	OFFSHORE DESIGN SECTION	SPECIFICATION FOR HSE REQUIREMENT	SPEC No.	5104	
			Rev. No.	1	
			Discipline	Mechanical	
			Page 1 of 26		
<h2>HSE REQUIREMENT</h2>					
PREPARED/ REVISED BY	REVIEWED BY	APPROVED BY	TOTAL No. OF PAGES	DATE	REV. No.
AKM	SKG	JSS	26	7-1-05	1
FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:	
ODS/SOE/004A	ODS/SOP/008 TO 015	01	01	15/10/2003	

**OFFSHORE
DESIGN
SECTION****SPECIFICATION
FOR
HSE REQUIREMENT**

SPEC No.

5104

Rev. No.

I

Discipline

Mechanical

Page 2 of 26

CONTENTS**1. INTRODUCTION**

1.1 Scope

1.2 Application of this Document

1.3 Purpose of this Document

2. DEFINITIONS / LANGUAGES**3. COMPLIANCE**

3.1 Company Policy and Standards

3.2 Mandatory Indian Statutory Requirements

3.3 International Standards

4. HSE TARGETS AND GOALS**5. AUTHORITIES, ROLES AND RESPONSIBILITIES**

5.1 Company Representatives

1.2 Key Roles and Responsibilities

5.2.1 Contractor's Representative

5.3 Contractor's Personnel

5.4 Company Site Representative

6. CONTRACTOR HSE MANAGEMENT**7. TRAINING AND COMPETENCY**

7.1 Site Induction

7.2 Competency Requirements

8. HAZARD IDENTIFICATION, ASSESSMENT AND MANAGEMENT OF HSE RISK

8.1 Operational Procedures

8.2 Job Hazard Analysis

8.3 Hazard Identification and Risk Management During Site Work

9. COMMUNICATION

9.1 Site Meetings

9.2 Daily Log and Reports

FORMAT No.
ODS/SOE/004BRef. PROCEDURE No.
ODS/SOP/008 TO 015ISSUE No.
01REV. No.
01REV. DATE:
15/10/2003



OFFSHORE DESIGN SECTION

SPECIFICATION FOR HSE REQUIREMENT


SPEC No.	5104
Rev. No.	I
Discipline	Mechanical
Page 3 of 26	

- 9.3 HSE Committees
- 9.4 Safety Plot Plans
- 10. INCIDENT AND NEAR MISS REPORTS AND INVESTIGATIONS
- 11. EMERGENCY RESPONSE PLAN
- 12. HSE PERFORMANCE, MEASUREMENT AND REPORTING
 - 12.1 Incident reporting
 - 12.2 Monthly reporting
 - 12.3 Sickness Leave Report
 - 12.4 Environmental Accounting Report
- 13. AUDITS AND INSPECTIONS
 - 13.1 Audits
 - 13.2 Inspections
- 14. ENVIRONMENTAL ISSUES AND EFFECTS
- 15. PROVISION OF FIRST AID
- 16. HEALTH
 - 16.1 Smoking
 - 16.2 Alcohol and Drugs
 - 16.3 Personal Protective Clothing and Safety Equipment
 - 16.4 Hours of Work
 - 16.5 Harassment
- 17. WORK CONDUCTED ON / IN VICINITY OF EXISTING FACILITIES

APPENDICES

- APPENDIX 1 ITEMS TO BE INCLUDED IN CONTRACTOR'S HSE PLAN
- APPENDIX 2 MONTHLY HSE REPORT
- APPENDIX 3 MONTHLY INCIDENT FILE
- APPENDIX 4 ENVIRONMENTAL ACCOUNTING FORM

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003

	OFFSHORE DESIGN SECTION	SPECIFICATION FOR HSE REQUIREMENT	SPEC No.	5104
			Rev. No.	I
			Discipline	Mechanical
			Page 4 of 26	

1. INTRODUCTION

1.1 Scope

This document defines the health, safety and environmental (HSE) requirements associated with the conduct of the Contractor's scope of work for Well/Process Platform Project.

1.2 Application of this Document

This documents applies to all aspects of the Contractor's scope of work, including all aspects conducted by sub-contractors.

1.3 Purpose of this Document

This document defines principal requirements for Health, Safety and Environment (HSE) matters during the conduct of the Works.

The objective is to ensure that adequate precautions are taken to avoid accidents, occupational illness and harmful effects on the environment during construction. Also to assure that satisfactory emergency planning is undertaken and adequate means are taken to secure contract objects.

This document:

- Describes the HSE interfaces between Owner and the Contractor
- Details the processes by which the Contractor shall manage HSE while carrying out the work under the Contract.
- Describes by reference the practices and procedures for HSE Performance


2. DEFINITIONS / LANGUAGES

In this documents

- The use of 'shall' indicates a mandatory requirement.
- The use of 'should' indicates a guideline that is strongly recommended.
- The use of 'may' indicates a guidelines that is to be considered.

3. COMPLIANCE

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003

	OFFSHORE DESIGN SECTION	SPECIFICATION FOR HSE REQUIREMENT	SPEC No.	5104
			Rev. No.	I
			Discipline	Mechanical
			Page 5 of 26	

3.1 Company Policy and Standards

The works shall be undertaken in accordance with the Company's HSE Policy and Management System

3.2 Mandatory Indian Statutory Requirements

The Works shall be undertaken in accordance with all applicable legislation and mandatory Indian Statutory requirements.

3.3 International Standards

The works shall be undertaken in with the standards and specifications listed below, except where varied by agreement.

- | | | | |
|--------|-------|---|---|
| ISO/CD | 14690 | : | Petroleum and Natural Gas Industries – Health, Safety and Environmental Management Systems. |
| API RP | 75 | : | Recommended Practice for Development of a Safety and Environment Management Program for Offshore Operations and Facilities. |

4. HSE TARGETS AND GOALS

The HSE targets, goals and aims for the Works are to achieve :

- Zero total recordable injuries.
- Zero reportable environmental incidents
- Emergency response drills conducted as per approved emergency response plans
- All personnel inducted in accordance with the Approved Contractor HSE Plan
- 100% hazard recording and reporting
- 100% incident recording and reporting

The contractor must adopt and be involved in the development, implementation and ownership of these goals.

5. AUTHORITIES, ROLES AND RESPONSIBILITIES

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003

**OFFSHORE
DESIGN
SECTION****SPECIFICATION
FOR
HSE REQUIREMENT**

SPEC No.

5104

Rev. No.

I

Discipline

Mechanical

Page 6 of 26

This activities carried out by the Contractor shall completely fulfill the requirements of the contractor himself, as well as the authorities, related to avoidance of loss of human life or health, economic assets, the environment and the contract object.

This implies that the Contractor shall systematically work to HSE requirements in accordance with established principles of quality assurance. Contractor shall ensure management commitment and attention to HSE matters in all phases of the work. Contractor's organization shall reflect the implementation of HSE matters as a line responsibility at all levels.

The Contractor shall comply with applicable legislation and ensure that employer working on the contract object complies with the legislation. If the requirements stated in this document are less stringent than or in conflict with the country's legislation the latter shall apply.

The Contractor has the overall responsibility for ensuring that the works are planned, organized, performed and documented in compliance with the Contractor's HSE programme. The Contractor is also fully responsible for coordinating the HSE activities of each employer (the contractor group and company) engaged on the works.

The contractor shall use ensure fitness of construction spread (man, material and machine) valid for entire period of construction including :

- a) Sea Survival certificate and fire fighting competency certificate for personnel
- b) certificate fitness for barges, tugs, vessels etc
- c) Load test certificate for hoists , cranes

The Contractor shall ensure that each employer at the site plans, organizes, performs and documents their own activities so that (his and other employer's) personnel, the environment and property are protected in accordance with the HSE plan.

The same responsibilities apply to the Contractor's sub-contractors.

5.1 Company Representatives

The Contractor's primary point of contact for HSE matters will be with the Company Representative or designate.

**OFFSHORE
DESIGN
SECTION****SPECIFICATION
FOR
HSE REQUIREMENT**

SPEC No.	5104
Rev. No.	I
Discipline	Mechanical
Page 7 of 26	

For HSE matters, at any site, the Contractor's point of contact will be with the Company Site Representative, who will report to the Company project manager.

5.2 Key Roles and Responsibilities

The Contractor shall define the roles and responsibilities of the Contractor's Personnel to include following descriptions.

5.2.1 Contractor's Representative


The Contractor's Representative shall

- Lead by example on HSE performance
- Adopt a philosophy for all personnel for all tasks of 'think it through, before you do'.
- Ensure that all work is performed in accordance with Approved HSE plans and operational procedures.
- Facilitate communication of HSE issues from the workforce to management and vice versa.
- Direct mobilization and demobilization activities
- Direct Site Work.
- Lead Job Hazard Analyses (JHA's)
- Lead in the daily project meetings and lead Toolbox meetings.
- Perform HSE inspections of the work area at regular and agreed frequencies.
- Order operations to cease if he/she believes that HSE performance of the Site Work is being compromised and that 'time out' for HSE is warranted.

5.3 Contractor's Personnel

The Contractor shall ensure that its personnel are required to: -

- Be aware of the Works HSE goals and targets understand their HSE obligations and take responsibility for their own HSE performance.
- Adopt a philosophy for all tasks of 'think it through, before you do'.
- Work in compliance to procedures applicable to their work tasks.
- Stop work and advise their supervisor should circumstances arise which could compromise the HSE integrity of the existing procedures.

	OFFSHORE DESIGN SECTION	SPECIFICATION FOR HSE REQUIREMENT	SPEC No.	5104
			Rev. No.	I
			Discipline	Mechanical
			Page 8 of 26	

- Stop work and advise their supervisor, Contractor's Representative or the Company site Representative should he/she believe that the Work's HSE performance is being compromised and that 'time out' for HSE is warranted.

5.4 Company Site Representative

The Company Site Representative shall have a responsibility to:

- Lead by example on HSE performance.
- Monitor Site Work and ensure that work is performed in accordance with Approved Contractor HSE Plan and operational procedures.
- Advise the Contractor's Representative when he/she believes that HSE performance is being compromised and that 'timeout' for HSE is warranted.
- Instruct the Contractor's Representative and/or marine vessel master to cease operations when he/she believes that HSE performance is continuing to be compromised.
- Perform formal and informal HSE inspections of the areas on a routine basis.

6. CONTRACTOR HSE MANAGEMENT

The contractor shall develop a HSE plan for the Works.

If appropriate, this plan may be a bridging document between the Contractor's existing HSE system and the Company requirements. The Contractor's documents shall describe the Contractor's plans for managing HSE issues related to the works. The topics covered in the Contractor HSE Plan shall include, but not be limited to, those identified in these HSE Requirements.


The Contractor HSE Plan and related documents which affect HSE performance, including procedures and engineering calculations, shall be submitted for Company review a minimum of twenty one (21) days prior to commencement of any work on site to allow for document review by company.

Appendix 1 indicates the required contents of the HSE Plan for the works.

7. TRAINING AND COMPETENCY

Prior to commencing work, the Contractor shall ensure that all personnel proposed for the work have been given the necessary HSE and job related training required by law as well as training in the applicable safety policies and procedures.

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003

	OFFSHORE DESIGN SECTION	SPECIFICATION FOR HSE REQUIREMENT	SPEC No.	5104
			Rev. No.	I
			Discipline	Mechanical
			Page 9 of 26	

The Contractor shall maintain all records of safety and environmental training and of personnel job competency for the period of the Contract.

All Contractor personnel working offshore shall have satisfied the offshore training requirements as specified by the Company.

Contractor shall ensure that all offshore going personnel/ work place personnel are having following valid certified trainings: 1) Survival at Sea 2) Fire Prevention and Fire Fighting 3) First Aid and 4) Helicopter Safety

Contractor shall also ensure that entries of undergoing of these trainings are made in their site passport/ relevant document for site visit along with their photographs.

7.1 Site Induction

The Contractor shall ensure that all personnel working at the Site receive an introductory briefing explaining the nature of the work, the hazards that may be encountered during the Site Work and the particular hazards attached to their own function within the operation.

All personnel shall be assessed for their understanding of the induction information and will be required to meet a set level of understanding.

Contractor shall issue a personnel HSE handbook, which provides information on HSE and emergency procedures that all personnel working on contract are required to know. Contractor shall ensure that this is distributed and its content introduced to all personnel working at the site. Visitors to the site shall be given adequate information on HSE requirements applicable to the site.

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003

**OFFSHORE
DESIGN
SECTION****SPECIFICATION
FOR
HSE REQUIREMENT**

SPEC No.	5104
Rev. No.	I
Discipline	Mechanical
Page 10 of 26	

7.2 Competency Requirements

The Contractor shall ensure that all personnel are competent to perform the job activities assigned to them. In the event that the Contractor is unable to demonstrate the competency of any person whose activities can directly impact on the Works HSE performance, that person shall be removed from the Site.

8. HAZARD IDENTIFICATION, ASSESSMENT AND MANAGEMENT OF HSE RISK**8.1 Operational Procedures**

All site work shall be performed in accordance with documented operational procedures and where applicable, with inspection and test plans (ITP's) that have been submitted to Company. The Contractor shall prepare procedures for all activities which could, in the opinion of the Company, affect the safety of personnel or equipment and / or affect the environment and shall submit these procedures for review.

Where appropriate, vessels shall have appropriate procedures covering safe working practices and vessel operations. These procedures shall be available for review by Company and shall be submitted on request.

The Contractor shall provide equipment that is fit for purpose, complies with all regulatory requirements and, where appropriate has current certification. Contractor shall be able to demonstrate its adherence to these requirements.

The Contractor shall repair, remove or replace any of the Contractor's equipment, which in the opinion of the Company is a potential hazard.


8.2 Job Hazard Analysis

The Contractor HSE Plan shall include procedures for performing job Hazard Analysis (JHAs)

JHAs shall be performed in accordance with the Contractor HSE Plan for all activities, which could affect the safety of personnel or equipment and/or affect the environment.

JHAs shall identify :

- Any safety environmental affects that have the potential to occur during Site Work.

	OFFSHORE DESIGN SECTION	SPECIFICATION FOR HSE REQUIREMENT	SPEC No.	5104
			Rev. No.	I
			Discipline	Mechanical
			Page 11 of 26	

- The measures to be taken to eliminate, control or mitigate the consequent risk.

JHAs covering all activities shall be held prior to mobilization to site at a time such that they can be incorporated in the Approved operational procedures.

Supervisory personnel involved in the tasks shall participate in the JHAs.

Details of the JHA workshop(s) shall be documented, including the personnel taking part. The completed JHA sheets (including the resulting actions) shall be maintained and kept for Company review at any time.

Copies of the JHA sheets shall be held on Site for as long as they remain applicable to the activities being conducted.

8.3 Hazard Identification and Risk Management During Site Work

During daily Site meetings the appropriate procedures associated with the impending work activities and the JHAs relating to those procedures are to be reviewed in order:

- for them to be reviewed and updated as to that day's activities by the personnel performing the tasks and
- To ensure the potential hazards associated with the activities have been understood as well as the measures to be taken to eliminate, control or mitigate their risk.

Supervisors shall convey to their personnel (via toolbox meetings) the procedures to be followed, including hazards and mitigation measures. Supervisors shall ask their personnel whether they foresee any other hazards that have not been addressed and shall address any concerns raised.

During operations, any person involved may request 'time out' for HSE if they consider that HSE performance is or may be compromised. Where 'time-out' for HSE is requested, action shall be taken by the supervisor to resolve the HSE concerns. This may include conducting toolbox meetings, JHAs or other HSE techniques, prior to restarting the operation.

When operational circumstances necessitate revising an operational procedure, the change shall be documented and submitted to Company.

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003

**OFFSHORE
DESIGN
SECTION****SPECIFICATION
FOR
HSE REQUIREMENT**

SPEC No.	5104
Rev. No.	I
Discipline	Mechanical
Page 12 of 26	

As a minimum, the Contractor HSE plan shall include aspects such as the operation of a Permit to work system, procedures for isolation of equipment and the management of change systems for updating procedures.

9. COMMUNICATION**9.1 Site Meetings**

The Contractor's Representative shall convene daily meetings with the Company Site Representative, Contractor's supervisory personnel and where applicable other applicable supervisory personnel (eg. Vessel Masters during transportation and installation phases) to plan and coordinate the day's activities. The meetings shall be minuted. Where feasible, both persons occupying a position and working back-to-back shifts shall attend these meetings. These meetings shall:

- Review progress on incidents, near misses and hazards that have been reported.
- Identify and agree implementation of any lessons, equipment or operational changes which may arise from incident or hazard reports.
- Identify the procedures applying to the next 24 hours of work and manage any changes required to them.
- Review the HSE hazards and associated control measures to be confronted within the next 24 hours of work.

9.2 Daily Log and Reports

A daily log of all HSE activities including incidents, inductions, JHAs, toolbox meeting and other safety initiatives shall be recorded and maintained by the Contractor. The daily log will be available to the Company at all times. At the end of the Site Work a copy of the log shall be submitted to Company.

Safety and environmental incidents and any other major HSE item shall be included in the daily report from the Vessel.

HSE hand books shall be prepared and distributed by the contractor to all personnel on board and at other work sites

9.3 HSE Committees

The Contractor will facilitate the effective operation of a Site HSE Committee conducted in compliance with relevant regulatory requirements.

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003

**OFFSHORE
DESIGN
SECTION****SPECIFICATION
FOR
HSE REQUIREMENT**

SPEC No.	5104
Rev. No.	I
Discipline	Mechanical
Page 13 of 26	

9.4 Safety Plot Plans

Contractor shall prepare safety plot plans for the site and for the contract object, showing escape ways, mustering stations and the location of fire fighting and first aid equipment. The plot plans shall be kept undated and be posted at all main entrances on each level of the works sites.

- 9.5 Display boards shall be placed at a prominent location at work site indicating the total number of hot jobs for the day.

10. INCIDENT AND NEAR MISS REPORTS AND INVESTIGATIONS

The Contractor shall report on and investigate any incident near miss or hazard occurring at the site in accordance with the procedure in the Contractor HSE Plan.

An Incident Report pro-forma is to be included in the Contractor HSE Plan and shall be used on site if an incident or near miss occurs.


The Contractor's incident reporting procedure shall include the following notifications:

- The Contractor's Representative shall notify the Company immediately an incident or near miss occurs (after having first ensured and safety of personnel and equipment).
- The Contractor's Representative shall provide the Company with a written Incident Report within 12 hours of the incident or near miss occurring.

Owner's normal response to such an incident is :

- The Company site Representative will verbally notify the Company project manager of an incident necessitating medical treatment (i.e. treatment extending beyond first aid) or an environmental incident as soon as possible but within four (4) hours of the incident occurring.
- The company Site Representative will fax or e-mail the Contractor's Incident Report to the Owner project manager within 15 hours of the incident occurring.
- Company will determine if there is a requirement to report an incident to Authorities.

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003

	OFFSHORE DESIGN SECTION	SPECIFICATION FOR HSE REQUIREMENT	SPEC No.	5104
			Rev. No.	I
			Discipline	Mechanical
			Page 14 of 26	

11. EMERGENCY RESPONSE PLAN

The Contractor shall prepare an Emergency Response Plan for all work sites and marine vessels as part of the Contractor HSE Plan.

The plan shall integrate the emergency response plans of the Contractor, any involved subcontractors, and any marine vessel plans. The Emergency Response Plan shall detail the Contractor's procedures, including detailed communications arrangements, for dealing with all emergencies that could affect the Site. This include where applicable, injury, sickness, vessel evacuation, fire, fuel or chemical spillage, severe weather and search and rescue.

12. HSE PERFORMANCE, MEASUREMENT AND REPORTING

At the conclusion of the works at any site, the Contractor shall provide the Company site Representative with a report of the performance against the Works HSE targets. All progress reports are to include HSE issues, performance against targets and activities.

12.1 Incident reporting

See Section 10.


12.2 Monthly reporting

As part of regular monthly reporting, contractor shall provide a monthly report with a summary of reported incidents. The report shall be forwarded to company not later than 3 work days after monthly out-off date, unless otherwise instructed by company.

The report shall contain at least the following information for the personnel working at the site and for principal subcontractors working off-site unless otherwise instructed by Company.

- Number of incidents
 - Total number of incidents
 - Occupational injury (total number)
 - Environment
 - Material (fires and explosions, other)
 - Production loss.

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003

	OFFSHORE DESIGN SECTION	SPECIFICATION FOR HSE REQUIREMENT	SPEC No.	5104
			Rev. No.	I
			Discipline	Mechanical
			Page 15 of 26	

- New cases of occupational illness
- Lost work days due to injury/ accident
- Total working hours in construction activities

Accident all reported files and explosions and occupational illnesses shall be listed, together with the preventive measures, as a part of the HSE report. The forms shown in Appendices 2 and 3 or similar shall be used.

In addition, the report shall give a summary of site HSE related activities during the month such as audits, inspections, HSE motivation and training etc. Contractor shall keep a file of restricted work cases. Compliance with established HSE goals shall also be measured and reported.

12.3 Sickness Leave Report

Quarterly, Contractor shall upon request submit a sickness leave report showing Contractor's own employees overall sickness leave in percentage of possible working days.

12.4 Environmental Accounting Report

Quarterly, Contractor shall submit an environmental accounting report. The report shall show the use of hazardous substances and disposal of special waste. If Contractor's work is only a part of a larger production, the account may be based on an estimate of the part of the total production represented by the contract. The account shall as a minimum include the substances given in Appendix 4. The form used in Appendix 4, or similar, shall be used for the account.

13. AUDITS AND INSPECTIONS

13.1 Audits

Formal audits by Company will be undertaken and Contractor shall provide full cooperation in these audits.

In addition, the Company Site Representative will monitor the Contractor compliance with the Contractor HSE Plan, procedures and ITPs. In the event of a breach of the plans and procedures, the Company site Representative will order the cessation of Site Work and formally issue a corrective action request. Work may re-commence when it

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003



OFFSHORE DESIGN SECTION

SPECIFICATION FOR HSE REQUIREMENT

SPEC No.	5104
Rev. No.	I
Discipline	Mechanical
Page 16 of 26	

is safe to do so and when an action or process to achieve compliance has been agreed by the Company Site representative and the Contractor.

Audits instigated by the Contractor are encouraged and Company may elect to participate if invited.

13.2 Inspections

Contractor shall establish a HSE inspection plan to ensure safe working conditions and compliance with rules and regulations. The plan shall identify participants and frequencies. Line management and safety representative of the workers shall participate as a minimum and regular participation by site middle and top management shall be ensured.

Weekly inspections are recommended. Other inspection frequencies may be chosen when appropriate.

Company has the right to participate in the inspections.

HSE topics to be inspected and inspection findings shall be documented. Proper follow-up of inspection findings shall be ensured.

14. ENVIRONMENTAL ISSUES AND EFFECTS

The Contractor is required to investigate the environmental effects and issues arising from the Works and to identify these and any mitigating actions are required to be included in the Contractor HSE Plan for the work.

Waste management strategies for all aspects of the project shall be described in the HSE Plan.

The Company Site Representative will monitor implementation of environmental aspects of the Contractor HSE Plan for compliance.

15. PROVISION OF FIRST AID

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003

**OFFSHORE
DESIGN
SECTION****SPECIFICATION
FOR
HSE REQUIREMENT**

SPEC No.	5104
Rev. No.	I
Discipline	Mechanical
Page 17 of 26	

The Contractor shall provide first aid facilities and first aid personnel in accordance with the applicable legislative and guidance requirements.

16. HEALTH**16.1 Smoking**

Smoking shall only be permitted in designated smoking areas detailed in the Contractor HSE Plan.

16.2 Alcohol and Drugs

The Contractor shall have a drug and alcohol policy, which shall be described in the Contractor HSE Plan.

Alcohol and drugs (other than drugs required for bonafide medical reasons) shall not be permitted on Site.

The Contractor's Representative shall ensure that personnel under their supervision and authority do not at any time during the performance of the work, take or work under the influence of any alcoholic liquor, narcotic or other intoxicating substance, other than drugs required for bonafide medical reasons which have been approved in advance by either the Company Site Representative or the Contractor's Representative. Reporting for work under the influence of any alcoholic liquor, narcotic or other intoxicating substance may result in removal from the site and or dismissal.

Persons carrying medically prescribed drugs shall report these to the Contractor's Representative and in the case of work on marine vessels, to the Vessel Master. Persons consuming non-medically prescribed but legal drugs which have attendant side effects (eg. Drowsiness) shall report these to the Contractor's Representative and in the case of work on marine vessels to the Vessel Master.

16.3 Personal Protective Clothing and Safety Equipment

The Contractor HSE Plan shall include requirements for personal protective equipment that shall apply to Contractor's and its subcontractor's personnel. This equipment shall meet to the following requirements :

- Clothing which covers arms and legs.



OFFSHORE DESIGN SECTION

SPECIFICATION FOR HSE REQUIREMENT

SPEC No.	5104
Rev. No.	I
Discipline	Mechanical
Page 18 of 26	

- Safety spectacles with eye shields or safety goggles.
- Protective footwear.
- Safety helmets.
- Ear protection (when appropriate).
- Leather gloves (when appropriate).
- Fall-arrest devices when working at locations from which a free-fall hazard greater than 1.8 metres exists.
- Flotation work vests when working over water, on the back deck of vessels near to the stem or in other locations where a fall into the water is possible.
- Any other protective requirements associated with the work task required and as identified in JHAs.

16.4 Hours of Work


For site work required to be performed on a 24 hour basis, sufficient personnel shall be allocated to the Works to ensure that the work time of each person does not exceed 14 hours per 24 hour period, except in the case of emergencies.

16.5 Harassment

Harassment of persons shall not be permitted and during the Contractor's HSE inductions the Contractor shall explain what constitutes harassment and the measures to be taken when it occurs.

17. WORK CONDUCTED ON / IN VICINITY OF EXISTING FACILITIES

When Work is conducted on or in the Vicinity of Well Platform, the Contractor shall comply with the Company's policies and procedures for these areas.

	OFFSHORE DESIGN SECTION	SPECIFICATION FOR HSE REQUIREMENT	SPEC No.	5104
			Rev. No.	I
			Discipline	Mechanical
			Page 19 of 26	

APPENDIX 1 : ITEMS TO BE INCLUDED IN CONTRACTOR'S HSE PLAN

Contractor's HSE Plan shall be adapted to the site in question, taking into account the work to be carried out during the different project phases, local conditions, emergency preparedness, communications etc. ONGC's HSE policies as per ISRS system shall be provided to the successful bidder for incorporation in the HSE policy/plan. The HSE Plan shall when relevant also cover the items listed below.

1. HSE Policy and Goals

- HSE Policy
- HSE Goals

2. Organization and Responsibilities


- Site Organization
- HSE Organization
- Assignment of HSE responsibilities
 - Principal enterprise
 - Line responsibility
 - Subcontractors
 - Hired labour
 - HSE services
 - Instructions for HSE personnel and organizations

3. HSE Procedures and Requirements

3.1 Procedures

- Coordination of contractor group's activities
- Coordination with company
- Handling of incidents
- HSE inspections
- Constructability evaluations
- Risk assessment

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003


	OFFSHORE DESIGN SECTION	SPECIFICATION FOR HSE REQUIREMENT	SPEC No.	5104
			Rev. No.	I
			Discipline	Mechanical
			Page 20 of 26	

- Maintenance of HSE programme
- Environmental accounting
- Waste management, including :
 - Waste classification, declaration formats for special waste
 - Internal handling storing and external disposal

3.2 Requirements

- Mandatory personal protective equipment
- Notification of incidents (accidents and near accidents) and unsafe conditions
- Electrical installations/use of electrical equipment
- Radioactive materials
- Work permits e.g. hot work, safe work (electrical locks, pressure testing, pad locking, blinding of piping etc.) entering of tanks and vessels, forms for work permits.
- Rigging and crane safety, certification
- Scaffolding, ladders
- Working and emergency lighting
- Protection against chemical exposure (gases, dust, solvents vapour etc.)
- Provisions for good order, housekeeping
- Internal regulations regarding littering, pollution
- Temporary cables, hoses and equipment
- Signs, barricades
- Provisions regarding alcohol and drugs
- Prevention of fires, fire guards
- Storage and use of explosives and combustibles
- Storage and use of chemicals/noxious substances
- Smoking restrictions
- Infringement of safety provisions
- Evaluation of personnel from contract object

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003

	OFFSHORE DESIGN SECTION	SPECIFICATION FOR HSE REQUIREMENT	SPEC No.	5104
			Rev. No.	I
			Discipline	Mechanical
			Page 21 of 26	

- Traffic rules, parking.

4. HSE Activity Plan

- HSE activities and schedules
 - HSE evaluations
 - HSE audits
 - HSE inspections
 - HSE meetings etc.
 - HSE information/training of own and subcontractor personnel
 - Training for HSE personnel / safety delegates
- Implementation and follow-up of findings and recommendations from the above HSE activities.


5. Security

- Security provisions
- Perimeter guarding
- Restricted areas
- Checks of entries and exists
- Visitors
- Photography
- Sabotage
- Criminal acts
- Espionage
- Original documents and drawings
- Confidentiality
- Data security

6. Emergency Preparedness

- Organization Plan (during / Outside office hours)
 - Personnel
 - Line of command

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003

	OFFSHORE DESIGN SECTION	SPECIFICATION FOR HSE REQUIREMENT	SPEC No.	5104
			Rev. No.	I
			Discipline	Mechanical
			Page 22 of 26	

- Areas of responsibility, instructions
- First-aid organization (geographical area of responsibility)
- Equipment for first aid, fire fighting and handling of accidental pollution
- Action plans, including alarm and notifying system for
 - First-aid Evaluation
 - service (personal injury, acute illness)
 - Fire, explosions
 - Pollution
 - Radioactive accidents
 - Other possible accidents
- Communication plan
 - Equipment
- External resources
- Specific plans for contract object
- Logging routines, reporting, forms included
- Handling of information to:
 - Company
 - Next-to-kin
 - Press, media
 - Authorities
 - Filing
- Training plan

6.1 Appendices

- Site safety plot plan
- Safety plot plan for contract object
- Map showing location of waste skips and storage facilities
- Safety data sheet index (copy to company representative)
- Discharge permits
- Personal HSE handbook

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003

**OFFSHORE
DESIGN
SECTION****SPECIFICATION
FOR
HSE REQUIREMENT**

SPEC No.

5104

Rev. No.

I

Discipline

Mechanical

Page 23 of 26

APPENDIX 2**MONTHLY HSE REPORT****MONTHLY HSE REPORT**

Project	Contractor	Site	Month	Year
			This Month	
Number of Incidents				
Total Number of Incidents				
Occupational injury Total number				
Lost-time (LTI)				
Environment				
Material Fires and explosions				
Other				
Production loss				
New cases of occupational illness				
Lost workdays due				
Total working hours in construction				

Note 1 : Including lost work days this month from earlier injuries.

HSE related activities this month :

Date:

Signature

**OFFSHORE
DESIGN
SECTION****SPECIFICATION
FOR
HSE REQUIREMENT**

SPEC No.

5104

Rev. No.

I

Discipline

Mechanical

Page 24 of 26

APPENDIX 3**MONTHLY INCIDENT FILE****MONTHLY INCIDENT FILE**

Project:

Contractor:

Site:

Month:

Year:

File No.	Date	Employer	Sequence of events	Actual Injury or Damage		Preventive
			Type of occupational illness	Description	Severity Grade	Actions

Date:

Signature:



**OFFSHORE
DESIGN
SECTION**

**SPECIFICATION
FOR
HSE REQUIREMENT**


SPEC No.	5104
Rev. No.	I
Discipline	Mechanical
Page 25 of 26	

APPENDIX 4 : ENVIRONMENTAL ACCOUNTING FORM

ENVIRONMENTAL ACCOUNTING FORM

The indicated substances are to be included

Substance	Import	Used amount	Planned releases	Undesired releases	Waste
Diesel (fuel)					
Oil, compounds containing oil					
Organic solvents with halogens					
Organic solvents without halogens					
Paint, glue, lacquer and printing colours					
Substances/batteries containing heavy metals					
Cyanide containing substances					
Pesticides					
Substances containing PCB					
Isocyanates					
Other organic substances (specify) ²⁾					
Strong acids					
Strong alkalic compounds					
Other organic substances (Specify) ³⁾					
Aerosol cans					
Other (Specify if relevant)					

	OFFSHORE DESIGN SECTION	SPECIFICATION FOR HSE REQUIREMENT	SPEC No.	5104
			Rev. No.	I
			Discipline	Mechanical
			Page 26 of 26	

Notes :

1. Amount released and place of release.

2. Other organic substances :

Organic compounds hazards to the environment that do not belong to other groups, such as phenol, formalin, plastic softeners, drugs, various reagents from chemical industry etc.

3. Other inorganic substances :

Inorganic compounds hazards to the environment that do not belong to other groups, such as elementary bromine and iodine, metallic sodium and potassium, various salts such as chlorite, chlorate, perchlorate, fluoride etc.

FORMAT No.	Ref. PROCEDURE No.	ISSUE No.	REV. No.	REV. DATE:
ODS/SOE/004B	ODS/SOP/008 TO 015	01	01	15/10/2003