

Objective :

To ensure that all HSE actions from any sources are assigned and tracked to closeout.

Related Expectations

1.01, 5.02, 5.03, 12.01, 12.02, 12.04, 13.01, 13.02, 13.08

Process Frequency

- › Assign actions as required
- › Monthly Progress Report
- › Progress Status Report - Quarterly

Supporting Documentation

- Incident Reports
- Near Miss Reports
- Audit Reports
- HSE Inspection Report
- Hazard Identification Reports
- Progress status Reports

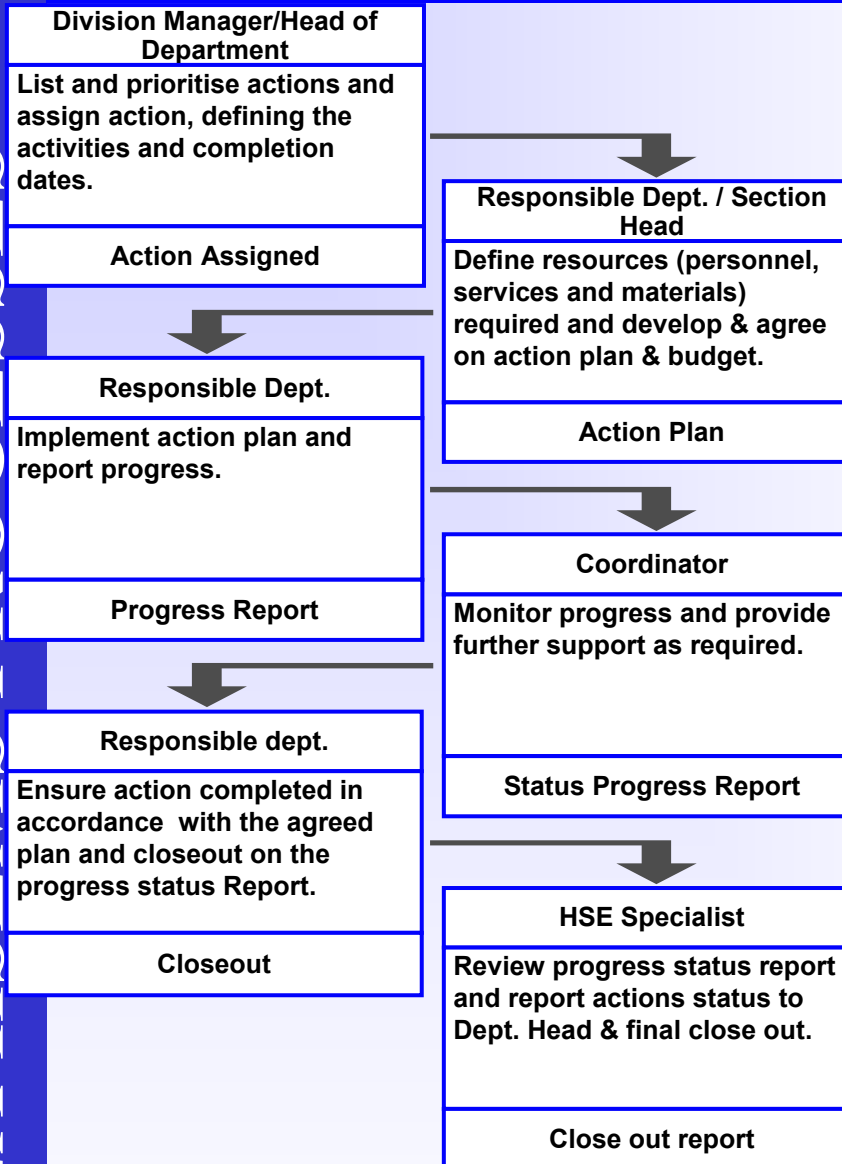
Supporting Processes

- 59 HSE internal audit
- 08 Sharing HSE information
- 54 HSEMS self Audit
- 52 HSE Suggestion Scheme
- 41 Near miss reporting
- 40 Incident reporting

Process KPI

Percentage of HSE Actions completed within specified timescale.

ADWEA HSEMS PROCESSES



Objective :

To review the company HSE policy to ensure that it reflects company objectives, legal and corporate requirements and that it is communicated to all staff and contractors.

Related Expectations
1.02, 3.02, 5.02, 5.03, 13.05

Process Frequency

- › Annually
- › When there are significant changes to legislation, regulation or international standards

Supporting Documentation

- Company HSEMS
- ADWEA Guidelines / procedures
- UAE HSE Legislation & Regulations
- Future ABU DHABI EHSMS Law
- Related International Standards

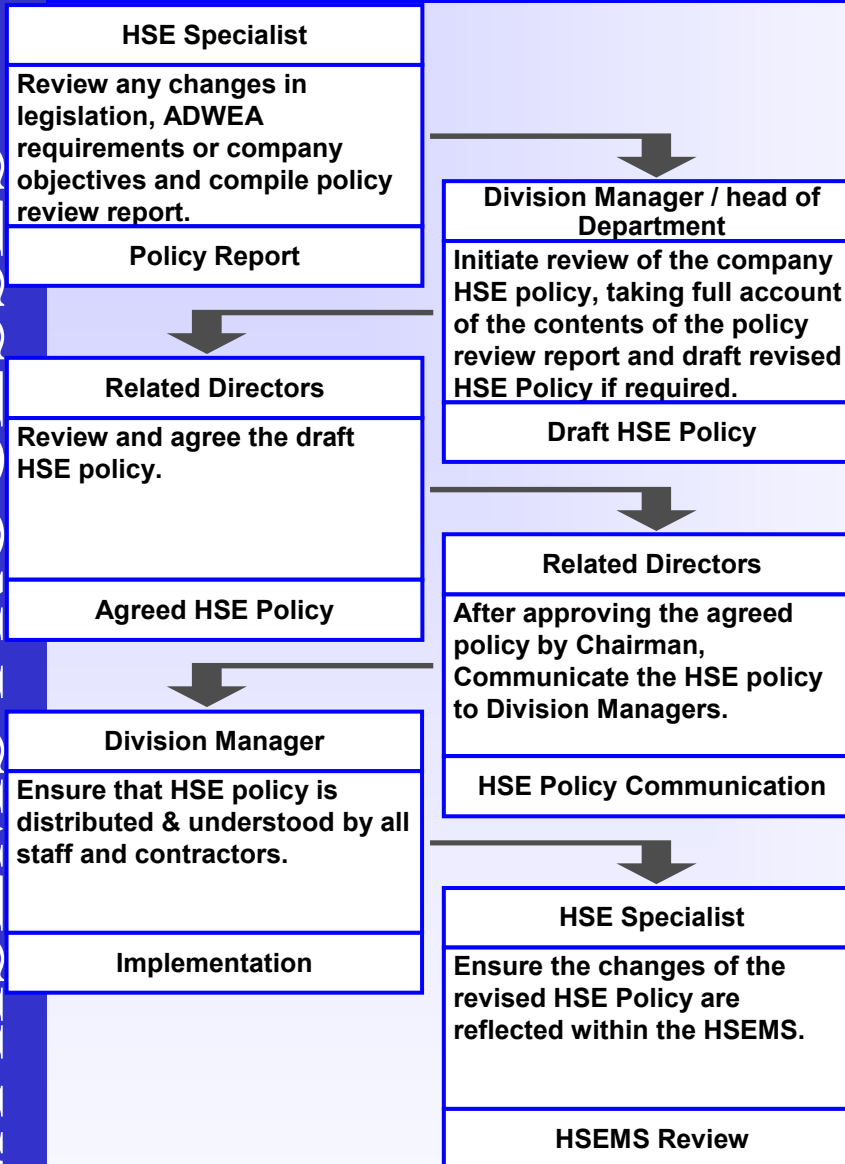
Supporting Processes

- 18 Identification of HSE Legislation and Regulation
- 15 Establishment of HSE Organisation
- 14 HSE roles and responsibilities
- 17 Communication with authorities
- 56 Management of change
- 09 Establishment of HSE objectives & targets

Process KPI

Percentage of Workforce aware of the current HSE Policy

ADWEA HSEMS PROCESSES



Objective :

To review company HSE performance against defined objectives and targets and to develop proposals for future improvement.

Related Expectations

1.01, 1.05, 6.05, 7.03, 13.01, 13.02, 13.03, 13.05

Process Frequency

› Bi-annually

Supporting Documentation

- › Company HSEMS
- › Incident Reports
- › Near Miss Reports
- › HSE Statistics
- › Progress Status Reports
- › Minutes of Meetings
- › Visit Reports
- › Improvement Proposals
- › Audit reports
- › Objectives and Targets.

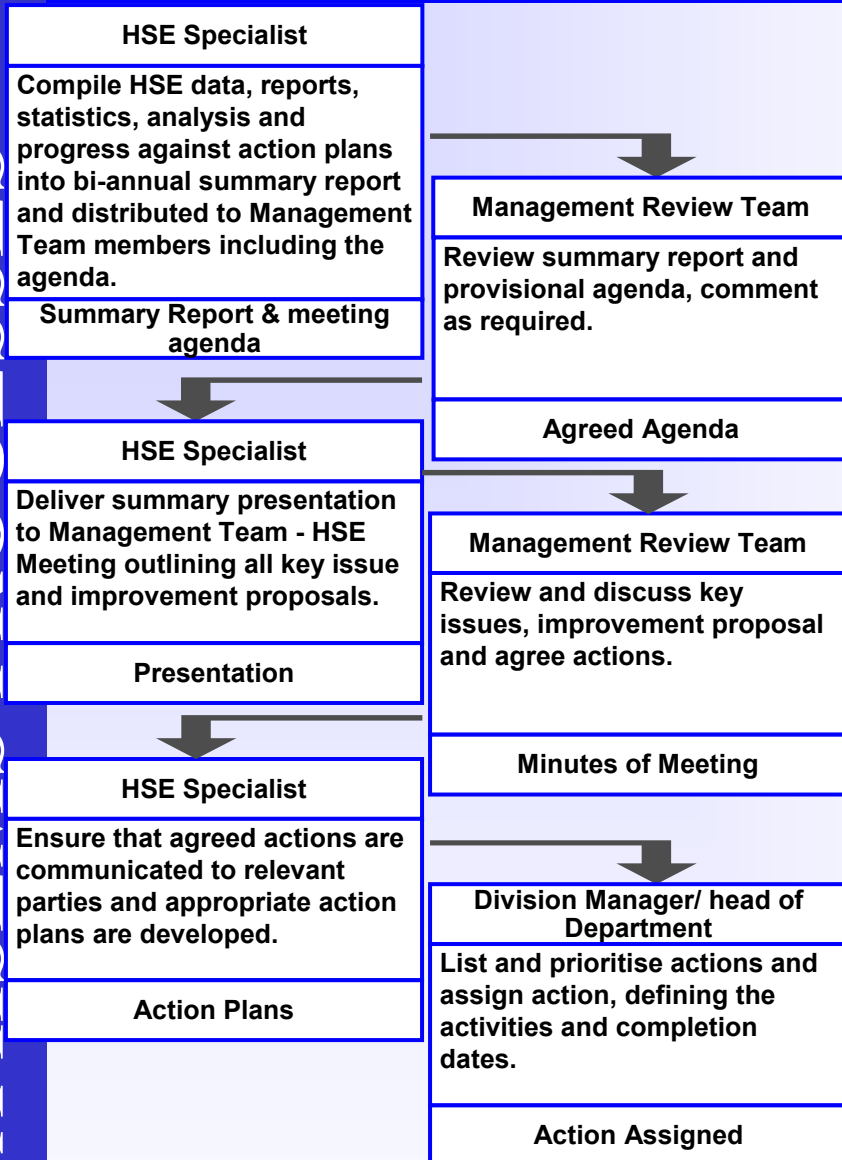
Supporting Processes

- 10 Annual HSE plans
- 09 Establishment of HSE objectives & targets
- 20 HSE monitoring & measurement
- 15 Establishment of HSE Organisation
- 41 Near miss reporting
- 40 Incident reporting

Process KPI

Number of improvement actions assigned against issues discussed

ADWEA HSEMS PROCESSES



Objective :

To ensure an employee's HSE roles and responsibilities are delegated and clearly communicated to a competent candidate.

Related Expectations
1.04,2.02,6.03, 6.08, 9.01,9.08, 10.08

Process Frequency

- Review Acting Candidates List – Annually

Supporting Documentation

- Organisation Chart
- Job Descriptions
- List of critical HSE Roles and Responsibilities
- List of approved candidates

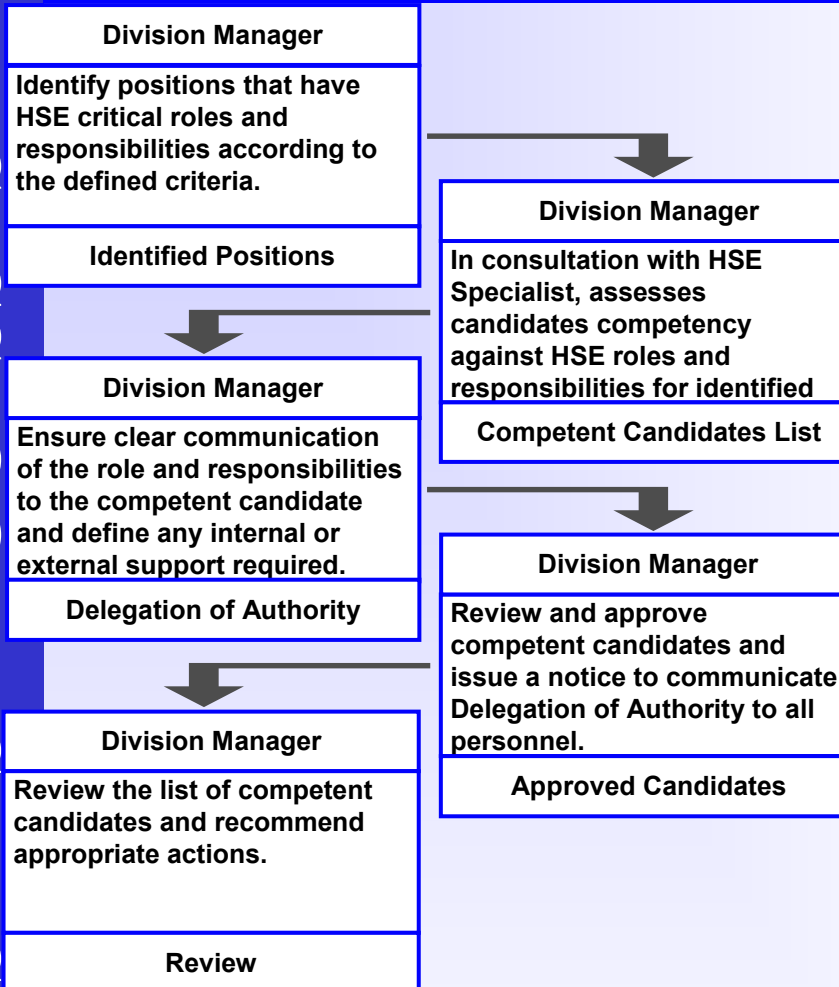
Supporting Processes

- 13 HSE competency assessment
- 15 Establishment of HSE Organisation
- 14 HSE Roles and Responsibility
- 19 HSE Documents Management

Process KPI

Number of accidents reported due to lack of delegation of authority

ADWEA HSEMS PROCESSES



Objective :

To ensure that HSE knowledge is received, transferred to the appropriate parties within the company and that all HSE lessons learned are recorded, reviewed and communicated.

Related Expectations

1.03,5.01,5.08,
6.01,7.01,7.02,
7.06,7.07,11.03,
12.03

Process Frequency

As required

Supporting Documentation

- ADWEA Guidelines/HSE newsletter
- HSE News Flashes
- Federal and Local legislation.
- ABU DHABI EHSMS manual
- International Organisation's HSE Website

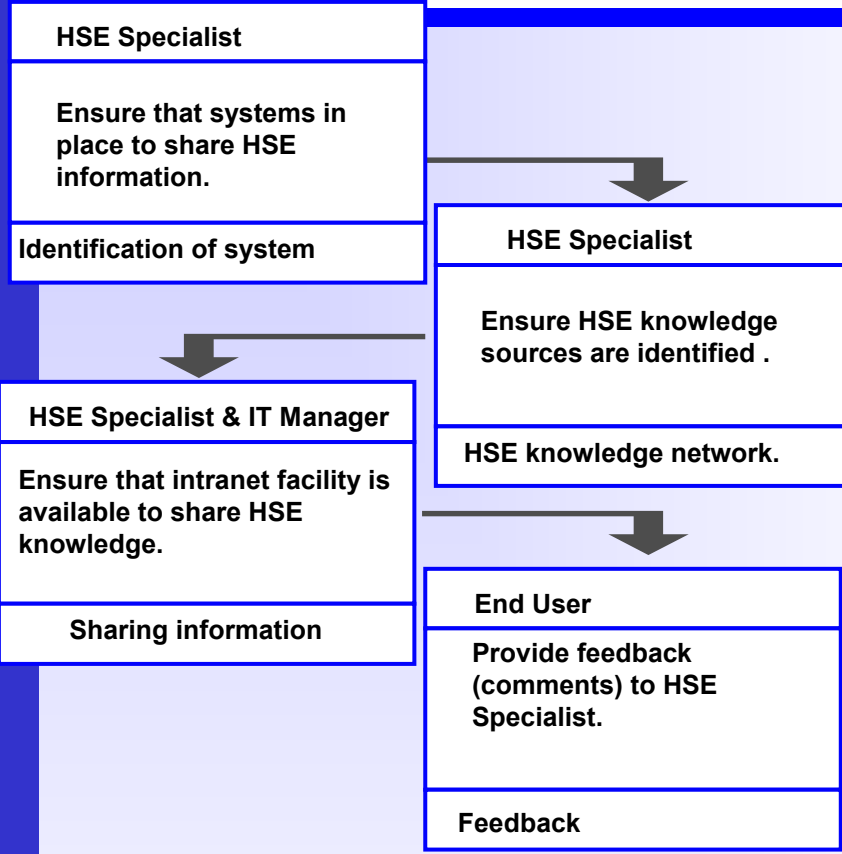
Supporting Processes

- 04 Management Team HSE meetings
- 52 HSE Suggestion Scheme
- 40 Incident Reporting & Investigation
- 41 Near miss reporting
- 16 HSE Induction
- 17 Communication with Authorities
- 11 HSE Training needs

Process KPI

Number of incidents attributed to failure of sharing HSE information.

ADWEA HSEMS PROCESSES



Objective :

To identify, communicate HSE objectives for all areas of company business.

Related Expectations
1.01,1.05,5.01,
5.02,13.01,
13.02, 13.03

Process Frequency

- › Agree objectives & targets -Annually
- › Develop performance target progress report -Quarterly

Supporting Documentation

- Company HSE Policy
- Legal & other requirements
- HSE Objectives & targets
- Progress Status Reports
- List of identified environmental aspects
- List of identified occupational hazards
- Audit reports
- ABU DHABI EHSMS manual**

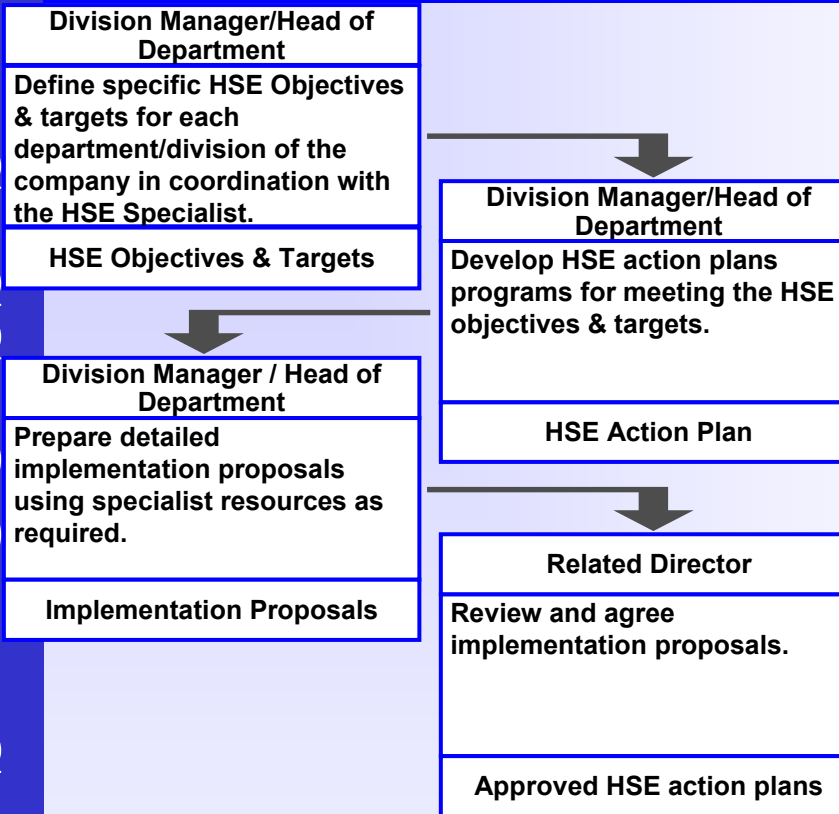
Supporting Processes

- 10 Annual HSE plans
- 22 Contractor performance
- 37 Management of emissions & discharge
- 58 Waste management
- 49 Energy and Natural Resource Management
- 20 HSE monitoring & measurement
- 04 Management Team HSE meetings
- 41 Near miss reporting
- 40 Incident reporting & investigation
- 33 Health Risk Assessment
- 35 Ergonomic Assessment
- 36 Environmental Impact Assessment

Process KPI

Percentage of HSE objectives & targets achieved against plan.

ADWEA HSEMS PROCESSES



Objective :

To ensure that the company develops and communicates an HSE Plan that reflects the activities necessary to meet the annual HSE Performance Targets.

Related Expectations

1.01,1.05

Process Frequency

- › HSE Plan –Annually
- › HSE Plan Progress Reports - Quarterly

Supporting Documentation

- HSE Action Plan
- Progress status reports

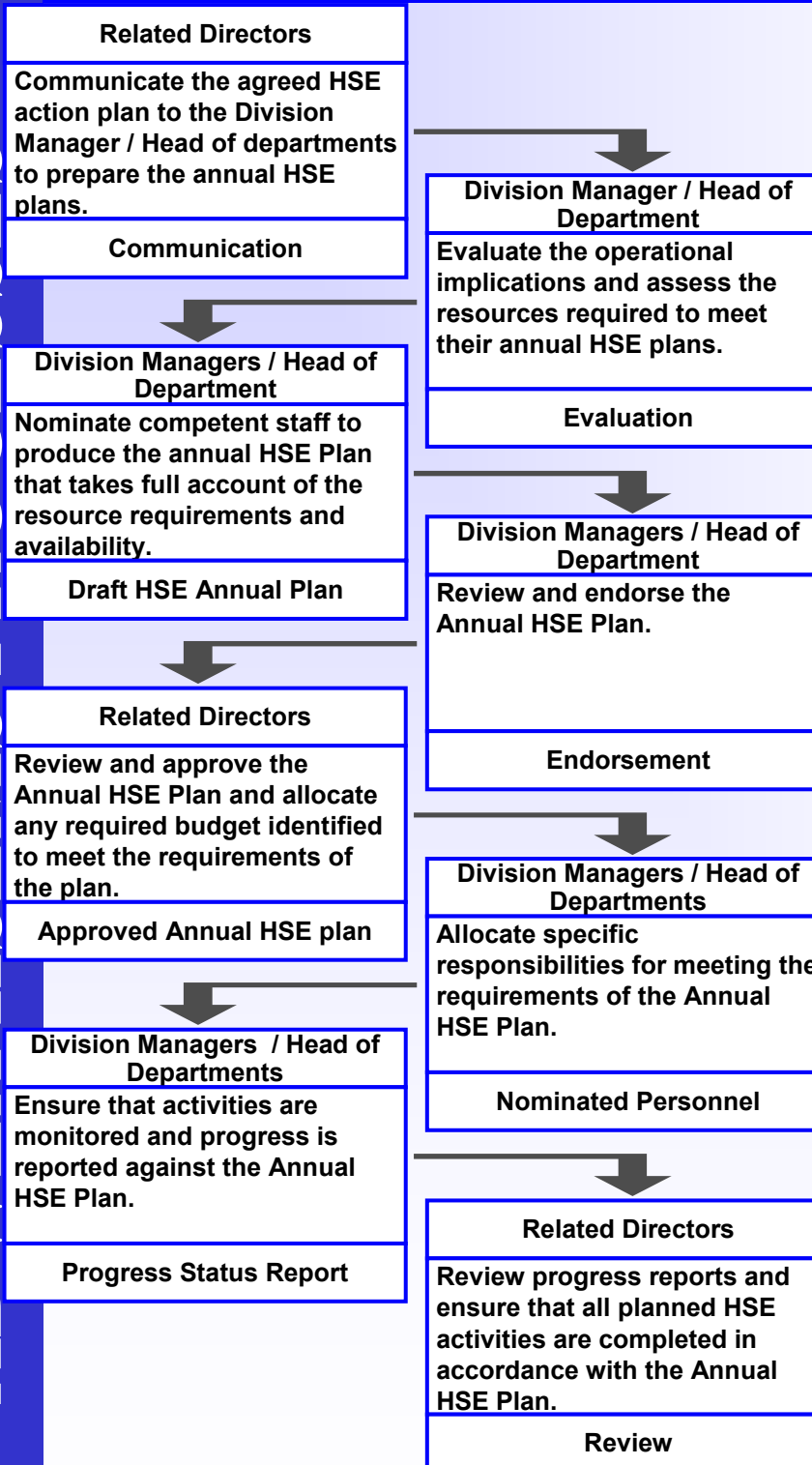
Supporting Processes

- 09 Establishment of HSE objectives & targets
- 04 Management Team HSE meetings
- 15 Establishment of HSE Organisation
- 41 Near miss reporting
- 40 Incident reporting & investigation
- 33 Health Risk Assessment
- 35 Ergonomic Assessment
- 36 Environmental Impact Assessment

Process KPI

Percentage of compliance with the HSE annual plan.

ADWEA HSEMS PROCESSES



Objective :

To identify HSE training needs and to ensure that employees are trained to meet the specific HSE requirements of their role.

Related Expectations

2.01,2.05,2.06,
7.01,8.01,8.03,
11.01,
11.05,11.07,12.02

Process Frequency

- › Training Needs Review - Annually
- › HSE Training Plan – Annually or Update as Required

Supporting Documentation

- › Job Descriptions/Competence requirements
- › HSE Training records
- › Employee orientation Schedule
- › Training Request Form
- › Course Evaluation Form
- › HR - Training Matrix
- › Emergency response team list
- › Performance appraisal records
- › ADWEA HSE Training procedure.
- › Post Evaluation Form.

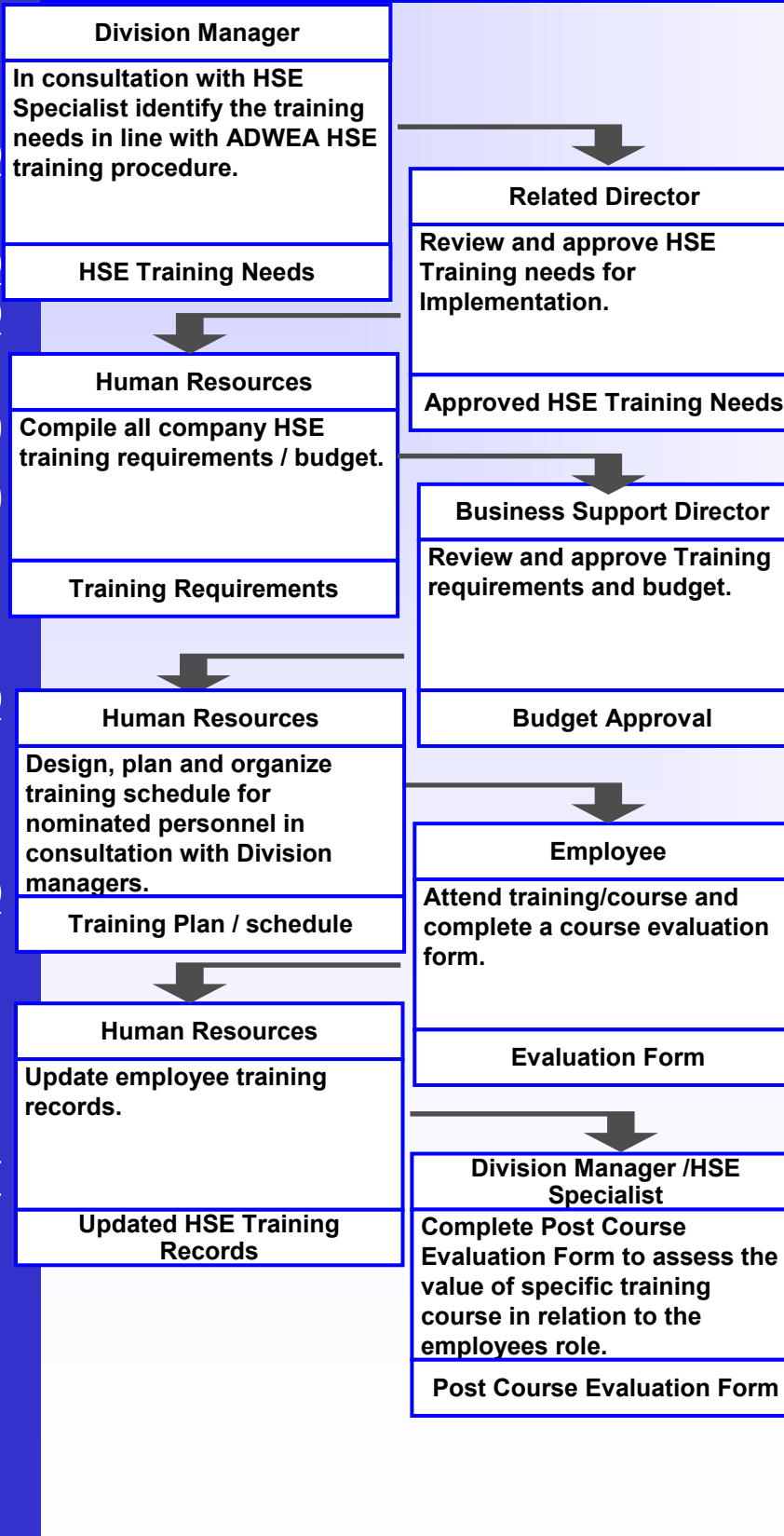
Supporting Processes

- 12 Evaluation of HSE training providers
- 13 HSE Competency assessment
- 16 HSE Induction
- 14 HSE Roles and Responsibilities
- 19 HSE Documents Management
- 34 Hazard and Operability Study(HAZOP)
- 36 Environmental Impact Assessment

Process KPI

- No of trained personnel against the training plan.
- No of training courses conducted against the training plan.

ADWEA HSEMS PROCESSES

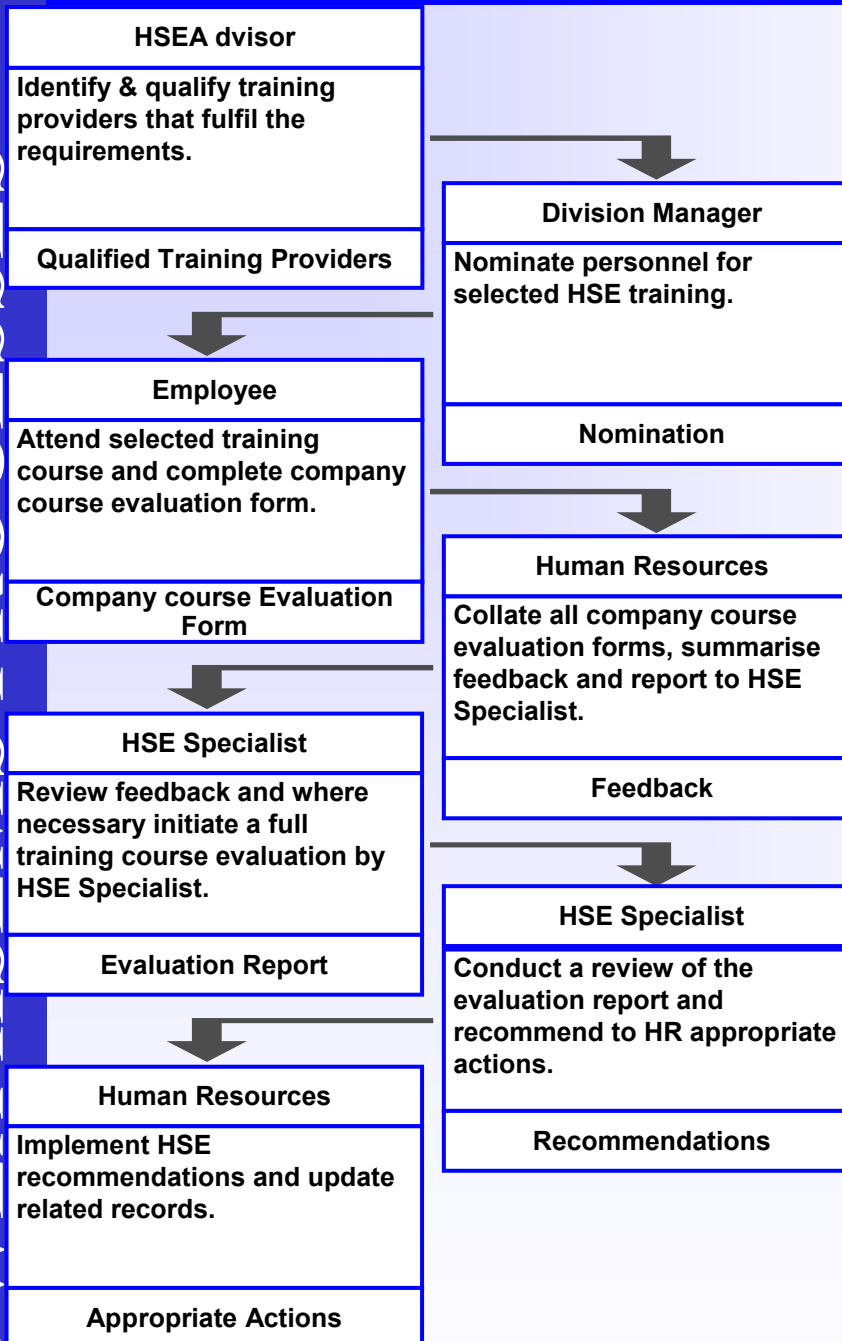


Objective :

To ensure that HSE training and training providers, deliver the level and quality of training necessary to meet Company requirements.

Related Expectations
2.06,2.01

ADWEA HSEMS PROCESSES



Process Frequency

- As & when Required

Supporting Documentation

- HSE Training Procedure
- HSE Training Matrix
- Qualified Training Providers List
- Company Course Evaluation Form
- Qualification criteria for Training providers

Supporting Processes

- 13 HSE competency assessment
- 41 Near miss reporting
- 40 Incident reporting & investigation
- 10 Annual HSE Plans
- 08 Sharing HSE information
- 02 Action Tracking
- 54 HSEMS Self Audit

Process KPI

Number of training providers evaluated against the total number of training.

Percentage of implemented recommendations against the recommended as a result of the evaluation.

Objective :

To ensure that all employees with HSE roles are competent to fulfill them.

Related Expectations

2.07, 11.01, 11.05

Process Frequency

› As & when required

Supporting Documentation

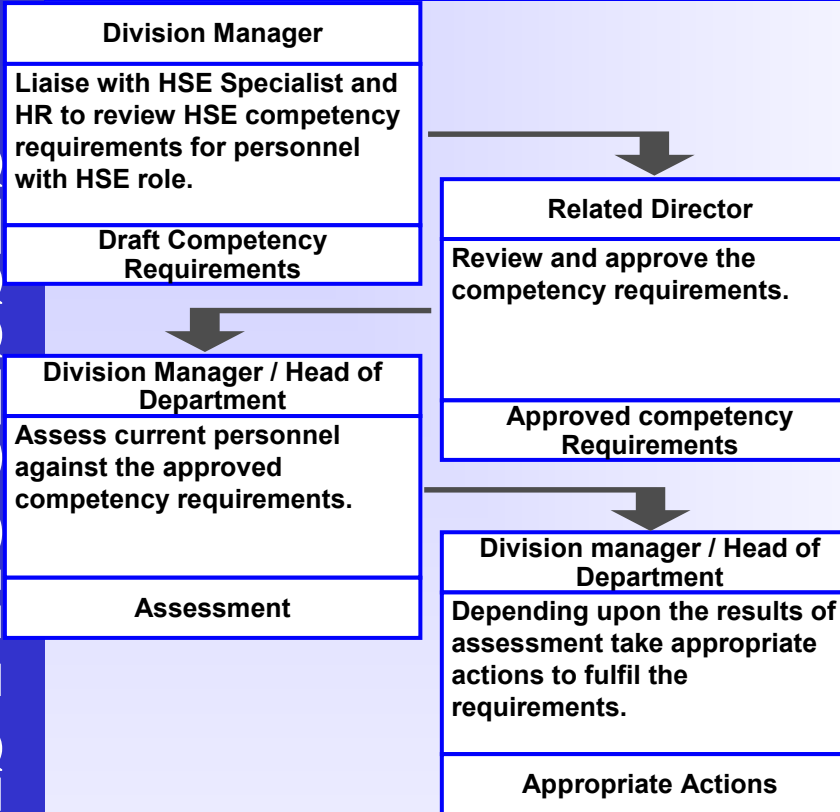
- › Performance Appraisal Form
- › Training Matrix
- › HSE Competency requirements
- › Job Descriptions

Supporting Processes

- 07 Delegation of Authority
- 14 HSE Roles and Responsibilities
- 02 Action Tracking
- 16 HSE Induction

Process KPI

Number of employees with HSE roles meeting competency requirements.



Objective :

To define HSE roles & responsibilities for Company Personnel.

Related Expectations

2.05,2.03,2.04,
3.02,6.01,6.02,
6.03,7.04,7.05,
11.06,12.01

Process Frequency

› As & when required (management changes– new staff, technologyetc..)

Supporting Documentation

› HSE Policy
› Job Descriptions

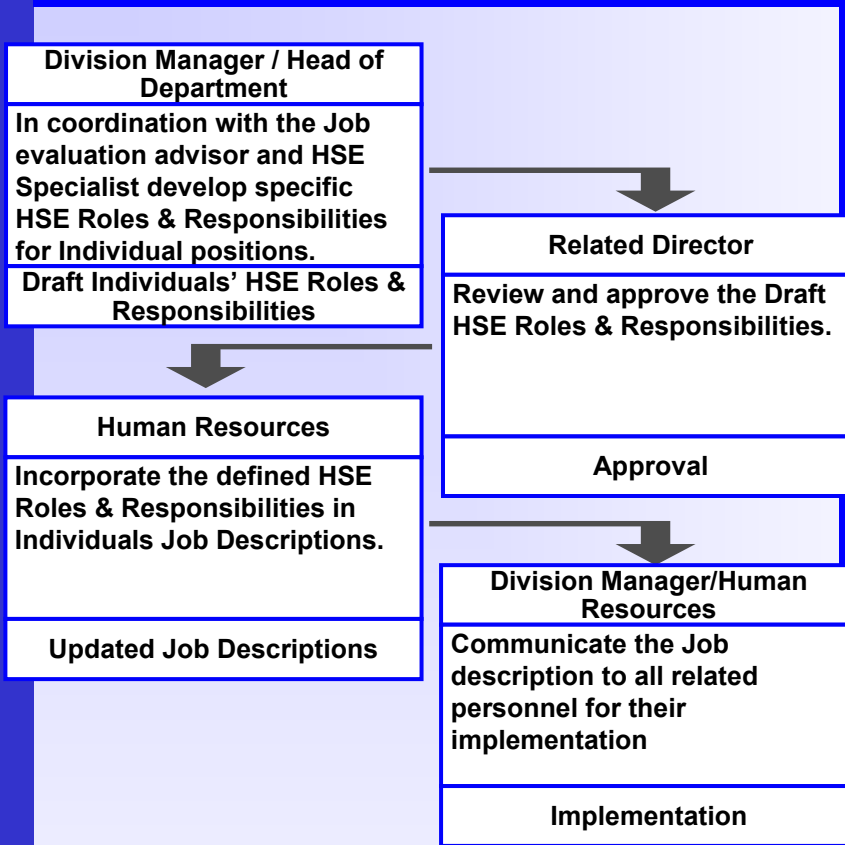
Supporting Processes

07 Delegation of HSE Authority
18 Identification of HSE Legislation and Regulation
26 Emergency Response Planning
13 HSE Competency assessment
55 Manage Changes to HSEMS

Process KPI

Percentage of Job Descriptions with clearly defined / understood HSE Roles & Responsibilities.

ADWEA HSEMS PROCESSES



Objective :

Related Expectations
2.02,10.08

To ensure that Company HSE organizational structure and resources meet the company HSE Management System requirements.

Process Frequency

- › In response to Management / Organisational/Legislative /Operational Change

Supporting Documentation

- › HSE Management System
- › HSE Objectives and Targets
- › Existing HSE Organisation Chart
- › Job Descriptions
- › HSE functions (roles & responsibilities)

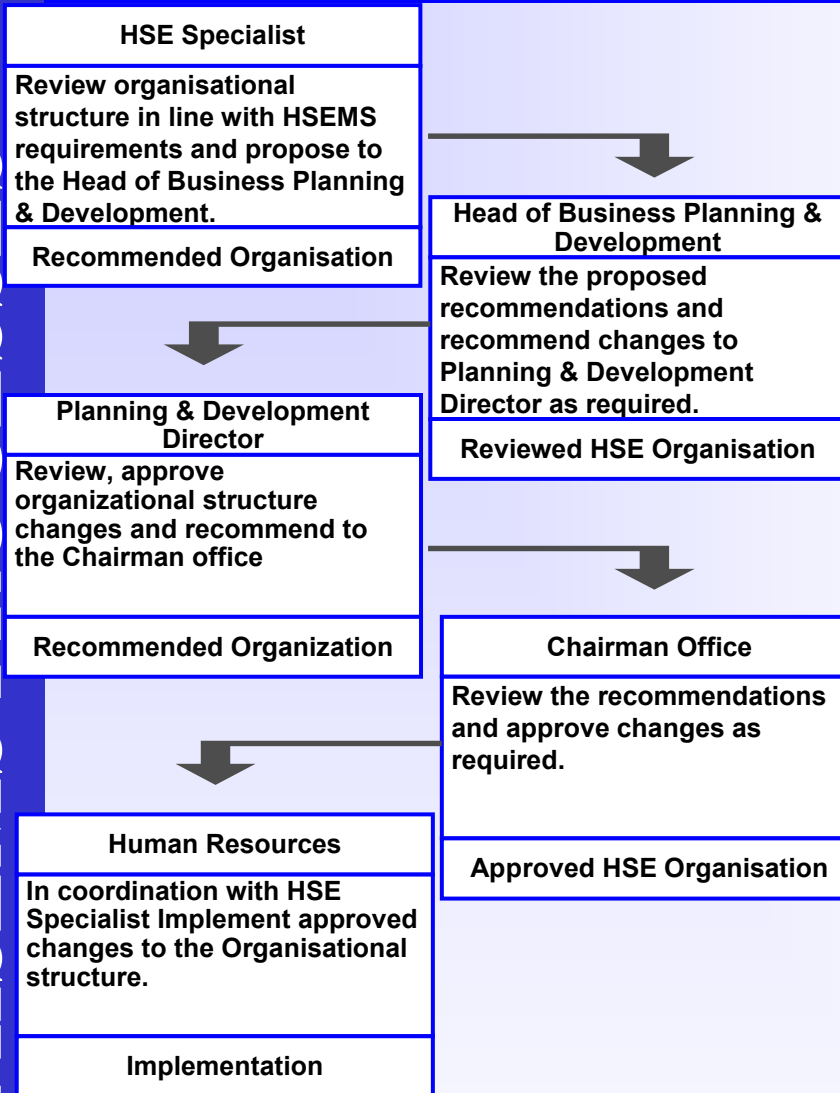
Supporting Processes

- 07 Delegation of Authority
- 14 HSE Roles and Responsibilities
- 09 Establishment of HSE Objectives & Targets
- 10 Annual HSE Planning
- 03 HSE Policy Review
- 02 Action Tracking
- 19 HSE Documents Management
- 24 Project HSE Plan
- 56 Management of Change
- 54 HSEMS Self Audit

Process KPI

Availability of proper HSE organization Within the company that meets the Requirements of HSEMS

ADWEA HSEMS PROCESSES



Objective :

To introduce new employees and contractors to the Company HSE policy, HSE Management System and HSE procedures relevant to their role.

Related Expectations

2.05,2.08,7.01,
7.06,10.04

Process Frequency

- › Initial HSE Induction - On the first day of joining
- › Departmental HSE Induction – Before commencing work
- › HSE Training – As soon as possible

Supporting Documentation

- › ADWEA HSE Training Procedure
- › Company HSEMS
- › Emergency Procedures
- › Requirements related to Contractors

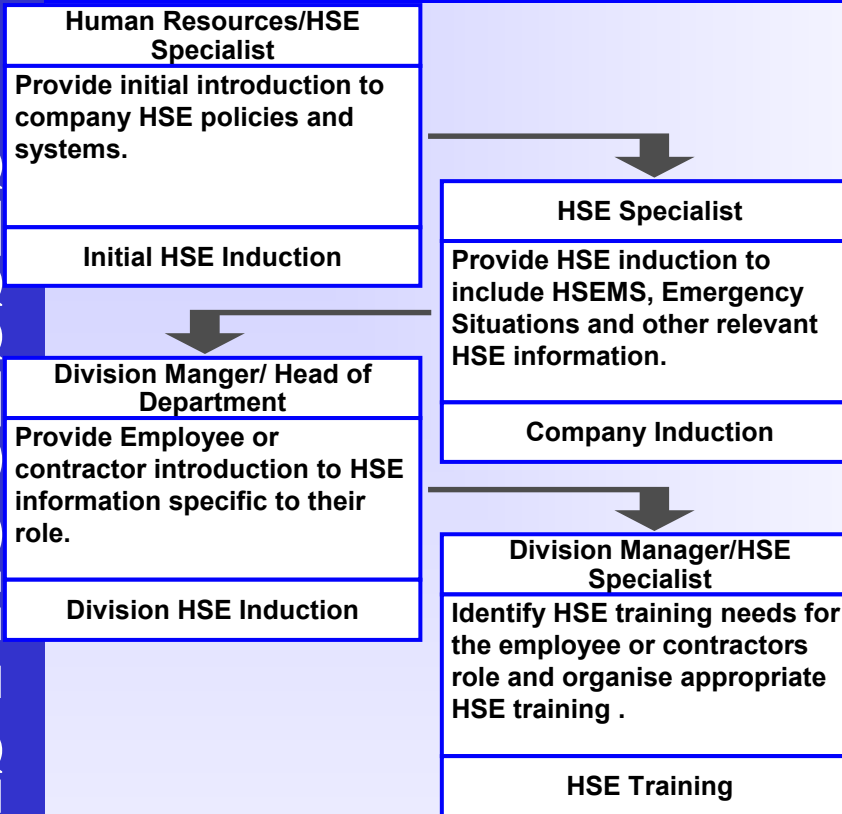
Supporting Processes

- 33 HSE Standards and Procedures
- 15 HSE Roles and Responsibilities
- 11 HSE Training Management
- 06 HSE Awareness Campaign
- 40 Incident Reporting & Investigation
- 41 Near Miss Reporting
- 33 Health Risk Assessment
- 34 Hazard and Operability Study (HAZOP)
- 35 Ergonomics Assessment
- 36 Environmental Impact Assessment

Process KPI

Percentage of new employees or contractors who have been given the required HSE Induction as identified.

ADWEA HSEMS PROCESSES

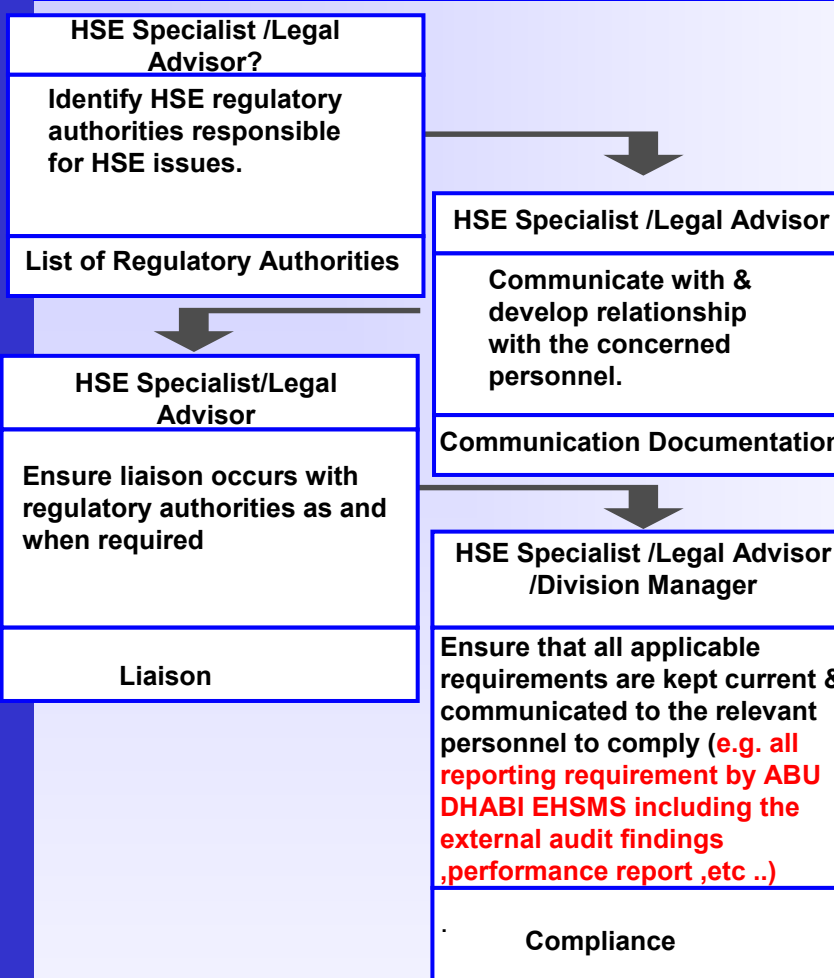


Objective :

To facilitate relations with HSE Regulatory authorities.

Related Expectations
3.01,3.02,7.05,
11.03,11.06,
12.01,12.03

ADWEA HSEMS PROCESSES



Process Frequency

- › Update lists of regulatory authorities as & when required
- › Liaise as & when required

Supporting Documentation

- › *New ABU DHABI EHSMS reporting procedures & forms.*
- › *Federal and local legislation*
- › *International/Regional conventions*

Supporting Processes

- 18 Identification of HSE Legislation and Regulation
- 03 HSE Policy Review
- 53 HSE Standards and Procedures
- 55 Manage Changes to HSEMS
- 56 Management of Change
- 20 HSE Monitoring & Measurement
- 37 Management of Emissions & Effluents Discharge
- 40 Incident Reporting & Investigation

Process KPI

Number of complains reports received from regulatory authorities or interested parties

Objective :

To identify the legal & other requirements applicable to the company's products, activities & services and ensure that these are communicated to all relevant personnel and that they are complied with.

Related Expectations

3.01

Process Frequency

› As required

Supporting Documentation

- › UAE Laws and Regulations
- › **ABU DHABI Emirate EHS Law**
- › International Laws and Regulations
- › International Standards
- › Company HSEMS
- › R & SB requirements
- › ADWEA requirements
- › Regional/International conventions

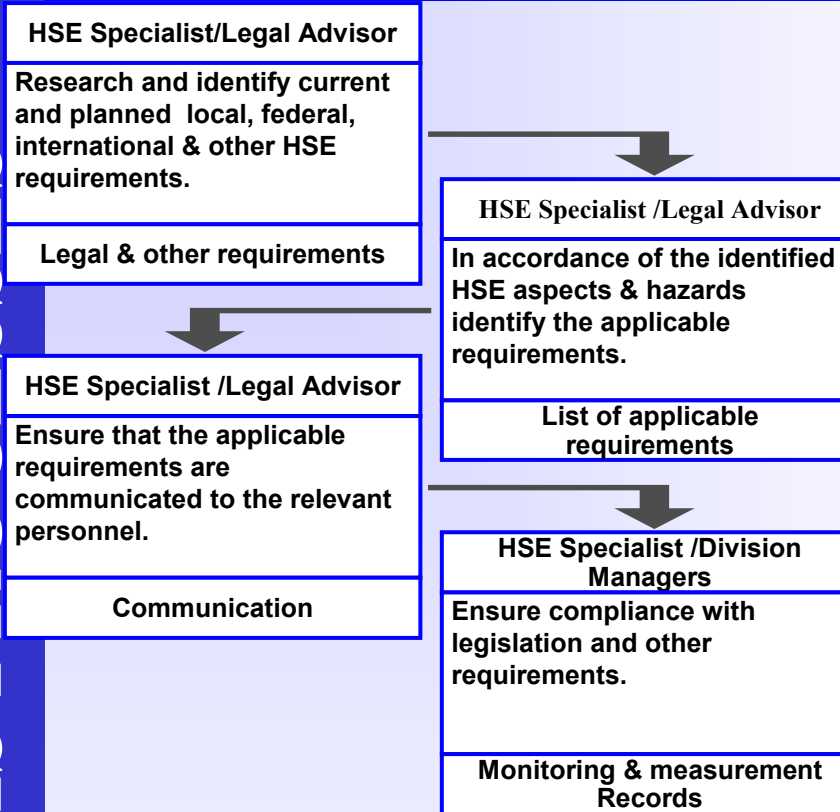
Supporting Processes

- 53 HSE Standards and Procedures
- 17 Communication with Regulatory Authorities
- 55 Manage Changes to HSEMS
- 56 Management of Change
- 40 Incident Reporting & Investigation
- 34 Hazard and Operability Study (HAZOP)
- 36 Environmental impact Assessment

Process KPI

Availability of identified & updated HSE legal requirements within the company.

ADWEA HSEMS PROCESSES



Objective :

To periodically monitor & measure the key characteristics of the company operations and activities that can have a significant impact on HSE.

Related Expectations

3.04,5.01,5.02,
5.04,5.07,13.01,1
3.06,13.09

Process Frequency

› As per procedures

Supporting Documentation

- › List of identified HSE aspects
- › Legal & other requirements
- › Procedure for Monitoring & Measurement

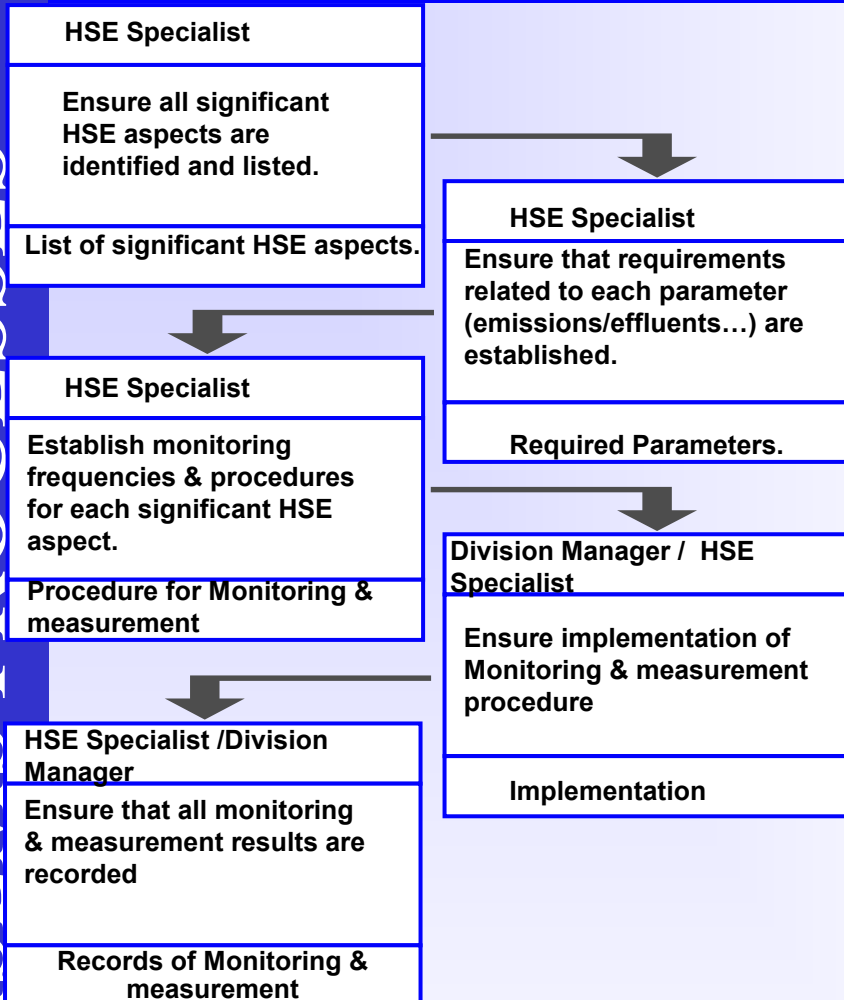
Supporting Processes

- 53 HSE standards & procedures
- 36 Environmental impact assessment
- 37 Management of emissions & effluents discharges
- 34 Hazard & Operability study (HAZOP)
- 18 Identification of HSE Legislation and Regulation
- 19 HSE Documents Management

Process KPI

Percentage of compliance with the established HSE monitoring & measurements parameters.

ADWEA HSEMS PROCESSES



Objective :

To ensure that contractors are assessed for compliance with Company Health, Safety and Environmental Management System requirements.

Related Expectations
10.01,10.02

Process Frequency

› As & when required

Supporting Documentation

- › Contractor company profile
- › Contractor's HSEMS
- › Site Survey Reports
- › Contractor Pre-qualification Procedure
- › HSE Questionnaire for Contractors

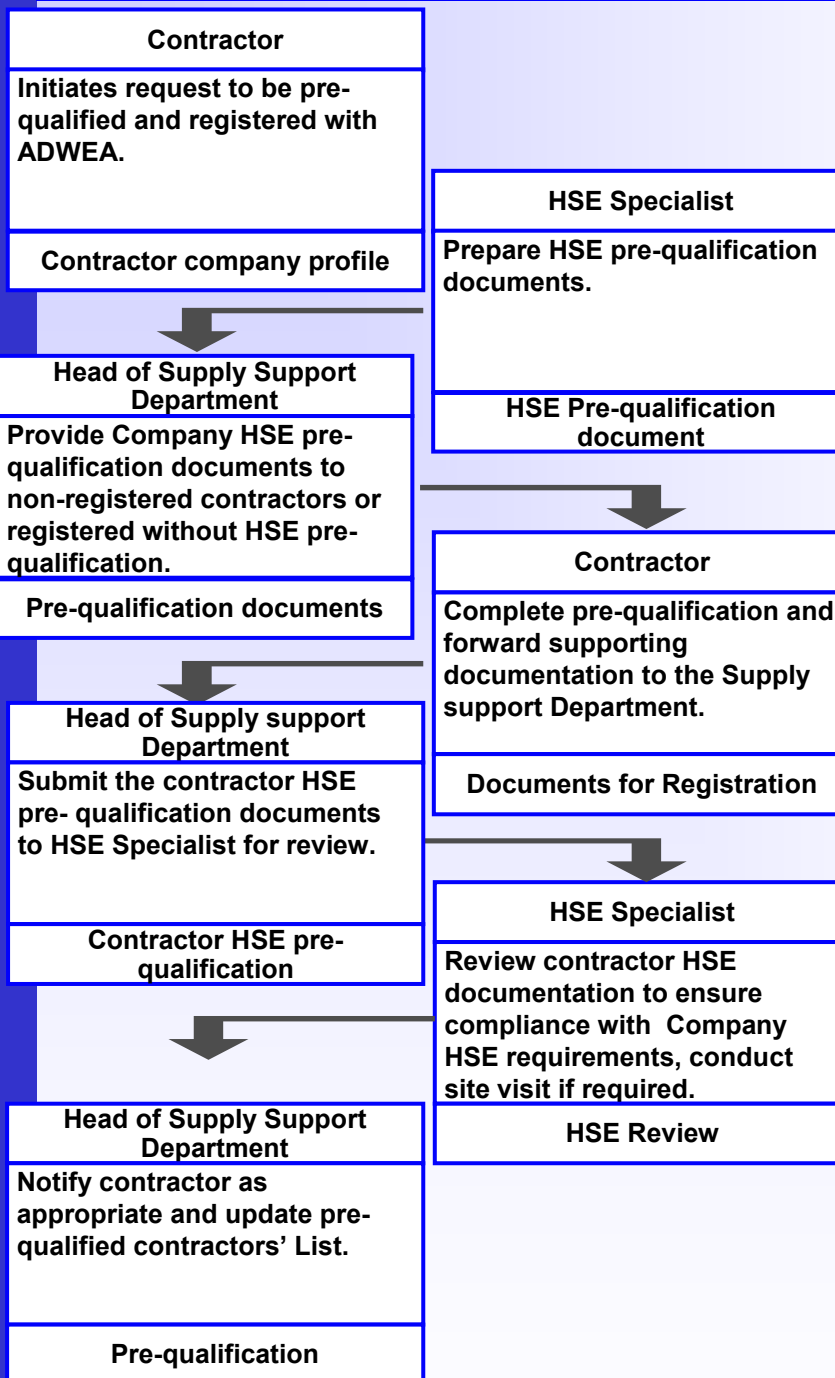
Supporting Processes

- 22 Contractor Performance
- 23 Contractor specification & tender
- 53 HSE Standards & procedures

Process KPI

Percentage of assessed contractors against the total Number of contractors applied.

ADWEA HSEMS PROCESSES



Objective :

To ensure contractors HSE Performance is assessed against Company HSE requirements during contract execution and that records are maintained for future reference.

Related Expectations

8.01, 8.03,
10.01,10.02,
10.06,10.09

Process Frequency

› As required for each contract

Supporting Documentation

- › Contract Specification
- › Contractor HSE Management System.
- › Audit Schedule
- › Audit Reports
- › Contractor Appraisal Report
- › Contract Administration Process
- › CMMMS: Computerized Maintenance & Material Management System

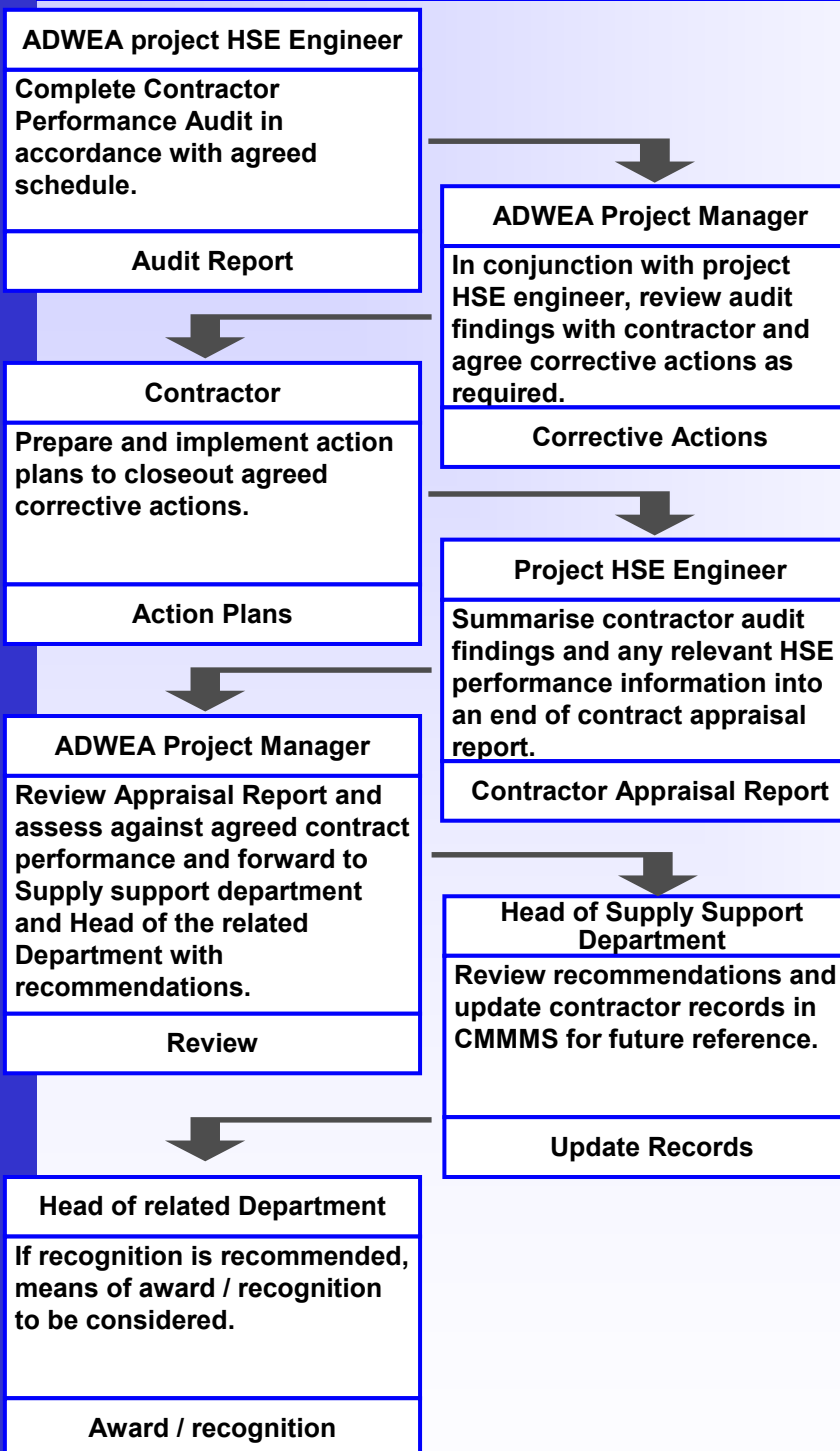
Supporting Processes

- 21 Contractor Pre-Qualification
- 40 Incident reporting
- 41 Near miss reporting
- 59 HSE internal Audits
- 25 Project HSE Review

Process KPI

Number of contractors being assessed during contract execution.

ADWEA HSEMS PROCESSES



Objective :

To ensure that all specifications for each tender gives equal consideration to technical, commercial and HSE requirements.

Related Expectations
10.01,10.02

Process Frequency

› As & when required

Supporting Documentation

› ADWEA HSE requirements of contractors.
› Pre-qualification documents

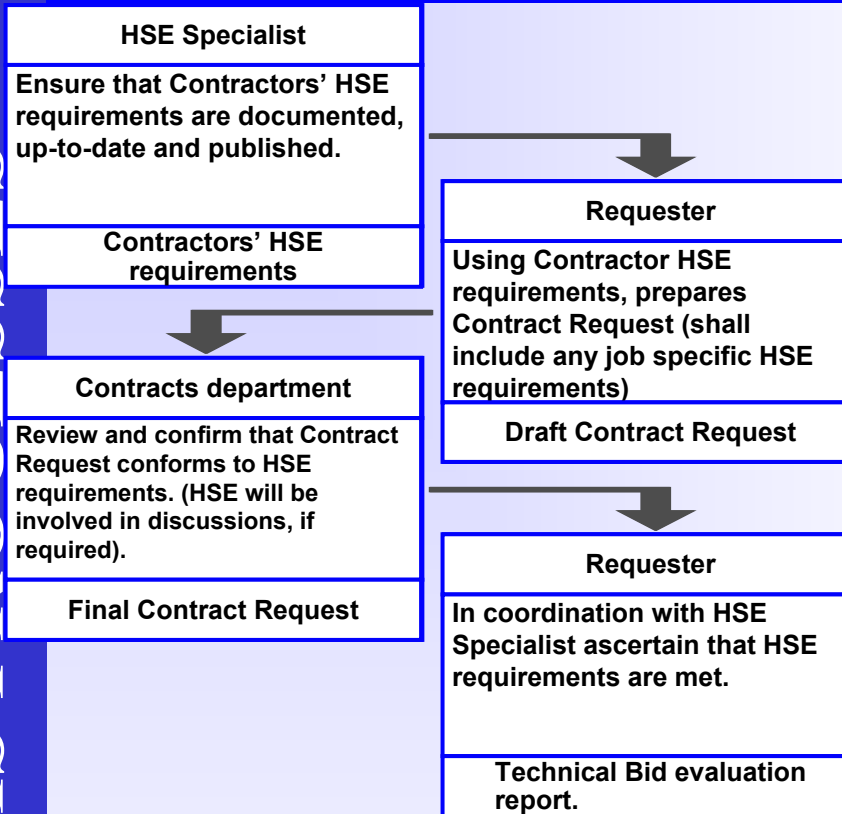
Supporting Processes

22 Contractor HSE Performance
21 Contractor HSE Pre-qualification
33 HSE Standards and Procedures

Process KPI

› Number of contracts that subsequently have HSE non-conformances due to inaccurate bid assessment or HSE involvement.

ADWEA HSEMS PROCESSES



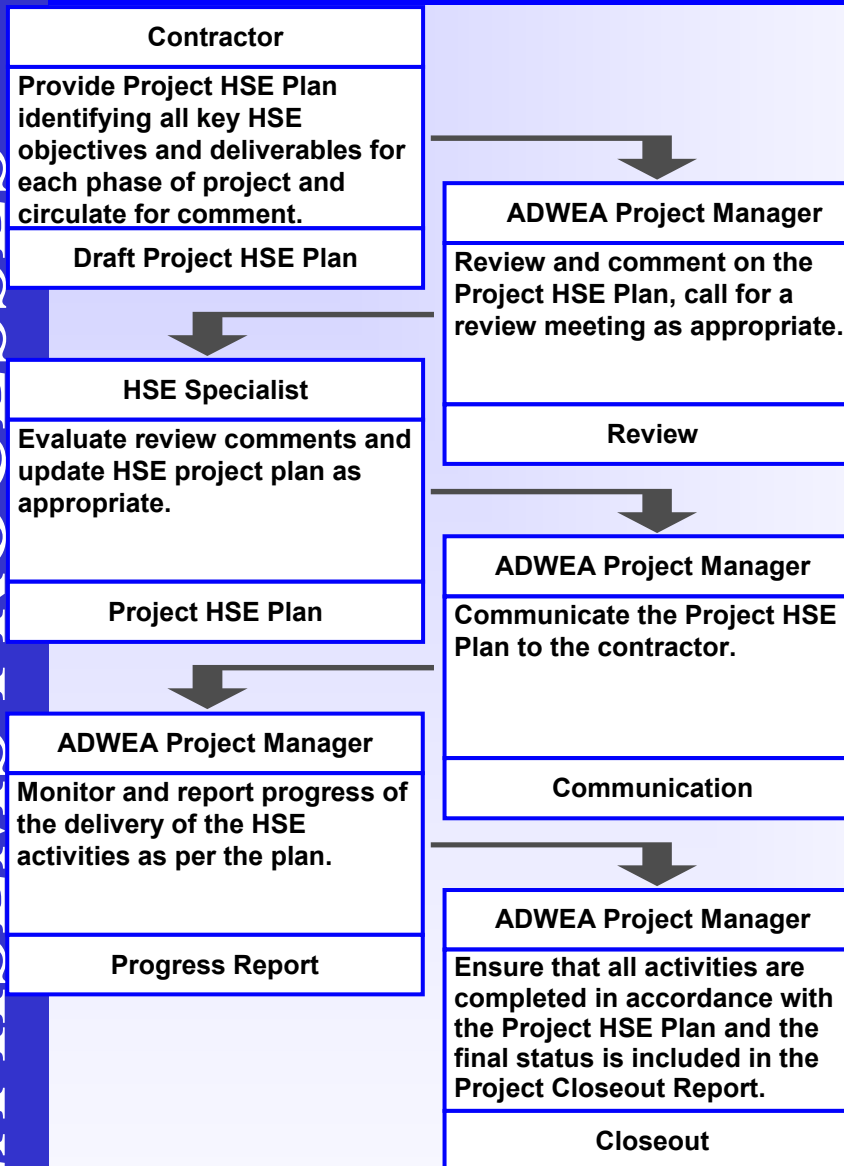
Objective :

To create and maintain a plan that identifies and schedules all HSE activities for all phases of a project.

Related Expectations

8.01,8.04,8.05,
10.03,10.04,10.06

ADWEA HSEMS PROCESSES



Process Frequency

› As required.

Supporting Documentation

- › Project Plan and Schedule
- › Project HSE Plan
- › Scope of Work

Supporting Processes

- 22 Contractor Performance
- 35 Ergonomic Assessment
- 34 Hazard and Operability Study
- 36 Environmental Impact Assessment
- 16 HSE Induction
- 56 Management of Change
- 25 Project HSE Review
- 50 Project Interfaces with existing Set-up
- 33 Health Risk Assessment

Process KPI

Number of projects without the project HSE Plan

Objective :

To review project documentation and activities to ensure that all HSE issues have been recognised for each phase of a project and are being implemented.

Related Expectations

10.04,10.06

Process Frequency

› As & when required

Supporting Documentation

› Project HSE Review (PHSER) Programme
› Project HSE Plan

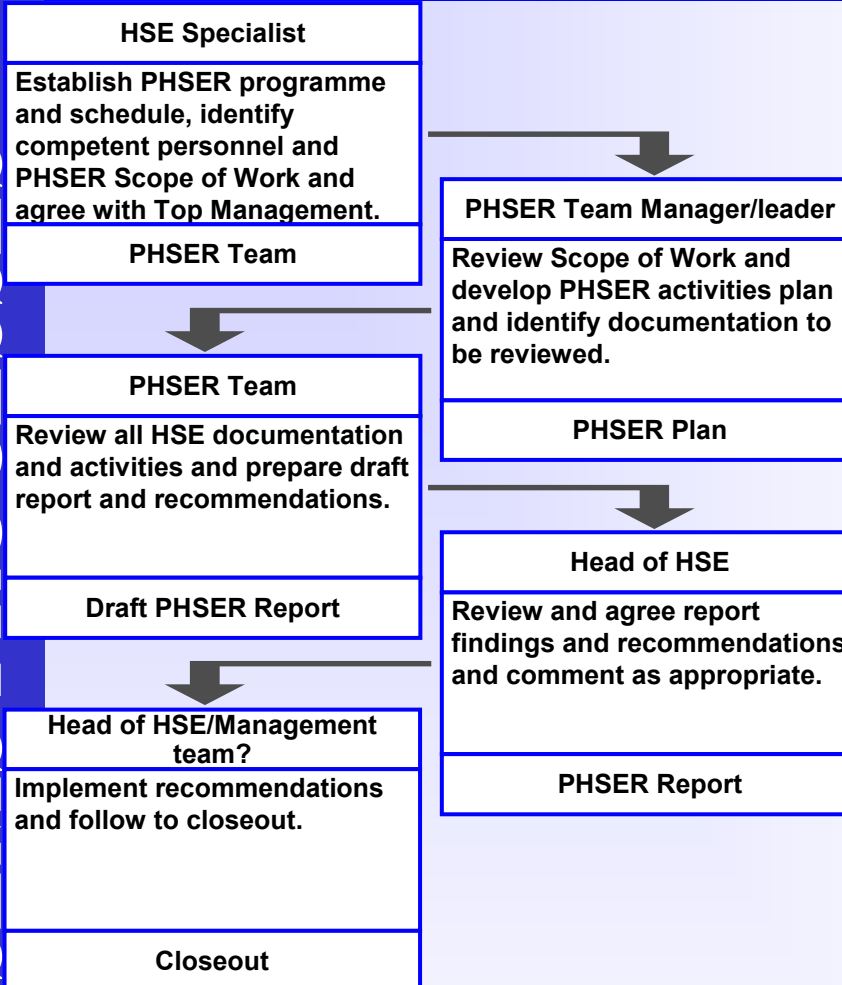
Supporting Processes

02 Action Tracking
22 Contractor Performance
26 Emergency Response Planning
37 Management of emissions & effluents discharge
49 Energy and Natural Resource Management
34 Hazard and Operability Study (HAZOP)
36 Environmental Impact Assessment
24 Project HSE Plan
50 Project Interfaces with Existing set-up
33 Health Risk Assessment

Process KPI

Number of projects HSE review performed against Project HSE Plan

ADWEA HSEMS PROCESSES



Objective :

To ensure that risk based emergency response plans are available to control all potential emergency situations.

Related Expectations

10.03,10.05,
10.06,11.03,
11.04,11.06

Process Frequency

- Review Evacuation plan –Annually
- Drills – as per the plan

Supporting Documentation

- Emergency Procedures
- Emergency Response Equipment Inventory.

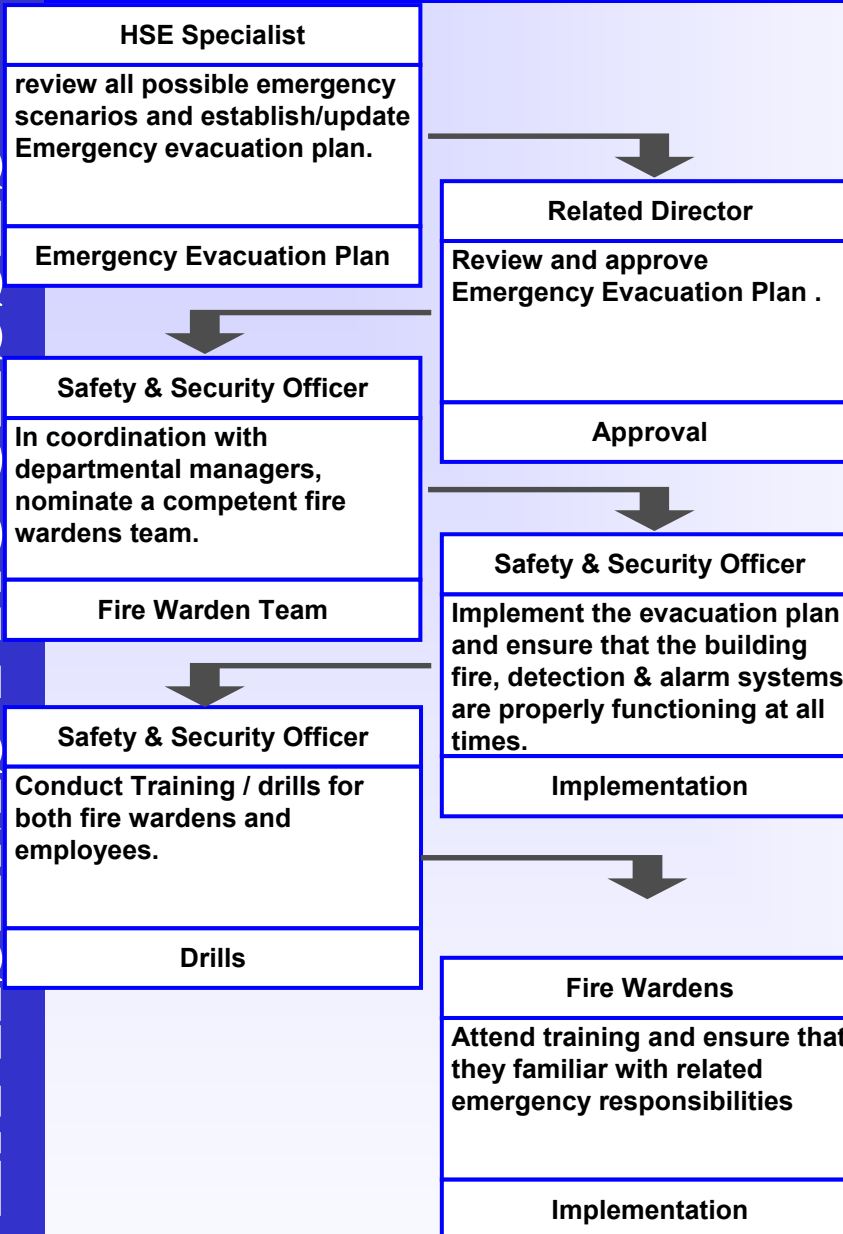
Supporting Processes

- 10 Annual HSE Plans
- 14 HSE Roles and Responsibilities
- 11 HSE Training Needs
- 08 Sharing HSE information

Process KPI

Availability of valid & updated Emergency response plans.
Number of exercises that conducted as per the emergency plan.

ADWEA HSEMS PROCESSES



Objective :

To ensure that in the event of medical incident, adequate medical resources and facilities are available.

Related Expectations
11.01,11.02

Process Frequency

- Review medical incident Scenarios - Annually

Supporting Documentation

- Emergency Procedures
- [External Emergency Support-List/contacts/agreements/procedures](#)
- Emergency Exercise Plans
- [List of medical incident scenarios](#)
- [Medical Response plans](#)
- Incident Reports

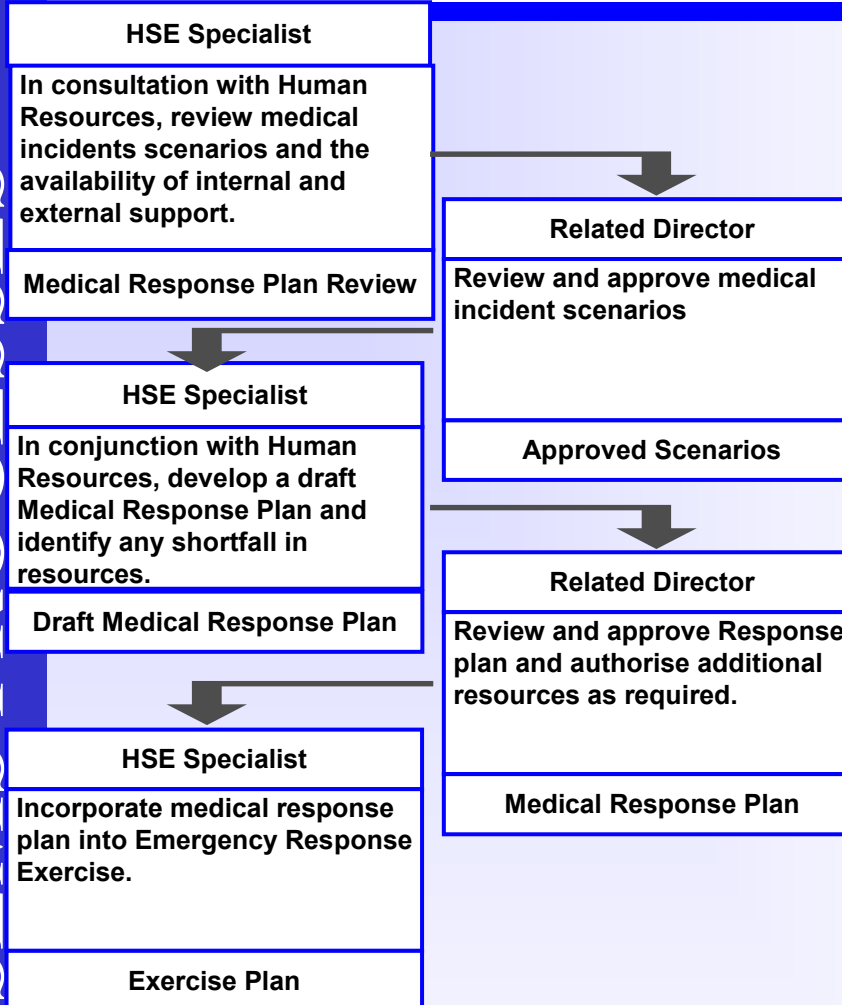
Supporting Processes

- 10 Annual HSE Plans
- 26 Emergency Response Planning
- 08 Sharing HSE information
- 30 Task Risk assessment
- 33 Health Risk Assessment

Process KPI

Number of established Medical response plans against identified emergency scenarios
Availability of adequate Medical resources / facilities vs. the ones identified.

ADWEA HSEMS PROCESSES



Objective :

To ensure that the ADWEA facilities are inspected for compliance with HSE Standards.

Related Expectations

5.01,5.03,
8.01,8.04,10.06,
12.02,13.01,
13.03,13.04,13.09

Process Frequency

› In accordance with HSE Inspection Guidelines/Procedure

Supporting Documentation

› HSE Inspection Programme
› Facilities Inspection Checklists
› HSE Equipment Standard

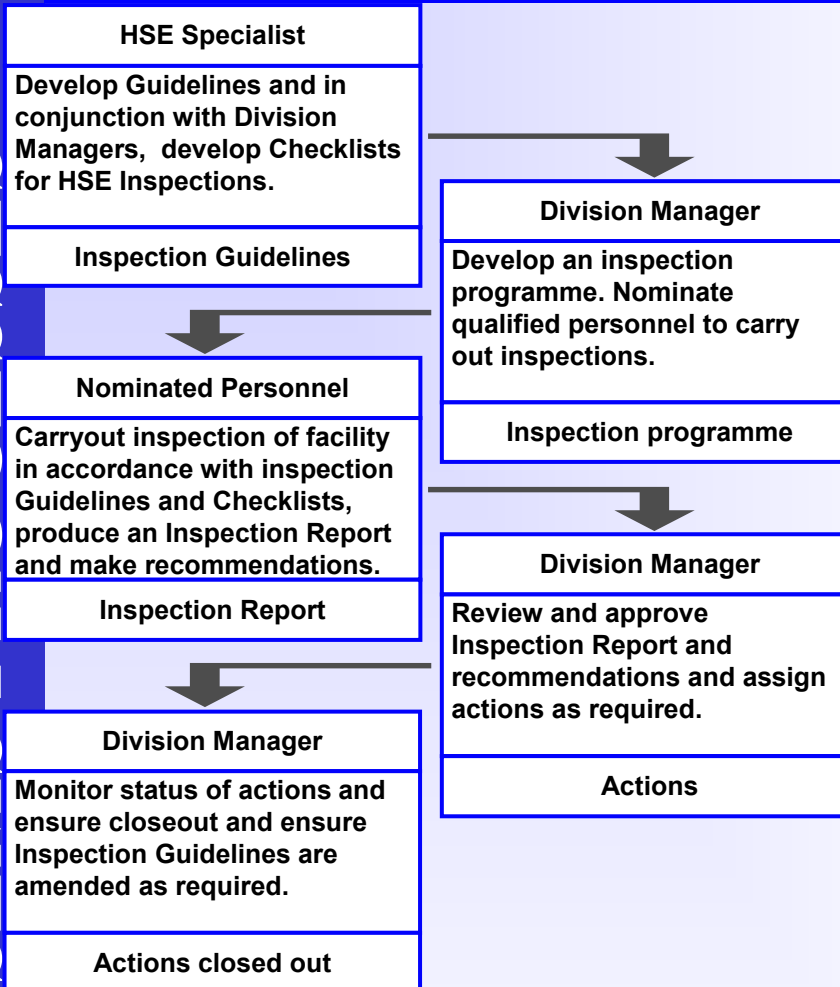
Supporting Processes

02 Action Tracking
10 Annual HSE Plans
22 Contractor Performance
08 Sharing HSE information
24 Project HSE Plan
34 Hazard and Operability Study (HAZOP)
36 Environmental Impact Assessment
30 Task Risk Assessment

Process KPI

Percentage of completed Facility HSE Inspections against the Approved Program

ADWEA HSEMS PROCESSES



Objective :

To ensure that any health hazards associated with company activities are identified, assessed and managed.

Related Expectations

4.01, 4.02, 4.03, 4.04, 4.05, 4.06, 4.08, 8.01, 8.02

Process Frequency

› As & when required

Supporting Documentation

- › Incident Report related to Health & Hygiene
- › Monitoring report
- › MSDS
- › Risk Management Procedure
- › [Health hazard assessment criteria](#)

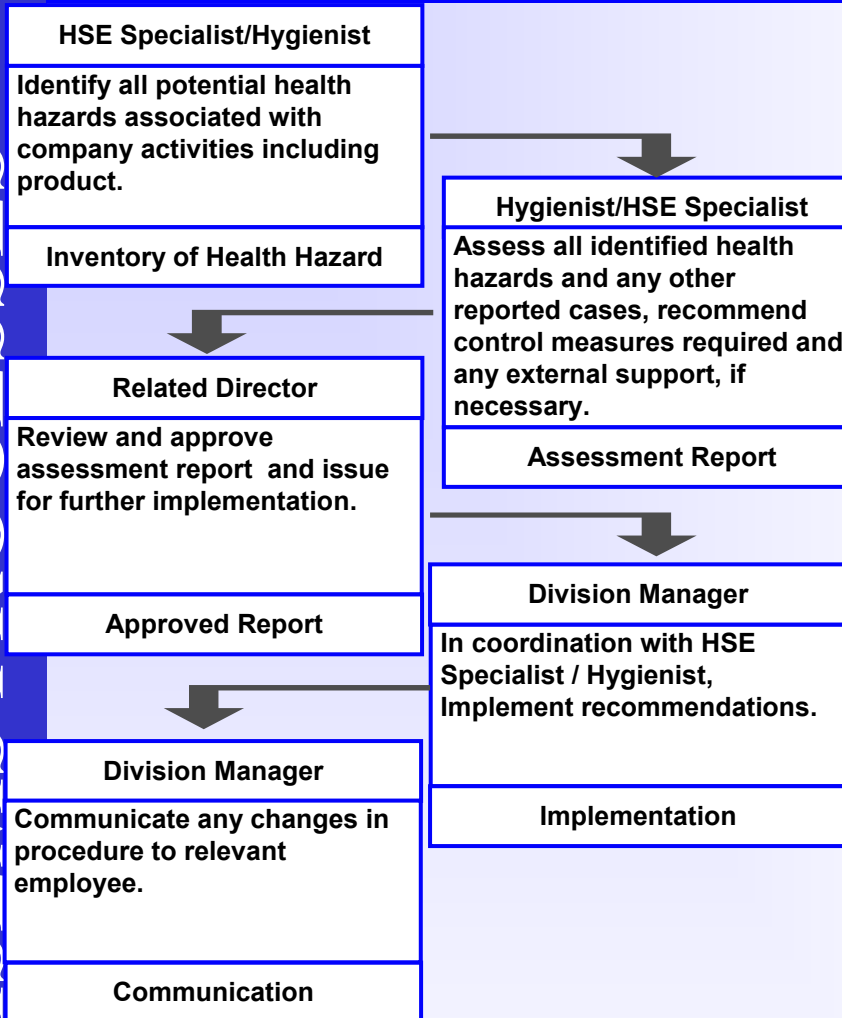
Supporting Processes

- 39 Hazardous substances management
- 35 Ergonomic assessment
- 43 In Service Medical Check-up
- 40 Incident reporting & Investigation
- 30 Task Risk Assessment
- 20 HSE Monitoring & Measurement
- 34 Hazard and Operability Study (HAZOP)
- 36 Environmental Impact Assessment

Process KPI

- › Number of reported occupational illnesses
- › Percentage of Health risk assessment recommendations implemented

ADWEA HSEMS PROCESSES



Objective :

To conduct a formal review, to determine hazards, for new projects and any modifications in existing facilities and recommend measures to mitigate the risk.

Related Expectations

4.01,4.02,4.03,
4.04,4.05,
4.06,4.08

Process Frequency

› As required

Supporting Documentation

- › P&ID's
- › Technical Documentation
- › Request for Facility Change
- › Standards and Specification
- › Audit Reports
- › HAZOP Procedure.

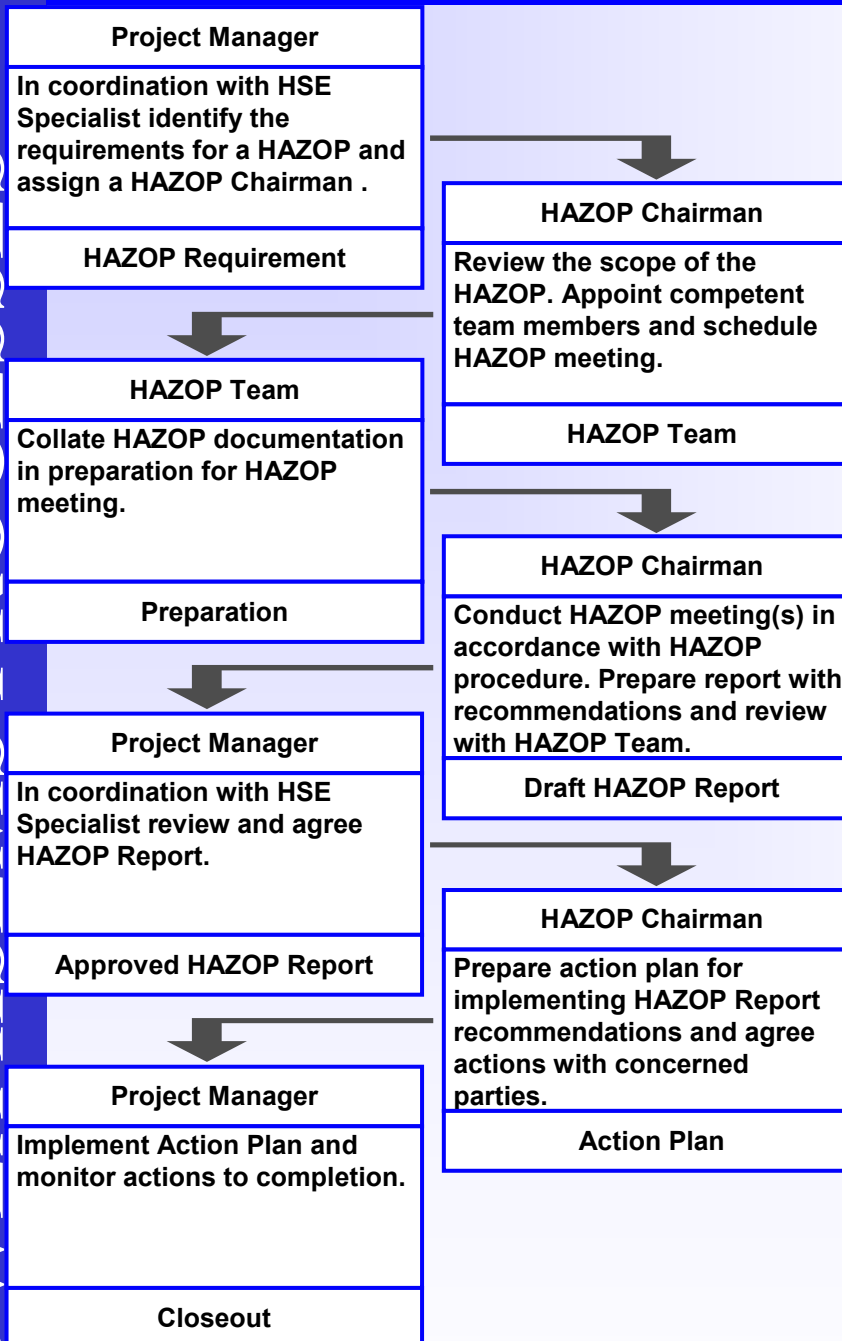
Supporting Processes

- 02 Action Tracking
- 36 Environmental Impact Assessment
- 25 Project HSE Review
- 24 Project HSE Plan
- 33 Health Risk Assessment
- 18 Identification of HSE Legislation & Regulation

Process KPI

Time taken for completing the HAZOP actions against plan & producing close-out reports.
Number of projects / modifications that require HAZOP study and done without carrying out HAZOP.

ADWEA HSEMS PROCESSES



Objective :

To ensure that ergonomic standards and guidelines are available and applied during the operation of existing facilities and in the design of new facilities.

Related Expectations

4.01, 4.02, 4.03, 4.04, 4.08, 8.04

Process Frequency

- › For all new projects and facility modifications
- › As & when required

Supporting Documentation

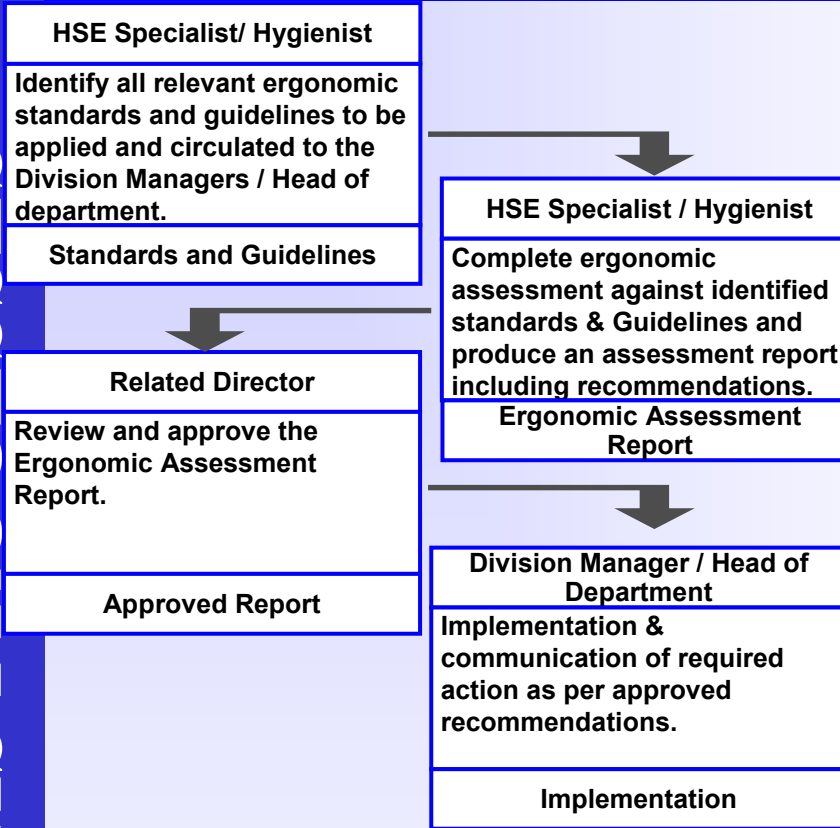
- › [Relevant Standards and Guidelines](#)
- › Occupational Illness Reports
- › Incidents & Near Misses Report
- › HSE Impact Assessment Procedure

Supporting Processes

- 32 HSE Inspection
- 33 Health risk Assessment
- 59 HSE internal Audits

Process KPI

Percentage of compliance with the ergonomic assessment report.



Objective :

To identify and assess all potential Environmental impacts from existing company activities, products & services and any new development projects.

Related Expectations

5.01, 5.04,

Process Frequency

- › Once for existing & whenever required due to new projects /any changes in the existing facilities

Supporting Documentation

- › [Request for Change](#)
- › Project Documentation
- › ADWEA HSEIA procedure
- › [HSE Impact Assessment Procedure](#)
- › Projects scope of work
- › ADWEA standards for effluent and emissions discharges

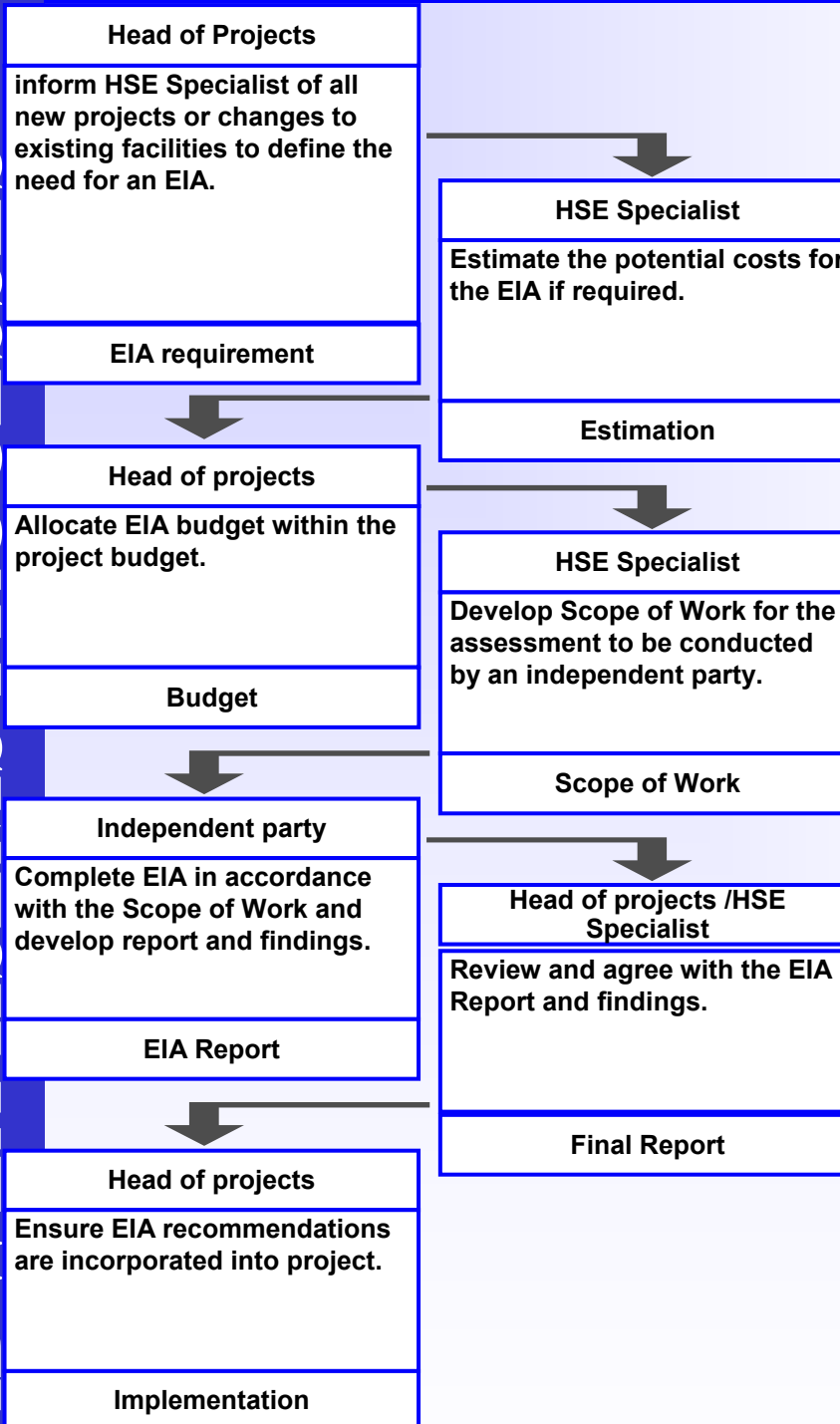
Supporting Processes

- 37 Management of Emissions & Effluents Discharge
- 58 Waste Management
- 49 Energy and Natural Resource Management
- 34 Hazard and Operability Study (HAZOP)
- 25 Project HSE Review
- 24 Project HSE Plan

Process KPI

Number of projects with EIA completed against total projects/modifications that require an EIA.

ADWEA HSEMS PROCESSES



Objective :

To manage all emission & effluent discharges from the company operations.

Related Expectations
5.01,5.02,5.03
9.01

Process Frequency

- Review Emissions & effluent discharges plan - Annually

Supporting Documentation

- HSE Policy
- ADWEA Standards for Effluent and Emissions discharge to the Environment.
- ABU DHABI emirates EHSMS manual
- EIA report / base line study.
- HSE Objectives & targets
- Federal environmental law 24.

Supporting Processes

- 49 Energy and Natural Resource Management
- 32 HSE Inspection
- 36 Environmental Impact Assessment
- 53 HSE Standards and Procedures
- 60 Maintenance & Testing of HSE related Equipment

Process KPI

Percentage of compliance achieved against emission & effluent discharges Targets.

ADWEA HSEMS PROCESSES



Objective :

To ensure all chemical products at company facilities are assessed and approved to minimize HSE risks.

Related Expectations

5.05,5.06,
9.01,9.06

Process Frequency

› As & when required

Supporting Documentation

- › Incident reports
- › Audit reports
- › MSDS
- › [Product Specifications](#)
- › [ABU DHABI emirates EHSMS manual](#)

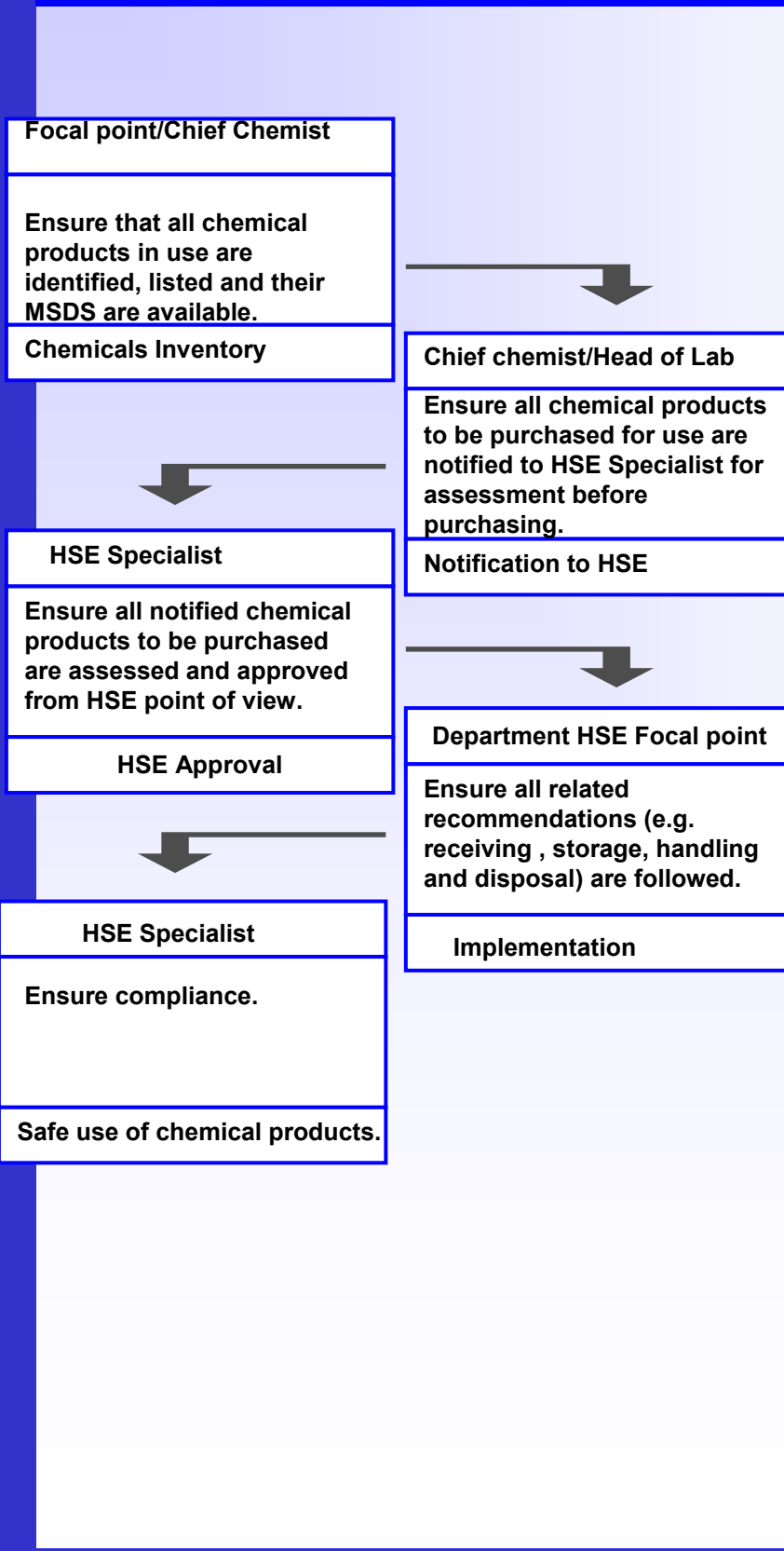
Supporting Processes

- 39 Hazardous substances Management
- 37 Management of Emissions & effluents discharge
- 33 Health Risk Assessment
- 53 HSE Standards and Procedures
- 58 Waste Management
- 32 HSE Inspection
- 36 Environmental Impact Assessment

Process KPI

Number of incidents result from chemicals mismanagement

ADWEA HSEMS PROCESSES



Objective :

To ensure that all substance related hazards are identified and managed to prevent risk to personnel.

Related Expectations

5.05,5.06,
9.01,9.05

Process Frequency

- Review Hazardous Substance List – Annually or as required.

Supporting Documentation

- Hazardous Material Specifications
- incident reports
- Federal Law Number 24/1999
- Min. Decree Number 37
- [ABU DHABI emirates EHSMS manual](#)

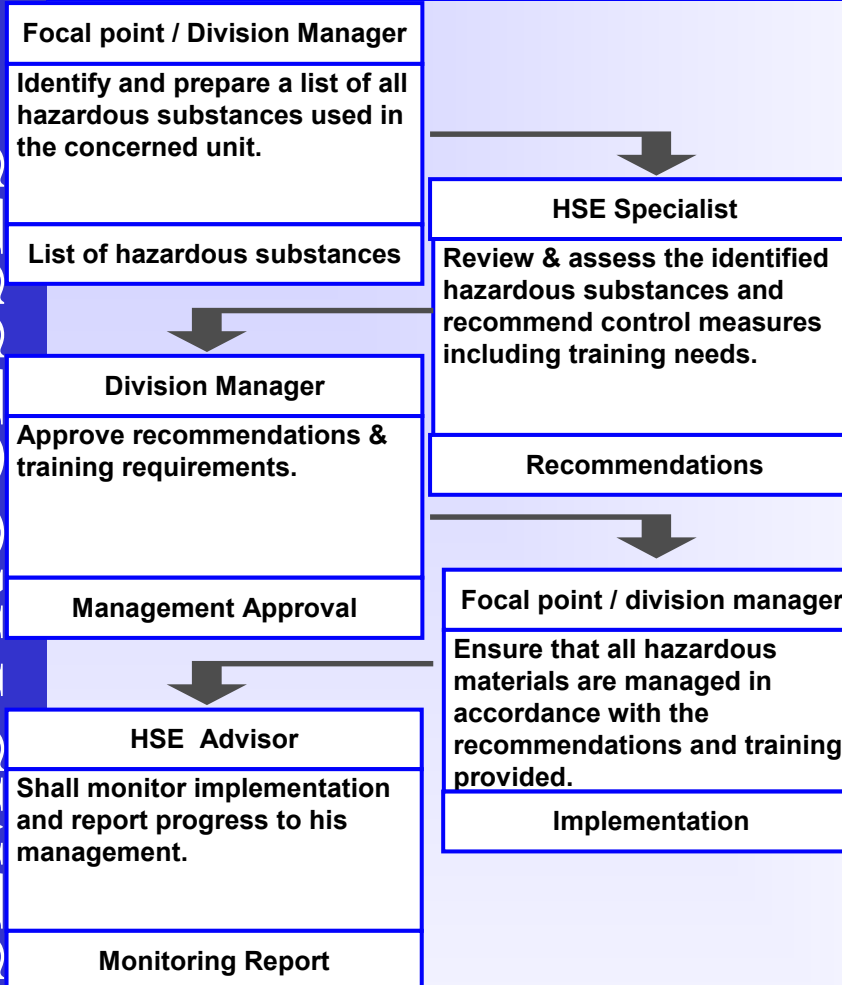
Supporting Processes

- 38 Chemicals Management
- 33 Health Risk Assessment
- 11 HSE Training Needs
- 20 HSE Monitoring & Measuring

Process KPI

Number of incidents due to mismanagement of hazardous substances

ADWEA HSEMS PROCESSES



Objective :

To ensure that all incidents concerning Health, Safety and Environment are reported, investigated, the root causes identified and action is taken to prevent reoccurrence.

Related Expectations

6.01,6.05,6.07,
10.06,10.09,
12.01,12.02,
12.03

Process Frequency

› For every incident

Supporting Documentation

- › Emergency Procedures
- › ADWEA - Incident Reporting, investigation & Analysis procedure
- › Previous related Incident Report
- › Operational Procedures
- › Audit Reports
- › Inspection Reports
- › Related permit to work
- › Task Risk Assessment Report

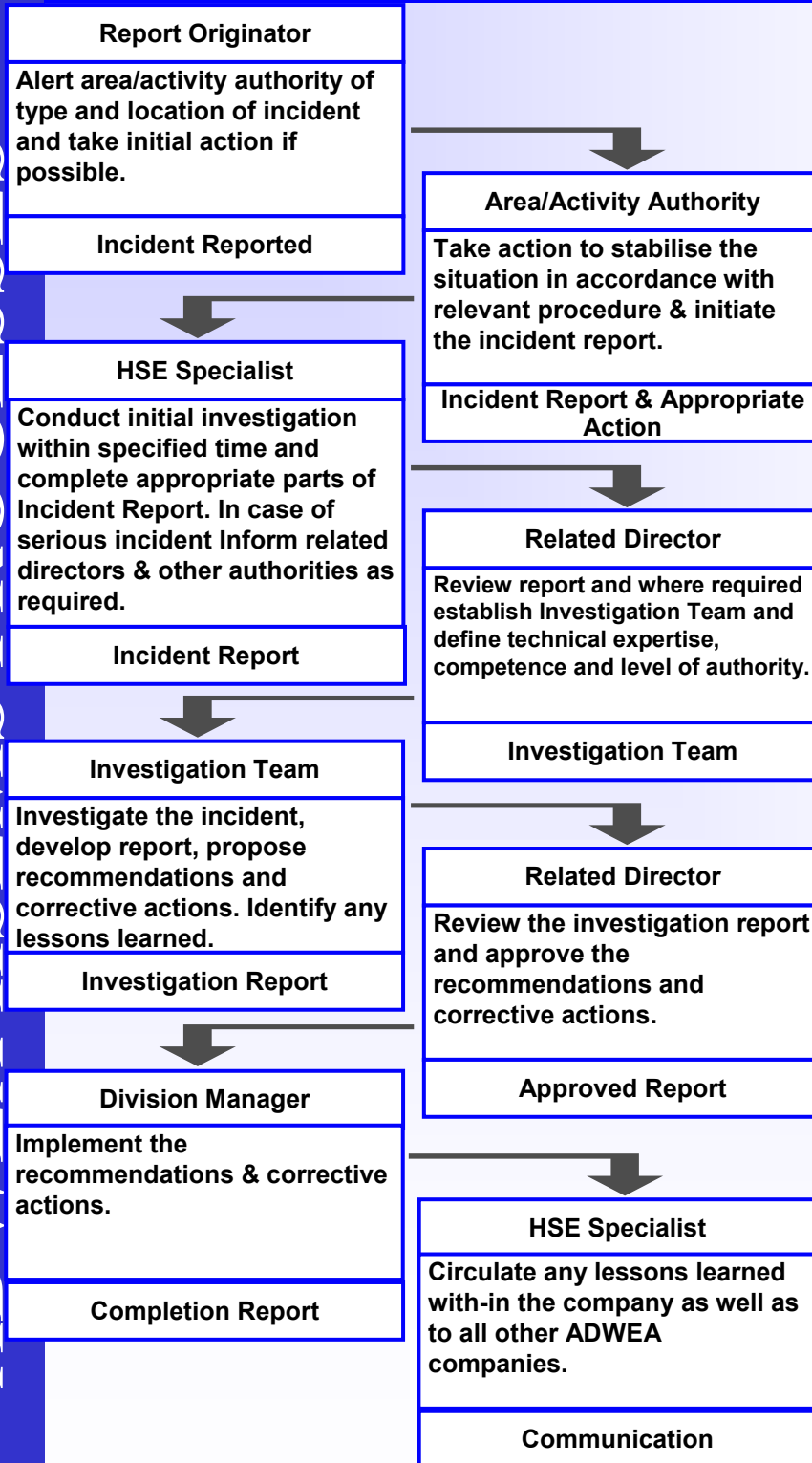
Supporting Processes

- 02 Action Tracking
- 08 Sharing HSE information
- 11 HSE Training Needs
- 41 Near Miss Reporting
- 26 Emergency Response Planning

Process KPI

- Number of repeated similar incidents.
- Timely completion of corrective actions in response to incidents..
- Number of incidents investigated against the total number reported.
- Lost time incident frequency rate.

ADWEA HSEMS PROCESSES



Objective :

To report any unsafe act or condition that may lead to an incident and follow up any corrective actions.

Related Expectations
12.01, 12.02, 12.03

Process Frequency

› As & when required

Supporting Documentation

- › Near Miss Card/Report
- › ADWEA Procedure for Incident Reporting, Investigation & Analysis
- › Related previous near miss reports

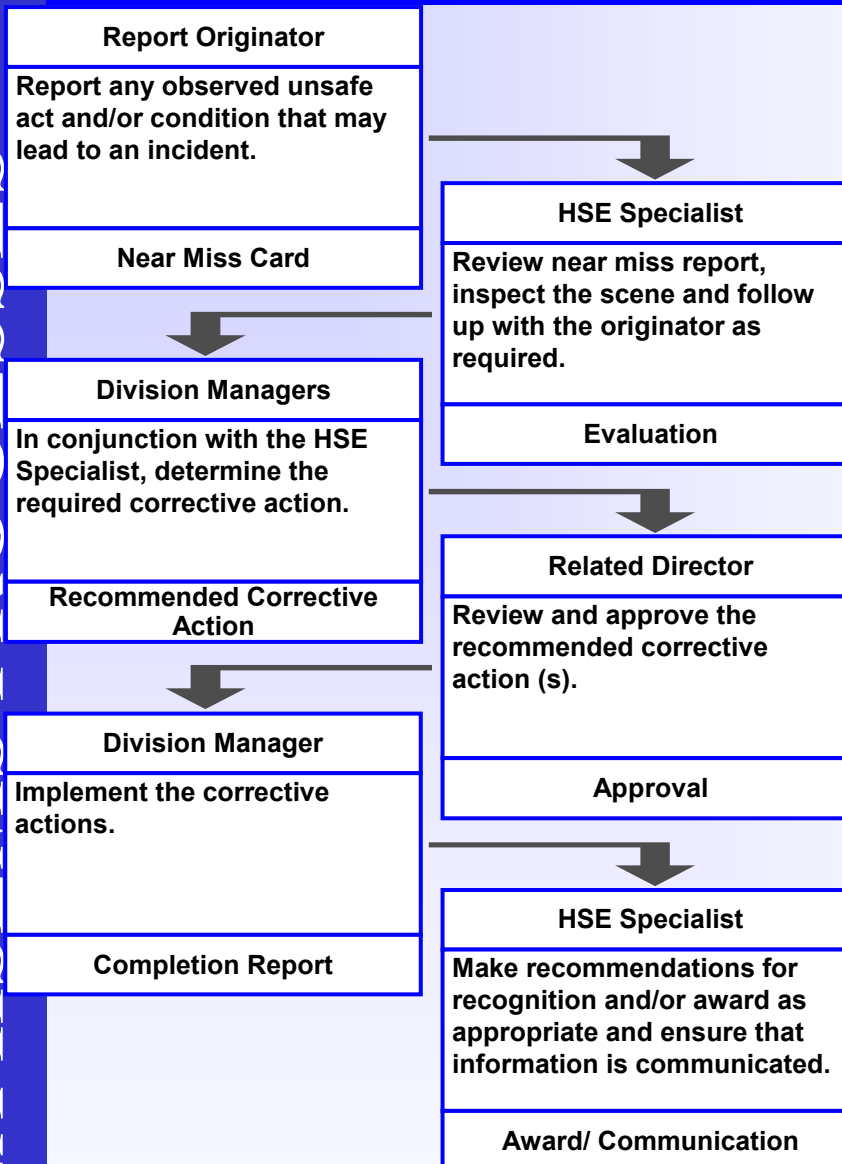
Supporting Processes

- 02 Action Tracking
- 40 Incident reporting & investigation
- 08 Sharing HSE Information

Process KPI

Number of Near misses reported & corrective actions closed out.

ADWEA HSEMS PROCESSES



Objective :

To assess a potential employee's medical fitness against company medical fitness requirements.

Related Expectations
8.02,8.03

Process Frequency

› Prior to employment

Supporting Documentation

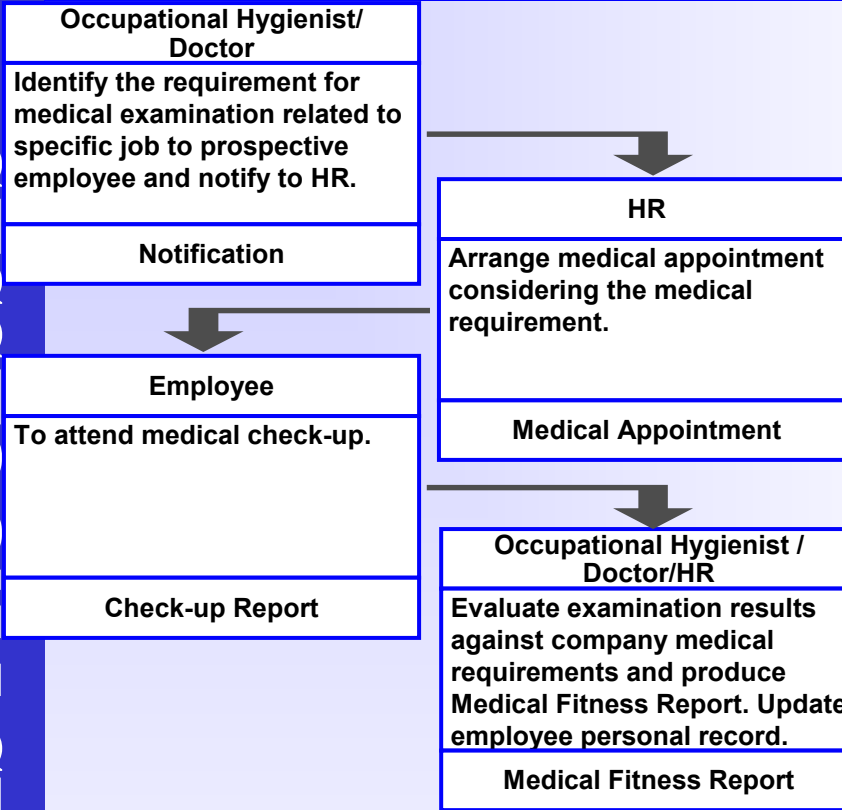
- › ADWEA HR/Personnel policy
- › Medical Fitness requirements
- › Medical Report
- › Job Descriptions
- › Labour law # 8
- › Ministerial decree # 32
- › Incident Report

Supporting Processes

- 03 HSE Policy Review
- 16 Establishment of HSE Organisation
- 42 Pre-Employment Medical

Process KPI

Number of personnel checked against the company medical fitness requirements.



Objective :

To monitor and record the on-going health and fitness of employees during the term of their employment.

Related Expectations

8.03

Process Frequency

- As per company medical fitness requirements

Supporting Documentation

- Employee Medical Record
- ADWEA Personnel Policy
- [Company medical fitness requirements](#)
- Labour Law # 8
- [Ministerial decree # 32](#)
- Incident Reports

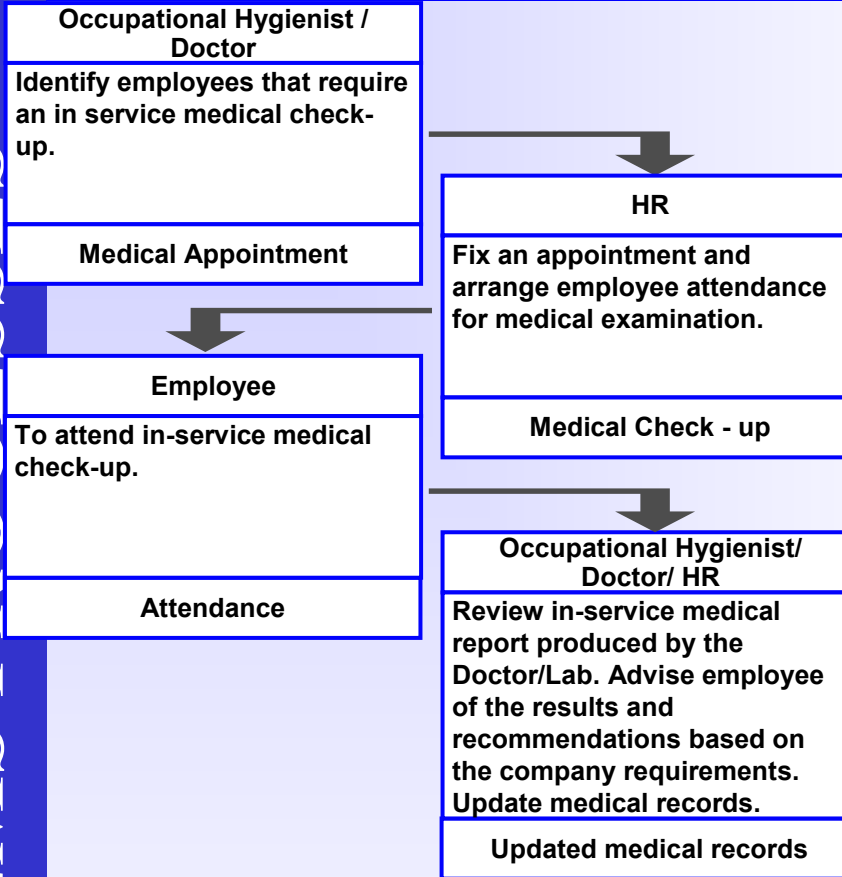
Supporting Processes

- 14 HSE Roles and Responsibilities
- 42 Pre-employment Medical
- 33 Health Risk Assessment

Process KPI

Number of in service medical check-ups conducted against company medical fitness requirements.

ADWEA HSEMS PROCESSES



Objective :

Ensure that systems are in place for effective management and efficient use of energy and natural resources.

Related Expectations

5.04,9.01,9.03,9.04

Process Frequency

Objectives & Targets– annually
For new projects, as required.

Supporting Documentation

- › [Baseline Energy and Natural Resource Information](#)
- › HSE Policy
- › Project Specification
- › List of Environmental Aspects

Note:

SMART means:

S: Specific, M: Measurable

A: Attainable, R: Reasonable

T: Time Frame

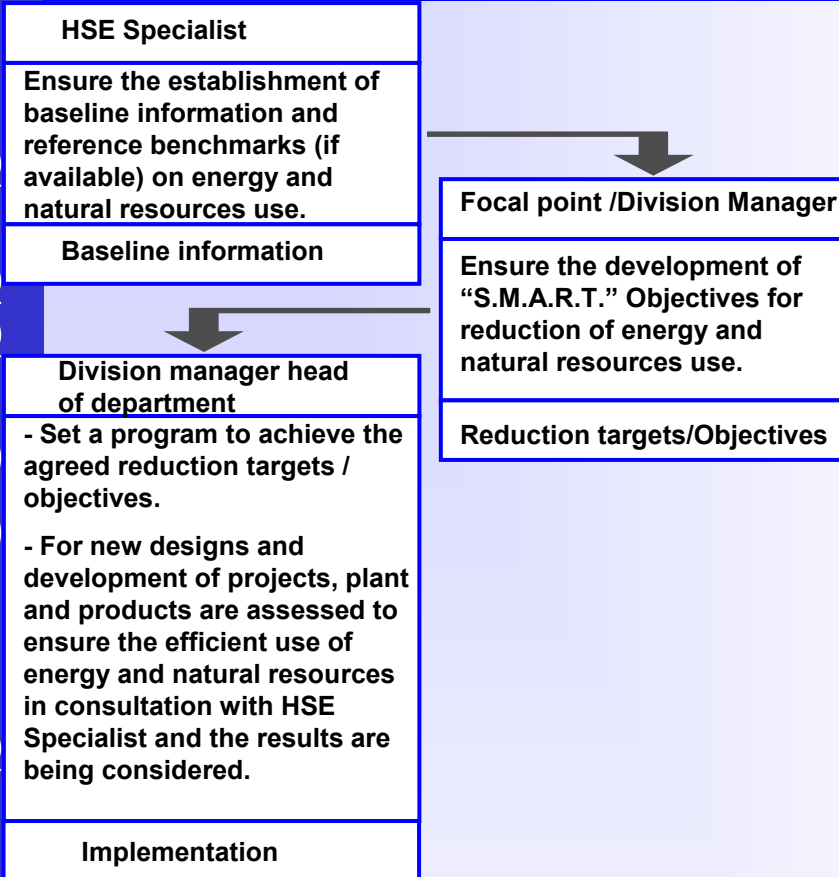
Supporting Processes

- 09 Establishment of HSE Objectives & Targets
- 36 Environmental Impact Assessment
- 08 HSE Knowledge Transfer
- 17 Communication with Authorities

Process KPI

Percentage of energy & natural resources reduction targets achieved against plan.

ADWEA HSEMS PROCESSES



Objective :

To ensure that all interfaces between a project and existing operating facilities are identified, potential risks are assessed and managed.

Related Expectations
5.01 , 10.03

Process Frequency

- For every project having interfaces with existing facilities

Supporting Documentation

- Project Scope of Work
- Emergency Procedures and Contingency Plans
- ADWEA - HSEIA Procedure
- Risk Management Procedure

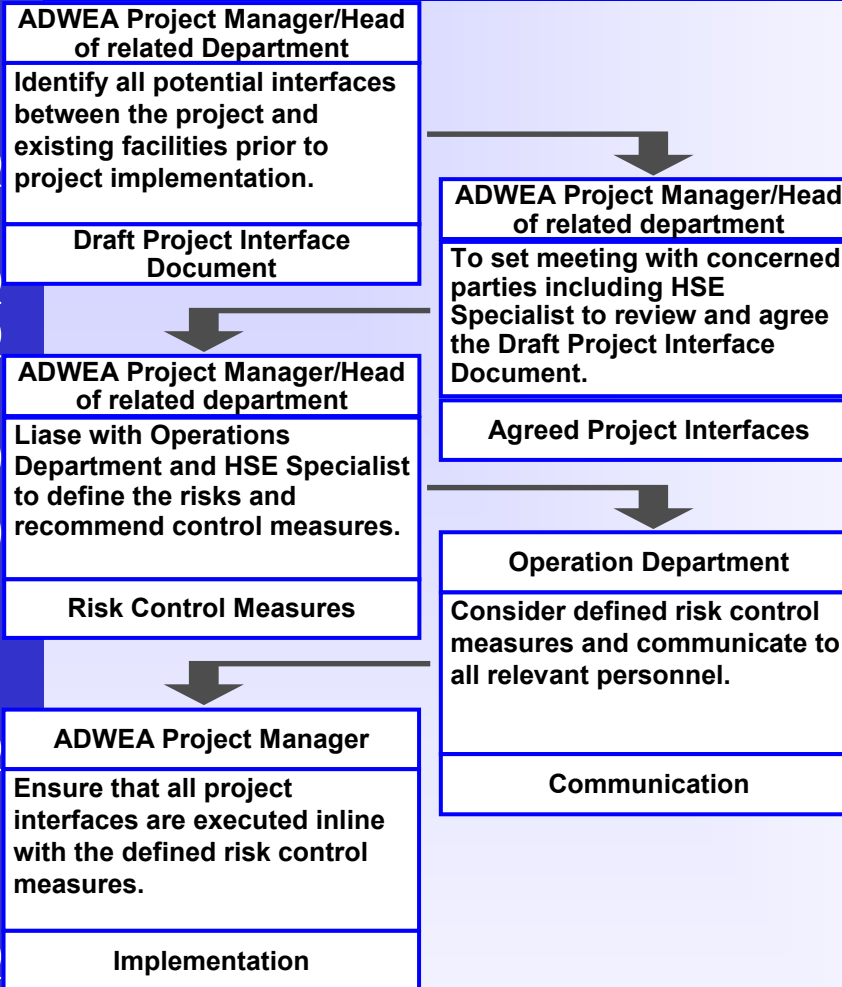
Supporting Processes

- 34 Hazard and Operability Study (HAZOP)
- 36 Environmental Impact Assessment
- 25 Project HSE Review
- 24 Project HSE Plan
- 33 Health Risk Assessment

Process KPI

Percentage of projects assessed compare to total number of interface projects.

ADWEA HSEMS PROCESSES



Objective :

To ensure that all new projects and as and when required all the control measures have been taken for delivering safe and good quality water to the customer (s).

Process Frequency

› Continuous

Supporting Documentation

- › HSE Policy
- › Quality control standards
- › Laboratory testing results
- › WHO Guidelines
- › R& SB Requirements

Supporting Processes

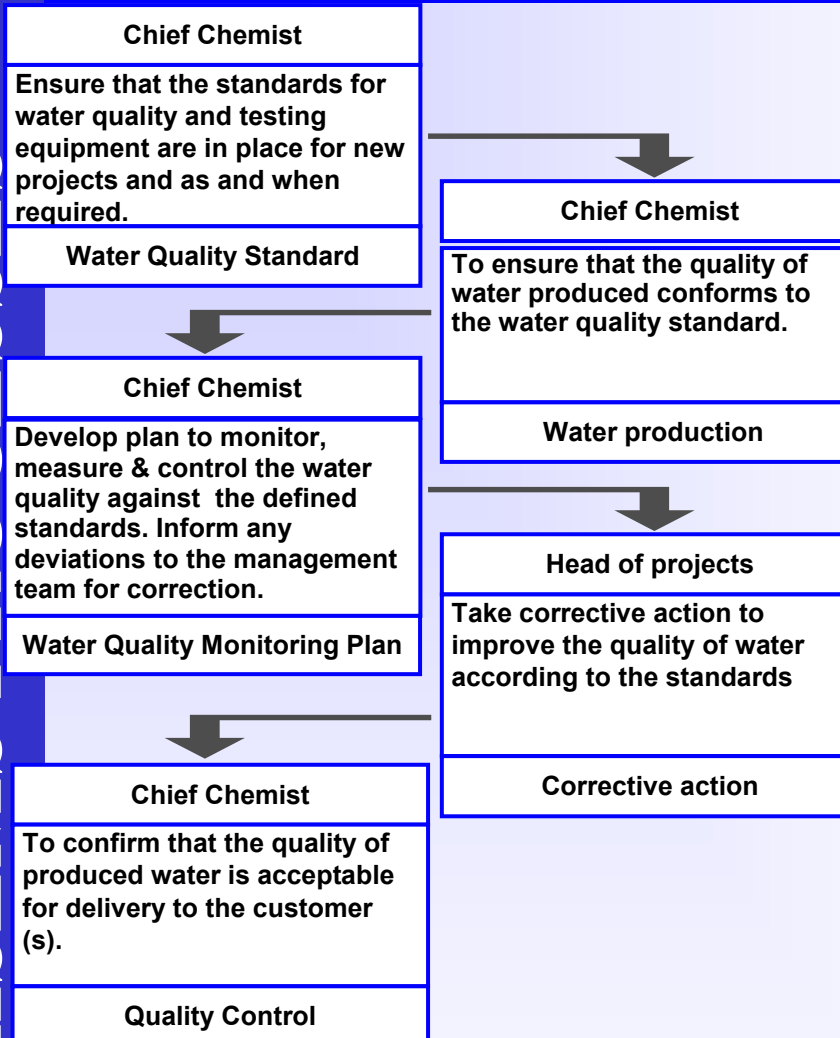
- 13 HSE Competency Assessment
- 20 HSE Monitoring & measurement
- 18 Identification of HSE Legislation and Regulations
- 03 HSE Policy Review
- 38 Chemicals Management

Process KPI

Number of non-conformity not corrected against the water quality standard.

Number of customer complaints relating to water quality.

ADWEA HSEMS PROCESSES



Objective :

To encourage active participation of all personnel in improving HSE performance.

Related Expectations

7.02

Process Frequency

▸ As required

Supporting Documentation

▸ [suggestion form](#)

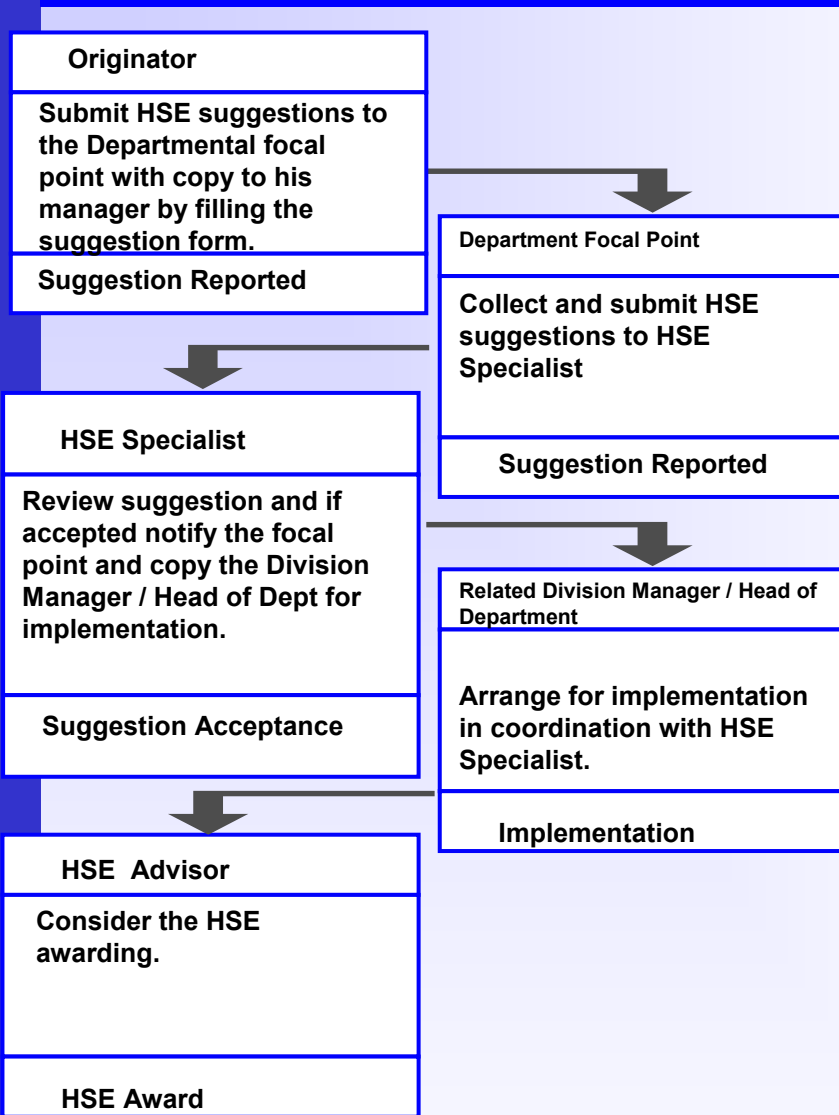
Supporting Processes

02 Action Tracking
08 Sharing HSE Information

Process KPI

Number of implemented suggestions against the accepted suggestions.
Number of awards against the total number of suggestions.

ADWEA HSEMS PROCESSES



Objective :

To ensure that all relevant HSE standards and procedures are identified, developed, current, communicated and implemented.

Related Expectations

10.06

Process Frequency

› As required !

Supporting Documentation

- › International standards
- › Federal and local legislation
- › ADWEA Standards for effluent & emission discharges & Procedures
- › *ADWEA standards for developing procedures*

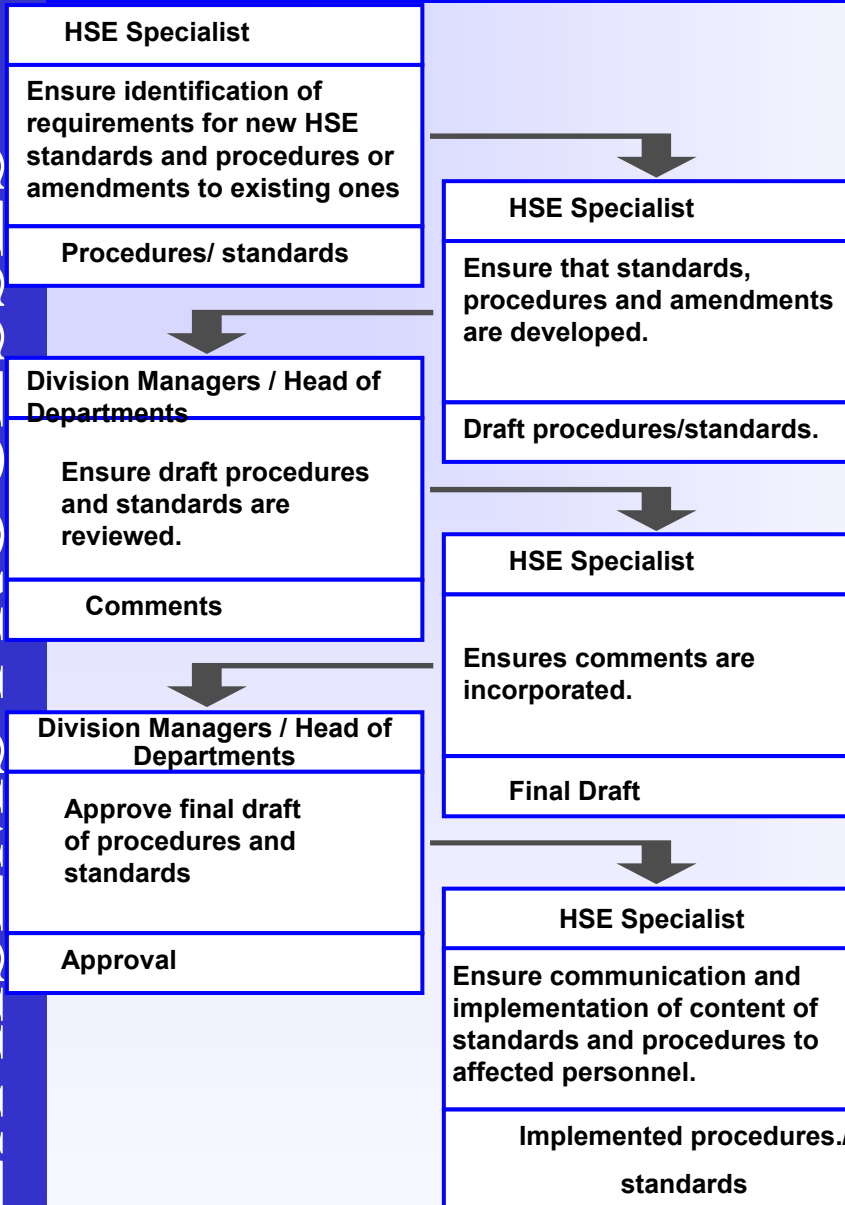
Supporting Processes

- 18 Identification of HSE Legislation and Regulation
- 19 HSE Documents Management
- 08 Sharing HSE Information
- 17 Communication with Authorities
- 56 Management of Change

Process KPI

Availability of updated & implemented HSE procedures in all functions & departments.

ADWEA HSEMS PROCESSES



Objective :

To ensure that ADWEA assess, record and report the level of compliance with the HSEMS requirements.

Related Expectations

13.01,13.02,13.03
,13.04,13.07,
13.08,13.09

Process Frequency

- › Self Assessment – Annually
- › Self Assessment Action Progress Report - Quarterly

Supporting Documentation

- › [Self Audit Guidelines/criteria](#)
- › ADWEA HSE Audit Procedure.
- › System feedback reports
- › [ABU DHABI EHSM annual external audit & reporting procedures](#)

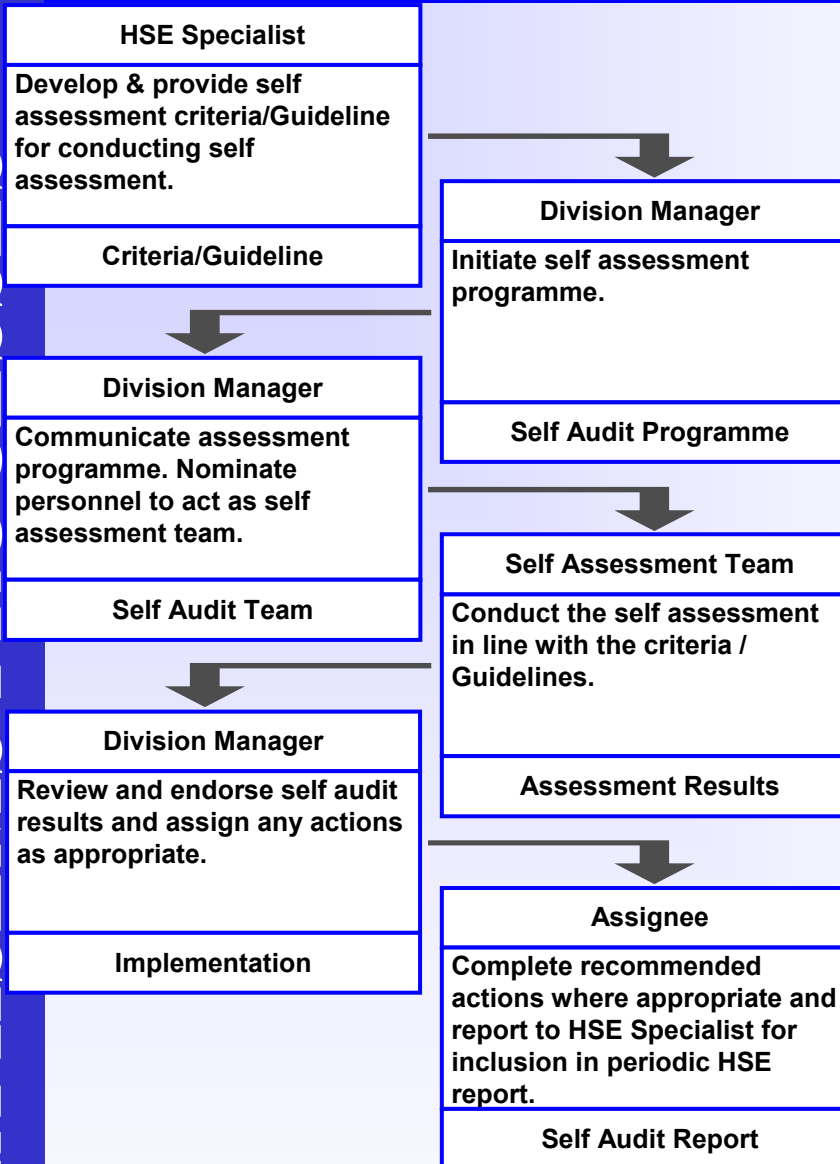
Supporting Processes

- 02 Action Tracking
- 59 HSE internal Audits

Process KPI

Percentage of HSEMS assessments carried out against programme

ADWEA HSEMS PROCESSES



Objective :

To ensure changes to HSEMS are documented, reviewed, agreed and communicated to all users.

Related Expectations

13.01,13.05,
13.07,13.09,
6.03,6.08

Process Frequency

› As required

Supporting Documentation

› HSEMS Change Request Form
› ADWEA - HSEMS

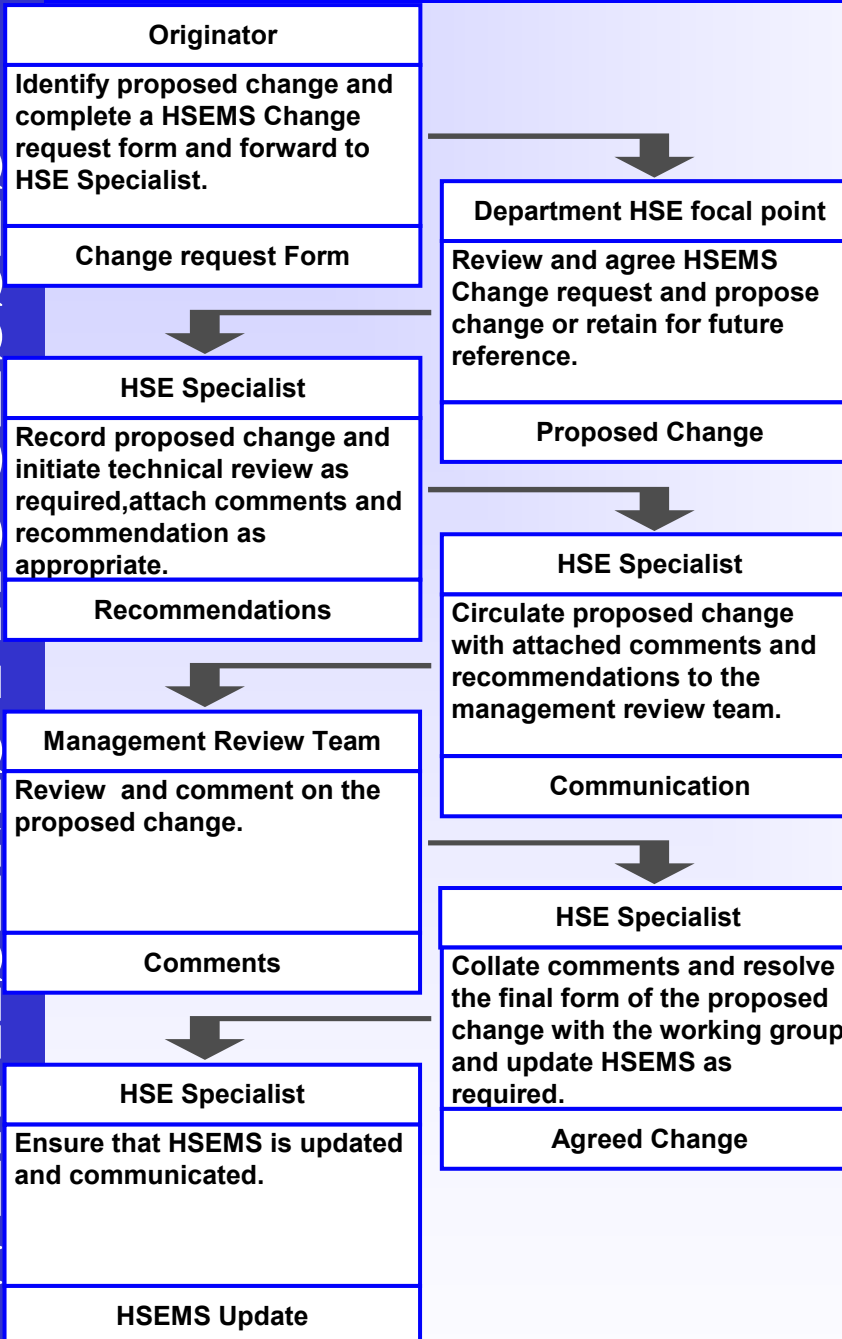
Supporting Processes

18 Identification of HSE Legislation and Regulations
17 Communication with Authorities
56 Management of Change

Process KPI

Number of implemented changes in the HSEMS against the agreed requests.

ADWEA HSEMS PROCESSES



Objective :

To ensure that temporary and permanent changes in operations and facilities are assessed for HSE issues, documented and communicated to company personnel and contractors.

Related Expectations

5.02,7.06,
9.08

Process Frequency

› As required

Supporting Documentation

› [Change request form.](#)

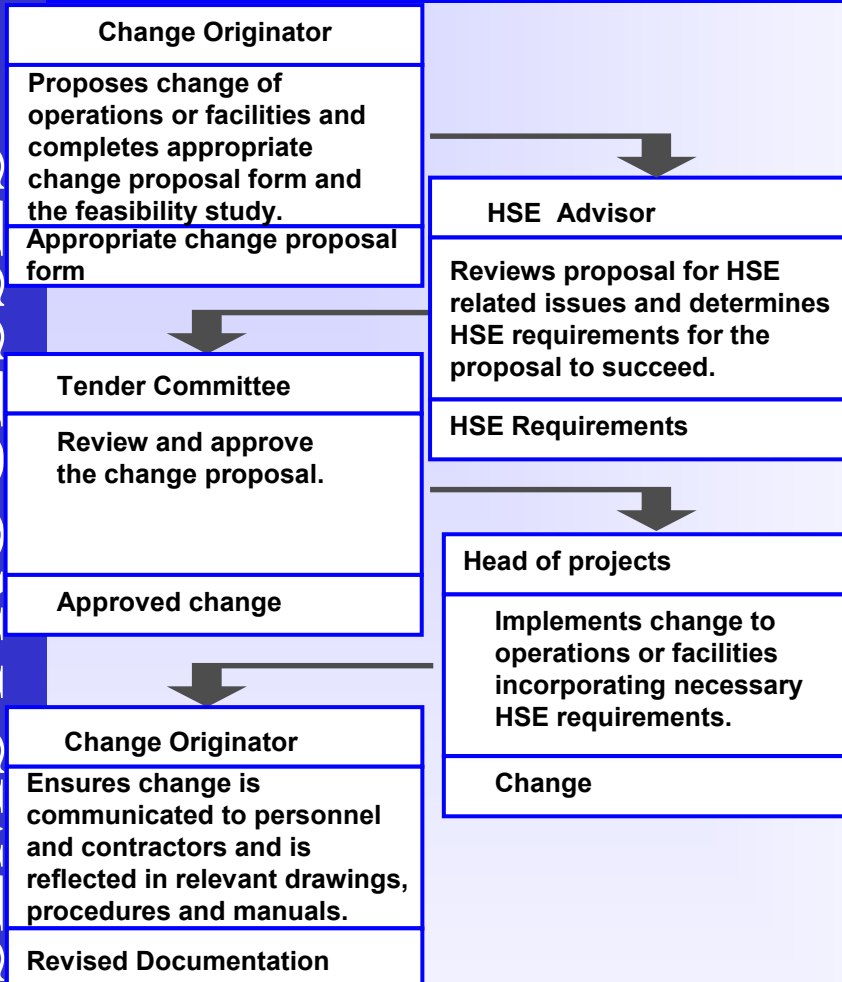
Supporting Processes

18 Identification of HSE Legislation and Regulation
36 Environmental Impact Assessment
53 HSE Standards and Procedures
24 Project HSE Plan

Process KPI

Percentage of changes in operations & / facilities carried out in compliance with HSE requirements.

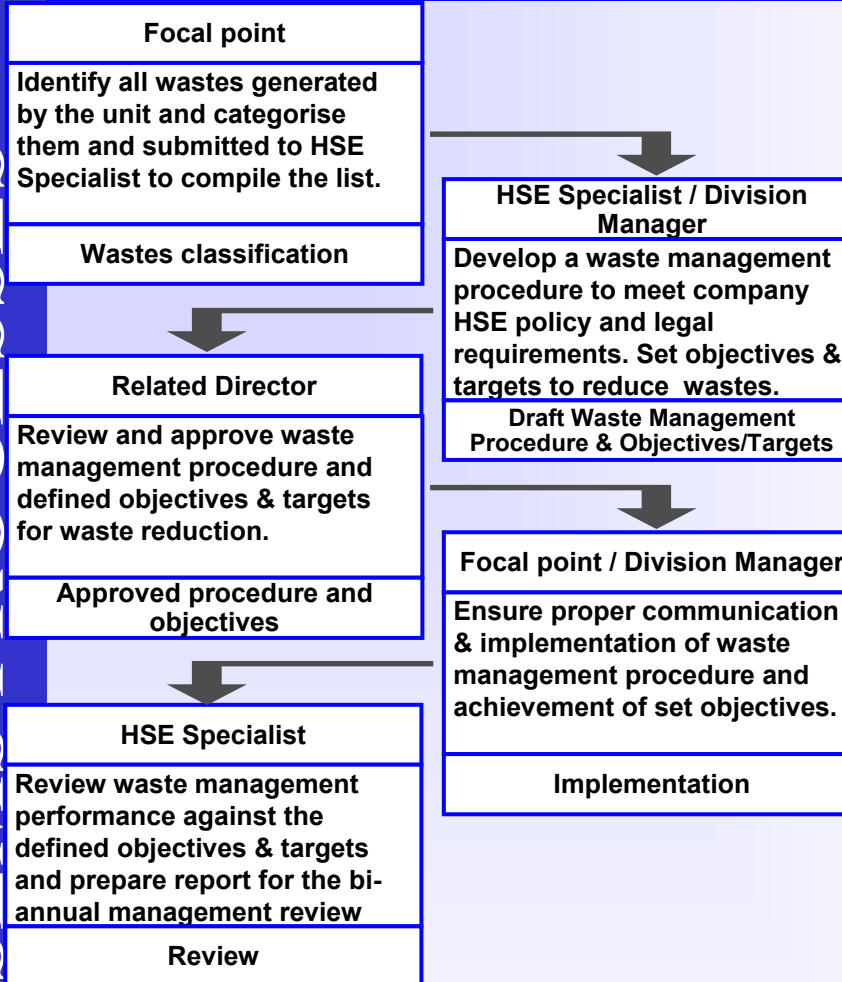
ADWEA HSEMS PROCESSES



Objective :

To manage the reduction and appropriate disposition of all wastes generated by the company.

Related Expectations
5.05, 9.01, 9.05



Process Frequency

- › Annually for objectives & targets
- › As required for procedure implementation

Supporting Documentation

- › HSE Policy
- › [Waste Management Procedures and Guidelines](#)
- › Objectives & Targets
- › Legal requirements
- › MSDS
- › [List of authorised waste disposing agencies](#)

Supporting Processes

- 09 Establishment of HSE Objectives & Targets
- 36 Environmental Impact Assessment
- 08 Sharing HSE Information
- 39 Hazardous Substances Management
- 38 Chemicals Management

Process KPI

Percentage of waste reduction targets achieved against planned Objectives & targets.

Objective :

To ensure that ADWEA has in place an HSE audit system to demonstrate compliance with HSEMS requirements.

Related Expectations

6.08,13.01,
13.02,13.03,
13.04,13.07,
13.08,13.09

Process Frequency

- › Develop Audit Programme - Annually
- › Complete audits in accordance with audit programme

Supporting Documentation

- › HSE Audit Programme
- › ADWEA HSE Audit Procedure
- › **ABU DHABI EHSMS annual external audit & reporting requirement**
- › Previous Audit Reports
- › Inspection Reports
- › All Audit Reports
- › Incident Reports
- › Near Miss Reports
- › Risk assessment reports
- › EIA reports

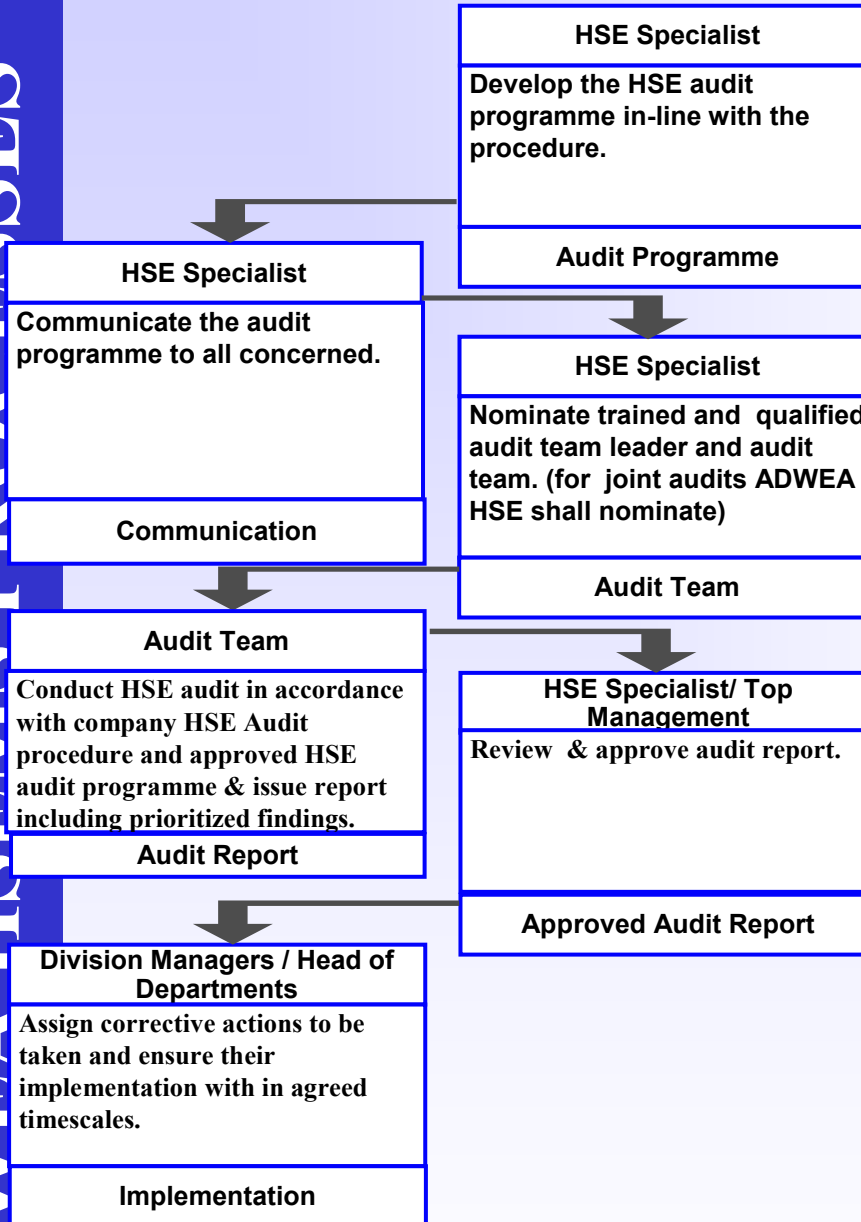
Supporting Processes

- 02 Action Tracking
- 08 Sharing HSE Information
- 54 HSEMS Self Audit

Process KPI

Number of Audits completed as per the approved Annual HSE internal audit program.

ADWEA HSEMS PROCESSES



Objective :

To establish an effective maintenance & testing plan to ensure the integrity and functionality of HSE equipment.

Related Expectations

9.01,9.04,9.05,
9.06, 9.07

Process Frequency

› As required per the plan.

Supporting Documentation

- › *Maintenance and Testing Plan*
- › *Relevant Insurance Requirements*
- › *License Requirements*
- › *Manufacture's and Standard Requirements*
- › *Audit Results*
- › *Inspection Reports*
- › *Work Order*
- › *Maintenance records*

Supporting Processes

02 Action Tracking
26 Emergency Response Planning
32 HSE Inspection

Process KPI

Number of reported deviations from the maintenance testing of HSE equipment plan.
Number of reported failures of HSE related equipments.

ADWEA HSEMS PROCESSES

