



# 2010 HSE GAS DIRECTORATE BUSINESS PLAN



PROJECTS	PRO-ACTIVE TARGETS COMPLIANCE	
Inspections & Meetings	GLT Inspections	4
	GGO Inspections	6
	GGE Inspections	6
	GGP Inspections	4
	GGS Inspections	6
	GGE cross projects inspections	9
	Conduct specific HSE meeting for GLT	6 per year
	Meeting HSE managers with GGS	2 times/year
	LSR Declaration by staff PDO/ Contractor	100%

ROAD SAFETY		
IVMS GPRS Installation and Driver Behaviour system monitoring	All project vehicles with IVMS GPRS	100%
Attend New Defensive Driving Training	All new project drivers and new PDO staff to Attend New Defensive Driving Training	100%
Audits on SJM KDC & SNDC other projects xx	Conduct SJM audit for KDC and SNDC	4
Conduct driver forum, and NO LTI clubs	Conduct Driver forum lead by PDO in projects	2
Apply consequence Management in projects and operation	Having HSE transport co-ordinator at site	100%
Introduce training sessions for Contractor IVMS focal points	Having road monitoring team at site full time	100%
Introduce monthly road safety reports	Projects to issue the road safety report during monthly returns	100%
Projects driver counselling meeting	Conduct projects driver counselling meeting, minimum 2 per month	2
Projects route surveys prior transportation	All project routes shall be approved by project team prior use	100%
Using RSST service in supporting projects driver forums	Minimum RSST service to be used 6 times in year	6

WORKSITE HAZARDS		
Attending New Safety training at all levels	Conduct STOP operations monthly reviews at site	100%
Toolbox Talks checks and attending training	Conduct STOP projects monthly reviews at site	100%
Attending Hazard Identification training	Attend the new training (ops/ projects)	100%
Continue STOP analysis and rewarding at site	Attend the Worksite Hazard training	100%
Rollout hazard awareness workshops	Staff trained in new hazard workshop	80%
Site spot checks on supervisors understanding of hazards	Operations interior Inspections by supervisors/Year	24

HEALTH		
Conduct Fitness to work audit for KDC and SNDC	Conduct Fitness Record audit for KDC and SNDC	2
Participate in PDD awareness road show on fatigue management	Participate in the awareness show	100%
Conduct audits and verify compliance with SP1230, KDC and SNDC	Conduct audits to check compliance with SP1230, on KDC and SNDC	2
Attend OH road shows to increase staff health awareness and discuss OH issues		100%
Attend training to increase HRA awareness and promote HRAs in KDC and SNDC	Training site supervisors in HRA	100%
Conduct 2 yearly Medical checks	Supervisors to check compliance	100%
Provide training for staff on Mercury and Norm	Provide training for QA staff on Mercury and Norm	80%
Monitor absence from work	Check records of staff absence and report quarterly	100%

All Targets are Minimum to be done.

Activity	Action Part.	Q1			Q2			Q3			Q4			
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
CEO conference	MSE				28									8
PDO Safety Day	MSE							5						
PDO HSE-MS Governance Audit - GD (KDC)	GGG/MSEM					Planned								
Pre- ISO 14001 audit	MSE/2	Yibal	QA											
Joint Management HSE Inspection	GD								19 Fahud				3 Yibal	
	OND				24 SRDC									
	GGG							16 LEK						
GLT quarter inspection (One area/ quarter)	GD			CPP		KDC			GGP				SNDC	
GGO site inspections	GGD	P	P	P	P	P	P	P	P	P	P	P	P	P
GGE site inspections	GGE	P	P	P	P	P	P	P	P	P	P	P	P	P
GGE cross projects CH visits	GGE	P	P	P	P	P	P	P	P	P	P	P	P	P
GGS site inspections	GGS	QA	YIB	QA	QA	YIB	QA			QA	YIB	QA	QA	QA
GAS-IRC meeting, monthly (3RD Tues each month 0900-100hrs)	GGS	26	23	23	27	25	22	27	24	28	26	23	28	
Project -IRC monthly meeting	CH/CSR													
Project monthly HSE meeting	CH/CSR													
Operation monthly HSE meeting	DTL													
Project safety week	GGG/CH								KDC					
Project welfare meeting	CH/CSR													
PDO Driving forum	GD, GGE, GGO			QA-GD	29					QA-GD	7			
GD arranged Driving forum	GGG			SRDC	25									KDC

YIBAL/KAUTHER 2010 HSE MONITORING PROGRAM					
ACTIVITY	Leader	Frequency	KPI	TARGET	ASPIRATION
ENVIRONMENTAL TARGETS - Flaring Km3 / d			MINIMUM	TARGET	ASPIRATION
CPP	GG01YK	Monthly		8	
Kauther	GG014YK	Monthly		13.5	

MEETINGS					
Conduct site operation monthly HSE meetings, once / shift	GG01Y / 14YK	Monthly	18	20	24
Participate and sponsor the Area Friendship / NO LTI Club meetings, once / area (two events in 2010)	GG01YK	Bi-Annually	1	2	2
Attend Site Operation Monthly HSE meeting.	GG0YK	Quarterly	2	4	4
Attend operation weekly TBT at site, once / month	GG0YK	Monthly	8	12	14

ROAD SAFETY					
Review report for vehicles installed with IVMS GPRS	GG01YK / 4YK	Monthly	8	12	12
Review & Audit compliance to New Defensive Driving Training	GG01YK / 4YK	Quarterly	2	4	4
Conduct vehicle spot checks	GG01YK / 4YK	Quarterly	2	4	4
Audit Safe Journey Management System	GG01YK / 4YK	Quarterly	2	4	6

PROCESS SAFETY					
Conduct Operation cross area PTW Audit - Kauther and Yibal	GG01YK / 4YK	Twice a year	1	2	2
Conduct Operation PTW 1v1 2 Audit and one cross area audit - Kauther and Yibal	GG0YK	Quarterly	1	2	2
Audit station operation handover notes (PR - 1000)	GG01YK / 4YK	Quarterly	4	6	8
Audit STN Temporary Override of Safeguarding System Procedure Register (PR-1001c)	GG01YK / 4YK	Monthly	8	12	12
Audit LO/LC register and record any irregularities (PR-1086)	GG01YK / 4YK	Bi-Annually	2	2	2
Audit station operation handover notes (PR-1000)	GG0YK	Bi-Annually	2	2	4
Audit STN Temporary Override of Safeguarding System Procedure Register (PR-1001c)	GG0YK	Quarterly	2	4	4
Number of PSM Incidents occurred / reported in Fountain	GG01YK / 4YK	Monthly	0	0	0

WORKSITE HAZARDS					
Review and Audit Staff attendance - Worksite Hazard & TBT Training	GG01YK / 4YK	Quarterly	2	4	4
Conduct HSE FAC Inspection as per HSE FAC Insp Plan 2010	GG01YK / 4YK	Monthly	8	12	12
Number of STOP Cards raised per month	GG01YK / 4YK	Monthly	1000	1500	2000
Conduct operation STOP training	GG01YK / 14YK	Quarterly	2	4	6
Conduct projects and operation STOP monthly reviews	GG00.CH.CSR	Monthly	8	12	10
Up-date on fire warden, first aid training for operations	GG0YK	Bi-Annually	2	2	2
Conduct HSE training matrix up-date and reviews	GG01YK / 4YK	Quarterly	3	4	4

CONTRACTOR HSE MGT - EMERGENCY EXERCISE / DRILLS					
Conduct operation exercises along with are twice / year	GG01YK / 4YK	Bi-Annually	1	2	4
Conduct operation evacuation drill to cover all stations - Once per month per station	GG01YK / 4YK	Monthly	24	30	36

## INCIDENTS BETWEEN 2008-2009

	2008	2009	2010
Rollovers	6	4	
Road Traffic Accidents (RTA), including R/O	9	7	
Last time incidents (LTI)	1	0	
Restricted Work Case (RWC)+FAC	17	14	
Non Accidental death (NAD)	2	0	
Others and Theft	6	5	
Equipment damage	19	11	
Near miss	3	7	
Environmental Leaks	5	28	
Total Incidents	62	72	

# Zero

Q/A GAS OPERATIONS HSE INSPECTION VISITS PLAN 2010												
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
TEAM SHEET A	Khalid, Mubashir, Alan	Said Wahe, Yibal, Said Bakaou	Said Wahe, Houssein Al-Awaj, Said	Said Wahe, Mubashir, Yibal	Khalid, Said Wahe, Mubashir, Mubashir	Said Wahe, Said Wahe, Houssein Al-Awaj, Said	Qasr, Said Wahe, Houssein Al-Awaj, Said	Khalid, Houssein Al-Awaj, Said	Said Wahe, Said Wahe, Said Wahe, Said Wahe	Said Wahe, Said Wahe, Said Wahe, Said Wahe	Khalid, Houssein Al-Awaj, Said	Said Wahe, Houssein Al-Awaj, Said
LOCATION	SNDC	CPP TR-2	BARIK	CPP TR-1	CPP TR-1	SNDC	CPP TR-1	SNDC	CPP TR-1	SNDC	CPP TR-2	SNDC

GPP/GKP GAS OPERATIONS HSE INSPECTION VISITS PLAN 2010												
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
TEAM SHEET A	Khalid & Mubashir	Khalid & Mubashir	Khalid & Mubashir	GG01YK & GG02YK	GG01YK & GG02YK	Khalid & Mubashir	GG01YK & GG02YK	GG01YK & GG02YK	Khalid & Mubashir	Khalid & Mubashir	GG01YK & GG02YK	Khalid & Mubashir
LOCATION	GGP	FW HRS	MDH HRS	GGP	GGP PMS-2	THD HRS	GGP	FW HRS	GGP	GGP	GGP	MDH HRS

MEETING			
ACTIVITY	DELIVERABLE	RESPONSIBLE PERSON	TARGET
Conduct projects site HSE meeting	HSE Minute Of Meeting	CH	Monthly
Attend contractor Tool Box Talk at site	Monthly Activity Plan	CSR	Weekly
Conduct project site driver forum (led by PDO at least twice a year and also use / invite RSST quarterly)	Monthly Monitoring Plan	CSR	Monthly
Conduct driver counselling meeting in KDC & SNDC	Monthly Monitoring Plan	CSR	Fortnightly
Attend training to increase HRA awareness and promote HRAs in KDC & SNDC.	HSE Training Matrix	CSR	As scheduled

INSPECTIONS			
Conduct site project inspection	Monthly Monitoring Plan	CSR	Monthly
Conduct GGE management cross project site inspection.	Report & Follow up	TL, CH, PH, CH	As per schedule
Routes survey prior transportation shall be approved by project team	Transportation Plan	CH	New Project
Conduct Bi-monthly project inspection & HSE campaign	Monthly Monitoring Plan	GGE	Bi-monthly

AUDITS			
Audit journey management system at KDC & SNDC	Monthly Monitoring Plan	CSR	Quarterly
Audit the contractor IVMS system compliance	Monthly Monitoring Plan	CSR	Monthly
Conduct HSEMS Audit in the projects	Close out Report	CH	As scheduled
HSEMS Governance Audit for KDC	Close out Report	CH	Q-2
Conduct audits and verify compliance with SP1230 for KDC & SNDC	Close out Report	CH	As scheduled
Conduct pre-start-up audit prior start of construction activities for KDC and SNDC	HSE certificate	CH	Prior Construction Start-up
Conduct HSE workshop prior start of construction activities for KDC and SNDC	HSE certificate	CH	Prior Construction Start-up
Conduct pre-mobilisation workshop for the temp. facilities installation for the SNDC-1	Close out Report	CH	Prior site mobilisation

EMERGENCY EXERCISE / DRILLS			
Conduct project emergency exercises, review and document it.	Monthly Monitoring Plan	CSR	Bi-Monthly

FOLLOW-UP			
Conduct site project incident reviews	Monthly Monitoring Plan	CH	Monthly
Attend Hazard identification training for new project team	HSE Training Matrix	CH	As scheduled
Conduct site STOP projects training	Training Plan	CSR	Bi-Monthly
Conduct projects STOP review	Monthly Monitoring Plan	CSR	Monthly
Conduct STOP audit at site, 1/Shift	Monthly Monitoring Plan	CSR	1/Shift
Attend new competence assessment for CH, CSR	Certification	GGE	As scheduled
Continue updating HSE Training Matrix regularly.	HSE Training Matrix	CH	Quarterly
Ensure contractors submit LOA (Letter of Assurance) to PDO (KDC & SNDC)	Contract Agreement	GGE	New Project
Attend New DD Training for all new project drivers and new PDO staff	HSE Training Matrix	CSR	As scheduled
Comply and attend 2 yearly medical check up	Report	TL	Quarterly
Monitor absence of staff from work and report	Report	TL	Quarterly
Project to provide HSE Transport Coordinator (KDC & SNDC)	HSE Plan	CH	As planned
Project to provide Road Monitoring Team at site full time (KDC & SNDC)	HSE Plan	CH	As planned
Ensure that IVMS-GPRS installed in the projects and monitor the driver behaviour	HSE Certificate & Transportation Report	CSR	Monthly
Update on audit, fountain action close-out	GGE Statistic	GGE/26	Monthly
Conduct Project Safety Week at KDC & SNDC	HSE-MP	CH	Yearly
Participate in PDD awareness show	HSE-MP	CSR	As scheduled
Report site application of consequence management	Monthly PIR (Performance Indicator Report)	CSR	Monthly
Project to celebrate safety achievement at site	Monthly Monitoring Plan	CH	As required
Project clinic shall be approved by MSEC, KDC & SNDC	HSE Certificate	MSEC, CH	Prior Construction Start-up
HACCP certification for catering in KDC and SNDC	HSE Certificate	CH	Same as Above
Conduct HSE Execution Plan Monitoring for all projects as per company requirement and standard	Monthly Monitoring Plan	CH	As Above
Provide Monthly HSE Update for the GGE HSE Meeting	GGE Statistic	GGE/26	Monthly
Submit performance Indicator Report to CH (via GGE26)	Monthly PIR	CSR	Monthly
Ensure EPC Contractor obtained all environmental permits for the KDC & SNDC site temporary facilities	HSE Certificate	CH	Prior Construction Start-up

**GOLDEN RULES**

- COMPLY
- INTERVENE
- RESPECT

**LIFE SAVING RULES**

**GOAL ZERO**

"No Harm to People & Environment"

**LIFE SAVING RULES**

- Obtain a valid Permit to Work whenever required for the task at hand
- Conduct gas tests whenever required
- Verify isolation before work begins and use the specified life protecting equipment
- Obtain authorization or a valid Permit to Work before entering a confined space
- Obtain authorization or a valid Permit to Work before overriding or disabling safety-critical equipment
- Use specified fall-prevention equipment when working at height
- Do not walk under a crane or suspended load
- Do not light up cigarettes, cigars or pipes in no-smoking areas.
- Do not drive or work under the effect of drugs or alcohol.
- Wear seat belts when in a moving vehicle
- While driving, do not use your phone and do not exceed speed limits
- Follow prescribed safe Journey Management Plan