

### HSE Protocol For Management of Project Contractors and Service Companies

Sr. No	Title	Specific Requirement
1.	HSE Policy	Contractors and Service Companies shall be held responsible, as a minimum, for compliance with the OGDCL's HSE Policy, in addition to all governmental regulations applicable to the scope of work being performed.
2.	HSE Field Team	Contractors and Service Companies shall be solely responsible for means and methods and for jobsite HSE by assigning appropriate strength of qualified Location HSE Coordinators, Supervisors and Medical Staff with specific duties at the project site, full time, from the first day.
3.	HSE Roles & Responsibilities	Contractors and Service Companies shall ensure that all personnel assigned on the project can safely perform the essential functions of their job assignment. Contractor shall ensure that personnel maintain the appropriate standards of HSE in connection with the work that is being performed.
4.	HSE Planning	Contractors and Service Companies shall submit, before the start of project, the detailed documents as follows: i. Project HSE Risk Assessment Plan ii. Project Health Monitoring Plan iii. Project Safety Monitoring Plan iv. Project Environmental Monitoring Plan v. Project Emergency Preparedness and Response Plan vi. Project Waste Management & Disposal Plan
5.	Toolbox Talk Program	Contractors and Service Companies shall develop and ensure project-wide Toolbox Talk Program as a series of numbered discussion topics on Safety, Health and Environmental matters as daily HSE briefings by its operational teams.
6.	Work Permit	Contracts and Service Companies shall strictly follow the Work-to-Permit System and shall provide plan of activities in advance, submit THAs/JHAs where required and engage only certified staff for the hot jobs.
7.	Safety Critical Equipment	Contractors and Service Companies shall ensure that the equipment (especially to be used on site for lifting and hoisting purposes) is certified from the third party and operators have proper permits / licenses.
8.	PPE	Contractor shall acquire and maintain adequate PPE and other/related safety gadgets of an approved type as required for the performance of the work to be safely performed.
9.	Hazard Communication	Contractors and Service Companies shall ensure proper labeling at all the pertinent safety risk areas with appropriate warning signs and instructions. It shall also be ensured that all original containers of hazardous chemicals or materials entering the project site to be properly labeled with the hazard warnings and related information.
10.	Incident Reporting	Contractors and Service Companies shall immediately report to OGDCL representative all significant and important incidents involving fatality, injury, illness, environmental impacts, near hits, and/or hazardous situations.
11.	Accident Investigation	Contractors and Service Companies shall investigate and report all accidents regardless of their nature so that the cause and means of prevention can be determined to prevent a reoccurrence.
12.	Environmental Procedures	Contractors and Service Companies shall immediately clean up the trash, spills, food waste, etc. and spills of chemicals, oils, whereas potentially hazardous wastes to be immediately reported to OGDCL representative.
13.	Waste Management	Contractors and Service Companies shall place designated drums, containers, bins, etc with specific labels as Collection Method for each waste-type and further ensure safe disposal of the hazardous waste.
14.	ERP	Contractors and Service Companies shall provide orientation on Emergency Preparedness and Response Procedure to its project team and ensure that its personnel are well aware of what procedures are in practice and who is to notify in the event of any emergency.

**IMPORTANT:-** IT IS EVERYBODY'S RESPONSIBILITY TO ENSURE THAT THE OGDCL'S HSE MANAGEMENT SYSTEM IS IN PLACE.



15.	HSE Performance Reports	Contractors and Service Companies shall submit to OGDCL representative an HSE Performance Review Report on fortnight basis.
16.	Workforce's Record	Contractors and Service Companies shall issue security pass for the staff engaged and provide a) copy of attested identity cards, b) employment cards, c) HSE training cards and c) health assessment cards of its project's approved staff to OGDCL.
17.	Surveillance Audits	OGDCL's representative shall visit the project site on sporadic basis to monitor the actual level of compliance on the HSE matters.