

HSE OPERATION CONTROL PROCEDURE CONTRACTORS HSE MANAGEMENT



Information Technology Authority
Sultanate of Oman





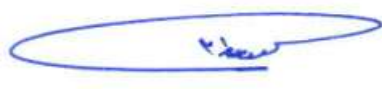
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HSE OPERATION CONTROL PROCEDURE

Contractors HSE Management

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1.0 PURPOSE

The purpose of this procedure is to:

1. Define the minimum HSE objectives to be met at each stage of a contract
2. Develop a strategy for proactive management of Contractor HSE
3. Highlight the benefit of effective proactive approaches, particularly prior to tendering and mobilization
4. Describe a planned approach to Management of Contractor HSE that will ensure a continuing improvement in HSE performance for all contractor activities
5. Describe the role and responsibilities of key personnel in contractor HSE management.

The Health, Safety and Environment (HSE) requirements outlined in the following clauses shall be observed for all work undertaken on an Information Technology Authority premises or on behalf of ITA.

2.0 SCOPE

The requirements outlined in this procedure apply to:

1. All contracts and work orders for construction, events, Building maintenance and/or demolition work conducted for ITA from tender stage to the completion of contract.
2. Contractors/Tenants and sub-contractors working for contractors on Information Technology Authority premises & site

3.0 DEFINITIONS & ABBREVIATIONS.

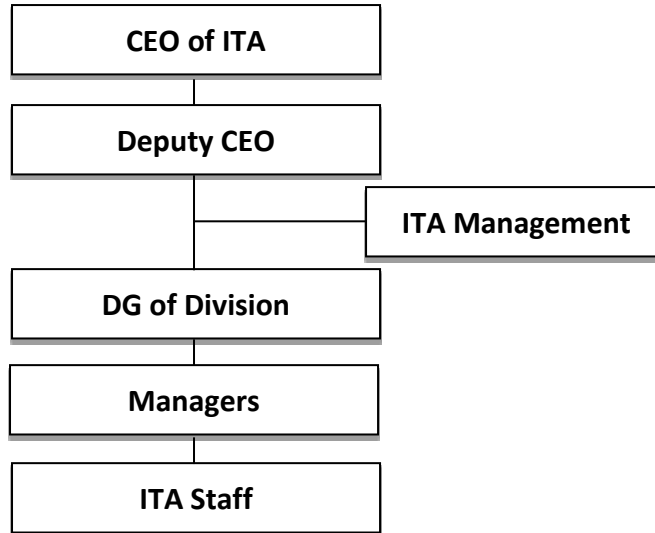
Item	Definitions & Abbreviations
CEO	Chief Executive Officer
HR	Human Resources
HSE MS	Health, Safety and Environment Management System of ITA
MR	Management Representative
ISO 9001:2008	Quality Management System
ISO 14001:2004	Environmental Management Systems (ISO Standard)
ITA	Information Technology Authority
OHSAS 18001:2007	Occupational Health and Safety Management System

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4.0 ROLES AND RESPONSIBILITIES

4.1 Responsibility Structure



4.2 Personnel with Responsibility.

PERSONNEL	RESPONSIBILITY
CEO & Deputy CEO	<ul style="list-style-type: none"> Ensure that the requirements of this procedure are adhered to in all ITA area.
DGs & Department Director	<ul style="list-style-type: none"> Shall ensure that this procedure is effectively implemented within areas under their control. Shall ensure that interfacing with subcontractor personnel is effective & that their activities are carried out in line with ITA HSE management system & Contract HSE plan.
MR	<ul style="list-style-type: none"> Responsible for timely revisions of this procedure, ensuring requirements of this procedure are known and understood by concerned parties.
HSE Engineer	<ul style="list-style-type: none"> HSE Engineer shall review the effectiveness & implementation of this procedure at sufficient intervals & shall revise this to include changes. Shall be responsible for assessing contractor HSE plans & for endorsing these after required revisions, if any. At regular intervals, Ensure the contractors are complying with ITA HSE requirements. Effectively monitor the activities of the contractors at site level.
Contractors HSE Focal Point	<ul style="list-style-type: none"> Shall perform all such HSE related activities as guided or required by ITA HSE management system, ITA HSE Procedure, ITA HSE Team, ITA Project Manager.



5.0 GENERAL HSE REQUIREMENTS

5.1 LEGISLATIVE & ITA REQUIREMENTS

- All work shall be carried out in strict accordance with all relevant HSE legislation and Information Technology Authority specification requirements.
- ITA believes that all accidents are preventable on and off the job and is committed to providing a healthy and safe work environment for everyone.
- ITA demonstrates this through its Health & Safety Policy, Management System and Plans. ITA expects that all contractors to be equally committed and have safe systems of work to prevent illness and injuries at work and be able to demonstrate this during the tender stage.

5.2 RISK MANAGEMENT

The Contractor is responsible for managing risk in accordance with ITA HSE Risk Management Procedure-ITA-P-IMS-03.

The Contractor shall submit risk management register along with HSE Plan while bidding for the contact.

5.3 HSE TRAINING

The tender document shall contain the details of HSE training which contractor employees should undergo.

The Contractor shall provide evidence that the employees have received such training and are competent in the type of work to be performed under the contract during execution of the project.

5.4 HSE INDUCTION

- All contractor employees shall undergo HSE induction before deployment for work. The contractor shall be responsible to conduct the training.
- HSE induction shall include;
 - A. Emergency procedures;
 - B. Personal Protective Equipment requirements (Safety helmet, safety shoes, high visibility Clothing, etc.);
 - C. Hazards, Risks and control measures;

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6.0 PROCEDURE

The HSE Management of contractors consists of three control phases, each one containing specific HSE activities to be carried out. The three control phases include:

- A. RFP Review
- B. Review of tender document submitted by contractor
- C. Contractor Audit/Monitoring during execution

HSE activities in relation with these phases are outlined in this procedure.

6.1 RFP REVIEW

General IMS requirements shall be outlined in business case which shall be copied to RFP. RFP Related to construction, Event and building maintenance shall be reviewed by HSE engineer before RFP documents are floated.

Any further HSE requirements if any shall be added in the tender document by ITA HSE team.

6.2 REVIEW OF PROPOSAL DOCUMENT SUBMITTED BY CONTRACTOR

The contract award shall be made on the basis of the contractor meeting with the HSE requirements of this procedure. The award of any contract shall also be based on availability of contractors HSE Plan for compliance to the tender specifications. This is to include the control and mitigation measures. The HSE Plan shall be prepared based on the following key elements.

- A. Leadership and Commitment.
- B. Policy and Strategic Objectives.
- C. Organization, Responsibilities, Resources, Standards, and Documents.
- D. Risk Assessment / Hazards and Effects Management Process.
- E. Planning and Procedures.
- F. Implementation, Monitoring and Corrective Action.
- G. Audit & Review.

Further to review HSE Plan, The following shall also be reviewed:

- Determine methods for control, mitigation and recovery from risk – the Risk
- Identification of applicable HSE standards and legislation.
- Identification of the required level of HSE training for the personnel involved within the contract.
- Organization/interfaces and the requirements of the competence levels for the management and supervision of the contract.

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- The requirements/standards for the personnel protective equipment including the availability and maintenance requirements.
- Defined scope of contract Health, Safety and Environment requirements.
- Penalties shall be imposed on HSE violations. The penalties shall be decided by HSE engineer in consultation with Project manager.
- Defined implementation schedule of the HSE requirements for the contract including staffing levels, where appropriate, in line with the scope of work being undertaken within the contract.

6.3 CONTRACTOR AUDIT/ MONITORING DURING EXECUTION

The Contractor shall be audited and monitored at all stages of the contract as detailed below, from contract award to final completion by ITA HSE team.

- Ensure that the contractor has addressed the contractual requirements of the contract including a clear understanding of the hazards and risk involved within the scope of the work.
- The contract HSE Requirements has been met.
- Documentation Audit of the HSE controls of the contractor.
- Following the award of the contract the contractor and ITA management shall review and agree the Contract HSE Plan for the contract.
- ITA shall then endorse the HSE Plan as meeting the HSE specifications as required by the tender documents.
- Ensure that the contractor is to the acceptable standard, ITA shall establish contractor HSE Monitoring programme. The programme shall include:
 - A. The scope, frequency and participants in HSE audits and inspections.
 - B. HSE Meetings including the agenda and frequency to be held.
 - C. The control procedures in place to monitor corrective actions resulting from the findings of audits, inspections and meetings.
- Inspection and auditing provide the methods for monitoring contractor HSE activities.

Both the parties prior to the start of work shall confirm the monitoring program.

7.0 REFERENCE

NIL

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8.0 APPENDIX

Appendix 1- HSE Contractor Guidelines

- I. All work shall be carried out in strict accordance with all relevant HSE legislation and Information Technology Authority specification requirement.
- II. Maintain all Occupational Health, Safety and Environment records, HSE Management Plans, Work Method Statements, Hazards Register, HSE Reports, Notices and other documentation required and make readily available at all times.
- III. The Contractor is responsible for managing risk in accordance with ITA HSE Risk Management Procedure-ITA-P-IMS-03.
- IV. Ensure no contractor personnel are allowed to work without having undergone required mandatory HSE training. HSE Team to certify this.
- V. All the contractor employee should undergoes HSE induction and the contractor shall be responsible for conducting the HSE induction.
- VI. All injuries and incidents, no matter how minor, must be reported within 24 hours to ITA project Manager/HSE Team.
- VII. The investigation shall begin immediately after the injured person has received prompt medical attention (Incident reporting & Investigation Procedure- 5.3-INCIDENT FOLLOW UP: INCIDENT INVESTIGATION).
- VIII. The contractor shall provide the name & details of Emergency Contact person & HSE focal point and ensure all employees are adequately informed of and comply with site emergency response procedures.
- IX. Submit a list of all personnel who will be used during this contract.
- X. Ensure that every vehicle & equipment involve in the project is inspected by driver on daily basis and by HSE on monthly basis.
- XI. The Contractor is responsible for maintaining a clean and tidy work area at all times.

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- XII. Reference copy of ITA HSE plan is available for contractors. Ensure that its provisions are followed during tendering phase.
- XIII. Provide HSE statistics as advised by ITA HSE Team.
- XIV. Ensure names of subcontractor representative & HSE focal point are formally communicated to ITA.
- XV. No activity is to be undertaken without contractor HSE focal point having provided on Arrival HSE induction before deployment at site.
- XVI. Ensure regular interface meetings with subcontractor representative.
- XVII. Ensure the availability of contact numbers of subcontractor representative & HSE focal point.
- XVIII. Ensure regular contact with subcontractor HSE focal point with ITA HSE focal point.
- XIX. Obtain HSE statistics from subcontractor HSE focal point to include them in ITA HSE statistics.
- XX. Any HSE violations, non-cooperation from subcontractor representative or their HSE focal point are to be immediately brought to the notice of site organizer, Project Manager, HSE Team.
- XXI. The contractor shall be responsible for the work under the Contract at all times until the work is completed.
- XXII. The Contractor is responsible for the provision of first aid services for their employees and those of its Sub-Contractors, and for providing transport for injured persons to hospital or other appropriate destination as and when required.
- XXIII. All waste shall be disposed of in accordance with ITA Waste Management Procedures.
- XXIV. Ensure that every subcontractor complies with above stated requirements.

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Appendix 2- HSE Prequalification Criteria's

Questionnaire items		Responses
Section 1: Leadership and Commitment		
1. Commitment to HSE through leadership	<p>A. Are senior managers personally involved in HSE management?</p> <p>B. Is there evidence of commitment at all levels of the organization?</p> <p>C. Is there a positive culture towards HSE matters?</p>	
Section 2: Policy and Strategic Objectives		
1. HSE policy documents	<p>A. Does your company have an HSE policy document?</p> <p>B. Who has overall and final responsibility for HSE in your organization?</p>	
Section 3: Organization, Resources and Competence		
1. Organization - commitment and communication	<p>A. How is management involved in HSE activities, objective-setting and monitoring?</p> <p>B. How is your company structured to manage and communicate HSE effectively?</p>	
2. Competence and Training of managers/ supervisors/senior site staff/ HSE advisers	<p>A. Have the managers and supervisors at all levels who will plan, monitor , oversee and carry out the work received formal HSE training in their responsibilities with respect to conducting work to HSE requirements ?</p>	
Section 4: Risk evaluation and Management		
1. Risk Management	<p>A. How do you identify and manage risks?</p>	
2. Waste management	<p>B. Does your company have in place systems for identification, classification and management of waste?</p>	
3. Personal protective equipment	<p>C. What arrangements does your company have for provision and upkeep of protective clothing, both standard issue, and that required for specialized activities?</p>	



Questionnaire items		Responses
Section 5: Planning, Standards and Procedures		
1. HSE Operations Procedures	A. Do you have a company HSE manual (or Operations Procedure with relevant sections on HSE) which describes in detail your company approved HSE working practices relating to your work activities?	
2. Equipment control and maintenance	A. How do you ensure that plant and equipment are correctly registered, controlled and maintained in a safe working condition?	
3. Road Safety Management	A. What arrangements does your company have for combating road and vehicle incidents?	
Section 6: Implementation and Monitoring		
1. Management and performance monitoring of work activities	A. What arrangements does your company have for supervision and monitoring of performance?	
2. HSE performance records	A. Have you maintained records of your incidents and HSE performance for the last five years? B. Who conducts incident investigations?	
Section 7: Audit and Review		
1. Auditing	A. Does your company HSE Plans include schedules for auditing and what range of auditing is covered? B. How the effectiveness of auditing is verified and how does management report and follow up audits?	