PROJECT HSE PLAN
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1.0 Introduction

1.1 Purpose

The purpose of this project HSE plan is to outline the basic principles to be implemented during the execution of works.

The requirements given in this plan is complying in accordance with State Government's code of construction practice, State Environmental and as well as Local regulations.

1.2 Scope

This Project HSE Plan shall provide a proactive approach & workable model to achieve the goal of Zero accident strategy and to cover the project HSE system and relevant procedures in compliance with local rules and regulations.

1.3 Title of Project & Principal Parties

Project Title:
XYZ

Client:
XYZ

Contractor:
XYZ

1.4 Project Summary

The work site is located at _____________________________________________.

The principle element of the works to construct and set to work which includes but not limited to:

(Installation & Protection)
Water Source (supply & return)
Fire Water
Portable Water
Process Water
Safety Shower (supply & return)
Sanitary Sewage System
Fuel Gas Pipeline
2.0 HSE Policy

(Please enclose copy of Policy)

2.1 MANAGEMENTS COMMITMENT FOR HSE PERFORMANCE

Management Accountability

(Contractor Company Name) management is responsible and will be held accountable for the Safety and Health of all employees and environment on the project. Management’s objective is an efficient, productive effort that incorporates all elements of Health, Safety & Environment through the participation of management, construction team, employees, subcontractors and suppliers.

The Senior Person for each subcontractor shall be responsible and held accountable for Health, safety & Environmental compliance for their employees and areas of responsibility.

All subcontractors, vendors, suppliers, visitors and employees shall comply with all Project Health, Safety & Environmental policies and procedures.

Each subcontractor’s senior person on the project shall acknowledge to (Company Name) Management that the Project Health, Safety & Environmental Plan, policy, guidelines and procedures will be adhered to with no exemptions prior to work commencing.

3.0 Project Organization Chart

(Insert Org. chart here)

4.0 Duties and Responsibilities of Key Staff

**Ref.**  **Designation**

01. CONTRACTOR REPRESENTATIVE (CR)

02. CONTRACTOR DEPUTY REPRESENTATIVE (CDR)

PROJECT MANAGER (PM)

HSE REPRESENTATIVE (HSE REP)

4.1 CONTRACTOR REPRESENTATIVE (CR)

Duties and Responsibilities: The Contractor Representative is responsible for:

- Overall responsibility for ensuring the implementation of the Quality and HSE requirements.
• Responsible for the total compliance and implementation of this project safety plan and held accountable for the project’s safety performance.
• Review and approve job procedures and risk assessments.
• Establish a good housekeeping standard and good operational practice.
• Monitor the implementation of this safety plan on a day-to-day basis in close coordination with the safety representative.
• Provide the necessary resources required to implement this safety plan.
• Display his commitment to Health and Safety and address the site safety issues on a daily basis.
• Recognize good safety performance from the individuals and team.
• Seek advice and assistance from the senior management and keep abreast of changes in legal requirements and best practice.
• Overall responsibility for the administration functioning and finance control of the project.
• Overall responsibility for ensuring the execution of the project in accordance with the contract requirements within the agreed time frame to the satisfaction of client/consultant.
• Monitoring the project team HSE performance and ensuring the project requirements are attained to the satisfaction of the (Company Name).
• Review and consultation with the Contractor Deputy Representative and Project Management Team to ensure that the detailed programs for the execution of the project are being attained.

4.2 CONTRACTOR DEPUTY REPRESENTATIVE (CDR)

Duties and Responsibilities: The Contractor Deputy Representative is responsible for:

• Overall responsibility for the Project Management and for liaison between the Project Team and (Company Name) representatives.
• Ensuring the required resources for HSE such as (Manpower, Equipment & Material) is arranged in accordance with the agreed schedules / plans through effective coordination with the different disciplines.
• Conducting joint site visits / meetings along with the Project Management Team for monitoring and tracking the HSE performance of the project activities and coordinating to overcome difficulties and recover if any.
• Attending the site safety meeting and measure the progress of HSE Performance with (Company Name) to ensure efficient project operations and communications.

4.3 PROJECT MANAGER (PM)

Duties and Responsibilities: The Project Manager is responsible for:

Overall responsibilities to ensure this HSE Plan during the construction activities are being carried out according to.
• Preparing a master schedule for manpower, equipment and materials plans for the whole project duration in coordination with the HSE Representative.
• Coordinating and following up with the Contractor Deputy Representative in terms of HSE requirements planning and tracking the progress of the same.
• Monitoring the HSE performance of site subcontractors to ensure the subcontractors are in compliance with this Project HSE Plan works are being carried out according to the project requirements.
• Coordinate and follow up with the site HSE representative in terms of the project HSE requirements.
• Advising the CDR of areas of concern if any and propose / follow up for resolving such concerns.
• Review and approve job procedures and risk assessments.
• Establish a good house keeping standard and good operational practice.
• Monitor the implementation of this safety plan on a day-to-day basis in close coordination with the safety representative.
• Chair and conduct the site safety meetings.
• Follow up the progress of points discussed in the meetings.
• Provide the necessary resources required to implement this safety plan.
• Display his commitment to Health and Safety and address the site safety issues on a daily basis.

4.4 HSE Representative
duties and responsibilities: The HSE Representative is responsible for:

• Overall responsibility for the Implementation of the project specific HSE Plan & Procedures in coordination with the project manager.
• He shall be responsible to the Project Manager for H&S support and advice, and for promoting the continuous improvement of H&S performance of the company.
• He shall also be responsible to the HSE department for promoting H&S plan and procedures.
• Shall be familiar with current H&S legislation relevant to the project. Copy of these will be made available at site for ready reference.
• Assist the Project Director / Manager in implementing the guidelines given in this document.
• Advise and assist all personnel on the project with the implementation of Health and Safety plan and compliance with the relevant H&S legislation.
• He will give inspection reports indicating all the unsafe conditions noticed by him at site highlighting the status of rectifying the same to the project manager.
• Plan the requirement of first aid, fire fighting and safety appliances as the works progress.
• Investigate all accidents to find out the root cause and to take necessary actions to prevent its recurrence.
• Organize the inspection of scaffolds, ladders, traffic management, permit systems and other temporary safety measures taken in the interest to protect
the public and residents. Based on the frequency as mentioned therein and maintaining a record of such inspection.

- Identifying the project related hazards/aspects and associated risks / impacts and do risk assessments and job safety analysis.
- Ensuring that the identified hazards / aspects are communicated together with the agreed control measures.
- Monitoring and supervising the project activities in a manner to ensure that the Project HSE requirements are met.
- Ensuring that all work permits and related HSE documents are being prepared in accordance with (COMPANY NAME) requirements.
- Performing regular on site HSE inspections and completing required checklists.
- Ensuring the full compliance with (COMPANY NAME) HSE regulations and requirements
- Organizing safety meeting, this will be chaired by the project manager, at a defined frequency and maintaining the minutes of such meetings.
- Providing induction programs for all the staff and workmen on their arrival at site and organizing refresher sessions whenever required. And will maintain record of such programs.
- Conducting risk assessment for major works, based on the method statement before they are taken up, to identify the possible hazards and the precautions to be taken.
- Organize and/or conduct safety training for all project personnel.

5.0 Arrangement & Planning for Proactive HSE System

SAFE WORK PROCEDURES

5.1 RISK ASSESSMENTS / JOB SAFETY ANALYSIS

- Risk Assessments / JSA will be prepared for the activity to be carried out by the HSE Representative.

- Based on the method statements prepared during the course of project. It will be sent to (COMPANY NAME) for approval before starting any activity.

- At the time of task assignment, the Risk assessment’s control measures will be communicated by the supervisor to the personnel performing the task.

- Work activities will not commence until all parties are satisfied that hazards/aspects have been identified, and that appropriate measures have been taken to protect the task performer(s), property & environment from the hazards/aspects.

- All such analysis will carried based on the method statements prepared during the course of project.

5.2 Environmental Hazards and Control:
• It is assured that all our operation will be carried out without polluting the environment.
• Necessary care will be taken while doing the risk assessments / job safety analysis, all the environmental hazards (if any) will be analyzed.
• If there are any such hazards, it will be highlighted to the management for necessary corrective action.
• All necessary measures will be taken to prevent water/land/air pollution by any fuel or oil or other hazardous or polluting substances.

5.3 Permit to Work (PTW)

A Permit to Work system will be followed for the identified activities. It is not limited for these activities.
• Confined space entry
• Excavation
• Working in Live conditions
• Lock-out / Tag-out
• HOT Work such as Welding works
• Personnel basket
• Others if needed.

The work permit systems will assess specific potential hazards/aspects on a task-by-task basis.

The information acquired from this assessment will be used to determine appropriate work practices and personal protective equipment for the task.

5.4 HSE Meetings

HSE Meetings will be conducted once in a month.
• And in addition to that, Tool Box Meetings will be held weekly and conducted by each supervisor and HSE representative.
• Topics will include project supplements, previous period’s accident / incidents / investigation results, and specific HSE topics issued by the respective HSE Department.
• Employee attendance is mandatory, and discussion is encouraged.
• Documentation, including employee signatures and HSE topics, etc. will be maintained.

5.5 HSE Bulletin Boards

Bulletin boards for Health, Safety & Environmental purposes will be conspicuously located and maintained throughout the project.

5.6 HSE Enforcement Guidelines.
HSE enforcement action for violations that are deemed minor must be progressive, with the intent to alter behavior with proper instruction and counseling. Therefore, the progressive actions below are for minor violations only:

i. Verbal warning with counseling for first offense;
ii. Written reprimand for second offense.

5.7 HSE INSPECTIONS

Site HSE Engineer / Officer will carry out inspections on the entire work area on daily basis. He will generate a report based on his inspections pointing out the unsafe conditions and acts observed by him during the inspection. Correction will be taken on the same by the site engineer / supervisor.

- Inspection of all area will be conducted daily by the supervisor in charge as follows:
  - Mechanic Shop(s)
  - Maintenance Shop(s)
  - Electrical and Instrumentation Shop(s)
  - Tool Room(s)
  - Construction Areas
  - Lay-down areas, warehouse(s)
  - Welding/Pipe Shop(s)
  - Carpenter Shop
  - Pre cast Yard
  - Other construction areas

Inspections conducted as specified above will be documented with all unsafe acts and conditions correct immediately or action taken to guard the hazard with corrective action and date for each discrepancy noted.

5.8 ACCIDENT INVESTIGATION

Accidents taking place at the workplace will be investigated, documented and reported to (COMPANY NAME)

5.9 MANAGEMENT OF SUBCONTRACTORS

Subcontractors will be managed effectively in compliance with this HSE plan. All subcontractors will be assessed periodically for their HSE Performance.

Audits will be carried out as per the audit schedule as when announced during the course of the project.

5.10 Accident Reporting Procedure

Accident Prevention is a part of planning and controlling functions and it will help management to reach the goal of “Zero Accident”.
The following procedures shall be followed at site. It has been designed to satisfy both statutory and corporate requirements.

All accidents and near miss incidents at site will be recorded and all these cases, including first aid cases will be investigated.

The individual providing the first aid will maintain a first aid register at site.

All lost time injuries and property damage will be reported to the (COMPANY NAME), Engineer / Project Managers and HO immediately through a fastest medium and a detailed report will be sent within 24 hours of the incident.

A suitable follow up report will be sent to the consultant regarding the status of the injured at a later stage after getting necessary information from the hospital / doctors. The site HSE REP will investigate all accidents, including the near misses and first aid cases.

All serious accidents will be reported to the Govt. authorities / Police and the scene of accident will be preserved until the Police investigations are completed.

In case of a serious accident the emergency procedure will be followed without fail.

5.11 EMERGENCY RESPONSE PROCEDURE

In case of any emergency situation on the site, the emergency alarm will be activated. All the employees including visitors have to assemble in the Emergency assembly Point. Emergency assembly point will be identified. Appropriate signboards will be kept for information.

There will be a head count after everybody assembles in the assembly point. Once the head count is done, it will be verified with the daily manpower report. Emergency rescue management team will be informed of the missing manpower and for handling emergency situations.

5.12 DOCUMENTATION AND RECORD CONTROL

- All Client-required Documentation will be followed.
- All Clients required documentation and reporting will be complied with.
- (Contractor Company Name) shall maintain all required Project Health, Safety & Environmental Documentation. All subcontractors shall maintain and submit to (Contractor Company Name) required documents and reports as requested.
5.13 SAFETY OFFICERS

A fulltime dedicated safety officer will be deployed at site for the implementation of this Project HSE Plan. He will be responsible as specified under the duties and responsibilities of HSE representative.

6.0 Promotion of Positive Health & Safety System

6.1 PERSONAL PROTECTIVE EQUIPMENTS (PPE)

All Personal Protective Equipments shall conform to the standards.

Basic PPE required by all employees, subcontractors, visitors, suppliers and vendors shall be hard hat, safety glasses, steel toed footwear, high visibility jacket (if required) and proper overall for workers.

Hearing Conservation

Hearing protection shall consist of: Ear plugs and/or earmuffs where applicable.

Respiratory Protection

As decided in the Risk assessments /Job safety analysis.

6.2 FIRST AID

With reference to the Legal requirements appropriate First Aid station to cover the entire workforce deployed at site. It will be located in the site in an easily accessible area.

6.3 Transportation, Lifting and Material Handling:

All necessary precautions will be taken to avoid manual handling during Transportation of materials. All the materials will be planned and stored accordingly to avoid unnecessary movements inside the site. Planning and storage of materials will be decided in advance.

Valid test certificates will be provided from approved third party agencies for all lifting equipments, cranes / rigging equipments and crane operators. Wherever possible manual handling will be replaced by mechanical handling.

6.4 Working in and with excavations

Hazards
- Collapse of sides
- Striking existing services
- Persons falling into excavations
• Plant and materials falling into excavations
• Flooding of excavations
• Presence of hazardous atmospheres
• Presence of contaminated soil

Requirements:
• Excavation Permits
• Cable detectors
• AS BUILT DRAWINGS
• Trial Pits

PLANT AND EQUIPMENT MANAGEMENT

• Up to date certificates from approved third party agency for all cranes/rigging equipments, crane operators and for all lifting equipments will be arranged.

• Only safe & certified equipment will be used.

• It is the responsibility of the HSE Representative, Supervisor & Operator to inspect the equipment before using it.

• Regular inspection for the equipment will be performed to ensure suitability & capability.

6.6 TRAFFIC MANAGEMENT

Traffic management will be an effective control in isolating the people movement and vehicle movement and avoid accidents in the workplace. All necessary signboards will be placed in (local language) and English.

6.7 Public Safety:

Before commencing the work at the required location, all residents /end users (if applicable) in that area will be announced about the commencement of works (Thru Notice).

The notice shall include and contain the following information.
• Scope of Works.
• Duration of Works
• Emergency Contact Numbers,

Traffic Arrangements.
A notice shall be prepared incorporating all theses details and it will be communicated to all residents well in advance. Records/Acknowledgements of the residents will be maintained.

6.8 TOOLS / Equipments
1. **HAND TOOLS.**

Every tool is designed to do a certain job; the tool to be used only for its intended purpose.

Hand tools must be kept in good condition, sharp, clean, oiled, dressed, and not abused.

2. **PORTABLE POWER TOOLS/CORDS**

Power tools must only used by trained persons.

Electrical connections and extensions must be properly made by authorized electricians.

Proper eye and hand protection must be used and people working around must be warned as flying objects can result almost from operating any power tool.

6.9 **FIRE PROTECTION & FIRE FIGHTING**

All buildings, plant and equipment shall be provided with fire-fighting equipment.

All portable fire fighting equipments provided shall be periodically inspected (weekly basis) and records shall be maintained to this effect.

Based on the Inspections Carried out, extinguishers will be recharged immediately.

Any work involving open fire such as Welding will be controlled through permit to Work system.

Precautions mentioned in the permits will be strictly followed, such as all flammable materials will be isolated from the welding area.

6.10 **WORKING AT HEIGHT**

During working at height (above 1.8 meter) employees will be provided with full body safety harness.

All scaffolds and ladders will be inspected by site safety officer on a weekly basis.

6.11 **LIVE WORKING CONDITIONS**

Before any operation or works at site commences and during progress, we shall take all practicable steps to prevent danger to persons employed from any live electric cables or with running fluids / Sewers.
Whenever possible live work is to be avoided. Whenever live work is required a safe system of work is to be devised, preferably written, and by use of a Permit to Work system. (Lock out /Tag out)

6.12 HOUSE KEEPING

- Housekeeping will be carried out on a daily basis. "A clean site is a Safe site".
- Housekeeping will be given top priority on the day to day activity planning.
- The Concerned area supervisor and engineer will be responsible for the cleaning of his workplace.
- Waste materials disposal will be done proactively to avoid any fire accident.
- Waste materials will be identified separately and will be disposed to the identified waste yard.

6.13 SITE SECURITY Arrangements:

A brief arrangement shall be made to protect the people and the property involved in the Project. Adequate number of security officers and security posts will be deployed for the following

- Protect the People movement.
- Control of Vehicle
- Prohibit entry of unauthorized persons in project area.

➢ Work areas will be covered by the security including storage areas of equipment and tools.

➢ Emergency contact numbers will be provided to the security to inform in case of emergency.

➢ Monitor the work area on daily basis and reporting to Management.

➢ Security arrangements will be planned round the clock including public holidays and other special events.

7.0 HSE Awareness Training Programs

7.1 INDUCTION TRAINING PROGRAMS

Orientation / Training

New Employee Orientation

The following subjects, as applicable, will be covered with all employees prior to starting work assignments. Visitors and vendors will be given a short orientation before being allowed into any construction area or hazardous area.
• HSE Policy and procedures
• Employee duty with reference to HSE
• Working at Height
• Fire Protection, Precaution and Prevention programs.
• Accident Reporting Procedure.
• Permit to work systems (hot work, cold work, excavation, confined space, etc.) where applicable
• Emergency Response Procedure.
• Personal Protective equipments (PPE)
• Emergency Evacuation Procedures and Alarms
• Legal Requirements and contractual requirements of HSE
• Basic Electrical Safety
• Fall Prevention program
• Cost of accidents
• Scaffold Safety
• Use of Fire extinguishers
• Housekeeping.

Supervisors shall receive in additional to the above points the following.

Supervisors Responsibility.
• Tool Box Meetings.
• Job specific Training.

Job specific follow-up training will be conducted for identified supervisor.

Employee Training

Qualified and experienced trainers in appropriate languages shall conduct all orientations and training. All employees shall be able to understand all orientation and training lesson material, presentations, etc. All training materials and signs used shall be in (local language) and English

Required training shall be completed prior to a job / task being started, but is not limited to, the following:

• Forklift operation/inspection.
• Aerial lift operation/inspection.
• Powder actuated tools.
• Hearing protection.
• Fall Prevention (100% tie-off)
• Respiratory protection
• Personal protective equipment
• Basic electrical safety
• Fires & fire extinguishers
• Lock-out/tag-out
- Emergency alarms and evacuation procedure
- Permits.
- Scaffolds.

Training materials and method used

- Verbal presentation.
- Written materials in the local language, including textbooks, reference manuals, etc.
- Weekly safety meetings.

7.2 Induction Training

All staff and workers will go through Safety Induction Training before their deployment at site.

- The record will be maintained to this effect.
- It will be the responsibility of the respective engineers to inform safety representative about any new employee arrival.
- Subjects to be covered during the induction sessions are as per the Annexure
- Induction training will be extended to subcontractors, if any, as well.
- Records to this effect will be maintained at site.
- A “Zero Tolerance” culture will be imbibed during the induction to all the employees.
- All visitors will be required to meet the secretary at site office.
- If any of the visitors have to be taken to site, i.e. construction area, it has to be approved by the Project Manager.
- And they will be required to give an undertaking before taken inside the site. Copy of the format will be available with the secretary at site office.
- They shall be provided with safety helmets and safety shoes. Or other necessary PPE.
- All signs and materials used during the training shall be in (local language) and English.

7.3 Toolbox Talk Training

Toolbox talks will be conducted at least once in every week by the site engineers/supervisors to their respective workmen before the shift begins.

In addition to this, depending upon the site activities in progress, job specific hazards and the precautions to be taken will be highlighted whenever required.

Unsafe conditions and unsafe acts noticed at site, lessons learnt from the accidents, safety precautions to be taken in the next week’s works etc. will be the focus of discussion during the tool box talks.
Safety Representative shall issue the necessary Tool Box subjects to the front line staff.

Record of all such toolbox meetings will be maintained at the site.

7.4 Job specific training

Any specific training needs of site-based personnel for any specialized activities shall be organized by the HSE REP on request from the Project Manager.

8.0 Audit / Review of HSE Performance

8.1 AUDIT SCHEDULE

Schedule of Project Surveillance HSE Audit

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Description</th>
<th>Date of Audit</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td>1st Audit</td>
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<tr>
<td>1</td>
<td>Document &amp; Data Control</td>
<td>TBA</td>
</tr>
<tr>
<td>2</td>
<td>Equipment / Tools</td>
<td>TBA</td>
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<tr>
<td>3</td>
<td>Site Activities</td>
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</tr>
<tr>
<td>4</td>
<td>Emergency Preparedness &amp; Response</td>
<td>TBA</td>
</tr>
</tbody>
</table>

TBA: To be Advised

System audits may serve as surveillance audits.

APPENDIX – 1

List of Controlled Copy Holders

(COMpany Name) Representative.

(Contractor Company Name) Project Team.
Sub-Contractors.