

Commitment & Leadership

Scope

Managers, Line Managers and Supervisors, demonstrate their commitment and leadership by ensuring that policies reflect current corporate and legislative requirements and that effective HSE practices and behaviours are encouraged throughout the workforce.

No. Expectation

- 1.01 Managers, Line Managers and Supervisors, demonstrate commitment to improve HSE performance through leadership and active, visible HSE participation.
- 1.02 Policies are regularly reviewed to ensure they reflect current corporate and legislative requirements and are effectively communicated to the workforce.
- 1.03 Mechanisms exist at all levels to encourage & promote the transfer and adoption of good HSE practices and technologies-internally & externally.
- 1.04 Responsibilities & delegation of authority to be documented & clearly known to the organization
- 1.05 Allocation of resources to ensure good HSE standards in place

No. Process Title Expectation No.

No.	Process Title	Expectation No.
02	Action tracking	1.01
03	HSE Policy Review	1.02
04	Management Team HSE meetings	1.01,1.05
07	Delegation of Authority	1.04
08	Sharing HSE Information	1.03
09	Establishment of HSE Objectives & Targets	1.01, 1.05
10	Annual HSE plans	1.01, 1.05

Key Performance Indicator

- ❖ Level of HSE Policy compliance with ISO standard requirements
- ❖ Number of HSE meetings attended by top management.
- ❖ Percentage of HSE objectives & targets achieved against plan.

Legal & Other Requirements

Law No. (2) of 1998
Federal Law No. (8) of 1980
Federal Law No. (23) of 1999
Federal Law No. (24) of 1999
Federal Law No. (21) of 1995

Organization & Competency

Scope

The HSE organisation will ensure the appropriate awareness and competence of ADWEA's personnel in order to fulfil their roles & responsibilities and that these are reviewed for their effectiveness

No. Expectation

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| 2.01 | Identify all training needs & plan its' implementation (external & internal) |
| 2.02 | Proper HSE organisation should be established Line of reporting of HSE unit with in the organisation must be established & communicated. |
| 2.03 | Roles and responsibilities of HSE organisation should be defined documented and communicated. It should clearly indicate responsibilities authorities and inter relationship- with regards to HSE issues |
| 2.04 | Roles and responsibilities(with regards to HSE) of all personnel in the organisation should be defined documented and communicated |
| 2.05 | System in place to ensure that related HSE training & awareness have been considered for personnel, conducting their normal tasks, new tasks and temporary tasks |
| 2.06 | System in place to measure the effectiveness of training |
| 2.07 | System in place to determine the appropriate level of competent HSE personnel necessary to meet the overall HSE objectives through employee / team performance reviews. |
| 2.08 | New personnel to Company are introduced to the HSE Policy, HSEMS and all relevant HSE procedures before commencing relevant tasks. |

No. Process Title Expectation No.

07	Delegation of Authority	2.02
11	HSE Training Needs	2.01,2.05,2.06
12	Evaluation of HSE Training Providers	2.06, 2.01
13	HSE Competency assessment	2.07
14	HSE Roles and Responsibilities	2.05, 2.04, 2.03
15	Establishment of HSE Organisation	2.02
16	HSE Induction	2.08, 2.05

Key Performance Indicator

- ❖ Availability of identified & implemented HSE training needs/ plan against the HSE training procedure.
- ❖ Availability of clearly identified, documented & understood HSE roles & responsibilities for HSE critical jobs for relevant employees.
- ❖ Availability & implementation of competency evaluation system to evaluate staff in HSE critical assignments.
- ❖ Availability of proper HSE organization within the company that meets the requirements of HSEMS.

Legal & Other Requirements

Law No. (2) of 1998	Federal Law No. (21) of 1995
Federal Law No. (8) of 1980	
Federal Law No. (23) of 1999	
Federal Law No. (24) of 1999	

Legal & Other Requirements

Scope

We shall comply with UAE HSE legislation *and any future law related to HSE ;issued by ABU DHABI Emirate* applicable to our activities, products and services within our company.

No. Expectation

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|------|--|
| 3.01 | System in place to ensure identification of legal requirements and information is kept up-to-date. |
| 3.02 | Roles and responsibilities for communication & interaction with regulatory authorities should be defined documented and communicated. It should clearly indicate responsibilities authorities and inter relationship with regards to HSE issues. |
| 3.03 | System in place to ensure that HSE legislations are communicated to and understood by relevant personnel & interested parties. |
| 3.04 | System in place to measure the compliance with applicable HSE legislation |

No. Process Title Expectation No.

No.	Process Title	Expectation No.
03	HSE Policy Review	3.02
14	HSE Roles & responsibilities	3.02
17	Communication with Authorities	3.01,3.02
18	Identification of HSE legislation & Regulation	3.01
19	HSE Document Management	3.01,3.03
20	HSE Monitoring & measurement	3.04

Key Performance Indicator

- ❖ Availability of identified & updated HSE legal requirements within the company.
- ❖ Percentage of compliance with relevant HSE legislation.

Legal & Other Requirements

Law No. (2) of 1998	Federal Law No. (21) of 1995
Federal Law No. (8) of 1980	
Federal Law No. (23) of 1999	
Federal Law No. (24) of 1999	

Risk Management

Scope

To identify the hazards and assess the risks associated with our activities and systematically monitor, determine, evaluate and update this information in order to manage & prevent their potential impacts

No. Expectation

- 4.01 All potential situations for accidents to be determined, hazards to be identified, risks to be managed
- 4.02 Continuous development in HSE performance in workplaces motivating all employee and minimisation of the costs of potential incidents
- 4.03 Control and reduction of hazards whenever technically and economically feasible and ensure the implementation of systems and processes that introduce safe and healthy technologies
- 4.04 Assess & prioritise risk, document and communicate these to the various departments
- 4.05 All HSE impacts are identified/evaluated at the new projects design, operations, maintenance & decommissioning stages
- 4.06 Design or modification of facilities in order to reduce the risk as low as reasonably practicable (ALARP)
- 4.07 Carry out HSE assessment for the new projects at the planning stages of activities, including disposal of assets.
- 4.08 Asses, prioritize & document risk and communicate both identified risks and risk management decisions.

No.	Process Title	Expectation No.
33	Health Risk Assessment	4.01,4.02, 4.03,4.04,4.05,4.06,4.08
34	(HAZOP) Hazard & Operability Study	4.01,4.02, 4.03,4.04,4.05,4.06,4.08
35	Ergonomic Assessment	4.01, 4.02, 4.03, 4.04, 4.08

Key Performance Indicator

- ❖ Availability of completed HSE risk assessment studies that carried out & implemented within the company for all operations and assets.
- ❖ Number of projects that require HAZOP and/or risk assessment studies and done without carrying out the study.
- ❖ The number of recorded incidents that relate to a failure in the assessment or management of risk.

Legal & Other Requirements

Law No. (2) of 1998	Federal Law No. (21) of 1995
Federal Law No. (8) of 1980	
Federal Law No. (23) of 1999	
Federal Law No. (24) of 1999	

Environmental Protection

Scope

We shall aim to identify and keep up to date the environmental aspects of the Company in order to control & minimize the emissions, discharges and waste, setting targets to continually improve our environmental performance.

No. Expectation

- 5.01 All environmental aspects are identified in order to be managed to control any potential impact on the environment.
- 5.02 Continually improve our environmental performance whenever technically & economically feasible and ensure the implementation of systems & processes that introduce environmentally safe & up to date clean technologies.
- 5.03 Compliance with company HSE policy , National & International requirements.
- 5.04 Ensure efficient use of energy & natural resources.
- 5.05 Identification & Management of hazardous & non-hazardous waste.
- 5.06 Identification & Management of hazardous Chemicals.
- 5.07 Ensure that the Potable water is free from pollution.
- 5.08 Promoting environmental awareness with-in the organization & amongst all interested parties.

No. Process Title Expectation No.

No.	Process Title	Expectation No.
02	Action Tracking	5.02,5.03
03	HSE Policy review	5.02,5.03
08	Sharing information	5.01,5.08
09	Establishment of HSE Objectives & Targets	5.01,5.02
20	HSE Monitoring & Measurement	5.01,5.02,5.04,5.07
32	HSE Inspection	5.01,5.03
50	Project Interfaces with existing Setup	5.01
56	Management of change	5.02
36	Environmental Impact Assessment	5.01, 5.04
37	Management of emissions & effluent discharges	5.01,5.02, 5.03
58	Waste Management	5.05
49	Energy & Natural Resource Management	5.04
38	Chemicals Management	5.05,5.06
39	Hazardous Substances Management	5.05,5.06

Key Performance Indicator

- ❖ The level of achievement of environmental performance objectives & targets against plan.
- ❖ Number of environmental incidents reported.
- ❖ Number of projects with EIA completed against total projects / modifications that require EIA.

Legal & Other Requirements

Law No. (2) of 1998	Federal Law No. (21) of 1995
Federal Law No. (8) of 1980	
Federal Law No. (23) of 1999	
Federal Law No. (24) of 1999	

Information & Documentation

Scope

HSE information, documentation & records will be current, available and will reflect Legislative, Corporate and International requirements.

No. Expectation

- 6.01 HSE information & documentation shall be appropriate, accurate, readily accessible & easily understood.
- 6.02 HSE regulations and procedures are in place, communicated, documented and implemented.
- 6.03 Documents shall be updated as changes takes place.
- 6.04 Avoid overlap or repetition in documentation to maintain consistency.
- 6.05 HSE documented system must enhance performance efficiency.
- 6.06 System in place to ensure availability of records of HSE related equipment.
- 6.07 Documentation shall be classified based on its importance & intentions, and priority (e.g. emergency plan, accident & incident report etc.)
- 6.08 HSE assessment , management changes and new development issues have to be covered by the documentation.

No. Process Title Expectation No.

No.	Process Title	Expectation No.
04	Management Team HSE meetings	6.05
07	Delegation of Authority	6.03,6.08
08	Sharing HSE information	6.01
14	HSE roles & responsibility	6.01,6.02,6.03
19	HSE Document management	6.01,6.02,6.03,6.04,6.07
40	Incident reporting & investigation	6.01,6.05,6.07
55	Manage changes to HSEMS	6.03, 6.08
59	HSE Audits	6.08

Key Performance Indicator

- ❖ Number of Non conformance Reports issued during audit related to lack of document control.
- ❖ Availability of complete updated & implemented HSEMS manual and HSE procedures in all functions / departments and understood by all appropriate staff levels.

Legal & Other Requirements

Law No. (2) of 1998	Federal Law No. (21) of 1995
Federal Law No. (8) of 1980	
Federal Law No. (23) of 1999	
Federal Law No. (24) of 1999	

Consultation & Communication

Scope

Open and proactive communications are to be established and maintained with employees, contractors, external agencies and communities, regarding the HSE aspects of our business.

No. Expectation

- 7.01 To raise awareness on HSE issues among employees and contractors & public.
- 7.02 Employees are encouraged to communicate suggestions for improvement of HSE performance
- 7.03 Regular HSE meetings at various levels, at all locations and including contractors, are held to ensure the communication and feedback to HSE issues.
- 7.04 Employees are involved in development of HSE MS related documentation
- 7.05 External communication pertaining to the HSE MS to be ensured including those with the local authorities and public.
- 7.06 Clear & simple communication methodology need to be defined to avoid confusion and misunderstanding
- 7.07 Publication of HSE Bulletin

No. Process Title Expectation No.

No.	Process Title	Expectation No.
04	Management team HSE Meetings	7.03
08	Sharing HSE Information	7.01,7.02,7.06,7.07
11	HSE Training Needs	7.01
14	HSE roles & responsibility	7.04,7.05
16	HSE Induction	7.01,7.06
17	Communication with Authorities	7.05
56	Management of change	7.06
52	HSE suggestions Scheme	7.02

Key Performance Indicator

- ❖ The percentage of planned HSE meetings held against plan.
- ❖ Level of HSE awareness of staff and contractors.

Legal & Other Requirements

Law No. (2) of 1998	Federal Law No. (21) of 1995
Federal Law No. (8) of 1980	
Federal Law No. (23) of 1999	
Federal Law No. (24) of 1999	

Occupational Health & Hygiene

Scope

Facilities will be operated in a way that minimizes health risks to employees and contractors. Employees and contractors shall be encouraged to adopt industry best practice in all areas of health management.

No. Expectation

- 8.01 Occupational Health & Hygiene risks are identified, categorized, controlled & Managed.
- 8.02 System in place for medical periodical check-ups for employees
- 8.03 System in place to ensure the employees fitness for the job
- 8.04 Ensure that all workplace ergonomic factors are identified.
- 8.05 First aid system in place

No. Process Title Expectation No.

No.	Process Title	Expectation No.
11	HSE Training Needs	8.01,8.03
22	Contractor HSE performance	8.01,8.03
24	Project HSE plan	8.01,8.04,8.05
32	HSE Inspection	8.01,8.04
42	Pre-employment medical	8.02,8.03
35	Ergonomic assessment	8.04
43	In Service Medical Check up	8.03
33	Health risk assessment	8.01,8.02

Key Performance Indicator

- ❖ Number of reported incidents related to Occupational Health & Hygiene standards.
- ❖ Number of cases not medically checked against the company requirements.
- ❖ Percentage of achievement of Occupational Health targets against plan,

Legal & Other Requirements

Law No. (2) of 1998	Federal Law No. (21) of 1995
Federal Law No. (8) of 1980	
Federal Law No. (23) of 1999	
Federal Law No. (24) of 1999	

Operational control

Scope

All activities that have an HSE impact within the company will be carried out under controlled conditions to ensure conformance to the Company HSE Policy and the HSEMS.

No. Expectation

- 9.01 The adopted Control measures shall enhance safety of plant, employees & public & protect environment from the impacts of the company's activities.
- 9.02 Ensure product quality that complies with the regulation and customer requirements.
- 9.03 Availability & commitment to implement improved technology for effective HSE Management
- 9.04 Provision of adequate resources
- 9.05 A system in place to ensure for the safe handling storage & disposal of hazardous material
- 9.06 A system in place to ensure that facility & equipment are maintained in safe and Operable conditions
- 9.07 Control equipment & systems are tested & maintained
- 9.08 A process is established to manage changes to facilities & their operating methods

No. Process Title Expectation No.

No.	Process Title	Expectation No.
07	Delegation of Authority	9.01,9.08
56	Management of change	9.08,
37	Management of emissions & effluent discharges	9.01
58	Waste Management	9.01,9.05
49	Energy & Natural Resource management	9.01,9.03,9.04
38	Chemicals Management	9.01,9.05
39	Hazardous substances Management	9.01,9.05
51	Water Quality Control	9.01,9.02
60	Maintenance & testing of HSE related equipment	9.01,9.04,9.05,9.06,9.07

Key Performance Indicator

- ❖ Number of incidents related to lack of operational control.
- ❖ Availability of implemented maintenance & testing plan for all HSE related equipments.
- ❖ Number of findings/results of HSE audits related to lack of operational control.

Legal & Other Requirements

Law No. (2) of 1998
Federal Law No. (8) of 1980
Federal Law No. (23) of 1999
Federal Law No. (24) of 1999
Federal Law No. (21) of 1995

Contractor Management

Scope

We will work together with our contractors and third parties to ensure our HSE expectations are delivered

No. Expectation

- 10.01 Contractor selection criteria shall include review of contractor HSEMS and consider past HSE performance prior to contract award, and results shall be analysed and understood
- 10.02 HSE issues shall be given equal consideration to commercial and technical requirement during contract award and execution.
- 10.03 For specialized tasks, a contractor shall provide emergency response planning and training in line with ADWEA procedures.
- 10.04 System in place to ensure that contractor personnel are well trained, competent & fit for duty.
- 10.05 System in place to ensure contractor documentation is readily available
- 10.06 System for control & management of the contractors on site to ensure compliance to company HSEMS.
- 10.07 System for communication with the contractors
- 10.08 System for identification & definition of HSE roles, responsibilities & authorities specific to the contractors' activities
- 10.09 System for appraisal and feedback of contractors' performance for improvement.

No.	Process Title	Expectation No.
07	Delegation of authority	10.08
15	Establishment of HSE Organization	10.08
16	HSE Induction	10.04
21	Contractor pre-qualification	10.01,10.02
22	Contractor performance	10.01,10.02,10.06,10.09
23	Contract specification & Tender	10.01,10.02
24	Project HSE Plan	10.03,10.04,10.06
25	Project HSE Review	10.04,10.06
26	Emergency Response planning	10.03,10.05,10.06
32	HSE inspection	10.06
40	Incident reporting & investigation	10.06,10.09
50	Project interfaces with the existing set up	10.03
53	HSE Standards & procedures	10.06

Key Performance Indicator

- ❖ Number of contractors pre-qualified & audited
- ❖ Number of contractor non compliance with HSEMS requirements.
- ❖ Number of contractors incidents / near misses reported.

Legal & Other Requirements

- Law No. (2) of 1998
Federal Law No. (8) of 1980
Federal Law No. (23) of 1999
Federal Law No. (24) of 1999
- Federal Law No. (21) of 1995

Crisis & Emergency Management

Scope

Emergency plans shall be maintained to cover our facilities and operations. Plan will identify equipment training and personnel required to protect the workforce, the environment and the company's reputation in the event of an incident

No. Expectation

- 11.01 Resources necessary to respond to emergency situations to be defined, available, maintained, ready to use and periodically tested.
- 11.02 Risk evaluation result to be used for preparing contingency plans.
- 11.03 Establish list of potential emergencies and determine communication system, available resources at relevant locations and appropriate control measures.
- 11.04 Identify emergency scenarios for each and appropriate action plan
- 11.05 System in place for personnel training including specialized personnel
- 11.06 Emergency team formulation and responsibility to be defined
- 11.07 Mock drills to run (internal, external & mutual aid partners)

No.	Process Title	Expectation No.
08	Sharing HSE Information	11.03
11	HSE Training Needs	11.01,11.05,11.07
13	HSE Competency assessment	11.01,11.05
14	HSE Roles & responsibilities	11.06
17	Communication with Authorities	11.06,11.03
26	Emergency Response Planning	11.03,11.04,11.06
28	Medical Response Plan	11.01,11.02

Key Performance Indicator

- ❖ Number of Emergency Response exercises conducted within the company in line with plan.
- ❖ Availability of contingency plan to cover all crisis & emergency situations.

Legal & Other Requirements

Law No. (2) of 1998
Federal Law No. (8) of 1980
Federal Law No. (23) of 1999
Federal Law No. (24) of 1999
Federal Law No. (21) of 1995

Incident Reporting & Investigation

Scope

All Incidents must be reported, root cause analysed and risk assessment performed to determine an appropriate corrective & preventative measure to improve our HSE performance.

No. Expectation

- 12.01 A simple and workable incident reporting system is in place which, at a minimum, includes the type of incidents to be reported, the level of management to be informed, and the time frame for reporting.
- 12.02 Incidents are investigated to determine root causes and necessary corrective actions are implemented, tracked and closed out, to evaluate their effectiveness & prevent the incidents from reoccurring
- 12.03 Lessons learned are shared.
- 12.04 Action tracking

No.	Process Title	Expectation No.
02	Action Tracking	12.01,12.02,12.04
08	Sharing HSE Information	12.03
11	HSE Training Needs	12.02
14	HSE Roles & responsibility	12.01
17	Communication with Authorities	12.01,12.03
32	HSE Inspection	12.02
40	Incident Reporting & investigation	12.01,12.02, 12.03
41	Near Miss reporting	12.01,12.02, 12.03

Key Performance Indicator

- ❖ Number of incidents investigated against reported.
- ❖ Lost time Accident Frequency Rate.
- ❖ Number of re-occurring incidents or near misses.

Legal & Other Requirements

Law No. (2) of 1998
Federal Law No. (8) of 1980
Federal Law No. (23) of 1999
Federal Law No. (24) of 1999

Federal Law No. (21) of 1995

Audits & Continual Improvement

Scope

Internal and external assessments of the level of implementation and compliance with our HSE expectations will be carried out, using this information we will strive to improve our HSE performance.

No. Expectation

- 13.01 Review all activities, evaluate risk, set objectives, develop action plan and finally report annual achievement
- 13.02 Management should identify specific HSE performance targets for short term, annual or long term objectives or plan
- 13.03 Internal, joint & external audits should indicate possible areas of improvement in HSEMS
- 13.04 Identify areas for additional training requirement, which would enhance HSE performance
- 13.05 Management review & support commitment for HSE improvement
- 13.06 Establish effective HSE KPI
- 13.07 Evaluate the adequacy of resources & ensure effective HSEMS
- 13.08 Corrective & preventive actions are documented, assessed & implemented
- 13.09 Audit to cover and assess any update in legislation & technology

No. Process Title Expectation No.

No.	Process Title	Expectation No.
02	Action Tracking	13.01, 13.02, 13.08
03	HSE Policy Review	13.05
04	Management Team HSE Meetings	13.01, 13.02, 13.03, 13.05
09	Establishment of HSE Objectives & Targets	13.01, 13.02, 13.03
20	HSE Monitoring & Measurement	13.01, 13.06, 13.09
32	HSE Inspection	13.01, 13.03, 13.04, 13.09
55	Manage changes to HSEMS	13.01, 13.05, 13.07, 13.09
59	HSE Internal Audit	13.01, 13.02, 13.03, 13.04, 13.07, 13.08, 13.09

Key Performance Indicator

- ❖ Number of audits completed audit as per approved annual HSE audit program
- ❖ Number of corrective action closed out against total number raised in the audit.
- ❖ Level of non-compliance identified in external audit
- ❖ Percentage of HSE performance objectives & target met.

Legal & Other Requirements

Law No. (2) of 1998	Federal Law No. (21) of 1995
Federal Law No. (8) of 1980	
Federal Law No. (23) of 1999	
Federal Law No. (24) of 1999	