



هيئة مياه وكهرباء أبوظبي  
Abu Dhabi Water & Electricity Authority

**ABU DHABI WATER AND ELECTRICITY  
AUTHORITY (ADWEA)**

**ADWEA & GROUP COMPANIES**

Effective Date: 18.06.2009

Volume

Chapter

Version

19

2

1

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**HSE REQUIREMENTS OF CONTRACTORS**

Approved By:

Planning & Development Director



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Abu Dhabi Water & Electricity Authority

**ADWEA HSE PROCEDURE MANUAL**

**HSE REQUIREMENTS OF CONTRACTORS**

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**HSE REQUIREMENTS OF CONTRACTORS**

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**HSE REQUIREMENTS OF CONTRACTORS**

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**1. OBJECTIVES**

- 1.1 To ensure that all Contractors conduct their work according to The Company's HSE Policy (refer to Appendix 1, Statement of Policy on Health, Safety & Environment).
- 1.2 To ensure that Contractors provide the Company with all HSE documentation including a current Health, Safety and Environmental Management System (HSEMS).
- 1.3 To ensure that all Contractors adopt the Company HSE requirements, to protect people, plant and equipment and minimize impact on the Environment.
- 1.4 To comply with Local HSE Legislation and, in its absence, with the International Regulations and Standards as applicable.

**2. SCOPE**

These requirements, which may vary depending on the work scope, apply to all Contractors who carry out work on any Company facility/location. These requirements shall be submitted to contractors as an Appendix to the Call for Tender, mainly to the construction/service contracts for works within the existing plants/facilities and or new projects.

**3. LEGISLATION & INDUSTRY STANDARDS**

In addition to Company HSE rules, regulations and Codes of Practice, the Contractor shall comply with the existing Local Legislation and any future local law and regulations (e.g ABU DHABI Emirates EHS law) and shall have an awareness of International Legislation and Industry standards (refer to Appendix 2 – List of Local and International Legislation & Industry Standards).

**4. RISK ASSESSMENT OF CONTRACTOR OPERATIONS**

Prior to the commencement of any task, risk assessment shall be performed:

- (a) The Contractor shall be required to carry out either qualitative or quantitative Risk Assessment specific to the job/task and shall be reviewed by Company HSE personnel or Company Representative at location.
- (b) Contractor shall recommend means of controls for the identified hazards, as a result of the risk assessment, related to that specific task.
- (c) The Contractor is to provide details of previous incidents and corrective actions implemented/resulting from these incidents.

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**5. WORK EQUIPMENT & PLANT – FITNESS FOR PURPOSE**

All plant and work equipment provided for use by the Contractor shall be suitable for the contract and must carry a detailed and clear maintenance programme record to demonstrate that all safety measures have been considered. In the case of plant e.g. forklifts, Cranes and other lifting equipment, there must be evidence of valid Third Party Examination/Inspection with appropriate certification which is required before mobilisation on site. All lifting equipment/gear must be clearly marked (colour coded) indicating the last recorded thorough examination. All lifting equipment/gear must also display the safe working load (SWL). Furthermore, all equipment intended for use in

classified (hazardous) areas must have a valid third party certificate indicating suitability for use in the classified area.

All operators of plant and work equipment are required to undergo training, which is specific to the plant or equipment they are using.

**NB: Company will require the above documentation prior to commencement of the contract.**

**Plant & Equipment records, shall be subject to periodic audit from Company personnel during work execution.**

**6. PROVISION OF CONTRACTOR HSE COORDINATOR**

Depending on the nature of work, Company requires that contractors provide an HSE Coordinator to administer and oversee all issues relating to Health, Safety and Environment (HSE) in conjunction with the Company Representative. The Contractor shall provide details of the competency of the HSE Coordinator for review and approval by Company.

**7. HSE TRAINING OF CONTRACTOR WORKFORCE**

Prior to mobilization, all Contractors must ensure that their workforce has received HSE training, which is commensurate with the work being carried out within the current contract. The Contractor shall provide a matrix of training requirements – examples of training courses are listed in **Appendix 3** of this document, however this list is not exhaustive.

**8. PROVISION OF HSE PLANS**

The Contractor shall prepare and submit an HSE plan specific to the contract e.g. Construction/Commissioning etc. This HSE plan must be approved prior to any commencement of work. This plan shall be reviewed and approved by Company.

**9. EMERGENCY RESPONSE**

In case of emergency, the Contractor shall apply the Company available and applicable system of emergency response at the work location. The Contractor shall be aware of such system and ensure its implementation in coordination with the relevant Company personnel at that location.

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**10. INCIDENTS**

The Company HSEMS requires a proactive approach to incident prevention. The Contractor shall keep written records of all injuries/occupational illnesses & disabilities, fatalities, incidental property damage and near misses at the Work site. These records shall identify all persons and property involved and shall summarize all corrective action taken. Where persons are injured at work, the employer or any other person who has control over them or the premises in which they are working, **must** inform the Company Representative.

In certain cases incidents and diseases must be reported to the local authorities. (Ref. **Appendix 4**). All incident records must be kept as long as the site is operational and for ten years thereafter and make them available to Company on request. The Contractor shall maintain a register of all his personnel with next of kin details on site.

The Contractor shall prepare and submit to Company a monthly HSE report covering the activities at the Work Site – and shall include:

- A list of all significant hazards observed at the site during the reporting period and a description of risk assessment and corrective actions taken to prevent recurrence of the same type of incident.
- A list of all injuries/occupational health issues at the work site.
- Information showing the number of all injuries, illnesses, lost workday cases, and the number of workdays per month at the site.
- Spills/leaks and other Environmental Incidents.

**The investigation and reporting of all incidents must be carried out with a Company Representative or senior site personnel in accordance with Company Incident Investigation, reporting and Review procedures.**

**11. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The Contractor shall provide all necessary PPE to all of his personnel where specifically required, e.g. hardhats, safety boots/shoes, coveralls are compulsory, in addition to eye protection (glasses/goggles), ear defender/protection, gloves, and specialist PPE for welding, confined space entry, respiration masks, etc. Contractors must keep current and clear records of all PPE.

**12. SAFETY PROCEDURES FOR SPECIFIC HAZARDS**

Contractor personnel must have a working knowledge of safety procedures for all hazards relating to their specific type of work for the contract and be able to develop safety procedures to suit the work being carried out.

All activities on site must be carried out in accordance with Company procedures. Cases where deviation is likely, Company approval shall be obtained prior to commencement of the job.

**NB: SOME ACTIVITIES MUST BE CARRIED OUT TO COMPANY PROCEDURES E.G. PERMIT TO WORK PROCEDURE, TESTING, LOCK & TAG OUT OF ELECTRICAL EQUIPMENT.**

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**13. PERMIT TO WORK (PTW)**

A PTW system shall operate on site for certain activities assessed as being high risk and requiring additional control measures. This system prescribes the nature and extent of the work and the conditions e.g. isolation, gas test, etc, which must be observed. It also records the places where personnel are working for a specified time.

A PTW must be seen as only one safeguard and other safeguards should be employed as appropriate. A PTW provides a means of authorising work to be carried out within a specific time scale, by specified persons at a specific location while using pre-determined safety measures. A PTW system is to help ensure that all safety precautions are carried out. However, it should be noted that in certain cases, for operational and safety reasons, the work permit can be withdrawn without prior notice and as such, Contractor work shall remain suspended until permission is given for commencement.

Contractor personnel who use the PTW system must attend an awareness session on PTW at the particular work site.

**14. THE WORKPLACE**

All Contractors must ensure Health, Safety & Environmental Protection in the areas where they are carrying out their work i.e.:

- Adequate lighting to ensure safe working conditions.
- Adequate space for the safe movement of vehicles and people.
- Level and even work surfaces, which are not slippery or wet.
- Walkways and work areas free from obstruction e.g. trailing cables.
- Hazardous areas are fenced off or signed.
- Hazardous materials/substances stored safely.
- Flammable & explosive areas are safe.
- Good standards of housekeeping.
- Awareness of hazardous areas – e.g. classification of work site.
- Prohibition on the use of drugs & alcohol.
- Prohibition of horseplay, fighting and running.
- Protection from heat, high temperature and noise.
- Adequate respiratory protection where required.

**15. SAFETY MEETINGS**

During high risk work e.g. construction/extensive maintenance, etc regular meetings shall be held between the Company Representative on site and the Contractor competent representative to ensure any hazardous situations are being addressed and that corrective action is being taken.

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**16. COMMUNICATION**

The contractor through his HSEMS and other methods of communication e.g. toolbox talks, meetings, displays, training, etc must ensure and be able to show that all the workforce is aware of the job requirements of the contract, particularly all the HSE issues which may affect the health, safety and welfare of themselves or others.

Information, instruction & training are the key communication tools. The Contractor should encourage his work force to be vigilant in identifying and reporting Near misses, opportunities for improvement and any HSE risks.

**17. ENVIRONMENTAL PROTECTION**

Environmental aspects resulting from operations and processes should be assessed by the Contractor and measures to prevent or mitigate negative impacts and conserve resources must be taken in accordance with local Legislation and other regulations and standards outlined in **Appendix 2**.

All Contractors shall be required to manage environmental issues, which occur during the operations/activities of the contract. Activities must be carried out in line with Company procedures and in liaison with Company Representative on site and according to best environmental practice.

**18. OCCUPATIONAL HEALTH**

Depending on the nature of the work, contractor shall have in place a system for assessing Occupational Health & Personnel Protection. The following are examples of the required standards/systems:

- Identification & assessment of exposure to hazardous agents
- Training in hazardous materials handling specific to work
- Health monitoring programmes
- Hazard control programmes
- Hearing conservation policy to be adopted
- Personal hygiene standards to be enforced
- Medical fitness programmes to be on- going
- Ergonomic Programme
- Material Manual Handling

**19. MONITORING & AUDITING**

The Contractor shall have a system in place for monitoring and auditing HSE and be able to demonstrate to Company the results of such exercises. HSE surveys and site inspections together with HSE auditing of HSEMS shall form part of the overall HSE programme of the Contractor's commitment to good HSE management.

**HSE REQUIREMENTS OF CONTRACTORS**

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**20. PROVISION OF INFORMATION**

To ensure that all HSE requirements are considered and provided as per Company requirements. **Appendix 5** contains a check list for contractor to complete.

**APPENDIX 1**

**ADWEA STATEMENT OF POLICY ON HEALTH, SAFETY & ENVIRONMENT**

The Policy of Abu Dhabi Water and Electricity Authority (ADWEA) and its Companies, in carrying out all its activities, is to pursue a sound Health, Safety and Environmental System and Program in order to protect the safety and health of employees, contractors, customers and the community at large. To minimize the impact to environment in compliance with the Federal and Local Legislation concerning HSE and the applicable international rules and standards.

ADWEA and its Group Companies believe that good HSE performance will contribute and determine the success of the business and that HSE is a shared responsibility across ADWEA and its Companies, particularly line Managers and Supervisors.

ADWEA and its Group of Companies will:

- Set HSE standards that ensure compliance to all relevant regulatory and legislative requirements.
- Develop systems and procedures aimed at reducing HSE risks, and systematically audit work practices
- and identify potential HSE hazards with the focus on prevention.
- Improve HSE performance through regular self-assessment and performance measurement/targeting.
- Design / modify the facilities in a manner to reduce all HSE risks to an acceptable level.
- Progressively reduce the environmental and health impacts of our operations by reducing emissions, effluents/discharges and wastes and improve efficient use of natural resources and energy.
- Demonstrate and promote pollution prevention, environmental preparedness and waste minimization.
- Ensure high quality products that can be cost effective and used safely by our customers.
- Pursue innovative activities, products, research and investments that provide a healthy, accident-free workplace and a sustainable, quality environment for future generations.
- Integrate and enhance HSE considerations into all business processes.
- Inform and encourage employees in their duty to act responsibly and to take all precautions necessary, not only to protect themselves, but others, from injury, occupational illness and environmental damage that could arise from their actions.
- Ensure that all employees receive adequate and suitable training to enable them to understand and perform their role to achieve superior HSE performance.
- Ensure that where contractors are employed, their commitment to HSE is of an equal standard to that set by ADWEA and its Companies.

To this end, all personnel are responsible for understanding the HSE impacts, hazards and risks associated with their jobs and for following the proper procedures to minimize or eliminate those impacts, hazards and risks. All employees and contractors are required to perform their duties having in mind that individual responsibility for HSE cannot be delegated.

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**APPENDIX 2  
LIST OF LOCAL AND INTERNATIONAL LEGISLATION & INDUSTRY STANDARDS**

- a) Local Legislation:
- Ministry of Labour and Social Affairs 'Ministerial Order No: (32) 1982.
  - Ministry of Labour and Social Affairs 'Federal Law No: (8) 1980.
  - Abu Dhabi Emirate Law No.8 – Conservation of Petroleum Resources 1978.
  - Federal Environmental Law No (24) 1999.
  - U.A.E Ministry of Health Regulations.
- b) International Legislation & Industry Standards:
- Health & Safety at Work Act 1974 (UK)
  - Management of Health & Safety at Work Regulations 1992 (UK)
  - BSI BS 8800 –Guide to Occupational Health & Safety Management Systems (British Standard).
  - OSHA - US Dept. of Labour, Part 1900 - 1910: Code of Federal Regulations.
  - ISO 9001 - Quality Standard Model for Quality (International Standards Organization).
  - ISO 9002 - Quality Assurance in Production, Insurance and Servicing (International Standards Organization).
  - ISO 14001 - Environmental Standard (International Standards Organization).
  - OHSAS 18001 Occupational Health and Safety Management System.

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**APPENDIX 3  
EXAMPLES OF TRAINING COURSES FOR CONTRACTOR'S PERSONNEL**

1. Abrasive Wheel Safety
2. Advanced First Aid
3. Banksman/Slinger (Rigging/Slinging)
4. Basic Fire Fighting
5. Basic First Aid
6. Crane Operator
7. Fire Safety
8. General Environmental Awareness
9. General Safety
10. Gas Monitoring/Testing
11. Hand Tool & Power Tool Safety
12. Hazardous Chemical Awareness
13. Heat and Excessive Temperature
  
14. Incident Reporting and Investigation
15. Manual Handling of Materials
16. Permit required confined space safety
17. Permit to Work
18. Personal Hygiene
19. Personal Protective Equipment (PPE) - Use and selection
20. Scaffolding Appreciation & Safe Working at Heights
21. Welding Safety
22. Electrical safety

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**APPENDIX 4  
REPORTING MAJOR INCIDENTS TO THE AUTHORITIES**

In accordance with Ministerial decree No. 32 for the year 1982, the U.A.E. Ministry of Labour is to be informed in each of the following cases:

- Fatal Incident
- Dangerous occurrences
- Major Injury Incident/conditions - Incidents causing three days or more incapacity from work.
- Certain work-related diseases.
- Major Fires

**EXAMPLES OF MAJOR INJURY INCIDENT/CONDITION:**

- Fracture of the skull
- Fracture of any bone in the arm, wrist, leg or ankle excluding a bone in the hand or foot.
- Amputation of hand or foot.
- Amputation of a finger, thumb, toe, or any parts of this if the bone or joint is severed.
  
- Loss of sight in one eye, penetrating injury to an eye, or chemical burn to the eye.
- Injury requiring immediate medical treatment or loss of consciousness
- Electric shock from equipment.
- Any acute illness requiring medical treatment, or any loss of consciousness through absorption by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is a reason to believe it resulted from exposure to a pathogen or infectious material.

**HSE REQUIREMENTS OF CONTRACTORS**

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**APPENDIX 5**

**CONTRACTORS' CHECKLIST FOR INFORMATION TO BE PROVIDED ON OPERATIONS/ACTIVITIES**

1. Type of work usually undertaken by Contractor	
2. Type of operations/activities for this contract	
3. Details of Risk Assessments for this contract	
4. Have you provided a copy of your HSEMS Policy Statement	
5. Are Safe Systems of Work included in your HSEMS	
6. Have you provided a specific project HSE plan	
7. Have you provided Workplace Equipment /Plant records	
8. Have you provided employee training records	
9. Have you provided Accident/Incident records	
10. Have your provided a named HSE Coordinator	
11. Details of professional membership/organization and certification, if any	