

Contractor HSE Management Procedure

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1.0 PURPOSE

The purpose of this procedure is to define the responsibilities and methods for managing the Health, Safety, Environmental and Sustainability (HSES) risks and opportunities of contractors engaged by ENEC or on behalf of ENEC.

2.0 SCOPE

The scope of this procedure includes:

HSES requirements and participation in selection, management, and monitoring of ENEC *Direct* Contractors, Prime Contractor (PC) and Non-Prime Contractors at BNPP.

3.0 APPLICABILITY

This procedure applies to ENEC

1. Employees, contractors / suppliers and consultants;
2. Owned, leased and/or managed facilities (e.g. BNPP, Offices, accommodation, etc.); and
3. Material and goods, products, services and activities.

4.0 REQUIREMENTS

This procedure implements the requirements of:

1. FANR-REG-01, Version 1 - Regulation for Leadership and Management for Safety in Nuclear Facilities
2. NCEMA 6000:2016 – UAE OHSMS National Standard
3. *Abu Dhabi* Occupational Safety and Health System Framework (*ADOSH SF*)
4. Environment Agency Abu Dhabi (EAD) - EAD-EQ-PCE-SOP-06 - Standard Operating Procedures for Registration of Environmental Consultancy Offices in Abu Dhabi
5. Department of Energy (DoE) requirements; DoE/ED/P01/002 HSE Compliance Evaluation Guide
6. *ISO 14001:2015 Environmental Management Systems*
7. *ISO 45001:2018 Occupational Health and Safety Management Systems*

5.0 TERMS AND DEFINITIONS

End User / Requester – The individual in the procurement cycle who initiates the procurement by identifying the need for the product / service, specifies it and receives / accepts it.

- 5.1. *ADOSH SF* – Abu Dhabi Occupational Safety and Health Centre *System* Framework.

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- 5.2. Requirement – A mandatory statement (restriction, obligation, expectation, etc.) in regulations, licenses or laws imposed on ENEC by government entities.
- 5.3. Supplier – Any individual or organization who furnishes items or services in accordance with a procurement document. Also, an all-inclusive term used in place of any of the following: vendor, seller, contractor, subcontractor, fabricator, consultant, and their sub tier level. (NQA-1 1994).
- 5.4. Workplace – Any physical location in which work related activities are performed under the control of ENEC.
- 5.5. Construction Contractors – In a construction work, the construction contractor is the person / entity appointed by the developer / client to manage, supervise, and perform the construction work; and is the person / entity who is in control of the site and all construction works at the workplace, including the work performed by the sub-contractors. (DoE).
- 5.6. Permanent Contractors – Contractors other than construction contractors, contracted by the DoE licensee to perform operational/ maintenance works; with a long-term contract (more than one year) and renewed regularly. (DoE).
- 5.7. Temporary Contractors – Contractors having a temporary contract (less than one year) and performing high/medium and low risk works for the DoE licensee. (DoE).

6.0 RESPONSIBILITIES

6.1. Enterprise Health and Safety Director [Job]

- 1. Ensuring appropriate HSE requirements and participation of Health and Safety representatives in the tendering and selection processes of ENEC Contractors
- 2. Ensuring appropriate periodic inspection / audits of conformance with and effectiveness of this procedure, including conducting inspections and facilitating OSH audits through ENEC Management System and Enterprise Quality Assurance department of ENEC contractors (construction, permanent and temporary) as per DoE requirements
- 3. Ensuring appropriate Health and Safety support and advice to End Users / Requesters through the process of engaging and managing contractors

6.2. Chief Program Officer [Job]

- 1. Ensuring appropriate HSE requirements and participation of Project Health and Safety representatives in the selection and monitoring the Prime Contractors (PC) and other BNPP Non-PCs
- 2. Ensuring oversight of the PC and other BNPP Non-PCs to ensure that all requirements of this procedure are implemented and complied with

6.3. Senior Procurement and Supply Chain (PSC) Manager [Job]

- 1. Ensuring specified HSES participation and review of procurement requisitions



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2. Ensuring the specified Standard HSE contractual requirements for a scope of work are included within tender documentation
3. Ensuring the specified Standard HSE contractual requirements and other identified HSE requirements are included in contract documentation
4. Ensuring support to Health and Safety; and Enterprise Environment Division in classifying contractors (construction, permanent, and temporary) as per DoE HSE Compliance Evaluation Guidelines

6.4. Corporate Health and Safety Manager / Project Health and Safety Manager [Job]

1. Collecting, collating, analyzing, *incident and performance* reporting information required by this procedure
2. Ensuring appropriate periodic inspection / audits of conformance with and effectiveness of this procedure, including conducting inspections and reviews of ENEC contractors
3. *Participating* the OSH audits on contractors (construction, permanent, and temporary) in coordination with ENEC End User / Contract Administrator

6.5. Enterprise Environment Division Representative [Role]

1. *Ensuring appropriate environmental requirements and participation of Enterprise Environmental Division representatives in the tendering and selection processes of ENEC Contractors*
2. *Ensure that the Environmental Consultant(s) engaged for ENEC Enterprise environmental works are EAD-approved and registered for the Project/Assessment as stated in EAD-EQ-PCR-SOP-2 Standard Operating Procedure for Permitting of Development and Infrastructure Projects.*
3. *Collecting, collating and analyzing environmental performance reporting information required by this procedure*
4. *Ensuring appropriate periodic inspection / audits of conformance with and effectiveness of this procedure, including conducting inspections and facilitating audits of ENEC contractors as per ENEC and EAD requirements*
5. *Participating in environmental audits on contractors (construction, permanent, and temporary) in coordination with ENEC End User / Contract Administrator*
6. *Managing and monitoring Enterprise environmental and sustainability performance of the contractor in coordination with End User*
7. *Ensuring appropriate Environmental support and advice to End Users / Requesters through the process of engaging and managing contractors*

6.6. End User / Requester [Role]

1. Ensuring that appropriate *HSE* risks, and opportunities are assessed when initiating procurement requisitions / scope of works / contracts
2. Ensuring that contractors implement HSE management system / strategies and monitor their effectiveness

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3. Ensuring that the requirements of this procedure are implemented and adhered to for contractors under their control
4. If the scope requires environmental services, ensure that the Environmental Consultant(s) engaged for ENEC Enterprise environmental works has valid registration with Environment Agency Abu Dhabi (EAD) and meets the required classification criteria relevant to the Fields of Work (FOWs) stated in Environment Agency Abu Dhabi (EAD) – EAD-EQ-PCE-SOP-06 – Standard Operating Procedures for Registration of Environmental Consultancy Offices in Abu Dhabi. (Note: Registered Environmental Consultants may provide environmental consultancy services depending on the FOWs registered for at EAD.)
5. Conducting HSE inspections on contractor activities / facilities and supporting the Health and Safety; and Enterprise Environment Division in contractors (construction, permanent, and temporary) OSH audit process
6. *Facilitating the OSH audits on contractors*

6.7. Contractors / Suppliers [External Organization]

Responsible for implementing the requirements of this procedure as appropriate for their scope of work / contract.

7.0 PROCEDURE

7.1. Contractor HSE Management Process

Inputs	Interface From
Prime Contract HSE Oversight Requirements	-
Contractor Risk Assessment	HSE-PRC-100-03 HSE Risk Management Procedure
Contractor Prequalification	PSC-PRC-111-08 Prequalification of Suppliers Procedure
Procurement of Goods and Services Requirements	PSC-PRC-111-09 Procurement Requisition Procedure
Evaluation of Bids	PSC-PRC-111-14 Bid Evaluation Procedure
HSE Communication and Consultation	HSE-PRC-100-02 HSE Communication and Consultation Procedure
HSE Training and Competency Requirements	HSE-PRC-100-07 HSE Training and Competency Procedure
HSE Performance Management Requirements	HSE-PRC-100-05 HSE Performance Management Procedure
Contractor HSE Emergency Management Requirements	HSE-PRC-100-08 HSE Emergency Management Procedure
HSE Incident Reporting and Investigation Requirements	HSE-PRC-100-06 Incident Reporting and Investigation Procedure
Action Request	NPI-PRC-0200 Problem Identification and Action Request Initiation NPI-PRC-0240 Condition Report Administration and Management Controls
Risk Evaluation	PMD-PRC-ERM-0002 Enterprise Risk Management Procedure
HSE Requirements Guideline for Contractors under Direct CPO Supervision	CON-REF-102-06 HSE Requirements Guideline for Direct Contractors Under CPO Supervision

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Outputs	Interface To
Scope of Work Risk Assessments	PSC-PRC-111-09 Procurement Requisition Procedure
Tender and Contract Documents	-
Identified Risks	PMD-PRC-ERM-0002 Enterprise Risk Management Procedure
Findings of Inspections / audits of contractors	HSE-PRC-100-09 HSE Review and Inspection Procedure NPI-PRC-0200 Problem Identification and Action Request Initiation NPI-PRC-0240 Condition Report Administration and Management Controls

7.1.1. Conduct HSE Risk Assessment

1. To determine the level of *HSE* risk associated with a scope of works, a *HSE* risk assessment shall be completed by the End User / Requester department and a risk rating generated, unless the risk rating can be decided on the basis of a recent experience in similar scope execution.
2. The risk and opportunities assessment shall be undertaken in accordance with HSE-PRC-100-03 HSE Risk Management Procedure and using the Risk Probability Impact Diagram in Figure 1.
3. The risk and opportunities assessment shall include but not be limited to:
 - a. complexity and *HSE* risks, and opportunities associated with the scope of work;
 - b. contractor's previous experience with similar scope of work;
 - c. contractor's *HSE* management system / procedures / control measures quality and maturity;
 - d. level and competency of contractor's *HSE* resources; and
 - e. contractor's previous *HSE* performance and reputation.
4. Figure 2 indicates the risk rating to be assigned for a scope of works (e.g., Low / Medium / High) that will correspond to Standard HSE contractual requirements.
5. ENEC Standard HSE Requirements for Contractors as included in Attachment 1 have been developed for Low Risk, Medium Risk / High Risk activities and shall be included within tender documents as appropriate.
6. Project specific and / or additional *HSE* requirements may be required / specified, as per the results of the risk assessment.
7. The End User / Requester department may request:
 - a. Corporate Health and Safety; and Enterprise Environment Division member to assist with completing *HSE* risk assessments for HQ related Scope of Works / Contracts; or
 - b. Project Health and Safety Department member to assist with completing *HSE* risk assessments for BNPP PC and non-PC related Scope of Works / Contracts under CPO.

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- c. Teslam HSE for the scopes related to Teslam operations / activities / contracts.
8. Results of the *HSE* risk assessment(s) shall be communicated to the Procurement Division through inclusion of *HSE* requirements in the Scope of Work and Procurement Requisition Checklist as per the PSC-PRC-111-09 – Procurement Requisition Procedure.

THREATS

		IMPACT				
		Negligible	Marginal	Moderate	Major	Severe
PROBABILITY	Very Likely (>50%)	10	20	40	70	100
	Likely (35% - 50%)	7	14	28	49	71
	Possible (15% - 35%)	4	8	16	29	60
	Unlikely (5% - 15%)	2	5	9	15	55
	Very Unlikely (≤5%)	1	3	6	11	50

Legend

Very Low	Low	Medium	High	Very High
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OPPORTUNITIES

		IMPACT				
		Substantial	Major	Moderate	Marginal	Negligible
PROBABILITY	Very Likely (>50%)	-100	-70	-40	-20	-10
	Likely (35% - 50%)	-71	-49	-28	-14	-7
	Possible (15% - 35%)	-41	-29	-16	-9	-4
	Unlikely (5% - 15%)	-21	-15	-10	-5	-2
	Very Unlikely (≤5%)	-12	-8	-6	-3	-1

Legend

Very High	High	Medium	Low	Very Low
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Figure 1 – Risk Heat map (Ref. Attachment 2 PMD-PRC-ERM-0002 Enterprise Risk Management Procedure)

7.1.2. Develop Scope of Work and HSE Requirements

1. Reference to PSC-PRC-111-09 Procurement Requisition Procedure, Scope of Work (SOW) or specifications of the required product or service and technical requirements as per the SOW template including:
2. End User / Requester shall ensure when establishing HSE requirements, appropriate consideration is given to:
 - a. previously identified HSE risks and opportunities;
 - b. type / risk level of tasks to be performed;
 - c. HSE training and competency requirements;
 - d. HSE communication, participation and awareness requirements;
 - e. HSE incident response, investigation and reporting;
 - f. HSE monitoring / inspection / auditing;
 - g. HSE performance reporting; and
 - h. Non-compliance and enforcement procedures.
3. End Users / Requesters are encouraged to consult the Health and Safety; and Enterprise Environment Division for support.

7.1.3. Conduct Pre-qualification and Prepare Tender Documentation

1. All contractors involved in the supplier pre-qualification process shall be prequalified as per the requirements of PSC-PRC-111-08 Prequalification of Suppliers Procedure.
2. Appropriate ENEC HSE requirements and previously identified hazards and risks shall be included within the scope of works documents.
3. As per PSC-PRC-111-08 Prequalification of Suppliers Procedure, the minimum acceptable score for each section in Supplier Prequalification Questionnaire (PQQ) shall be 70% or as agreed by the Supplier Pre-qualification Panel.

7.1.4. Conduct Bid Evaluation and Selection

1. Evaluating tender submissions shall comply with the requirements of PSC-PRC-111-14 Bid Evaluation Procedure.
2. The End User / Requester department shall ensure the Health and Safety; and Enterprise Environment Division is informed of Medium and / or High-risk tender technical evaluations in order to *participate* an appropriate review of the submission.
3. Where practicable, preference shall be given to contractors who have an HSE Management System approved by the Abu Dhabi Public Health Center - ADPHC and / or ISO 45001 and ISO 14001 certified systems during prequalification stage.

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7.1.5. Manage Contractual Agreement

1. PSC shall ensure the contractual agreement includes Standard HSE Contractual Requirements, as per the HSE risk assessment level for the scope of works and specified additional *HSE* requirements in scope of work document.
2. ENEC Standard HSE Requirements for Contractors are listed in Attachment 1 of this procedure.

7.1.6. Manage Coordination and Communication

1. Effective contractor communication and coordination shall include the requirement of HSE-PRC-100-02 HSE Communication and Consultation Procedure.
2. Contractor shall be encouraged to participate in ENEC workforce consultation / participation activities, such as:
 - a. Health and Safety Committee meetings;
 - b. Behavioral Based Safety / Observational Safety Programs (e.g. 4 P's); and
 - c. Enterprise Safety Campaigns.
3. Project Health and Safety Department shall ensure appropriate communication and consultation with Prime Contract (PC) / Non-PC BNPP related contractors.
4. Corporate Health and Safety and Enterprise Environment Division shall communicate the *HSE* requirements for HQ and BNPP related contractors, in coordination with Teslam and / or the End User / Requester department.

7.1.7. Manage Mobilization, *Execution* and *Implementation of HSE requirements*

1. As far as reasonably practicable, the End User / Requester shall ensure that mobilization and ongoing works shall be undertaken in accordance with:
 - i. all relevant HSE Federal and Local laws;
 - j. Requirements of approvals, licenses and permits (e.g. No Objection Certificates);
 - k. ENEC HSE Management System Requirements; and
 - l. Other HSE Requirements as specified by the contract.
2. If deemed necessary by the Health and Safety; and Enterprise Environment Division, a mobilization plan shall be developed *by contractors* and reviewed by Health and Safety; and Enterprise Environment Division before mobilization activities commence, and shall ensure at a minimum the following topics are considered / included:
 - a. Scope of Works (e.g. Areas / Facilities / Equipment / Resources, etc. effected);
 - b. Roles and Responsibilities;
 - c. Schedule;
 - d. Pre-Mobilization Survey and Planning;
 - e. Mobilization Activities;
 - f. Post-Mobilization Activities;

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- g. Health and Safety System / Controls (e.g. Risks, Opportunities, Requirements, etc.);
 - h. Environment and Sustainability Controls (e.g. Soil, Water, Waste, Hazardous Materials, etc.);
 - i. Offices / Facilities / Materials / Equipment to be Installed / Erected / Utilized (if applicable); and
 - j. Emergency Preparedness and Response Plan.
- 3. All employees, contractors and visitors complete an appropriate *HSE* induction.
 - 4. All contractors HSE personnel are competent to undertake their roles, as per the requirements of HSE-PRC-100-07 HSE Training and Competency Procedure.
 - 5. Mobilization of contractors will be managed in a manner that is safe for employees and community and in a manner that protects the environment.
 - 6. Contractors performing “construction work” (as per *ADOSH* SF definition) shall implement the requirements of:
 - k. *ADOSH* SF Code of Practice 53.0 OHS Management During “Construction Work”; and
 - l. *ADOSH* SF Code of Practice 53.1 OHS Construction Management Plan.
 - 7. End User should conduct HSE inspections on contractor’s activities including activities performed under blanket, call-off contracts.

7.1.8. Ensure Monitoring Performance

The relevant H&S and Enterprise Environment Division shall monitor contractor performance and compliance to HSE requirements as appropriate, including but not limited to:

- 1. Monitor and assess the performance to ensure that all HSE requirements are met, as per the requirements of HSE-PRC-100-05 HSE Performance Management Procedure;
- 2. Monitor and assess the performance of appropriate (e.g. long-term and / or high-risk contractors) by utilizing HSE-FRM-100-28 HSE Performance Report Form on a monthly basis;
- 3. Additional project specific HSE performance indicators may be developed, if deemed necessary by the End User / Requester or HSE Department;
- 4. Monitor and assess contractor compliance through regular site inspections and audits, OSH audits to meet DoE requirements of construction, permanent, and temporary contractors as per the requirements of HSE-PRC-100-09 HSE Review and Inspection Procedure;
- 5. Contractors report all HSE incidents / near miss / hazards, as per the requirements of HSE-PRC-100-06 Incident Reporting and Investigation Procedure;
- 6. Monitor and assess compliance with ENEC HSE Program and Procedures;
- 7. Monitor and assess resolution of non-conformances;
- 8. Monitor and assess effectiveness of corrective and preventative actions;

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9. Conduct regular HSE meetings with the contractor to review and discuss HSE performance; and
10. With reference to PSC-PRC-111-19 Supplier Performance Evaluation Procedure, End User should provide Contract Management Staff (CMS) with the Supplier Performance Evaluation feedback information for the Post-Award stage.

7.1.9. Ensure Emergency Management

1. Health and Safety Department (Corporate, Projects, Teslam) shall ensure relevant Contractors shall adhere to the minimum requirements of the HSE-PRC-100-08 HSE Emergency Management Procedure.
2. Contractors may also develop a HSE Emergency Management Procedure / Plan specific to their operations and location that as a minimum complies with the requirements the HSE-PRC-100-08 HSE Emergency Management Procedure.

7.1.10. Manage Commissioning

The End User / Requester shall ensure that:

1. Commissioning shall take place in accordance with relevant Federal and Local laws;
2. Contractors are appropriately trained and competent to perform commissioning activities as per the requirements of HSE-PRC-100-07 HSE Training and Competency Procedure; and
3. Commissioning will be managed in a manner that is safe for employees and community and in a manner that protects the environment.

7.1.11. Manage Demobilization

The End User / Requester shall ensure that:

1. All facilities, equipment and materials shall be demobilized in accordance with relevant Federal / Local laws and ENEC HSE and Security requirements;
2. A demolition / demobilization plan shall be developed *by contractors* and reviewed by appropriate Health and Safety; and Enterprise Environment Division before demobilization activities may commence, and shall ensure that at a minimum the following topics are considered / included:
 - a. Scope of Works (e.g. Areas / Facilities / Equipment / Resources, etc. affected);
 - b. Roles and Responsibilities;
 - c. Schedule;
 - d. Pre-Demobilization Survey and Planning;
 - e. Demobilization Activities;
 - f. Post-Demobilization Activities;
 - g. Health and Safety System / Controls (e.g. Risks, Opportunities, Requirements, etc.);

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- h. Environment and Sustainability Controls (e.g. Soil, Water, Waste, Hazardous Materials, etc.);
 - i. Offices / Facilities / Materials / Equipment Handover (if applicable); and
 - j. Emergency Preparedness and Response Plan.
3. Demobilization activities will be managed in a manner that is safe for employees and community and in a manner that protects the environment; and
 4. Upon completion of work, all areas shall be restored to the same condition as prior to the commencement of work and inspected by the appropriate Health and Safety; and Enterprise Environment Division.

7.1.12. Manage Contract Close Out

As per the requirements of PSC-PRC-111-18 Contract Administration Procedure, End User / Requester department shall ensure that the process at the completion of the contract shall include clear provision and identification of when control of the workplace / site, where construction works have occurred is returned to ENEC.

Activities/Roles (R = Responsible, A = Accountable, C = Consulted, I = Informed)	End User / Requester	Senior Procurement and Supply Chain (PSC) Manager	Corporate Health and Safety Manager / Project Health and Safety Manager /Enterprise Environment Division Representative
7.1 Contractor HSE Management Process			
7.1.1 Conduct <i>HSE</i> Risk Assessment	R, A	I	C, I
7.1.2 Develop Scope of Work <i>and HSE Requirements</i>	R, A	C	C, I
7.1.3 Conduct Pre-qualification and Prepare Tender Documentation	C	R, A	C, I
7.1.4 Conduct Bid Evaluation and Selection	C, I	R, A	C, I
7.1.5 Manage Contractual Agreement	C	R, A	C
7.1.6 Manage Coordination and Communication	R, A		C, I
7.1.7 <i>Manage Mobilization, Execution and Implementation of HSE requirements</i>	R, A		C, I
7.1.8 Ensure Monitoring Performance	C,		R, A
7.1.9 Ensure Emergency Management	R, A		C
7.1.10 Manage Commissioning	R,A		C, I
7.1.11 Manage Demobilization	R, A		C, I
7.1.12 Manage Contract Close Out	C, I	R, A	I

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8.0 PERFORMANCE INDICATORS

#	PI Name	PI Description	Formula of calculation	Source of target	Frequency	Target	Data Source	Resp. of reporting
1	% of Contractor Inspections / Audits as per plan	It measures the conformance to HSE Management of Contractors Process as per ADOSH-SF (Element 3)	Number of completed Inspections / Audits vs Planned	HSE	Quarterly	95%	HSE	HSE

9.0 RECORDS

Records Generated					
Record Title/Section/Form Number	Record Type	Record Medium	Record Location	Retention Time	Security Class.
HSE Contractor Oversight Checklist	BR	Electronic	ECMS	Non-Permanent	FOUO
Non-Conformances (Conditional Reports)	BR	Electronic	E-Cap/ DNR System	Non-Permanent	FOUO

10.0 REFERENCES

ADOSH SF CoP 53.0 OSH Management during Construction

ADOSH SF CoP 53.1 OSH Construction Management Plan

CON-REF-102-06 HSE Requirements Guideline for Direct Contractors under CPO Supervision

HSE-FRM-100-28 HSE Performance Report Form

HSE-PRC-100-02 HSE Communication and Consultation Procedure

HSE-PRC-100-03 HSE Risk Management Procedure

HSE-PRC-100-05 HSE Performance Management Procedure

HSE-PRC-100-06 Incident Reporting and Investigation Procedure

HSE-PRC-100-07 HSE Training and Competency Procedure

HSE-PRC-100-08 HSE Emergency Management Procedure

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HSE-PRC-100-09 HSE Review and Inspection Procedure

NPI-PRC-0200 Problem Identification and Action Request Initiation

NPI-PRC-0240 Condition Report Administration and Management Controls

PMD-PRC-ERM-0002 Enterprise Risk Management Procedure

PSC-PRC-111-08 Prequalification of Suppliers Procedure

PSC-PRC-111-09 Procurement Requisition Procedure

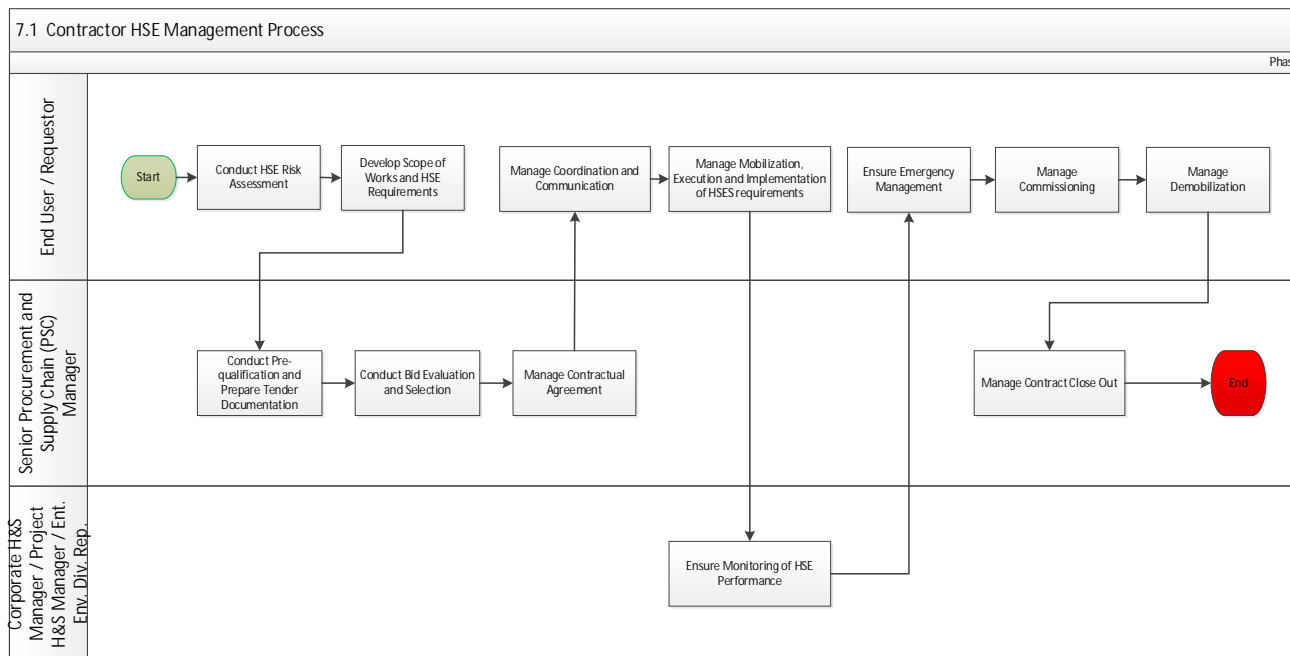
PSC-PRC-111-14 Bid Evaluation Procedure

PSC-PRC-111-18 Contract Administration Procedure

PSC-PRC-111-19 Supplier Performance Evaluation Procedure

11.0 PROCESS MAPS

11.1. Flow Chart - Contractor HSE Management



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12.0 ATTACHMENTS

Attachment 1 – ENEC STandard HSE Requirements FOR CONTRACTORS
Attachment 2 – HSE Contractor Management Flow Chart

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ATTACHMENT 1 – ENEC STANDARD HSE REQUIREMENTS FOR CONTRACTORS

(To be shared with every scope that is risk assessed as per HSE-PRC-100-04 and marked as either high, medium or low risk)

Medium or High-Risk Scope – HSE Requirements: ☐ (tick ✓ if the scope is assessed as medium or high risk)

1. Contractor shall comply with;
 - a. All relevant Health, Safety and Environment (HSE) Laws and Regulations;
 - b. Requirements of approvals, licenses and permits (e.g. EIA, No Objection Certificates);
 - c. Appropriate ENEC HSE Management System Requirements, including but not limited to:
 - induction, training and competency;
 - personal protective equipment (PPE);
 - handling, storage, use and disposal of hazardous materials;
 - waste management;
 - permit to work / lock-out tag-out systems;
 - vehicle and driver safety, including BNPP specific requirements; and
 - HSE objectives, targets, performance reporting (KPI's) in-line with ENEC objectives and targets, incident reporting, investigation, and corrective actions.
 - d. Other HSE requirements as specified by the Scope of Works (SOW) / contract, as applicable.
2. Contractor HSE Management Systems / Programs / Project Plans submission and review:
 - a. for SOW assessed by ENEC as Medium or High Risk (e.g. construction / fit-out activities, plant and equipment installation / commissioning, involving hazardous materials, work at BNPP site):
 - submit HSE management system / program / project specific HSE plan aligned to recognized standards, such as *ADOSH-SF*, ISO 14001 and ISO 45001; and
 - if applicable, contractors are required to develop project specific HSE plans in compliance with *ADOSH SF* Code of Practice 53.1 OHS Construction Management Plan.
 - b. submitted documents shall be reviewed and approved by ENEC HSE prior to the commencement of any works.
3. The contractor shall conduct work in a safe manner and shall rectify, without delay, all unsafe acts, conditions or potential hazards. Without prejudice to any other rights of ENEC, if the work being carried out by the contractor is inconsistent with these requirements, ENEC reserves the right to suspend all or part of the work immediately, without any compensation to the contractor thereof. The suspension notice shall include ENEC's reasons for issuing such notice and shall outline the steps that shall be taken by the contractor to rectify the hazard. The contractor shall be considered to be in default of its obligations under the terms and conditions hereof until the unsafe working hazard is remedied to the satisfaction of ENEC.



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4. The contractor shall be responsible for providing competent HSE resource(s), medical, welfare of its personnel and plan for medical attendance, treatment or emergency evacuation if and when necessary, and shall arrange for, on their own account, suitable insurance coverage for such contingencies.
5. ENEC may inspect the work concerned and may inspect and audit the contractors HSE documentation, processes and activities for the purpose of verifying compliance with the terms and conditions hereof.

Low Risk Scope – HSE Requirements: ☐ (tick ✓ if the scope is assessed as low risk)

For SOW assessed by ENEC as Low Risk (e.g. delivery of non-hazardous goods / consumables or consulting services, etc.) contractor shall comply with the minimum HSE requirements (visitor's induction, emergency response requirements, PPE, and road safety rules), specific plans / programs will not be required/ requested.

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ATTACHMENT 2 – HSE CONTRACTOR MANAGEMENT FLOW CHART

