure that all "assessments" as required by legislation are conducted and reviewed at relevant intervals and to maintain records of the same.
- To recommend control measures and advise on the standard of PPE issued to employees.
- Conduct health and safety inspections and prepare reports of all the company's operations.
- Immediately contact the Contract Manager if situations are found, that in the opinion of the Safety Manager, require immediate rectification or the stopping of any operation.
- To notify the General manager / Contract Manager if the corrective action agreed after any workplace inspection is not implemented by the arranged date.
- To carry out investigations into all accidents and near-miss incidents and to record the findings on the relevant forms.
- To arrange Health surveillance as instructed.
- To highlight areas where training/certification is required to meet the standards.
- To bring new techniques for improving health, safety and welfare to the attention of the General Manager.
- To set a personal example by wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures.

c) Line Manager

- Act as main link between site crew and management.
- Ensure that site conditions and practices comply with current legal requirements.
- Communicate HSE performance expectations, requirements and results to employees.
- Ensure compliance and incident reports are submitted as required;
- Identify training programs.
- Ensure workers are properly qualified and trained to perform their work, know what is expected of them, and are prepared to deal with the hazards of their work and work sites.
- Allocation of sufficient resources.
- Production of monthly HSE reports.
- Resolution of findings from QHSE Manager’s inspections.
- Review of HSE documentation (including, Risk Assessments).
- Establishment and monitoring of Key Performance Indicators.

d) All Employees

All employees are expected to:-

- Carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice.
- If aware of any unsafe practice or condition, or if in any doubt about the safety of any situation, consult their supervisor.
- Obtain and use the correct tools/equipment for the work and not to use any that are unsafe or damaged. All tools, equipment and personal protective equipment must be stored in the proper place after use.
- Ensure that all safety equipment and personal protective clothing/equipment provided are used.
- Not to operate any plant or equipment unless authorized.
- Report any accident, near-miss, dangerous occurrence or dangerous condition to their line management.
- Switch off and secure unattended plant or equipment.
- Avoid improvised arrangements and suggest safe ways of eliminating hazards.
- Not to participate in horseplay or place fellow employees in danger by their actions.

3.3 HSE in-house Training

The specific in-house HSE induction will be given at head office before deploying to the site.

3.4 HSE Mandatory Training (Training Matrix Appendix C)

No	Action	Action Party	Schedule
1	Check the Mandatory training of employees as per contractual requirement.	General Manager	Monthly
2	Update HSE training records and verify that all employees attended mandatory HSE training courses.	General Manager	Monthly

3.5 Occupational Health Awareness

Occupational safety and health (OSH) is a cross-disciplinary area concerned with protecting the safety, health and welfare of SAQOOR AL ABYAD TRADING & CONTRACTING CO. employees engaged in this contract.

The goals of occupational safety and health programs include to foster a safe and healthy work environment for the SAQOOR AL ABYAD TRADING & CONTRACTING CO. employees as well as for neighbouring communities. OSH also protect co-workers, family members, employers, customers, and many others who might be affected by the workplace environment.

The protection and promotion of the health of workers by preventing and controlling of occupational diseases and accidents and by eliminating occupational factors and conditions hazardous to health and safety at work.

Contract manager to ensure that Health awareness is included in the HSE induction for staff.

No	Action	Action Party	Schedule
1	Prepare alcohol abuse alert and distribute to the location to alert the staff about the hazards of alcohol consumption.	General Manager	
2	Ergonomics (Awareness)	General Manager	

3.6 Communication

Communication between the office and the crew at site, managers and the contractors, and the reverse as well. This has been accomplished by implementing the following steps:

1. The very first step of communicating safety program is for everyone to participate in the orientation and complete HSE trainings.
2. Creation of a safety committee consisting of the:
 - General Manager
 - HSE Manager
 - Crew Representatives.

These personnel will communicate regularly and hold meetings to discuss safety policies, suggestions, accidents, incidents, near misses, training or any other topic relevant to safety or related topics.

COMMUNICATION OF SAFETY RULES

- Discussion during New Hire Orientation
- Posting throughout the facility and on job locations
- HSE meetings
- On-the-spot corrections and reinforcement by Supervisors and Management.

Monthly HSE returns & HSE highlights reporting

- HSE Manager at coast shall collect monthly HSE data from base location and shall make a compiled report showing total contract HSE statistics. He shall report the statistics to PDO web portal and notify contract holder accordingly.

3.7 HSE Legislation

The company will at all times ensure that it complies with the requirements placed upon it by the legislation contained in the following table:

SULTANATE OF OMAN HSE LEGISLATION	
The Omani Labor Law	Royal Decree No.34 to 1993 as amended
Occupational Healthy and Industrial Safety Precaution	Ministerial Decision No. 19 of 1982 of Ministry of Social Affairs and labor
The Social Security Law	Royal Decree No.72/91
The Law of Conservation of the Environment	Royal Decree No. 10/82, amended by Nos.63/85 and 71/89
Regulation for Draining of Liquid Industrial Waste	Ministerial Decision no 8/84
Regulation for Handling Non-Hazardous	Ministerial Decision No 17/93
Regulation for Handling Hazardous Waste	Ministerial Decision No. 18/93

Law of Infectious Diseases	Royal Decree No. 8/73
Regulation as to Civil Defense Measure	Royal Oman Police Decision No. 21/93
Regulation for Control of Noise Pollution in a public Environment	Ministerial Decision No. 79/94
OPAL Regulation for Labor & Minimum Criteria for Omanisation.	

Above HSE legislations are available in Arabic and English language on the website of Oman Ministry Of Manpower.

3.8 HSE Standards (to meet the C4 Scope of work activities)

List of codes of practice, standards & procedures for reference.

3.9 HSE Meeting Programs

HSE Manager will arrange HSE meeting and chaired by the General Manager at Site office. All employees will be the participants and an agenda will include, but not limited to the following.

- Incidents in last month
- Any occupational illness reported for the month
- Any first aid cases
- HSE Statistics and performance
- Results of Inspections and Audits
- Implementation of corrective actions proposed
- Individual HSE achievement.
- Lateral learning points highlighted by PDO
- Any near miss reported for the month
- Compliance to journey plan
- PPE conditions
- Any new Hazards identified
- Safety flashes issued by PDO
- Suggestion and improvements, if any
- If any other

Minutes of the meeting will be prepared and maintained by HSE Manager, and action points will be informed to concern personnel.

HSE records such as audit reports, accident investigation report, HSE training records will be maintained by the HSE Manager at Head Office, Muscat.

General Manager or HSE Manager or any other person assigned by General Manager will conduct a meeting at site during visit at least once in a year and record will be maintained, and the agenda will include but not limited to the following

- New hazard identified, control and recovery measure
- Near Misses observed
- Occupational Health hazards
- Previous incidents
- Suggestions for improvement
- Lateral studies

HSE Manager shall ensure that sufficient advance notice (not less than 3 working days) is given to all attendees for HSE meetings/audits to ensure that maximum personnel will be available during HSE meetings unless they have exceptional work requirements, illness or leave. Reasons for absenteeism

shall be mentioned in attendance sheet.

Suggestions for improvement and reporting on the functioning of the HSE Plan received from any area shall be reviewed by the Management during monthly HSE meeting in consultation with HSE Manager.

Meeting Structure:

Area	Frequency	Participants
HSE Meeting	6-monthly	Management Team

3.10 Standards and Document Control

Applicable PDO HSE Procedures, standards, guidelines and documents shall be used for the entire scope of work in different locations. PDO SPs, guidelines and procedures are available through the PDO web or from the Contract Holder.

4.0 Risk Assessment (RISK ASSESSMENT)

4.1 Methods and Procedures for Risk Assessment Hazards and Effects Management

All critical activities are identified and associated hazards, controls and recovery methods are detailed in RISK ASSESSMENT (Appendix – D). This will be further supplemented by considering feedback from site personnel and drivers at site. Updated RISK ASSESSMENT will be issued to all personnel.

No	Action	Action Party	Schedule
1	Refer to Hazard Register for preparing Job HSE Plans.	Supervisor	Whenever required

4.2 Assessment of Exposure of the workforce

HSE Manager will inspect the work site and shall disseminate the findings and the precautionary measure to all workforces through meeting and discussion, Permit to work system will be followed up and implemented.

4.3 Assessment of PPE Requirement

All personnel shall have provided with protective clothing and equipment suited to the hazards or environment to which he may be exposed while working. All Specific items shall be issued to the individuals according to their specific job. HSE Manager shall educate the workers on the use and care of PPE.

4.4 Road Transport/Journey Management

Managed by PDO
 Passengers should be advised of the road safety issues. SAQOOR AL ABYAD TRADING & CONTRACTING CO. will include this in a company HSE induction.

4.5 Behaviour Based Safety (BBS e.g. STOP/IHTIMAM)

SAQOOR AL ABYAD TRADING & CONTRACTING CO. will support STOP by reporting unsafe acts

and/or conditions to their PDO supervisor or Contract holder.

4.6 Life Saving Rules

SAQOOR AL ABYAD TRADING & CONTRACTING CO. will ensure that all staff is informed regarding the PDO Life Saving Rules (LSR). This information must form part of the in-house HSE induction and staff must be requested to sign an undertaking that the rules will be followed.

Complying with the Life-Saving Rules is as vital for all PDO employees as it is for the employees of contractors and sub-contractors working for PDO. As a contractor to PDO, you and your company’s staff need to understand the Life-Saving Rules and to ensure full compliance with them.

Failure to comply will have serious consequences. Our approach will be based on the following premise: If someone chooses to break a Life-Saving Rule, they choose not to work for PDO. We will also apply this approach to supervisors who create or tolerate the conditions that lead to the breaking of the Rules.

If an investigation confirms that someone was aware of the Rules but did not comply with them, then we will apply the maximum appropriate disciplinary action. For contractor and sub-contractor employees this will usually mean that we will ask for the violator to be removed from any PDO site and that we will no longer accept them working for PDO.

5.0 PLANNING AND PROCEDURES (Monitoring Appendix F)

SAQOOR AL ABYAD TRADING & CONTRACTING CO. staff is to be made aware of Emergency Drills for the areas they work in. This will be done by HSE Rep. during the HSE induction.

5.1 Emergency Response

Staff will be informed of the emergency plans in each specific area. The information for staff will be the part of the specific HSE induction for each work area.

5.2 Medical Facilities

No	Action	Action Party	Schedule
1	Record and report occupational sickness to Management.	General Manager	Monthly
2	Arrange Routine Medical Fitness examinations to employees.	General Manager	Monthly

5.3 First Aid

First Aid will be provided by PDO. Staff will be informed of the first aid arrangements in the site specific HSE induction.

5.4 Emergency Response Exercise Planning

The emergency response exercise will be conducted as per schedule given below, by HSE / Contract Manager.

For the year 2019

Incident Scenario	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Emergency evacuation												
First Aid Case (Inury)												
Road Traffic Accident												
Man Lost Situation												
H2S Leak												

5.5 Environmental Management

SAQOOR AL ABYAD TRADING & CONTRACTING CO. is committed to protect the environment at all times, in particular to controlling its work activities with regard to environmental issues.

Environmental Policy

SAQOOR AL ABYAD TRADING & CONTRACTING CO. shall strictly comply with the laid down requirements of the Sultanate of Oman, and industry standards, to ensure that the environment is protected during our working operations at all times.

The following measure will be carried out:

- Plan all activities in such manner that the environment is preserved.
- Educating employees to conserve environment.
- Maintaining camp and workplaces in a clean and tidy condition.

6.0 IMPLEMENTATION, MONITORING & CORRECTIVE ACTION

Performance Indicators: Line Manager will monitor the compliance every month. General Manager will check the compliance every month and performance will be discussed in the corporate HSE meeting.

6.1 HSE Performance

Safety targets for the whole project will be an accident free record and thereby achieve zero LTI and Zero RTA.

The HSE performance is evaluated by the following performance indicators:

- Lost Time injury Frequency (LTIF)

- Total Record able Case Frequency (TRCF)
- Road Traffic Accident Frequency (RTAF)
- Journey Management Rate
- Lost Time Occupational Illness Frequency (LTOIF)
- Environmental Spillages
- Total Man hours since last LTI & total mileage covered
- HSE KPI,s are based on Monthly returns, submitted to Contract holder

HSE Manager shall intimate contract holder on above point a monthly basis by filling the HSE performance form.

6.2 Implementation (see HSE monitoring plan)

No	Action	Action Party	Schedule
1	Ensure that all control and recovery measures are in place at site e.g. Specific Site Induction	General Manager	6 Monthly

6.3 Accident/incident

Reporting and investigation will be carried out document Incident Investigation, Reporting and follow up procedure by HSE Manager.

First Information Report (FIR) / notification shall be sent to the corporate office by the crew member immediately on the occurrence and the concerned HSE Advisor to be informed with in 24 hrs.

A detailed investigation will be followed and the findings will be reported in the prescribed format to the HSE department for analysis and dissemination of learning points.

SAQOOR AL ABYAD TRADING & CONTRACTING CO. has evolved its own reporting and investigating procedures involving various levels of management..

The recommendations of the investigating team shall be implemented

Incident reports will be reviewed and close out by General Manager after consultation with HSE Manager.

There are different levels of incidents and accidents in regards to physical injury and they are listed below:

Lost Time Incident (LTI)

An injury accident where the accident prevents the employee from reporting for the next regularly scheduled shift.

Restricted Work Case (RWC)

In the event an injury to a worker does take place, alternate or modified duties will be made available for the next scheduled shift.

First Aid Case (FAC)

The following procedures are generally considered first aid treatment (e.g., one-time treatment and subsequent observation of minor injuries) and should not be recorded if the work-related injury does not involve loss of consciousness, restriction of work or motion, or transfer to another job. All First aid incidents must be recorded in a log and this log must be kept for a period of three years.

Medical Treatment Case (MTC)

A MTC injury is an injury which requires treatment by a medical doctor. Employee is able to return to

work the next scheduled work shift at their usual duties or modified work.

Fatality (FA)

The injury resulted in death to a member involved in the accident.

Road Traffic Accident (RTA)

All motor vehicle accidents, (i.e. line trucks, car, pick-up trucks), resulting in personal harm and/or property damage and/or vehicle damage.

Near Miss

An unplanned or undesired event, which under slightly different circumstances, has the potential to result in harm to people, damage to property or loss to the process of work being carried out. This type of event does not require an emergency response plan, but it does require to be reported.

No	Action	Action Party	Schedule
1	A written notification will be passed to HSE Manager on all accidents/incidents occurring at site or any other concerned work places.	SAQOOR AL ABYAD TRADING & CONTRACTING CO. site crew	Within 24 hrs of occurrence

7.0 Audit and Inspection

7.1 Inspections

No	Action	Action Party	Schedule
1	Carry out safety inspection in location during site visit.	General Manager	6-monthly

8.0 REVIEW

Major activities shall be subjected to half yearly audit by all internal audit team constituted for this purpose by the contract manager.

Specific activities may be audited if so desired by client.

Audit Objectives

Objective of audit shall be:

- Check and review the effectiveness of HSE Plan.
- Evaluate the compliance of standards and procedures.
- HSE Management
- Unsafe practices / Situations of work site.
- HSE awareness of the Work force.
- Identify the possible area of improvement

Effectiveness

Any non –conformance or corrective action proposal shall be brought to discussion in the HSE meetings for corrective action and for further improvement in the HSE performance for the remaining period of the project.

Follow-up / Close-out

Non-conformance shall be classified depending upon the priority and urgency of corrective action required. Follow up action shall be taken promptly and the closeout detail shall be intimated to all concerned, which indicates the successful culmination of an audit.

HSE Manager will maintain all defects list and forward to the Contract manager for corrective action.

HSE advisor will ensure that all defects are reported and close promptly in time HSE advisor will maintain the file for audit, Inspection and corrective action and their follow up/close out reports to produce to as and when required

The management review meeting will be held annually at SAQOOR AL ABYAD TRADING & CONTRACTING CO. head office. Effectiveness of the HSE activities will be reviewed i.e. Managing HSE risks

- Reinforcing efforts to continually improve HSE performance

No	Action	Action Party	Schedule
1	HSE Plan compliance review of PDO contract.	General Manager/	Annual
2	Review HSE Plan and its implementation.	General Manager	

Schedule of audit-

SI	Type of Audit	Frequency	Auditors
1	Internal Audit (HSE MS)	Half Yearly	General Manager / HSE Manager
2	Compliance of HSE plan	Half Yearly	General Manager / HSE Manager
3	HSE Training	Half Yearly	General Manager / HSE Manager
4	PTW System	Half Yearly	General Manager / HSE Manager

Appendix A: HEALTH, SAFETY & ENVIRONMENTAL POLICY

It is the policy of SAQOOR AL ABYAD TRADING & CONTRACTING CO. to protect the Health & Safety of their employees, Sub-contractors staff and other persons who are involved in their activities.

SAQOOR AL ABYAD TRADING & CONTRACTING CO. will facilitate proper training to improve HSE skills and competence of all employees.

SAQOOR AL ABYAD TRADING & CONTRACTING CO. empowers all employees to stop all unhealthy, unsafe or environmentally damaging work.

SAQOOR AL ABYAD TRADING & CONTRACTING CO. is committed to reduce the risk and hazards to health, safety and the environment to all levels which are low as reasonable practicable.

SAQOOR AL ABYAD TRADING & CONTRACTING CO. will ensure project is carried out using the latest Plant Equipment and methods which represents the safest and most efficient type of execution.

It is the policy of SAQOOR AL ABYAD TRADING & CONTRACTING CO. that in the conduct of its activities

- It will act positively to protect the health & safety of its employees, Sub-contractor's Employees and any other who may be affected by its activities.
- It will take necessary precautions to prevent adverse effects on the environment in which its Activities are carried out.
- It will comply with the Laws and Statutes of Sultanate of Oman, as applicable to its activities.
- No personnel will be deployed to site without undergoing FTW medical check up as per PDO.

SAQOOR AL ABYAD TRADING & CONTRACTING CO. believes that all accidents are preventable and that managing Health, Safety and Environmental protection is a responsibility of the line management. To this end, it is an essential duty of all Managers and Supervisors to promote Health and Safety of all personnel and to ensure the efficient integration of this policy into all activities of SAQOOR AL ABYAD TRADING & CONTRACTING CO.

All personnel are expected to recognize that they have a clear duty to exercise self-discipline and accept responsibility to participate in the prevention of injury and loss to themselves, others and the environment in every way they can.

To achieve the purpose of this Policy, SAQOOR AL ABYAD TRADING & CONTRACTING CO. will establish and implement an HSE Management System.

The company will liaise and work with all necessary persons to ensure health and safety. The company will also ensure that adequate arrangements are also in place for ensuring the health and safety of visitors.



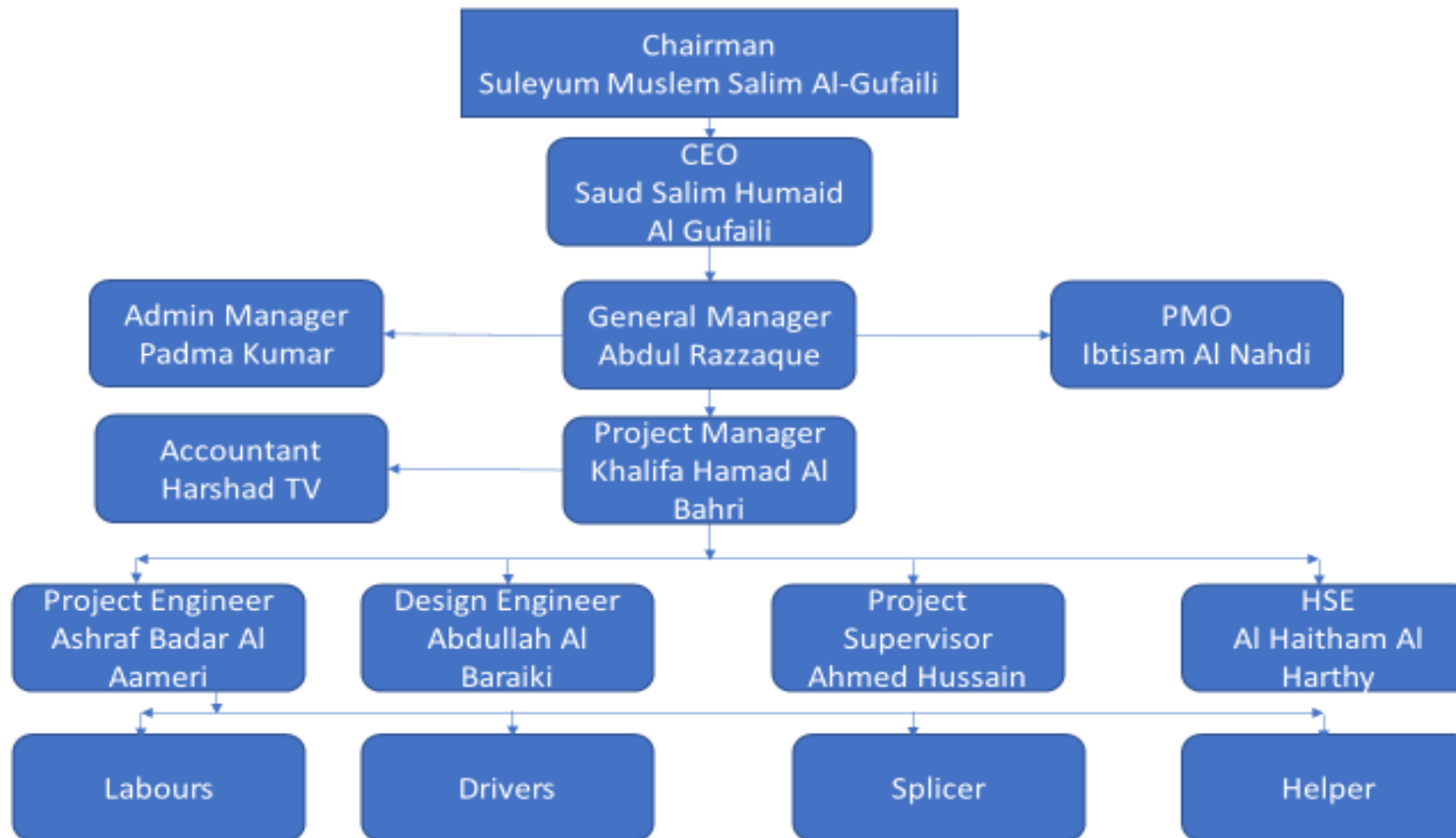
Abdul Razzaque
General Manager Telecom Division
SAQOOR AL ABYAD TRADING &
CONTRACTING CO.

01/01/2021

Date

1. **Appendix B: Organization Chart**

Project Management Chart









2. **Appendix C: Training Matrix**



COMPANY				HSE Training Plan						
Sl. No	Designation	HSE Orientation	H2S High Sour	Fire Warden	Incident Investigation	BLS / AHA	*CMC A	SLM	SJ M	Defensive Driving
1	General Manager	Y	Personnel who may need to enter High Sour H2S designated areas.	N	Y	N	Y	Y	N	O
2	HSE Manager	Y		O	Y	Y	Y	Y	Y	O
3	Quality Manager	Y		O	Y	Y	Y	Y	Y	O
4	Operations Manager	Y		N	Y	N	Y	Y	N	N
5	Application Engineer	Y		N	N	N	Y	Y	N	O
6	Base Manager	Y		Y	Y	Y	Y	Y	Y	O
7	Workshop Supervisor	Y		Y	N	Y	Y	Y	N	N
8	Field Engineer	Y		Y	N	N	N	N	N	N
9	Warehouse Coordinator	Y		Y	N	N	Y	Y	Y	O
10	Pump Technician	Y		N	N	N	N	N	N	N
11	Technical Assistant	Y		N	N	N	N	N	N	N
Subcontractor										
1	Line Manager	Y	Personnel who may need to enter High Sour H2S designated areas.	Y	Y	Y	Y	Y	N	O
2	Planning Engineer	Y		N	N	N	N	N	N	N
3	Technician	Y		N	N	N	N	N	N	N
4	Field Engineer	Y		N	N	Y	Y	Y	Y	O
5	Technical Assistant	Y		N	N	N	N	N	N	N
6	HSE Advisor	Y		Y	Y	Y	Y	Y	O	O
7	SAP Coordinator	Y		N	N	N	N	N	N	N
	Required	Y								
	Not Applicable	N								
	Optional	O								

3. **Appendix E - Life Saving Rules (LSR)**

Life Saving Rules will be briefed to all the employees during their in-house induction. HSE Manager will provide a copy of HSE rules and Life Saving Rules to all employees at site in Oman and copy will be displayed at head office notice board.

The Life-Saving Rules	
Obtain a valid Permit to Work whenever required for the task at hand.	
Conduct gas tests whenever required.	
Verify isolation before work begins and use the specified life-protecting equipment.	
Obtain authorization or a valid Permit to Work before entering a confined space.	
Obtain authorization or a valid Permit to Work before overriding or disabling safety-critical equipment.	
Use specified fall-prevention equipment when working at height.	
Do not walk under a suspended load.	
Follow the prescribed Safe Journey Management Plan.	
Do not light up cigarettes, cigars or pipes in no-smoking areas.	
Wear seat belts when in a moving vehicle.	



While driving, do not use a mobile phone and do not exceed speed limits.	
Do not drive or work under the effect of drugs or alcohol.	

4. Appendix F: HSE Monitoring Plan

Contract Number		92797103			Contract Name		Abdul Razzaque											
Prepared by: General Manager/ Rep		Abdul Razzaque			Name / Reference Ind.		Abdul Razzaque											
Approved by: Contract Owner					Name / Reference Ind.													
Activity	Responsible Person (Leader)	Participants	Resources	Frequency	T I M I N G													
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Meetings																		
Inspections																		
Management Walkabouts																		
Audits																		
Emergency Exercises / Drills																		
Follow-up																		

Note. Template should be expanded as required
 Deliverable(s): proposed HSE Monitoring Program
 Reference Document(s): Contractor’s C-09 HSE Requirements Contract document and Contractor’s HSE Management Plan

5. Appendix G: Health and Safety Statistics - Monthly Return

The reporting should commence as soon as the physical activity has started.

The contractor has access to this information to be entered via PDO Web Pages (PDO WEB MAN HOURS REPORTING)

CONTRACT NUMBER:		
NAME OF Company:		
RETURN FOR THE MONTH OF:		
Number of EMPLOYEES WORKING ON CONTRACT:		
Number of MAN-HOURS worked (including any overtime) in the month:		
Number of FATALITIES & PERMANENT DISABILITIES in the month:		
Number of LOST WORKDAY CASES in the month: (LWC)		
Number of RESTRICTED WORK CASES in the month: (RWC)		
Number of MEDICAL TREATMENT CASES in the month: (MTC)		
Number of FIRST AID CASES in the month: (FAC)		
Number of NEAR MISSES in the month: (SEVERITY 0)		
Number of OCCUPATIONAL ILLNESSES in the month: (TROI)		
Number of CALENDAR MAN-DAYS LOST due to SICKNESS ABSENCE		
Number of NON-INJURIOUS (SEVERITY 4 OR 5) INCIDENTS in the month which are NOT included above:		
Number of NON-ACCIDENTAL DEATHS in the month: (NAD)		
Number of: ROAD TRAFFIC ACCIDENTS in the month: (RTA)	NA	
MONTHLY DRIVING STATISTICS	NO. OF VEHICLES	KM DRIVEN
VEHICLES ABOVE 4,000kg GVW		
OTHER VEHICLES		

INJURED PERSONNEL ABSENT FROM WORK OR ON RESTRICTED WORK during the month:

NAME		DATE
	WAS CERTIFIED UNFIT ON	
	WAS CERTIFIED UNFIT ON	
	WAS CERTIFIED UNFIT ON	

Names of previously injured people,

CERTIFIED FIT TO RETURN TO WORK during the month, following an LTI absence or a period of restricted work.

NAME		DATE
	RETURNED TO WORK ON	
	RETURNED TO WORK ON	
	RETURNED TO WORK ON	
Signed by Contractor:		Signed by Contract Holder:
Position in Company:		Reference Indicator:
Date:		Date:

NOTES:

All returns should relate to the previous calendar month only.

The average may be taken as the total number of employees when fluctuations occur.

In cases of doubt clarification should be sought from PDO's MSE Department.

6. Appendix H – Emergency Response Procedure**EMERGENCY RESPONSE PROCEDURE****Emergency Response Plan Goal**

The SAQOOR AL-ABYAD TRADING & CONTRACTING CO's goal is to reduce injuries, save lives and reduce costs if disaster strikes.

First aid equipment and supplies are to be clearly visible, maintained in a clean, dry and serviceable condition, in a container that protects the contents from environment and is clearly labeled.

Person(s) at site must know what needs to be done and how to get it done together. How we respond could determine the extent of personal injury, public health threats, equipment loss and environmental damage. Therefore, SAQOOR AL-ABYAD TRADING & CONTRACTING CO will provide employees with training which will include scenarios of potential emergencies in the PDO sites.

Every reasonable effort must be made to control the hazards while the condition is being corrected or an emergency response is being carried out. There are times when the emergency procedures may be dangerous to the safety or health of workers. Be sure that only those workers competent in correcting the condition and the minimum number of workers necessary are exposed to the hazard. If there are fatalities or serious incidents, make every reasonable effort to prevent alteration of the scene and/or stop work until unsafe conditions are resolved.

Training

SAQOOR AL-ABYAD TRADING & CONTRACTING CO is committed to providing adequate training as per SP-1157 to ensure that employee or contractor safety is not compromised. All participants in the Emergency Response will take the following basic training and records will be kept on file.

- ORT (Orientation Training)
- H2S (High Sour)
- First Aider Course (AHA)

Two mandatory training courses for personnel at sour facilities are:

- H2S Awareness and Escape
- Self Contained Breathing Apparatus (SCBA) Training

Emergency Evacuation Procedures & Allocation of responsibilities in emergency**Scenario – 1 Fire**

Burning smell or smoke is an indication of the outbreak of fire

Actions

- The person who first detects fire will shout fire... Fire. .and tries to put off the fire by using appropriate type of portable fire extinguisher.
- If the fire cannot be extinguished, Switch off the power supply, close doors and windows
- On hearing the fire alarm all occupants shall come of the cabins/offices/workplace and straight ways proceed to assembly point walking (not running) briskly.

Fire Warden

- Wear RED fire warden jacket and proceed to the emergency exit door and ensure it is fully open.
- Instruct all personnel to evacuate the building immediately and safely.
- Ensure rooms and vacate, windows, office doors are closed but not locked.
- When the area has been fully evacuated, close the emergency exit door, but not locked and proceed to assembly point.
- Ensure no one re-enter the building until advised.
- Ensure evacuated personnel are assembled in an orderly manner clear of fire, medical and other traffic.
- Report to the Emergency Director at assembled point regarding the evacuation of their Zone.
- If personnel may be trapped or missing report findings to the emergency director and emergency services.

First Aider

- Wear yellow first aiders vest and Administer first aid and assistance.
- Assist fire warden in the execution of his duties.
- When the area has been fully evacuated, close the emergency exit door, but not locked and proceed to assembly point.
- Provide first aid at assembly point.

Scenario – 2 Road Traffic Accident (RTA)

In a traffic accident, if the driver is not injured or has sustained only minor injuries, he will:

- Switch off the engine and come out of the cabin.
- Assess the condition of passengers, if any.
- Provide the help to prevent deterioration of the condition.
- Help them to get out of the vehicle.
- Do not move seriously injured victims.
- Contact Emergency Number 9999 or GSM 92797103
- Do not leave the accident spot till emergency aid reaches the spot.
- Wait for ROP – don't move vehicle.

Note: While calling emergency, all the relevant details (exact location, nature of accident, type of assistance needed, phone number for the further contract and the name of the caller).

Scenario – 3 Leakage of Hydrogen Sulphide (H2S)

When H2S monitor gives alarm:

- Stop work and switch off all engines and equipments.
- Check the wind direction by observing wind sock and move briskly across the wind. In the absence of wind sock, the wind direction may be ascertained by throwing sand dust in air.
- Inform the nearest station operator about the leakage.
- Take further direction from the Station/Operator.
- Contact Emergency Number 9999 and inform details.
- Attempt to help the H2S affected victims only be carried out by the trained rescuers after wearing self contained breathing apparatus.
- Await the arrival of emergency services.

Scenario – 4 Man Lost

JM confirms that a man is lost the following actions shall be taken:

- Start Man Lost procedure when person has not arrived within 2 Hrs of planned time.
- Collect man lost information as per check list details below:

DATA

Name of the man lost
 Vehicle details
 Destination and intended route
 Any known medical problem
 Other information which may help

Checks

Accommodation
 Mess & Recreation
 Camp
 Clinic
 Fuel Station
 Local shops
 Mosque
 PDO / Neighboring camps

- Communicate to General Manager / HSE Manager at coast.
- Organize a search party with emergency resources like vehicle, male nurse etc.
- Call emergency 9999 and intimate relevant details.
- Liaise with ROP to find out whether the missing person has been involved in any accident or is in under detection.
- Contact local hospital to ascertain whether the missing person has been involved in accident.
- Journey manager should remain at telephone to receive and give details as and when called for.
- If the lost man found out by search party inform all details to Local Emergency. Base Controller shall take action as per PDO's emergency procedures.

7. Appendix D: Risk Assessment (RISK ASSESSMENT) Attached with the HSE Plan separately.

a. Introduction – What is risk assessment?

A careful examination of the hazards associated with work activities and premises that could cause harm to people. It is used to determine the risk to people from the physical workplace and the activities that are undertaken within workplace.

b. Purpose

The identification and evaluation of hazard at all stages of contract execution and the development of control measures is part of HSE management system. Identification and evaluation of hazards will be carried out for all SAQOOR AL-ABYAD TRADING & CONTRACTING CO operations.

The purpose of RISK ASSESSMENT is to establish a formal system for the performance and documentation of risk assessment of HSE issues at site.

c. Aim & Objectives

The document has been developed:

- a) To provide guidance on the identification and management of risk.
- b) To ensure that the management of risk is compliant with the requirements and that risk assessment are carried out in such a manner that they are fit to purpose and specific to the contract.

d. How to carry out a Risk Assessment?

- a) Identify the hazards
 - i. **Walk around** your workplace and look at what could reasonably be expected to cause harm.
 - ii. **Ask your employees** what they think. They may have noticed things that are not immediately obvious to you.
- b) Decide who might be harmed and how
 - i. New/ inexperienced workers, visitors, public members
 - ii. Maintenance workers
- c) Evaluate the risks and decide on precaution
 - i. Prevent access to the hazard (e.g. by guarding)
 - ii. organize work to reduce exposure to the hazard
 - iii. personal protective equipments
 - iv. Provide welfare facilities (e.g. first aid kit)
- d) Record findings and implement them.
- e) Review your assessment and update if necessary

e. Risk Assessment Internal Training.

Internal training on "Risk identification" will be given to all the staff during their orientation programme and time to time.

f. Risk Register (RISK ASSESSMENT Sheets)

RISK ASSESSMENT sheets will be maintained and will be continuously monitored and updated by HSE Manager.

8. Appendix J - PPE Procedure

a) Purpose

This document defines the purpose of using PPE and how to get employees to wear assigned PPE.

b) Scope

This procedure is applicable to all SAQOOR AL-ABYAD TRADING & CONTRACTING CO activities under PDO operations.

c) Aim

- Getting employees to understand the need for PPE and to recognize the control they

have over their own safety.

- Getting employees to think about safety every day so they wear assigned PPE.

d) The first Step: Training

Train employees how to:

- Use PPE properly;
- Be aware of when PPE is necessary;
- Know what kind of PPE is necessary;
- Understand the limitations of PPE;
- Don, adjust, wear PPE; and
- Properly care for, maintain, and dispose of PPE after its life.

Above training is a part of Employee induction.

e) Retraining

When a trained employee does not have the understanding and skill to use PPE properly, the SAQOOR AL-ABYAD TRADING & CONTRACTING CO HSE Manager shall retrain that employee. Situations where this may happen include:

- Changes in the workplace.
- Changes in the types of PPE used.
- Inadequacies in an affected employee's knowledge or use of assigned PPE.
- Reacquaint employees with any engineering controls (e.g., machine guards) and emphasize how important their use is to injury prevention.

f) Responsibility

- The HSE Manager must provide training to each employee who is required to use PPE.
- The HSE Manager must train these employees to know when PPE is necessary and what PPE is necessary.

The HSE rep must verify that affected employees received and understood the required training.

It is the responsibility of HSE Manager to tell employees exactly what hazards they may face, and review company experience with each hazard employee may encounter.

The goal is to make employees understand the need for PPE and recognize the control they have over their own safety.

HSE Manager shall keep a copy of all training materials or a training outline as a guide for next program.

g) Enforcing PPE use

Incentive Programs - An incentive program helps management to eliminate unsafe behaviors, including failure to use PPE.

Engineering, administrative, and work practice controls

Posters and warning signs.

Encouragements - Encourage participation by rewarding those who follow the rules. Managers and supervisors should set the example by always wearing appropriate PPE for the work area.

Feedback – A feedback system can help identify problems. Feedback system can be helpful in

identifying changes in equipment or processes that will improve the consistency with PPE use.

Enforcement – Disciplinary action shall be taken against the employee if found working without or improper PPE.

h) Procedures for enforcement of PPE use

During the in-house HSE induction, the employees are clearly advised about the importance of PPEs and its use. At site, before starting the job, TBT is being conducted by the crew leader and instruction is being passed to the workforce about the use of PPEs through RISK ASSESSMENT . A thorough monitoring is being done by the crew leaders during the course of work.

If any employee is not following the procedure, first he will be counseled, then he will be issued with warning letter. Even after issuing of three warning letters, if an employee is repeating the same mistake, he will be taken out of the site.

9. Appendix K – New Employee Orientation

EMPLOYEE ORIENTATION CHECKLIST			
Areas to be Covered	Description	Completed	
		Yes	No
Company Safety Rules	Explain safety rules that are specific to your company.		
Company Policy	Explain the health, safety and environment policy of your company.		
Previous Training	Ask the employee if she/he has taken any safety training.		
Training	Provide any necessary safety, environmental, compliance or policy/procedural training.		
Health and Safety	Inform the training dept. that a new employee has joined the company who will need safety training. Arrange for this training as per SP1157 requirements.		
Potential hazards	Tour the work areas and the facility and discuss associated work area hazards and safe work practices.		
Emergency Procedures	Show and explain how to use emergency eyewashes, first aid kits, fire blankets, fire extinguishers, fire exits and fire alarm, as applicable. Demonstrate the emergency procedures.		
Toxic Products	Identify workspaces where hazardous materials are used, stored or disposed. Provide training as necessary.		
Food and Beverages	Explain that food and beverages are only permitted to be stored in refrigerators clearly labelled "FOOD ONLY".		
Emergency Notification Form	Have employee complete the Emergency Notification form.		
Emergency Evacuation	Review the company's Emergency Evacuation Plan and explain the evacuation signals and procedures, point out proper exit routes and the designated assembly area.		
Personal Protective Equipment (PPE)	Issue appropriate personal protective equipment (PPE) that must be worn as required by the work being performed.		
In Case of Injury or Illness	Review the reporting procedures in the event of an injury and/or accident.		
General Rights and Responsibilities	Explain worker rights and responsibilities as granted by legislation.		
Emergency Contact	Provide a list of names, addresses, phone numbers and fax numbers of the persons who must be contacted in case of emergency.		



Document	Maintain a record of the orientation.		
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Prepared By:

Abdul Razzaque

General Manager Telecom Division
Saqoor Al-Abyad Trading & Contracting Co.