



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

Effective Date : 11-03-2008

Volume	Chapter	Version
19	31	0

**Page 1 of 14**

**HSE AWARD PROCEDURE**

Approved by:

Planning & Development Director:



**ADWEA HSE PROCEDURE MANUAL**

**HSE AWARD PROCEDURE**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
HSE SPECIALIST

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
TECHNICAL ADVISOR

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
PLANNING & DEVELOPMENT  
DIRECTOR



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

Effective Date : 11-03-2008

Volume	Chapter	Version
19	31	0

**Page 2 of 14**

**HSE AWARD PROCEDURE**

Approved by:

Planning & Development Director:

**TABLE OF CONTENT**

**1 PURPOSE**

**1.1 General**

**1.2 Scope**

**2 RESPONSIBILITIES**

**3. HSE AWARDS DESCRIPTION**

**3.1 General**

**3.2 HSE Man of the Month Award**

**3.3 HSE Man of the Year Award**

**3.4 HSE Spot Awards**

**3.5 HSE Achievements Award –Individuals**

**3.6 Contractors HSE Awards**

**3.7 Near Miss Reports Award**

**3.8 HSE Suggestion Awards**

**4. TYPES OF INCENTIVES**

**5. PROCEDURE**

**6. BUDGETING**





## ABU DHABI WATER AND ELECTRICITY AUTHORITY (ADWEA)

Effective Date : 11-03-2008

Volume	Chapter	Version
19	31	0

Page 4 of 14

### HSE AWARD PROCEDURE

Approved by:

Planning & Development Director:

#### 1. PURPOSE

As part of ADWEA endeavour to enhance HSE culture within the organization and reward excellence in HSE performance and achievements for personnel and companies working in the Group Companies operations. This procedure depicts the main HSE awards and their respective criteria.

HSE awards are designed as a mechanism to enrich the overall corporate HSE culture and encourage personnel quest for continuous and improved Environment, Health and personal Safety.

The objective of the award scheme is to ensure that the Group Companies operations are performed with due attention to Safety of Personnel and assets, enrichment of the Environment and protection of personal and community Health.

The awards are, therefore, representing a token of the Group Companies recognition and appreciation for those employees who have made extra effort to meet the Companies' HSE mission and targets.

#### 1.1 General

- To meet part of the expectations of HSEMS Element No.1-Commitment and leadership particularly:  
Expectation 1.03 related to the provision of mechanisms at all levels to encourage the transfer of good HSE practices and technologies.
- To ensure that Criteria and methods for HSE Awards is clearly defined and standardized.
- To define types, purpose and frequencies of all HSE Awards.
- To avail a reference for all personnel to establish knowledge on how to qualify to any of these awards.
- This procedure describes :
  - Types of the awards
  - Nomination and selection process
  - Approval process
  - Award and recognition process



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

Effective Date : 11-03-2008

Volume	Chapter	Version
19	31	0

**Page 5 of 14**

**HSE AWARD PROCEDURE**

Approved by:

Planning & Development Director:

**1.2 SCOPE**

- The scope of this procedure applies to all HSE awards within the Group Companies.
- It should be observed that, for any HSE award that falls within the categories listed in this procedure, the stipulated criteria shall be applied”.
- A HSE Award is described as; any tangible award or recognition in any form that is issued in recognition of HSE related activity or performance.

**2. RESPONSIBILITIES**

- These responsibilities cover the actions required from specific parties with regards to the following:
  - Nominations for HSE Award
  - Selection of type of financial /moral value of Award
  - Approval criteria of HSE Award nomination
  - Award /rewarding formalities
- It also describes, where applicable, the actions required upon issuance of any HSE award and the general criteria applicable for other HSE awards, if any, that are not defined in this procedure.



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

Effective Date : 11-03-2008

Volume	Chapter	Version
19	31	0

**Page 6 of 14**

**HSE AWARD PROCEDURE**

Approved by:

Planning & Development Director:

Serial No.	Roles and Responsibilities	Managing Director (MD)	Department Director/Manager	Near Miss Committee	HSE Manager	HSE Awards Committee
	<b>A = Accountable</b> <b>R = Responsible</b>					
1	Approves all corporate level rewarding schemes	A				
2	Approve all HSE awards	R				
3	Approve and issue awards against Near Miss reports		R			
4	Approve and issue HSE Spot Awards		R			
5	Approve nomination for Man of the Month Award		R			
6	Approve nomination for Man of the Year Award		R			
7	Recommends nominee(s) for HSE Achievement Award.		R			
8	Proposes Contractor nominees for Contractor HSE Award.		R			
9	Reviews Near Miss cards and nominates personnel for Near Miss Reports Award.			R		
10	Recommends Spot Awards for initiatives, cost effectiveness, creativity and proactive-ness in closing key /critical Near Miss Reports.			R		
11	Forms, leads and select members of the HSE Awards committee				A,R	
12	Reviews, approves, and delegates approvals of HSE awards schemes.				AR	
13	Reviews and recommends for approval all HSE Awards				A/R	
14	Budget for HSE Awards.				A/R	
15	Ensures awareness of all personnel of the procedure				A/R	
16	Ensures that exceptional HSE performance is recognized and rewarded				R	
17	Proposes nominees for the various HSE award schemes					R
18	Nominate personnel for Man Of the Month (MOM),Man Of the Year (MOY)					R
19	Nominates/reviews nominees HSE achievements for Awards.				A	R
20	Organizes and prepares for awards ceremonies				A	R
21	Supervises the overall HSE awards process and maintains and clear up to date database of all HSE awards, awardees, records, etc.				A/R	



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

Effective Date : 11-03-2008

Volume	Chapter	Version
19	31	0

**Page 7 of 14**

**HSE AWARD PROCEDURE**

Approved by:

Planning & Development Director:

**3. HSE Awards Description**

**3.1 General**

- HSE awards are designed to support and recognize excellence in the overall HSE performance within the Company. Some of these awards are to be delivered by concerned Managers (e.g. Spot Awards) and others are to undergo detailed process that may involve General Management approvals. The Awards description is intended to ensure clarity and commonality of the award description within the Group Companies work areas.
- Generally, all HSE awards in the Group Companies shall fall within one of the awards listed below. Any recommended award category that does not fit within the categories below shall be recommended and approved by the HSE Awards committee prior to its recognition as a Group Company HSE award category.

**3.2 HSE Man of the Month Award**

On Monthly basis a person is awarded the title of "HSE Man of The Month". This title is given to a person who has satisfied the criteria for the title, and has maintained an incident free record.

**Criteria**

Each month the committee will select "HSE Man of The Month" based on the following criteria:

**a. Near miss report**

The employee will earn points for every near miss reported during the current month as follows:

- Low potential near miss incident 1 to 10 points
- Medium potential near miss 11 to 15 points
- High potential near miss 16 to 20 points

**b. Hazard recognition/safety measure suggestion**

The employee will earn points for every suggestion reported during the current month as follows:

- Good suggestion having a low impact on HSE performance 1 to 10 points



## ABU DHABI WATER AND ELECTRICITY AUTHORITY (ADWEA)

Effective Date : 11-03-2008

Volume	Chapter	Version
19	31	0

Page 8 of 14

### HSE AWARD PROCEDURE

Approved by:

Planning & Development Director:

- Very good suggestion having a medium impact on HSE performance 11 to 15 points
- Outstanding suggestion having a high impact on HSE performance 16 to 20 points

#### c. Outstanding safe actions

- Prevention of a potential injury or loss of property 20 to 30 points
- Prevention of a disaster 30 to 40 points
- Saving a life 40 to 50 points

Group Company employee with the highest score will be selected HSE Man of the month.  
An employee can be man of the month only once in a year.

### 3.3 HSE Man of the Year Award

Annually a person is awarded the title of "HSE Man of The Year" in recognition of outstanding HSE performance through the year, the Man of the year is selected from the twelve persons that have been nominated Man of the month during the same year

The criteria for this award is the same as the one for the man of the month award

### 3.4 HSE Spot Awards

In recognition of initiatives or performances that resulted in enhancing HSE culture, improving/protecting safety of personnel, or resulted into positive impact on any Health, Safety or Environment aspect; Spot awards may be given to personnel.

### 3.5 HSE Achievements Award –Individuals

In recognition of continuous and sustained achievements in HSE performance over a long period, this award is given by the Managing Director to one person each year. The recipient of this award, being recognized as the best HSE performer in the Group Company, enjoys the benefits of the title for a full year.

#### Criteria

The individual employee will earn points based on the following performance:

- **Innovation**
  - Moderate 10 points
  - Good 15 points
  - very good 20 points



## ABU DHABI WATER AND ELECTRICITY AUTHORITY (ADWEA)

Effective Date : 11-03-2008

Volume	Chapter	Version
19	31	0

Page 9 of 14

### HSE AWARD PROCEDURE

Approved by:

Planning & Development Director:

- **Leadership in HSE**
  - Moderate 10 points
  - Good 15 points
  - very good 20 points
  
- **Continuity**
  - limited in time 10 points
  - short term 15 points
  - long term 20 points

#### 3.6 Contractors HSE Awards

In recognition of outstanding performance in improving HSE performance, this award is given, annually to contractors who have shown proven continuous improvement in HSE and maintained a positive HSE culture amongst their personnel.

##### Criteria

The following criteria shall govern the selection at minimum:

- Site HSE audit/inspection score
- Number of contractor personnel
- LTI incidents
- Non LTI incidents
- Near Miss reports
- Compliance with site rules (PTW, PPE, etc)
- Job nature Hazard

#### 3.7 Near Miss Reports Award

In order to encourage the quality of Near Miss reporting, this award is given on monthly basis to qualifying personnel in recognition of their alertness, keen interest and improvement in the Near Miss Reporting culture.

#### 3.8 HSE Suggestion Awards

Awarded to those who are relentlessly and continuously looking for ideas and suggestions that will result into the betterment of the overall Health, Safety and the Environment.



## ABU DHABI WATER AND ELECTRICITY AUTHORITY (ADWEA)

Effective Date : 11-03-2008

Volume	Chapter	Version
19	31	0

Page 10 of 14

### HSE AWARD PROCEDURE

Approved by:

Planning & Development Director:

This includes HSE suggestions for the Group Company, surrounding community or the overall Group Company business and image.

#### 4. Types of incentive

Several types of awards schemes are put in place to suite each recognition or reward. These are summarized below. Other types or a combination of more than one type may be considered after discussion with the related Departments.

##### 4.1 Certificates:

These are designed and printed by HSE department.

##### 4.2 Vouchers:

These are purchased by the HSE Department in various values from local companies in coordination with supply Department

##### 4.3 Monetary Awards:

These are rewards issued in the form of cash amounts, normally deposited to recipient's account as per Company procedures.

##### 4.4 Trophies:

These are selected, designed and procured by HSE Department in coordination with Supply Department.

#### 5. PROCEDURE

##### 5.1 HSE Man of the Month Award

Nominations for the HSE Man of the Month are generally originated or channeled through Supervisors to Managers/Heads of the various Departments. Each Manager/Head then to decide to nominate "no one" or a person who have demonstrated outstanding HSE performance throughout the Month or have provided genuine HSE suggestions, thoughts, creativity, initiative, performance, workmanship, etc that has resulted in appreciable improvement in HSE; or have been key/instrumental in preventing serious injury others were exposed to, or major incident that was imminent. The selection is performed using the criteria stated above.

All nominations are collected for HSE Manager review and short listing. Others may participate in this process should the Site Manager opted to do so.



## ABU DHABI WATER AND ELECTRICITY AUTHORITY (ADWEA)

Effective Date : 11-03-2008

Volume	Chapter	Version
19	31	0

Page 11 of 14

### HSE AWARD PROCEDURE

Approved by:

Planning & Development Director:

#### 5.2 HSE Man of the Year Award

Nomination for the HSE Man of the Year is generally originated or channeled through the HSE Manager. The nominee is a person who has demonstrated outstanding HSE performance throughout the Year, should be one of the twelve persons who have won the HSE Man of The Month Award. The ideal Nominee would have demonstrated continuous quest to find ways to improve the overall HSE, and overwhelming interest to observe, note and act efficiently and effectively to avoid accidents.

#### 5.3 HSE Spot Award

Nomination for HSE Spot awards is conducted similar to and in line with the Company general Spot award procedure (if any), otherwise a system to be in place by each Group Company.

#### 5.4 HSE Achievements Award –Individuals

Nomination for this award is done using the form designed specifically for this award. Nomination is usually originated from a Department Manager, a Supervisor or a Company employee who have served the company for more than 15 years. In all cases nomination forms must be endorsed by the related Director before being considered for the selection process. Nominees are ideally those who satisfy one or more of the following:

- Persons who demonstrated continuous commitment to highest HSE standards for many years, and have been persistent in their efforts to improve Company HSE culture and achievements.
- Achieved a recognized regional or international recognition, certificate, degree, etc. in a HSE related field which improves the Company HSE profile.
- Persons, whom their proactive-ness and alertness have helped in avoiding major injuries to personal or serious damage to the Company assets, the Environment or the overall Health.

#### 5.5 Contractors HSE Awards

For contractor HSE Award, the Project Managers should nominate the contractor with the best HSE performance based on the criteria.

Nomination should be sent to the HSE Award Committee for review and selection of the best contractor.

#### 5.6 Near Miss Reports Award

Each Department Manager will nominate the best three Near Misses produced monthly in his Department, and the Near Miss committee to select the winning Near Miss Report.



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

Effective Date : 11-03-2008

Volume	Chapter	Version
19	31	0

**Page 12 of 14**

**HSE AWARD PROCEDURE**

Approved by:  
Planning & Development Director:

**5.7 HSE Suggestion Awards**

Nominations for this award are prepared by the HSE Awards Committee after reviewing the HSE related suggestions for improvements and selecting the best suggestion each Month.

**6. BUDGETING**

HSE Department will budget for the awards. In addition, HSE Department will advice, facilitate and assist the other Departments in developing necessary budget for HSE awards designed for distribution by these departments internally.

**Man of the month Award Nomination Form**

Employee Name	ASPECTS		
	Near Miss Report	Hazard recognition/safety measure suggestions	Outstanding safe actions
	1. Low potential near miss incident 1 to 10 points. 2. Medium potential near miss 11 to 15 points 3. High potential near miss 16 to 20 points	1. Good suggestion having a low impact on HSE performance 1 to 10 points 2. Very good suggestion having a medium impact on HSE performance 11 to 15 points 3. Outstanding suggestion having a high impact on HSE performance 16 to 20 points.	4. Prevention of a potential injury or loss of property 20 to 30 points 5. Prevention of a disaster 30 to 40 points 6. Saving a life 40 to 50 points

Nominated by: ..... Position.....Date..... Signature.....  
 Manager/Head: .....Position.....Date.....Signature.....  
 For HSE use only.....  
 .....



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

Effective Date : 11-03-2008

Volume	Chapter	Version
19	31	0

**Page 13 of 14**

**HSE AWARD PROCEDURE**

Approved by:

Planning & Development Director:

**HSE Achievements Award - Individual Nomination Form**

Employee Name	ASPECTS		
	Innovation	Leadership	Continuity
	1. Moderate 10 points. 2. Good 15 points 3. Very Good 20 points	1. Moderate 10 points 2. Good 15 points 3. Very Good 20 points	4. Limited in time 10 points 5. Short Term 15 points 6. Long Term 20 points

Nominated by: .....Position.....Date..... Signature.....

Manager/Head: .....Position.....Date.....Signature.....

For HSE use only.....

.....



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

Effective Date : 11-03-2008		
Volume	Chapter	Version
19	31	0

**HSE AWARD PROCEDURE**

Approved by:  
Planning & Development Director:

**Contractors Awards-Nomination form**

Contractor Name	Contract No.	No. of Contractor personnel	HSE Site audits	LTI	Non-LTI	Near Miss Reporting	Compliance to site regulation and work procedures	Job nature hazard exposure		Remarks
		10	25	15	15	10	15	10	Total	

Nominated by: ..... Position.....Date..... Signature.....

Manager/Head: .....Position.....Date.....Signature.....

For HSE use only.....

.....