



# IM&T HSSE Plan 2012



## AUDIT REVIEWS

Area	Month	Audit Team
(MAF) Telecomm, Central Archives, Tape store	Apr	UIIO, UIID/2, UIIE/5, UIIO/32, UIIS/4 ELITE & GCS Safety Off. & UIIO/43
	Oct	UIIR, UIIE/3, UIIO/31, UIIE/6, UIIB/13, ELITE & GCS Safety Off. & UIIO/46
FAHUD	Apr	UIIC, UIIE/2, UIIP/3, UIID/15, ELITE & GCS Safety Off. & UIIO/51F
	Oct	UIIP, UIIS/6, UIIO/34, UIID/26, ELITE & GCS Safety Off. & UIIO/5
QARN ALAM	Apr	UIIS, UIID/28, UIIO/1, ELITE & GCS Safety Off. & UIIO/53Q
	Oct	UII, UIIE, UIIE/4, UIIS/1, ELITE & GCS Safety Off. & UIIO/53Q
LEKHWAIR	Apr	UIID, UIIP/4, UIID/21, ELITE & GCS Safety Off. & UIIO/52L
	Oct	UIIB, UIIO/02, UIIC/32, ELITE & GCS Safety Off. & UIIO/52L
BAHJA	Apr	UIIR, UIIO/3, UIIO/41, ELITE & GCS Safety Off. & UIIO/63B
	Oct	UIIO, UIIO/4, UIIR/1, ELITE & GCS Safety Off. & UIIO/63B
YIBAL	Mar	UIIE, UIIC/33, UIIE/1, ELITE & GCS Safety Off. & UIIO/54Y
	Sep	UIIS, UIIO/41, UIIC/11, ELITE & GCS Safety Off. & UIIO/54Y
MARMUL	Mar	UIIB, UIIO/34, UIID/24, UIIP/21 ELITE & GCS Safety Off. & UIIO/61M
	Sep	UIID, UIIB/32, UIIR/4, UIIO/45 ELITE & GCS Safety Off. & UIIO/6
NIMR	Mar	UII, UIIP, UIIO/31, UIIE/31, ELITE & GCS Safety Off. & UIIO/62N
	Sep	UIIC, UIID/11, UIIC/21, ELITE & GCS Safety Off. & UIIO/62N
UII, UIIP, UIIE Offices, Workshops and Stores	Mar	UIIS, UIIE/58, UIIB/4, UIIO/32, UIIC/1, UIIC/12
UIID, UIIR, UIIO Offices, Workshops and Stores.	May	UIIE, UIIO/47, UIIS/61, UIIC/34, UIIE/54, UIIS/15
UIIB, UIIS & UIIC Offices & Data Centre	Oct	UIIB, UIIB/1, UIIC/31, UIIE/41, UIIE/63, UIIR/3

## GOAL ZERO



"No Harm to People and Environment"

## Golden Rules

You and I will:

- **COMPLY** with the law, standards and procedures
- **INTERVENE** on unsafe or non-complaint actions
- **RESPECT** our neighbors

## BI-YEARLY FIRE DRILL EXERCISE

Area	Date												Action line
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
MAF CC			✓								✓		UII HSE FP
MAF Telecom		✓								✓			UIIO/46
Fahud				✓								✓	UIIO/51F
Lekhwaair				✓								✓	UIIO/52L
Qarn Alam				✓								✓	UIIO/53Q
Yibal				✓								✓	UIIO/54Y
Bahja				✓								✓	UIIO/63B
Nimr				✓								✓	UIIO/62N

## IM&T 2012 HSSE Work Plan Matrix

Location	Audit By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Nimr and Qarnalam	UII			NMR							QRN			
Marmul and Lekhwaair	UIIB			MRL							LEK			
Fahud and Nimr	UIIC				FHD					NMR				
Lekhwaair and Marmul	UIID				LEK					MRL				
Yibal and Qarnalam	UIIE			YBL							QRN			
MAF Telecom, Archives buildings and Bahja	UIIO				MAF						BHJ			
Nimr and Fahud	UIIP			NMR							FHD			
Bahja & MAF Telecom, Archives buildings	UIIR				BHJ						MAF			
Qarnalam and Yibal	UIIS				QRN					YBL				
UII, UIIP, UIIE offices W/Shops and Stores	UIIS			MAF										
UIID, UIIR, UIIO Offices, W/Shops and Stores	UIIE					MAF								
UIIB, UIIS, UIIC Offices & Data Centre	UIIB										MAF			
Extracted from UID PLAN		Action Owner	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Visible Caring and felt leadership	UID LT Management Facility Inspection (MFI) with critical Contractors CEO	UII		UII										
	Contract Holder (CH) to execute level II Sp2000 compliance Audit	UII				UIIO 4,5,6 UIIE 1,3 UIID/2								
Road Safety	Contract holders (CH) to follow MSE/1 Schedule of Driving forums as per provided schedule per shift	UII			From February through July							From September through December		
	Contract holder (CH) to implement SP2000 Commuting procedure and recommendation	UII						UIIO 4,5,6 UIIE 1,3 UIID/2						
Work Site Hazards	Contract Holder (CH) to carry out STOP Audit	UII										UIIO 4,5,6 UIIE/1		
Contractor HSE Management	Contract Holder (CH) to verify effective closure of all 2012 HSE audit findings of main contractors/subcontractors	UII			UIIO 4,5,6 UIIE/1 & UIIC/21									
	Contract Holder (CH) to audit all sub contractors used by the main contractors before approval	UII			UIIO 4,5,6 UIIE/1 & UIID/2									
HSE Processes & Systems	Ensure adequate professional incident investigation capabilities within the UID contractors	UII			UIIO 4,5,6 UIIE/1 & UIID/2									
Health	All UID Contractors and Subcontractors to submit montly report on key health performance indicators to the MCC via (CH) by using PDO health performance indicators template	UII									UIIO 4,5,6 UIIE/1,3,5 UIID/2			
	Contract Holder (CH) to verify compliance of PDO contractors and subcontractors with labour law provisions regarding working hours, rest and leave (specially during summer time)	UII			UIIO 4,5,6 UIIE/1,3,5 UIID/2									

## PERFORMANCE SCORECARD

Proactive Indicators	Performance Indicator		2012 target
	HSSE	1	% of Journey Managers certifies competent
2		% of planned IM&T HSSE Audits	95%
3		% of staff completed mandatory HSSE Training	95%
4		Contract holder to implement SP2000 commuting procedures and recommendation	1 Audit
5		Contract holder to execute level II SP2000 compliance Audit	1 Audit
Health	1	Contractor holders to verify compliance on labour law provision regarding working hours (specially during summer time)	1 Audit
	2	Contractors and Subcontractors to submit monthly report on key health performance indicators to MCC via (CH)	Monthly
Contractor HSSE Audits	1	Contractor's HSSE Audits for 2 Services and 2 EPC contracts	1 Audit
	2	Contract holders to audit all subcontractors used by main Contractors before approval	1 Audit
Physical Security	1	Audit access cards permissions in Computer & Telecoms buildings	1 Audits
	2	Inspect security measures in UII Buildings ( Coast & Interior)	1 Audits
Cooperate Activities	1	Management Facility Inspection (MFI) with critical contractors CEO	1 Audit
Work Site Hazzard	1	Contract Holder to carry out STOP Audit	1 Audit

Reactive Indicators	Performance Indicator		2011 Target	2011 Actual	2012 Target
	Safety	1	Fatalities	0	0
2		Lost Time Injury Frequency ( LTIF )	0.25	0	0.25
LTI	1	M/hour without LTI	10.25 millions	10.27 millions	11.3 millions
	1	RTA	0	1	0
Road Safety	2	KM Driven	1,050,000	1,029,538	1,050,000
	3	Safe Journey Managed		3408	
	4	Journey Management Violation	0	0	0
Environment	1	Battery disposal Coast and Interior	1 event	1 event	1 event

## LSR – What are they

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 suspended load.	Do not light up cigarettes, cigars or pipes in no-smoking areas.	Follow the prescribed Safe Journey Management Plan.	Wear seat belts when in a moving vehicle.	While driving, do not use a mobile phone and do not exceed speed limits.	Do not drive or work under the effect of drugs or alcohol.

## LSR – Consequences Matrix

Rule is broken for the first time	Warning Letter low potential impact	Final Warning Letter high potential impact	Final Warning Letter	Dismissal
Rule is broken for the second time or several rules are broken at the same time			Dismissal	
Rule is broken for the third time, or rule-breaking caused injury or death, or was done recklessly or wilfully				Dismissal