Contract HSE Management/Part II

HEALTH, SAFETY AND ENVIRONMENT PROCEDURE
Contract HSE Management/Part II

DOCUMENT ID - PR-10-POGC-001

REVISION - 1.0
Contract HSE Management/Part II

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Document Authorization

Document Author: HSE - 564815

Approved By: Ansari.Mazaher
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PART II: Mandatory for Contractors and Contract Holders

1. Introduction

1.1 Purpose

Part II of PR-10-POGC-001 (Contract HSE Management) is intended to be included, as a reference, in document Exhibit L of Contract, (HSE Requirements), HSE Requirements, to enable Contractors, together with Contract Holders, to carry out POGC prescribed HSE activities in the manner and at the level required by POGC. Of particular importance is the detail given for the preparation of the Contractor’s HSE Management Plan.

It is mandatory that in any contract the HSE requirements of Part II PR-10-POGC-001 (Contract HSE Management) are fulfilled by both Contractors and POGC Contract Holders. This entire part of PR-10-POGC-001 (Contract HSE Management) is given to Contractors to enable them to carry out the requirements detailed below, in addition to all other contractual requirements.

1.2 Distribution/ Target Audience

This Procedure is a mandatory requirement for Contractors and Contract Holders.

Part I of this Procedure is targeted at Contract Owners, Contract Holders and other POGC personnel tasked with the HSE aspects of contract planning, tender preparation, evaluation and subsequent contract HSE management.

Part II of this Procedure contains HSE instructions for Contractors. It is the obligation of Contract Holders to ensure that Part II is supplied to Contractors and that the instructions in it are followed.

Distribution of this document is controlled by the Document Custodian.
2. **Contract HSE Management Procedure**

2.1 **Scope**

This Procedure applies to all contracts tendered by POGC regardless of size and value.

Throughout this document, “shall” means that an activity or requirement is mandatory. All mandatory actions and requirements are underlined.

2.2 **Definition**

Contractors and Contract Holders shall adhere to Part II of PR-10-POGC-001 (Contract HSE Management) in the preparation and use of documents to meet the HSE requirements of both the Tender documentation and the Post-Award HSE management requirements of a Contract. Other mandatory contractual requirements not given in this document remain obligatory on both Contractors and Contract Holders.

2.3 **Deliverables**

2.3.1 **Records**

Records shall be maintained to document the implementation of this Procedure.

Contractor(s) shall provide the following deliverables, as stated in Contract Document HSE Requirements.

- As part of Tender submittal Contractor(s) shall perform a Hazards and Effects Management Process (HEMP). The HEMP shall be used to detail how the Contractor will manage the HSE issues in the contract and the resources that will be allocated for control. Both the HEMP and the detailed information on proposed HSE management will be included in document HSE Requirements. Section 2.6 of this document provides further detail on the necessary information for Tender submission.
- Contract HSE Management Plan, after Contract Award (refer to paragraph 2.6)
- Appointment of HSE Key Personnel, including HSE Advisers (refer to paragraph 2.7)
- Any further documentation required by the Contract Holder

POGC staff: Any non-compliance with Part II of PR-10-POGC-001 (Contract HSE Management), shall be notified, investigated and reported as per document MA-12-POGC-001 (HSE Management System Manual).
Contractors: Any non-compliance with Part II of PR-10-POGC-001 (Contract HSE Management) shall be reported to the Contract Holder.

2.4 Responsibilities

Contract Holders shall ensure that Contractors have copy of Part II of PR-10-POGC-001 (Contract HSE Management), further ensuring that the requirements of Part II of PR-10-POGC-001 (Contract HSE Management) are adhered to within the scope of a Contract. In the event that circumstances prevent compliance with Part II of PR-10-POGC-001 (Contract HSE Management), Contract Holders shall seek step-out approval MA-12-POGC-001 (HSE Management System Manual).

Contract(s) shall be responsible for ensuring that activities undertaken within the scope of their contracts are managed in accordance with the requirements of Part II of PR-10-POGC-001 (Contract HSE Management), and all other Contract documentation.

2.5 Performance Requirements

Contractor(s) shall be responsible for managing all HSE aspects of the Work and/or Services.

Contractor(s) shall satisfy the HSE requirements of Part II of PR-10-POGC-001 (Contract HSE Management) as well as all other obligations arising from the documentation and the execution of a contract.

Except for mobilization, no other contract specific activities on POGC concession area or at Site may be commenced until POGC has issued an HSE Certificate (refer Appendix 1).

2.6 Contractor's HSE Management Plan

2.6.1 Preamble

This entire Section 2.6 of Part II of PR-10-POGC-001 (Contract HSE Management) provides basic assistance to Contractors and Contract Holders in the development and application of HSE Management Plans. HSE Management Plans are mandatory, shall be specific to each individual contract, and shall reflect the nature of the work to be performed and the specific hazards presented by the work.

Contract Holders shall use this information when evaluating the adequacy of a Contractor's HSE Management Plan.
As part of the tendering process, each Contractor is obliged to conduct a Hazards and Effects Management Process (HEMP) which is used to develop the information required for document HSE Requirements:

**Contractor(s) shall** detail all HSE issues discovered, including those advised by POGC in HSE Requirements, and detail how these risks will be controlled, mitigated and managed. Details provided shall fully describe the manpower, equipment and broad details of the Contractor’s HSE policies that will be applied to the management of HSE risk for the Contract. The Contractor will fully describe the manpower that will be applied to the HSE management of the Contract, including names, qualifications and experience. Copies of each individual’s CV will be included in the Tender documentation for HSE Requirements.

**Contractor(s) shall**, following the contract award, kick-off meeting and subsequent on-site HSE workshop, revise the HEMP as necessary to develop the HSE Management Plan, following the information in the rest of document.

**Contractor(s) shall** clearly indicate the policy, procedures and standards to be adopted during each phase of the Contract.

**Contractor(s) shall** cover all Contract Phases from mobilization through execution, demobilization and site restoration.

2.6.2 **Contract-Specific HSE Management Plan**

**Contractor(s) shall**, following the Contract Award, kick-off Meeting and on site HSE Workshop, revise its original HEMP and from that develop the Contract-Specific HSE Management Plan.

**Contractor(s) shall** describe how the HSE Management Plan will apply its established, generic programs to manage its activities in the specific contract.

**Contractor(s) shall** identify the contract-specific work activities it will perform and the anticipated HSE hazards associated with the work.

**Contractor(s) shall** clearly describe its plan (controls) for minimizing the potential effects of these anticipated hazards. The plan shall identify specific deliverables, targets, performance measures, monitoring programs, etc. When possible, responsibilities should be clearly assigned and completion dates specified.

**Contractor(s) shall** submit the completed HSE Management Plan to the Contract Holder for approval.
The approved HSE Management Plan shall become part of the contract documents. Contractor(s) shall obtain formal approval from the Contract Holder for any proposed deviations from or amendments to its HSE Management Plan.

The HSE Management Plan should contain only measurable, quantifiable, contract-specific actions that will be taken during the life of the contract. The following outline is suggested:

2.6.3 Leadership and Commitment

Provide a list of Contractor senior management and describe their typical participation in HSE activities related to contracts (meetings, inspections, audits, etc.).

2.6.4 Policy and Strategic Objectives

Provide a written copy of the HSE Policy. The Contractor’s HSE Policy shall be produced in an easy to read format in the working languages of staff and the workforce, endorsed and dated by the Contractor’s senior executive, and communicated to all employees and other relevant parties.

2.6.5 Organization, Responsibilities, Resources, Standards and Documents

Contractor(s) shall:

Prepare a contract-specific organization chart showing personnel responsible for the implementation of HSE objectives.

Provide the number of HSE Advisers to be employed on the Contract, describe their roles, responsibilities and deployment.

Provide CVs for contract HSE Advisers.

Describe a typical schedule for contract specific HSE meetings to review and communicate HSE issues to all levels of the contract-specific organization and between POGC, the Contractor and Subcontractors, including (as appropriate):

- POGC/Contractor HSE meetings (refer HSE Monitoring Program, Appendix 2);
• Contractor/Subcontractor HSE meetings;
• craft specific HSE meetings;
• toolbox meetings

Provide typical Terms of Reference for contract specific HSE meetings.

Provide a statement indicating the typical involvement of HSE support functions within the Contractor organization (if applicable) in:
• preparing and monitoring departmental action plans;
• formulating HSE rules;
• inspections and audits;
• developing promotional material;
• training;
• sub-contractor assessment;
• health risk assessment, performance monitoring and surveillance;
• environmental monitoring;
• Incident investigation.

Contractor(s) shall allocate sufficient resources at all levels to effectively manage HSE.

Contractor(s) shall ensure that all employees (including sub-contractors) are competent to perform their work tasks, that relevant HSE training is provided, and that HSE requirements are incorporated into competency assessment and assurance programs.

Contractor(s) shall ensure that all employees (including sub-contractors) are competently supervised.

Contractor(s) shall provide a matrix describing required training for contract activities (including refresher training) and maintain training records of staff employed on the contract.

Contract Holder shall, for both POGC and Contractor personnel, prepare a contract-specific HSE training plan based on document PR-01-POGC-001 (HSE Training Procedure)
Contract Holder shall advise Contractors of compulsory training required for contract activities. Required training might include, but shall not be limited to:

- HSE induction;
- job procedures (e.g. Permit to Work, fire fighting, scaffolding);
- road safety;
- health (e.g. first aid, use of PPE);
- incident investigation and reporting; auditing;
- HSE meetings;
- environmental protection/awareness;
- supervisory training; specialized training as necessary; on the job training;
- Emergency planning.

2.6.6 Hazards and Effects Management Process

Contractor(s) shall:

Provide a register of anticipated contract-specific hazards and effects identified by the detailed HEMP.

From the assessment of hazards, identify risk reduction measures to control and recover, including:

- work methods and work site procedures
- emergency response plans
- exposure reduction methods

2.6.7 Planning and Procedures

Contractor(s) shall:

Provide contract-specific HSE objectives and targets.

Produce a schedule of contract-specific emergency response drills.

Provide a list of contract-specific work procedures and other procedures to address HSE hazards identified in the HEMP.
Provide a list identifying sub-contractors/vendors/suppliers to be employed in the execution of the contract.

Identify potential emergency scenarios that might arise during the contract and procedures typically used in such scenarios. Examples include:

- road traffic accident;
- fire;
- H₂S evacuation;
- first aid;
- radiation leak;
- man lost;
- storm;
- blow-out;
- Medvac;
- Environmental spill (oil, chemicals).

2.6.8 Implementation, Monitoring and Corrective Action

Contractor(s) shall:

List the typical communication techniques used to make contract personnel aware of HSE issues. Examples include:

- Meetings (refer paragraph 2.6.7)
- personal contact;
- notice boards (indicate locations)
- newsletters (indicate frequency of issue)
- Describe typical methods of HSE promotion during contracts, e.g.:
- small ‘give away’ with HSE message;
- competitions

List critical items for HSE inspection. Equipment to include (typically):

- Vehicles
- Powered hand tools
- Excavation equipment
• Scaffolding
• Lifting equipment
• Hand tools

Prepare an inspection schedule for the above, indicating the frequency of inspection, responsible party and the location of the inspection.

Using the template in Appendix 4, report monthly HSE information to the Contract Holder.

Nominate the person responsible for preparing the monthly HSE report.

Prepare a program for monitoring contract-specific HSE data, describing what will be measured, where the measurement will occur, who will perform the measurement and the method used to take the measurement.

2.6.9 Audit

Contractor(s) shall provide a contract-specific matrix showing the schedule for HSE audit and inspections. Appendix 2 might be of assistance to Contractors as well as Contract Holders.

2.6.10 Review

Contractor(s) shall describe the process for management review of contract-specific HSE performance.

2.7 Contractor’s HSE Key Personnel

Contractor(s) shall propose the appointment of the HSE Key Personnel given in document Exhibit L of Contract, (HSE Requirements) for Contract Holders review and approval. Individuals to fill the positions of Contractor HSE Adviser(s), Contractor Representative(s) and Contractor Site Representative(s) shall be classified as HSE Key Personnel under the contract.

HSE Advisers shall not be responsible for line management and supervision; the role of HSE Advisers shall be facilitator/advisory in nature.

Contractor(s) shall define the role and responsibilities of the HSE Advisers in the HSE Management Plan.
2.7.1 Requirements for HSE Advisers

**Contractor(s) shall** provide HSE Adviser(s) as described in this section that, at a minimum, satisfy the requirements of the ‘Occupational Health & Industrial Safety Precautions’, Sultanate of Iran, Ministry of Social Affairs and Labor.

Unless otherwise specified in the Exhibit L of Contract, (HSE Requirements), a minimum of one HSE Adviser shall be provided per geographical area in which the contract is operating. Geographical area is defined as a POGC operating area. The HSE Adviser(s) shall visit each location on a regular basis and remain a sufficient length of time to fulfill the duties defined in the HSE Management Plan.

The total number of HSE Adviser(s) employed by the Contractor and deployment of them for any individual contract shall be defined in the HSE Management Plan.

**Contractor Management shall**, at all times throughout the duration of the contract, be able to demonstrate that line managers and supervisors have ready access to sufficient numbers of professionally qualified HSE Advisers.

In the case of a Lump-Sum contract (also including EPC, etc.), one HSE Adviser might provide support for a maximum of two contracts in a geographical area, subject to written authorization from the Contract Owners.
2.7.2 Minimum Competence for HSE Advisers

HSE Advisers shall be knowledgeable in specific relevant safety techniques and have a working knowledge of the legal and contractual health, safety and environmental requirements that must be met. They must have the ability to communicate effectively at all levels of the Contractor's organization.

HSE Advisers shall demonstrate competence in the following areas:

- Ability to communicate effectively in written and spoken English;
- Ability to conduct and report HSE audits;
- Training ability in incident prevention;
- Ability to conduct incident investigations and identify underlying causes;
- Knowledge of health requirements, rules and regulations, and ability to monitor compliance;
- Knowledge of environmental requirements, rules and regulations, and ability to monitor compliance and identify ways of reducing environmental impact;
- Be fully conversant with techniques used in the management of hazards and advising on suitable measures which can be used for preventing and ultimately recovering from accident situations;
- Be able to facilitate and develop Contract HSE Management Plans;
- Be fully conversant with POGC HSE documents and emergency procedures.

Contractor(s) shall confirm in the Tender document HSE Requirements that they will provide HSE Advisers that satisfy the minimum competence requirements.

Attendance at the following POGC courses or approved equivalent is mandatory for all HSE Advisers:

- Permit to work procedure: PR-46-POGC-000
- Road and Traffic Safety: PR-46-POGC-000
- Lifting and rigging safety operation: PR-67-POGC-001
- Incident investigation and reporting procedure: PR-47-POGC-000
- Safety at work site: PR-10-POGC-000
Refer to POGC document PR-01-POGC-001 (HSE Training Procedure) for information on these courses. An HSE Adviser holding higher qualifications not currently recognized by POGC, might be exempted from some of the above requirements subject to the exemption provisions of document PR-01-POGC-001 (HSE Training Procedure).

Contractor’s HSE Advisers shall be qualified in accordance with either of the following requirements:

2.7.2.1 Professional HSE Adviser

Professional HSE Advisers shall have a minimum of five years work experience, of which at least two years shall have been as an HSE Adviser. Work experience must be related to the activities to be carried out under the terms of the contract.
HSE Adviser shall, as an alternative, have a minimum of two years work experience and be a member of an independent internationally recognized Professional Institution per the list below:

- IOSH: Member of the Institute of Occupational Safety and Health.
- DIPSM: Diploma in Safety Management, or Member of International Institute of Safety Management.
- RSP: Registered Safety Professional.
- Other: per Approved List held by POGC’s CFDH for HSE (CSM)

2.7.2.2 HSE Adviser seconded from Line Management

Line Managers who are seconded to HSE might be acceptable as HSE Advisers provided that the proposed individuals have a minimum of three years experience on POGC contracts at site supervisory level. Work experience must be related to the activities to be carried out under the terms of the contract.

Proposed individuals who do not satisfy the criteria of three years experience on POGC contracts at site supervisory level shall be subject to review and approval by POGC’s CFDH for HSE (CSM) to determine acceptability to POGC.

2.8 Site Restoration

Upon completion of the Work or Services, the Contractor(s) shall satisfactorily restore the Site, including any areas of POGC concession area and any premises thereon, used by the Contractor to perform the Work or Services as per the requirements of Specification for Land Management. Upon completion of the restoration of the Site, the Contractor(s) shall apply for certification of such restoration. POGC shall certify satisfactory completion by the issuance of a Site Restoration Certificate (refer Appendix 5).

2.9 DuPont Safety Training Observation Program (STOP)

It is POGC’s Policy that:

“A systematic approach to HSE management be applied which shall:
- Deliver compliance with the law of the Sultanate of Iran and internal standards;
- Achieve continuous improvement in HSE performance;
Set objectives and targets; measure, appraise and publicly report HSE performance;

Require Contractors to manage HSE in line with this Policy;

Include HSE performance in the appraisal and reward of all staff”.

To fully implement this policy in Contract management, POGC has made mandatory the DuPont Safety Training Observation Program (STOP) for all Contractors:

Contractor(s) shall fully implement DuPont’s STOP for Supervision™ program. Progress, implementation and analysis shall be reported monthly in the monthly report (refer Appendix 4). All management and supervisory staff, from the Contract Manager to Foreman, shall be trained and shall implement the system.

Contract Owner shall decide whether STOP shall be implemented in a contract or not. As guideline: STOP shall be implemented in all contracts except those that are of a non-operational nature (e.g.: an insurance contract). Formal deviation not to implement STOP or an equivalent program shall be given by the Service Group Custodian for the type of work covered in the contract.

STOP for Supervision™ sets up the framework upon which the entire STOP Series is built. The basic principle of STOP is that all injuries and occupational illnesses can be prevented. The main objective of the STOP for Supervision™ program is to train each member of the line organization to eliminate incidents and injuries by skillfully observing people as they work, talking with them to correct their unsafe acts, and encouraging them to follow safe work practices.

The responsibility for safety is placed solidly within the line organization, from the top manager on down to the first-line supervisor. Each individual learns the program with their immediate supervisor and is accountable to that person for the safety effort and performance of their area of responsibility. This cascading teaching approach builds a common understanding and commitment throughout the organization.

STOP for Supervision™ is a comprehensive training program that teaches managers, supervisors, and team leaders how to become more skilled observers of unsafe acts, to take action to prevent their recurrence, and to encourage safe work practices. This program is supported by an Administrator’s and Leader’s Guide, self-study workbooks, videotapes, support material, a refresher unit, and promotional items.
2.9.1 Key points in the DuPont STOP Program

The program is a structured training program implemented over several months in 7 training units. The training program addresses the fact that modifying behavior requires time to learn the skills, practice the skills and integrate them into the individual's safety habits. Training requires individuals to spend 2–2½ hours on each training unit, a total of 14–17 hours over several months. This comprehensive training is the main advantage of STOP when compared to other observation programs.

After training STOP requires supervisors to:

- Carry out STOP observations on a daily basis.
- Carry out a STOP audit on a regular basis. Time should be set aside, for example, on a weekly basis, to carry out a ½ hour STOP audit on a specific area of the worksite.

STOP requires encouragement of good safety practice.

STOP is not just filling out and sending in an observation card. It requires you to follow the observation cycle, Decide - Stop - Observe - Act - Report. One of the most important aspects is the communication with the personnel during the STOP audit/observation. This is when the supervisor can encourage good behavior/practice and with the individual identify and discuss unsafe acts and hazards. Also he must make sure the individual understands the unsafe acts and hazards.

STOP does not recommend establishing a quota system for the number of cards filled in as it can lead to a 'safety competition' environment.

There should be an audit system for Safety Observation Cards submitted. An example is given in Appendix 5 of the STOP Administrator’s and Leaders Guide.

Submitted Safety Observation Cards should be used at the worksite during HSE or toolbox meetings.

To help ascertain whether the Contractor’s audits/observations conform to STOP’s, there is a Joint Observation Tour Checklist and Leaders Guide.

2.9.2 Summary of the Du Pont Supervisor’s Safety
Training Observation Program (STOP)

1. Objective

To eliminate incidents and injuries. The key to eliminating incidents and injuries is to modify behavior by observing people as they work and talking with them to encourage safe working practices and eliminate at-risk behavior.

2. Principles

STOP is based on a safety philosophy that consists of the following principles:

• All injuries and occupational illnesses can be prevented.
• Safety is everyone’s responsibility.
• Management is directly accountable for preventing injuries and occupational illnesses.
• Safety is a condition of employment.
• Training is an essential element for safe workplaces.
• Safety audits must be conducted.
• Safe work practices must be reinforced and all unsafe acts and unsafe conditions must be corrected promptly.
• It is essential to investigate injuries and occupational illnesses as well as incidents with the potential for injury.
• Safety off the job is an important element of the overall safety effort.
• Preventing injuries and occupational illnesses is good business.
• People are the most critical element in the success of a safety and health program.

3. Main Concepts

Unsafe behavior causes injuries.
Line management is accountable for safety.
Standards determine performance.
Silence is consent.
Behavior indicates attitude.
Understanding increases motivation.
Hazards can be minimized.
Safety has the highest priority.
Safety is a daily responsibility.

4. Techniques

STOP follows the Safety Observation Cycle; **Decide - Stop - Observe - Act - Report**

**Decide** that safety auditing is an important priority. Allocate time to audit people’s work practices and behavior on the job.

**Stop** near enough to the person so that you can clearly see what they are doing. Be alert for unsafe acts in the first 10 to 30 seconds.

**Observe** everything the person is doing in a careful systematic way as you review the audit categories in your mind; i.e. reactions of people, personal protective equipment, positions of people, tools and equipment, procedures and housekeeping.

**ACT** by talking with the person to reinforce safe work practices and address at-risk behavior.

**Report** your observations and actions on a STOP safety observation card.

### 2.10 HSE Penalties and Defaults

**POGC** Contract Representative/Site Representative(s) shall apply HSE penalties and defaults on the Contractor, as allowed in the Contract, for unauthorized deviation(s) from the Contractor’s HSE Management Plan and HSE Requirements. The Contract Manager is to be advised in writing of all Penalties and Defaults being imposed.

HSE Penalties and Defaults shall be determined from the **POGC** HSE Monitoring Program (Appendix 2) and its related inspections and audits, as well as any Contract Performance Reports detailing unauthorized deviations.
### National Iranian Oil Company

#### HSE Certificate

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Pre-Execution Audit Completed

Essential Audit Items Completed

Notes:

On behalf of the Contractor I confirm that the activities stated above have been carried out and we are capable of performing the work in a healthy, safe and environmentally responsible manner.

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We hereby agree that the HSE status of this Contract allows work to proceed, subject to the above exceptions.

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* At Contract Holder’s discretion
# Appendix 2: HSE Monitoring Program

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<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
</table>

*Prepared by: Contract Holder/ Rep.*

*Approved by: Contract Owner*
**Appendix 3: HSE Training Plan Matrix**

C: Required to attend prior to Work commencing at Site;  
M: Required to attend within 2 months  
R: Recommended only

Contract Holder shall complete the column “Required for this Contract” depending on the hazards of the Work or Services.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Required</th>
<th>Required for this Contract</th>
<th>Contract Holder Comments on Contract Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Staff HSE Induction</td>
<td></td>
<td>Contractor junior Staff</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Level 2 Staff HSE Induction</td>
<td></td>
<td>Contractor senior Staff</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>H₂S Awareness &amp; Escape</td>
<td></td>
<td>Contractor staff who will enter H₂S designated areas</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Gas Testing - Basic</td>
<td></td>
<td>Contractor personnel who are designated as Authorized Gas Testers</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Self Contained Breathing Apparatus</td>
<td></td>
<td>Contractor personnel who are required to use SCBA for entry to confined spaces or as standby during confined space entry operations. Designated Rescue Personnel.</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Defensive Driving – Bus Module (Light and Heavy)</td>
<td></td>
<td>Contractor personnel who are required to drive light or heavy buses on blacktop or graded roads in Iran as part of performing their job.</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Defensive Driving – Annual Assessment</td>
<td></td>
<td>Contractor personnel who are required to drive light or heavy vehicles on blacktop or graded roads in Iran as part of performing their job.</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Safe-Journey Management</td>
<td></td>
<td>Contractor personnel who are responsible for the operational management of driving activities, and Contractor HSE Advisors.</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Training Module</td>
<td>Description</td>
<td>Status</td>
<td>Answer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------</td>
<td>--------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road Safety Management</td>
<td>Contractor personnel responsible for the operational management of driving activities, and Contractor HSE Advisors.</td>
<td>On hold</td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defensive Driving in Iran, Light Vehicles, Blacktop Roads</td>
<td>Contractor personnel who are required to drive light vehicles in the performance of their work duties.</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defensive Driving in Iran, Heavy Vehicles, Blacktop Roads</td>
<td>Contractor personnel who are required to drive heavy vehicles (Heavy Goods or Heavy Buses) in the performance of their work duties.</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defensive Driving, Graded Roads, for both Heavy and Light Vehicle Drivers</td>
<td>Contractor personnel who are required to drive light or heavy vehicles on graded roads in Iran as part of performing their job.</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defensive Driving, Bulk Tanker Module (Light and Heavy)</td>
<td>Contractor personnel who are required to drive light or heavy bulk liquid tankers, including vacuum tankers, on blacktop or graded roads in Iran as part of performing their job.</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Life Support (Foundation)</td>
<td>Contractor personnel who have been designated as First Aiders.</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practical First Aid (Refresher)</td>
<td>Contractor Drivers and refresher for Basic Life Support (Foundation)</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupational Health Module 1</td>
<td>Contractor Supervisors and Managers.</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Title</td>
<td>Course Code</td>
<td>Target Pop</td>
<td>Required</td>
<td>Required for this Contract</td>
<td>Contract Holder Comments on Contract Requirements</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
<td>-----------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Fire Wardens</td>
<td></td>
<td>Contractor personnel who are designated as Fire Wardens.</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Basic Fire Extinguisher</td>
<td></td>
<td>Contractor Permit Holders, all cooks and catering personnel, and designated Fire Wardens.</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Scaffolding Appreciation</td>
<td></td>
<td>Contractor personnel who are required to supervise activities that includes the use of scaffolding and access platforms. HSE Advisors.</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Incident Investigation and Reporting</td>
<td></td>
<td>M for Contractor HSE Advisors. / R for Contractor Supervisors and Managers, including as a minimum Contract Holders and Contractor Contract Managers, who may be required as part of their job function to lead incident investigations.</td>
<td>M</td>
<td>YES/NO</td>
<td>As required in Target Population</td>
</tr>
<tr>
<td>Tripod BETA</td>
<td></td>
<td>Contractor personnel nominated as Tripod BETA analysts for accident and incident investigations</td>
<td>M</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Job Hazard Analysis</td>
<td></td>
<td>Contractor Foreman level personnel</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Hazard Awareness &amp; Communication</td>
<td></td>
<td>Contractor Supervisory staff</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Chemical Hazard Awareness</td>
<td></td>
<td>Contractor Supervisor level personnel involved in receipt and dispatch of chemicals, transportation (drivers) and handling of chemicals, working in chemical storage areas, and handling chemicals in operational areas</td>
<td>M</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>HSE Management of Contracts</td>
<td></td>
<td>Contractor Managers</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>Managing HSE Workshop</td>
<td>all Contractor HSE Key Personnel identified as HSE Key Personnel in Contract Document.</td>
<td>M</td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>---</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drilling HSE Workshop</td>
<td>Senior Contractor Drilling engineers and personnel</td>
<td>M</td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permit to Work Holders</td>
<td>Contractor personnel who will directly supervise a work party (i.e. first line supervisor, leading hand or charge hand). A technician may also be a Permit Holder.</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permit to Work Signatories</td>
<td>Contractor personnel who will fulfill a role within the Permit to Work System of permit applicant, area authority or responsible supervisor</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permit to Work Auditing</td>
<td>Contractor personnel who may fulfill a role within the Permit to Work Audit Team as the nominated Auditor.</td>
<td>R</td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervising Safety</td>
<td>Contractor Super. level personnel before allocation of direct responsibility for operational activities and Contractor/Sub-contractor supervision</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Mounted Crane Operators</td>
<td>Contractor vehicle mounted crane operators and their helpers</td>
<td>C</td>
<td>YES/NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 4: Health and Safety Statistics - Monthly Return

Upon completion, this document must be faxed to CSM (for database).

<table>
<thead>
<tr>
<th>CONTRACT NUMBER:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF Company:</td>
<td></td>
</tr>
<tr>
<td>RETURN FOR THE MONTH OF:</td>
<td></td>
</tr>
<tr>
<td>Number of EMPLOYEES WORKING ON CONTRACT:</td>
<td></td>
</tr>
<tr>
<td>Number of MAN-HOURS worked (including any overtime) in the month:</td>
<td></td>
</tr>
<tr>
<td>Number of FATALITIES &amp; PERMANENT DISABILITIES in the month:</td>
<td></td>
</tr>
<tr>
<td>Number of LOST WORKDAY CASES in the month: (LWC)</td>
<td></td>
</tr>
<tr>
<td>Number of RESTRICTED WORK CASES in the month: (RWC)</td>
<td></td>
</tr>
<tr>
<td>Number of MEDICAL TREATMENT CASES in the month: (MTC)</td>
<td></td>
</tr>
<tr>
<td>Number of FIRST AID CASES in the month: (FAC)</td>
<td></td>
</tr>
<tr>
<td>Number of NEAR MISSES in the month: (SEVERITY 0)</td>
<td></td>
</tr>
<tr>
<td>Number of OCCUPATIONAL ILLNESSES in the month: (TROI)</td>
<td></td>
</tr>
<tr>
<td>Number of CALENDAR MAN-DAYS LOST due to SICKNESS ABSENCE</td>
<td></td>
</tr>
<tr>
<td>Number of NON-INJURIOUS (SEVERITY 4 OR 5) INCIDENTS in the month which are NOT included above:</td>
<td></td>
</tr>
<tr>
<td>Number of NON-ACCIDENTAL DEATHS in the month: (NAD)</td>
<td></td>
</tr>
<tr>
<td>Number of ROAD TRAFFIC ACCIDENTS in the month: (RTA)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MONTHLY DRIVING STATISTICS</th>
<th>NO. OF VEHICLES</th>
<th>KM DRIVEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>VEHICLES ABOVE 4,000kg GVW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER VEHICLES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAS CERTIFIED UNFIT ON</td>
<td></td>
</tr>
<tr>
<td>WAS CERTIFIED UNFIT ON</td>
<td></td>
</tr>
<tr>
<td>WAS CERTIFIED UNFIT ON</td>
<td></td>
</tr>
</tbody>
</table>
Names of previously injured people, **CERTIFIED FIT TO RETURN TO WORK** during the month, following an LTI absence or a period of restricted work.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 POGC’s CSM Department.
Appendix 5: Site Restoration Certificate

### National Iranian Oil Company

**SITE RESTORATION CERTIFICATE**

<table>
<thead>
<tr>
<th>Site Restoration Activity</th>
<th>Date Completed</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demobilization Date Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requirement for Isolation of Facilities (telecoms, electricity, water) notified to POGC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential Camp Inspection Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Inspection Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial Area Inspection Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work-site Inspection Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All POGC Assets handed over to POGC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Outstanding materials handed over to POGC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary file of Contract Waste Log handed over to POGC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

On behalf of the Contractor I confirm that the activities stated above have been carried out and we have restored the sites according to the Contract Requirements.
We hereby agree that the HSE status of this Contract allows the Contractor to Demobilize subject to the exceptions listed above.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Ref. Ind.</th>
<th>Responsibility</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>POGC Rep. *</td>
<td></td>
<td></td>
<td>Contract Holder</td>
<td></td>
</tr>
</tbody>
</table>

*At Contract Holder's discretion*