



**ABU DHABI WATER AND ELECTRICITY  
AUTHORITY (ADWEA)  
ADWEA & GROUP COMPANIES**

Effective Date: 18.06.2009

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**HEALTH, SAFETY & ENVIRONMENT(HSE) TRAINING PROCEDURE**

Approved By:

Planning & Development Director



**ADWEA HSE PROCEDURE MANUAL**

**HEALTH, SAFETY & ENVIRONMENT (HSE)  
TRAINING PROCEDURE**

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Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
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PLANNING & DEVELOPMENT  
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**1. OBJECTIVE**

The purpose of this procedure is to:

- Explain the steps by which HSE training needs should be identified, implemented, recorded, audited and reviewed.
- Give the roles and responsibilities of Line Management and interface between end user and Human Resources Training Services.

**2. SCOPE**

This procedure gives the stages when HSE training is required, identification of training needs, responsibilities and course information.

**3. POLICY**

ADWEA & Group Companies will maintain an HSE programme designed to prevent incidents throughout the areas of the Companies' operations and to increase awareness of employees to :

- the actual or potential of HSE consequences to their work activity
- their behaviour
- benefit of training to their performance
- their roles and responsibility towards HSE issues..

ADWEA & Group Companies will assist employees to improve their abilities to the maximum of their potential to ensure their competency on the basis of

- appropriate education
- training or experience

ADWEA & Group Companies will develop and maintain job related training programmes and taking into account different levels of ( responsibilities,abilities,language skills,literacy and risk).



هيئة مياه وكهرباء أبوظبي  
Abu Dhabi Water & Electricity Authority

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#### **4. PROCEDURE**

##### **4.1 Responsibilities**

###### **4.1.1 Line Managers:**

Identify HSE training needs based on the operational/HSE requirements of the employee's current or future role, at the following stages of the employee's career:

- Recruitment.
- Annual Performance Evaluation.
- Changes in job requirements.
- Career development/promotion.

Identify the extent of HSE training required for all employees, by using the criteria detailed in the Attachment.

###### **4.1.2 Human Resources (HR):**

- Control the annual budget for HSE training.
- Compile a list of required HSE training courses.
- Administrate employees HSE training assignments, external and in-house, except for training carried out by HSE personnel.
- Maintain records of attendance and provide HSED with details
- Monitor employees performance and feedback on HSE training courses.
- Maintain a list of HSE training establishments / institutes / courses.

###### **4.1.3 Health, Safety and Environment Department (HSED)**

- Develop and update the HSE training standards required for all disciplines .
- Conduct specific HSE training courses (e.g. permit to work, Company safety rules etc.).
- Conduct audits on HSE training.
- In liaison with HR, conduct assessment of HSE training institutes, instructors and course syllabos.
- Ensure that contractors personnel have the required HSE training pertaining to the work they will perform and that they have been introduced to Company Safety Rules.

Note: For HSE Courses administered by ADWEA HR, review of syllabos, course contents, Institutes and CVs approval will be by ADWEA HSE Specialist



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#### 4.2 Identifying HSE Training Needs

- When identifying HSE training needs (to be conducted by a consultant/outside instructor), Line Managers will discuss their staff requirements with supervisors/Senior staff.
- Where they require advice on the HSE technical requirements or the technical content of a specific HSE course(s), they should consult with their HSED.
- Where they require advice with respect to the suitability of a course in terms of a staff members prospective career development/promotion they should liaise with HR.
- Once Line Managers have identified their HSE training needs, then they submit them to their HSE department who will do a functional check to ensure consistency of HSE training standards and that individual personnel are receiving the most appropriate courses to their work discipline.
- Once the HSE training requirement approved by the Company Management, HR departments of the Group Companies to submit such requirements to ADWEA HR in order to study and coordinate the possibility of conducting these courses across the Group Companies. Otherwise, each Company will manage its own requirements.

#### 4.3 REQUEST FOR HSE TRAINING

- In accordance with the agreed/approved HSE training plan or any specific justified extra training requirements, attendance will be processed in due time by the submission of a "Request For Training Form" authorised by the Line Manager.
- The authorised "Request For Training Form" for all HSE training will then be passed by HR to HSED for HSE functional appraisal. HSED will then initial the Form if satisfied that the requested training meets the correct HSE requirements and return to HR for normal process.



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#### 4.4 AUDIT OF HSE TRAINING

- HSE Department will carry out audits on HSE training courses being run at the Group Company facilities or at an external/contractor facility.
- The HSE training audits may be part of the annual HSE audit plan or on random basis as a result of adverse feedback on any particular course, e.g. a pattern of poor comments on course "Assessment Forms" returned to HR by the course attendees.
- The audit will be in line with the HSE Audit Procedure and will include examination of planning, organization, syllabi, facilities (including visual aids), procedures and instructional standards.

#### **HSE TRAINING STANDARDS/MATRIX**

##### **Abbreviations**

- (i) Refresher every one year
- (ii) Refresher every two years
- (iii) Refresher every three years
- (1) Before assuming position
- (2) Within 6 months of assuming position
- (3) Within one year of assuming position
- (4) Should not exceed two years

