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APPENDIX D HSE information

Response

6.1 : Leadership and Commitment

(i) Commitment to HSE through leadership	a) How are senior managers personally involved in HSE management?	General Manager is personally involved in all HSE related issues. Our GM heads the company committee. He personally does site inspections.
	b) Provide evidence of commitment at all levels of the organisation?	Top management provides all resources required to carry out all HSE requirements. HSE manager will take prompt corrective action and advising the senior managers accordingly with regards to HSE commitment and leadership.
	c) How do you promote a positive culture towards HSE matters?	Usually, all managers will be signing a copy of HSE procedures and minutes after HSE meeting. HSE communication such as HSE meeting, tool box talks, HSE notice boards, In house courses.

6.2 : Policy and Strategic Objectives

(i) HSE policy documents	a) Does your company have an HSE policy document?	YES
	If the answer is YES please attach a copy.	Please see attached.
	b) Who has overall and final responsibility for HSE in your organisation?	MD and General Manager
(ii) Availability of policy statements to employees	c) Who is the most senior person in the organisation responsible for this policy being carried out at the premises and on site where his employees are working? Provide name, title and experience.	Saleh Salim Nasser HSE Supervisor 5 years experience
	a) Itemise the methods by which you have drawn your policy statement to the attention of all your employees?	By holding safety awareness meeting for all employees. To incorporate explaining our HSE policy in the induction. To have regular discussions about the policy and what it means.
	b) What are your arrangements for advising employees of changes in the policy?	Issue site memo & In-house briefing. Post changes on bulletin board. Hold regular HSE meetings.

6.3 : Organisation, Responsibilities, Resources, Standards and Documentation

(i) Organisation - commitment and communication	a) How is management involved in HSE activities, objective-setting and monitoring?	Management does endores and comply with the set procedures and policies. Conducting reviews and activities. Comply with all applicable client or contractor HSE requirement. Ensure a project employee is responsible for given task and HSE will update for each and every day to management on the site status.
	b) How is your company structured to manage and communicate HSE effectively?	A mandatory meeting will held every day in all levels employees.
	c) What provision does your company make for HSE communication meetings?	Safety Management Plan.
(ii) Competence and Training of Pre-Qualification Questionnaire	Have the managers and supervisors at all levels who will plan, monitor, oversee and	Please see attached. A detailed training schedule

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شركة السليمانى أخوان
للتجارة والمقاولات العامة المحدودة
الجمهوريّة اليمنيّة

المركز الرئيسى / شبوة - متق - ت ٠٥٢-٤٥٣٠ - فاكس : ٠٥٢-٤٥٣١
فرع حضرموت / المكلا - تلفون : ٠٥٣١٤١١٧ - فاكس : ٠٥٣١٤١١٨
فرع بالحاف / تلفاكس ٠٥٢١١٩٠٢

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managers/super-
visors/ Senior site
staff/ HSE advisors

carry out the work received formal HSE
training in their responsibilities with respect
to conducting work to HSE requirements?
If YES please give details. Where the
training is given in-house please describe
the content and duration of courses.

and the hours attended.



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(iii) Competence and General HSE training	<p>a) What arrangements does your company have to ensure new employees have knowledge of basic industrial HSE, and to keep this knowledge up to date?</p> <p>b) What arrangements does your company have to ensure new employees also have knowledge of your HSE policies and practices?</p> <p>c) What arrangements does your company have to ensure new employees have been instructed and have received information on any specific hazards arising out of the nature of the activities? What training do you provide to ensure that all employees are aware of company requirements?</p> <p>d) What arrangements does your company have to ensure existing staff HSE knowledge is up to date? (If training is provided in-house please give details of content.)</p>	<p>Induction and pre-employment training. Project experience and In-house training.</p> <p>HSE training and short exam. Regular safety meetings that discuss policies and procedures.</p> <p>Examination. Inductions. And specific training in focused topics of HSE. HSE audits and inspections. Will instruct employees to prepare a risk assessment.</p> <p>Hazard identification awareness courses such as hazardous material inventory, chemical risk assessment, MSDS, Transportation and handling, PPE requirement, storage and Spill prevention and emergency response.</p> <p>HSE Training and Tool box talk.</p>
(iv) Specialised training	<p>a) How have you identified areas of your company's operations where specialised training is required to deal with potential hazards? (Please itemise and provide details of training given.)</p> <p>b) If the specialised work involves radioactive, asbestos removal, chemical or other occupational health hazards, how are the hazards identified, assessed and controlled?</p>	<p>Yes. Please see attached.</p> <p>Job safety Analysis and Risk Assessment. MSDS.</p>
(v) HSE qualified staff -additional training	<p>Does your company employ any staff who possess HSE qualifications that aim to provide training in more than the basic requirements?</p>	<p>Yes, on seasonal basis we employ experts who will develop our HSE system.</p>
	<p>a) How do you assess:</p> <p>i) HSE competence</p> <p>ii) HSE record of the subcontractors and companies with whom you place contracts?</p> <p>b) Where do you spell out the standards you require your contractors to meet?</p> <p>c) How do you ensure these standards are met and verified?</p>	<p>To demonstrate the capability in work scenario.</p> <p>HSE site plan and project procedure and list of applicable codes and industry standards (management of contractor or subcontractor).</p> <p>Standards are applicable at worksite and verification will be done by our HSE representatives.</p>



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(vii) Standards	a) Where do you spell out the HSE performance standards you require to be met?	Basically, we do refer to applicable codes and industry standards or any project standards
	b) How do you ensure these are met and verified?	HSE employee and managers will ensure standards are being met and verified.
	c) How do you identify new industry or regulatory standards that may be applicable to your activities?	Base on client updates.
	d) Is there an overall structure for producing, updating and disseminating standards?	Yes. We contracted a consultant company to do that for us since they have better experience.

6.4 : Hazards and Effects Management

(i) Hazards and effects assessment	What techniques are used within your company for the identification, assessment, control and mitigation of hazards and effects?	HSE audit inspection, full safety system that complies with these requirements.
(ii) Exposure of the workforce	What systems are in place to monitor the exposure of your workforce to chemical or physical agents?	MSDS and JSA (JOB SAFETY ANALYSIS)
(iii) Handling of chemicals	How is your workforce advised on potential hazards (chemicals, noise, radiation, etc.) encountered in the course of their work?	MSDS and Risk Assessment. In person no worker is allowed to undertake an activity unless he/she fully understands what is involved and risks associated with this activity.
(iv) Personal protective equipment	What arrangements does your company have for provision and upkeep of protective equipment and clothing, both standard issue, and that required for specialised activities?	PPE will be issued in strict compliance with the recommendations contained in the MSDS'S. A check shall be made to ensure that all PPE to be used for any particular job is compatible. We ensure that all workers do wear appropriate PPE and ensure that all PPE is in our inventory.
(v) Waste management	What systems are in place for identification, classification, minimisation and management of waste?	Waste Management chart and waste transfer note. (shall be implemented during design and planning stages)
(vi) Drugs and alcohol	Do you have a drugs and alcohol policy in your organisation? If so, does it include pre-employment and random testing?	Yes. This policy is recent and strict implementation will be executed.

6.5 : Planning and Procedures

(i) HSE or operation manuals	a) Do you have a company HSE manual (or Operations Manual with relevant sections on HSE) which describes in detail your company approved HSE working practices relating to you work activities?	Yes. Please see attached.
	b) How do you ensure that the working practices and procedures used by your employees on-site are consistently in accordance with your HSE policy objectives and arrangements?	Site inspection, Site HSE daily reports, Tool Box Meeting , TSTI (Total Safety Task Instruction)



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(ii) Equipment control and maintenance,	How do you ensure that plant and equipment used within your premises, on-site, or at other locations by your employees are correctly registered, controlled and maintained in a safe working condition?	Inspect and record the plant & equipments as describe procedure. Maintain records of all plant & equipments on site with current status.
(iii) Road Safety Management	What arrangements does your company have for combating road and vehicle incidents?	Driver's license and authorisation. Speed limit and safety belts, other safety requirements are fully followed. Vehicle maintenance and awareness and motivation.

6.6 : Implementation and Performance Monitoring

(i) Management and performance monitoring of work activities	a) What arrangements does your company have for supervision and monitoring of performance?	Record all KPI'S and Monitor items
	b) What type of performance criteria are used in your company; give examples	Key Performance Indicator
	c) What arrangements does your company have for passing on any results and findings of this supervision and monitoring to your: i) base management ii) site employees?	KPI'S are information tools. They give a general picture of a situation already known. KPI are more related to communication needs. Monitoring should lead to actions: Any deviation will be recorded as per company performance monitoring as Non compliance corrective and preventive action. The actions will be recorded into the Action tracking system.
(ii) HSE performance achievement awards	Has your company received any award for HSE performance achievement?	No
(iii) Statutory notifiable incidents /dangerous occurrence	Has your company suffered any statutory notifiable incidents in the last five years (safety: occupational health and environmental)? (Answers with details including dates, country, most frequent types, causes and follow-up preventative measures taken.)	No
(iv) Improvement requirement and prohibition notices	Has your company suffered any improvement requirement or prohibition notices by the relevant national body, regulatory body for HSE or other enforcing authority or been prosecuted under any HSE legislation in the last five years; (If your answer is YES please give details.)	No



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(v) HSE performance records	<p>a) Have you maintained records of your incidents and HSE performance for the last five years?</p> <p>(If YES, please provide the following: Number of Fatalities, Lost Time Injuries, Lost Workday Cases, Medical Treatment Cases and Restricted Work Day Cases. Also include the Fatal Accident Rate, Lost Time Injury Frequency and Total Recordable Incident Rate for each year. (NOTE: Please include your company definitions of a the above mentioned terms -for clarification refer to the E&P Forum Safety Performance Accident Data Report.)</p>	<p>Yes we keep all records.</p> <p>FAT: 0</p> <p>LTI: 153</p> <p>LWC: 109</p> <p>RWDC: 20</p>
	<p>b) How is health performance recorded?</p> <p>c) How is environmental performance recorded?</p> <p>d) How often is HSE performance reviewed? By whom?</p>	<p>Yemgas company used to keep all our records.</p> <p>Potable water, food quality, Pest control thru KPI.</p> <p>KPI is expressed as ratio of all environment testing results.</p> <p>Weekly and monthly. Environmental engineer or HSE Manager.</p>
(vi) Incident investigation and reporting	<p>a) Who conducts incident investigations?</p> <p>b) How are the findings following an investigation, or a relevant incident occurring elsewhere, communicated to your employees?</p> <p>c) Are near miss safety learning's reported?</p>	<p>HSE Manager.</p> <p>During the initial stages of every investigation, investigators must collect and record all the facts that may add to the understanding of the accident and events surrounding it. They must be aware of danger of reaching conclusion too early and of failing to keep an open mind to the full range of possibilities. They must as the questions as to the who, what, when, where, why, and how? of the circumstances of the incident.</p> <p>Will be reported thru anomaly cards and weekly reports.</p>

6.7 : Auditing, Review and Certification

(i) Auditing	<p>a) Do you have a written policy on HSE auditing?</p> <p>b) How does this policy specify the standards for auditing (including unsafe act auditing) and the qualifications for auditors?</p> <p>c) Do your company HSE Plans include schedules for auditing and what range of auditing is covered?</p> <p>d) How is the effectiveness of auditing verified and how does management report and</p>	<p>Yes under development with our consultant</p> <p>Still under work</p> <p>Under development..</p> <p>Under development.</p>
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follow up audits?

e) Do you have SCC or similar certification for No
your locations in Europe?

Please describe which third party auditing No
company certified your company.

When was the last audit? No

6.8 : HSE Management - Additional Features

- | | | |
|---|--|----|
| (i) Memberships of Associations | Describe the nature and extent of your company's participation in relevant industry, trade, and governmental organisations? | No |
| (ii) Additional features of your HSE management | Does your company have any other HSE features or arrangements not described elsewhere in your response to the questionnaire? | No |