

QHSE MANAGEMENT SYSTEM



Document Name:

Objective & Target Procedure

QHSE Ref. No.

IMS/QHSE/OTP/13 Rev.01

Date:


6th of June 2019

OBJECTIVE & TARGET PROCEDURE

Rev	Date	Revision Record	Updated by	Reviewed by	Approved by
00	07/07/10	1 st Issue			
01	06/06/19	Updated procedure as per the new version of the standards ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018	3 rd Party	RM	NY



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QHSE MANAGEMENT SYSTEM	<div style="text-align: right;">  </div> SAIFCO <i>Electromechanical Works (LLC)</i>	
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1.0 PURPOSE

The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for establishing QHSE objectives & targets for the QHSE.

2.0 SCOPE

This procedure applies to all the organization’s activities and services that require improvement, or increased control, to achieve the QHSE policy, to improve performance with respect to significant QHSE aspects or to improve the QHSE.

3.0 DEFINITIONS

SMART (Specific, Measurable, Achievable, Realistic & Timely) Objectives set at different functions and levels within the company covering Quality, Health & Safety and Environment Management Systems.

4.0 RESPONSIBILITY

The corporate QHSE Steering Committee that represents various departments and functions in the organization is responsible for the selection of the initial QHSE objectives and targets.

- 4.1 On an ongoing basis, the QHSE Representative is responsible for identifying the need for new objectives and/or targets and for recommending new objectives to the top management.
- 4.2 The Top Management is responsible for reviewing and approving or disapproving the recommended objectives and/or targets.
- 4.3 The Top Management is responsible for ensuring the adequate resources to accomplish the approved objectives and/or targets

5.0 PROCEDURE

5.1 Initial Selection Of QHSE Objectives & Targets:

- 5.1.1 The Management representative shall establish and direct the QHSE steering committee.
- 5.1.2 The Management representative shall coordinate the process of selecting the QHSE objectives and targets and shall guide the QHSE steering committee to ensure that everything was covered.
- 5.1.3 During the initial phase of establishing and implementing the QHSE, the QHSE steering committee shall propose a set of QHSE objectives and targets.
- 5.1.4 The proposed set of QHSE objectives and targets shall be set based on the reviewed documents and records, and upon the exchange of views among the members of the QHSE steering committee.
- 5.1.5 The proposed set of QHSE objectives and targets shall be recommended for the top management for approval.

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5.2 Documentation of QHSE Objectives & Targets:

- 5.2.1 For each proposed objective and associated targets the Management representative shall establish an Objective & Target Management Program
- 5.2.2 The pertinent objective and its targets shall be documented in the top block of the form Objective & Target Management Program
- 5.2.3 The Objective & Target Management Program shall then be used to define a specific management program that is necessary to achieve the objective.
- 5.2.4 QHSE objectives and targets, and the associated programs shall be formally reviewed and approved by the top management before they are authorized for implementation.

6.0 ATTACHMENTS

Type	Name	Number / Code
Form	Objectives & Targets Form	IMS/QHSE/OTP/13/01
Form	Internal Safety Audit Report	IMS/QHSE/OTP/13/02
Form	Weekly Safety Report	IMS/QHSE/OTP/13/03
Form	Monthly HSE Report	IMS/QHSE/OTP/13/04

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Document Name:

Internal Safety Audit Report

QHSE Ref. No.

IMS/QHSE/OTP/13/02 Rev.00

Date:

Project Name:

Audit Ref. #

Project Code:

Audit Date:

Satisfactory (√)

Unsatisfactory (x)

Need Improvement (*)

Not Applicable (N/A)

Sr.#

Particulars

Rate

Comments

I. GENERAL

1	Job Roadways		
2	Vehicles and Walkways		
3	Scaffolds		
5	Temporary Power		
6	Work Area Lights		
7	Scrap Removal		
8	Lunch Area Clean-up		
9	Trash Removal		
10	Drinking Water , Cups		
11	Toilets		
12	Others		

II. EMPLOYEE PRACTICE

1	Reporting of Injuries		
2	Reporting of Damages		
3	Horse Play		
4	Unauthorized Starting of Engines		
5	Unsafe Fuelling of Equipment/s		
6	Erection and Use of Unsafe Scaffolds		
7	Unsafe Use of Ladders		
8	Unsafe Lifting		
9	Entering Unsafe Trenches		
10	Using Damage Tools		
11	Unsafe Handling of Temporary Power		
12	Using Unsafe Welding Cable		
13	Using Unsafe Power Tools		
14	Unsafe use of Gas Containers		
15	Unsafe Grinding Wheels		
16	Open Fires		
17	Unsafe Dropping / Throwing of Materials		
18	Riding with Load in Truck		
19	House Keeping		
20	Unsafe Riding of Vehicle Equipment		
21	Hard Hats		
22	Personal Protective Devices		
23	Others		

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III. WELDING AND CUTTING

1	Hard Hat With Hoods		
2	Goggles , Gloves , Clothing		
3	Equipment Operating Condition		
4	Grounding of Electrical Equipment		
5	Condition and Protection of Power Cables		
6	Fire Protection		
7	Gas Cylinders		
8	Others _____		

IV. POWER TOOLS

1	House Keeping Where Tools are Used		
2	Condition of Tools , Cords and Hoses		
3	Grounding of Electrical Tools		
4	Instruction in Use		
5	Mechanical Safe Guard		
6	Storage		
7	Correct Tools		
8	Repair and Maintenance		
9	Others _____		

V. FLAMMABLE GASES AND LIQUIDS

1	Container Identification		
2	Storage Practice		
3	Fire Hazards		
4	Grounding of Fuel Tanks		
5	Equipment Used to Move Cylinders		

VI. WAREHOUSING

1	Neatness of Stored Area		
2	Neatness of Stored Material		
3	Stack Firmness and Height		
4	Material Handling Methods		
5	Material Protection		

VII. EXCAVATION AND TRENCHES

1	Shoring or Sloping		
2	Men in Trench Close to Excavator		
3	Safe Exit		
4	Edge Barricade		
5	Barricade Lights		
6	Water Control		
7	Spoil Pile		
8	Frequent Inspection		
9	Floor Opening		
10	Protection of Roadways and Walkways		
11	Lighting		

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Date:

12	Traffic Control		
13	Others _____		
VIII. CRANES			
1	Inspection		
2	Use of Outriggers		
3	Maintenance		
4	Use of Signal Men		
5	Unauthorized Riding of Crane		
6	Operations Near Overhead Power		
7	Capacity and Lifting Radius Chart		
8	Riding Loads or hooks		
9	Others _____		
IX. PIPE FITTING			
1	Material Storage and Handling		
2	Material Hoisting		
3	Power Equipment Safe Guard		
4	Scaffolds		
5	Trench Protection		
6	Heat and Fire Hazard Control		
7	Others _____		
X. MECHANIC SHOP			
1	Protection of Working Area		
2	Fire Hazard Protection and Control		
3	Electrical Equipment Grounding		
4	Shop Equipment Safeguarding		
5	Flammable Material Storage		
6	Work Lights		
7	Others _____		
XI. SECURITY			
1	Deficiencies Noted by Security Guards		
2	Deficiencies Noted by Staffs and Others		
3	Others _____		
XII. FIRST AID			
1	Number of First Aiders in Site		
2	Number of First Aid Treatments		
3	Number of Doctor Cases		
4	Number of Lost Working Cases		
5	Specific Problem		
6	Others _____		
XIII. FIRE PROTECTION (GENERAL)			
1	Fire Extinguishers Needed at		
2	Specific Fire Hazard		
3	Fire Equipment Accessibility		

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	Date:	

4	No Smoking Areas		
5	Failure to Comply With NO SMOKING Rule		
6	Others _____		


ADDENDUM TO AUDIT FORM

XIV. PERSONAL (DO EMPLOYEES UNDERSTAND PROCEDURES?)

1	Fire Alarm		
2	Gas Escape		
3	Emergency Procedure		
4	Evacuation Procedure		
5	All Clear Procedure		
6	Traffic - Speed Limit etc.		
7	Smoking Areas / Procedures		
8	First Aid Procedures		
9	Permit Procedures		

XV. PROCESS SAFETY MANAGEMENT COMPLIANCE

1	Training & Documentation in Safe Work Practices		
2	Knowledge of Emergency Action Plan		
3	Knowledge of Potential Process Hazards		
4	Compliances of Facilities Safety		
5	Inform Employer of Hazards		
6	Hazard Identified by Employees		

QHSE MANAGEMENT SYSTEM	 SAIFCO <i>Electromechanical Works (LLC)</i>	
	Document Name: Weekly Safety Report	QHSE Ref. No. IMS/QHSE/OTP/13/03 Rev.00 Date:

Project Name:		Weekly Report No.	
Area/ Code:		From: (dd/mm/yy)	To: (dd/mm/yy)

I. Statistics:

Manpower Engaged	Man Hours Worked	First Aid Cases	Lost Time Accidents	Reportable Accidents
Staff				
Worker				
Sub-Contr.				
Total				

II. Total Man Hours for the Week:

III. Total Man Hours – Cumulative:

IV. Details of First Aid Cases:

Sr. No.	Name	Trade	Location	Nature Of Injury

Safety Officer
 (Name/ Signature)

Cc: OM/QHSEM

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Document Name:

QHSE Ref. No.

IMS/QHSE/OTP/13/04 Rev.00

**Monthly Health, Safety & Environment
(HSE) Report**

Date:

PROJECT NAME

PROJECT CODE

(Month & Year)

PREPRED BY: (HSE OFFICER)

1: MAN POWER:

Sr. No	Description	For the Period	To Date (Cumulative)
1	Total Man Power Staff (Average)		
2	Total Man Hours Worked Staff		
3	Total Man Power (Artisans)		
4	Total Man Hours (Artisans)		
5	Total Man Power {Sub-Contractors}		
6	Total Man Hours (Sub-Contractors)		
7	Man Days Lost		
Grand Total (Man Hours)			
Severity Rate			

MAN WORKED HOURS:

Man Hours From Start (Cumulative) (A)	Man Hours For the Period (B)	Man Hours to Date (Cumulative) (A+B)

Man Hours: Total Number of man hours used in the site, inclusive of SubContractors man hours.

MAN DAYS LOST SEVERITY RATE:

Formula	Calculation	Severity Rate
Total No. of Days Lost X Factor / Total Man Hours Worked		

2: ACCIDENTS

Sr. No	Type of Accident	For the Period	To Date (Cumulative)
1	Near Misses		
2	Total No of Lost Time incident (> 3 days)		
3	First Aid Cases (FAC)		
4	Medical Treatment Case (Non-accident cases)		
5	Restricted Work Case (RWC)		
6	Lost Work Day Case		
7	Permanent Partial Disability Cases		
8	Permanent Total Disability Cases		
9	Total Man hours Worked since Last LTI		
10	Total No of Vehicle Incident Cases		
11	Total No of Damage Incident Cases		
12	Total No of Fire Incident Cases		
Accident Frequency Rate (AFR)			

ACCIDENT FREQUENCY RATE:

Formula	Calculation	Frequency Rate
$\frac{\text{Total No. of Accidents X Factor}}{\text{Total Man Hours Worked}}$		

3: FATALITY

Sr. No	Description	Value	Cumulative
1	Act of violence		
2	Collapse of Temporary or Permanent Structures		
3	Contact with Machinery		
4	Electrical Shock		
5	Explosion/Failure of Pressurized System		
6	Exposure to Toxic Chemicals, Gases or Substances		
7	Failure of Work Equipment		
8	Falling Objects/Materials		
9	Falls From Height		
10	Fall on Level Ground		
11	Fire		
12	Handling Materials		
13	Heat/Climate Related Heat Stress		
14	Horse Play		
15	Manual Handling		
16	Other		
17	Road Accident		
18	Slip, Trip, Stepping on/ Sticking Against		
19	Striking Fixed Object		
20	Struck by Moving Plant		
21	Trapped by Machinery		
22	Use of Hand Tools		
23	Welding Flash		
Total			

4: LOSS TIME INCIDENT (LTI)

Sr. No	Description	Value	Cummulative
1	Act of violence		
2	Collapse of Temporary or Permanent Structures		
3	Collapse Trench		
4	Contact with Machinery		
5	Contact-Hot Metal/Welding Flash		
6	Electrical Shock		
7	Explosion/Failure of Pressurized System		
8	Exposure to Toxic Chemicals, Gases or Substances		
9	Failure of Work Equipment		
10	Falling Objects/Materials		
11	Falls From Height		
12	Fall on Level Ground		
13	Fall to below Level Ground		
14	Fire		
15	Handling Materials		
16	Handling/Lifting-Mechanical		
17	Handling/Use-Hand Tools		
18	Handling/Use Electrical Tools		
19	Heat Climate Related Heat Stress		
20	Horse Play		
21	Manual Handling		
22	Other		
23	Road Accident		
24	Slips/Trip		
25	Stepping On		
26	Struck Against		
27	Striking Fixed Object		
28	Struck by Moving Plant/Caught in Between/Trapped		
29	Sting/Bite-Insect, Spider, Snake, etc...		
30	Trapped by Machinery		
Total			

5- HSE ACTIVITIES:

Sr. No	Types Value	Value	Cummulative
1	Monthly HSE Report		
2	Safety Observation Reports		
3	Safety Improvements Notice Including Subcontractor		
4	Plant and Tools Inspection		
5	Fire Extinguisher Inspection		
6	Power Tools Inspection		
7	Safety Violation		
8	Material Storage Area		
9	Site Store Inspection		
10	HSE Training (Including Subcontractors and Labor Suppliers)		
	Training (Induction. Awareness, ...etc)		
	Environmental Training		
	Safety Tool Box Talks		
	Power Tools Training		
	Fire Fighting Training		
	Emergency Site Fire Evacuation Drill		
	First Aid Training		
11	HSE Meetings		

6. HSE Summary

1	Waste Management
2	Fuel and Chemical Storage and Handling
3	Noise and Vibration
4	House Keeping, Spillages and Air Quality
5	Materials Storage and Handling
6	PPE use. Availability and Quality
7	Training Summary
8	Work Summary
9	HSE Third Party Inspection and Certification

Remarks