

## **Additional HSE requirements for contractor registration of all grades**

The contractor registration requirements of Health Safety and Environment (HSE) are as described below:

**Grade A, B & C:** to comply with all requirements set forth.

**Grade D & E:** to comply with requirement no. 3, 4 & 5.

1. The contractor shall appoint full time HSE Officer. The competence of the HSE officer is explained in **appendix-A**. and a form shall be filled for HSE officer (ensample of HSE officer form can be seen in **appendix-B**  
For **grade C** the contractor can nominate one of the key persons (Engineers) to take duty of HSE officer.
2. The contractor shall develop a clear plan for health , safety & Environment and this plan must be approved by the delegated HSE Officer or by an authorized HSE Institute in case the contractor doesn't have HSE officer.
3. The contractor shall train all technical staff in HSE at an authorized HSE institute and to attach the relevant certificates as proof. The following table shows HSE courses needed to be taken by each employee.

s	Technical Staff	Minimum HSE Courses to be taken
1	Electrical Engineer	HSE Induction , first aid ,Electrical Safety & Mange Safety
2	Site Engineer	HSE Induction, first aid, Electrical Safety & Risk Assessment.
3	Protection/testing & commising Engineer	HSE Induction , first aid ,Electrical Safety & Risk Assessment
4	Foremen /supervisor	HSE Induction , first aid ,Electrical Safety , Mange Safety
5	Linemen	HSE Induction , first aid & Electrical Safety
6	Electrician	HSE Induction , first aid & Electrical Safety
7	Cable jointer	HSE Induction , first aid & Electrical Safety
8	Draughtsman/ Surveyor	HSE Induction , first aid
9	Helper	HSE Induction , first aid

4. Any permit Applicant /Holder should be authorized & qualified to do electrical related jobs such as (Electrical work, Excavation, equipment testing...etc) and relevant authorization and qualification certificates should be attached as a proof.
5. The contractor should comply with Ministerial Decision 286/2008 of HSE Requirements.

Moreover, the contractor should fill up the HSE check list (ensample of HSE check list can be seen in **appendix-C**) that will be attached in the application file.

## Appendix-A

### Minimum Competence for HSE Officer/ Advisers

#### Objective

Contractor(s) required to provide HSE officer, Advisor at a minimum, satisfy the requirements of the 'Occupational Health & Industrial Safety Precautions

#### Competence for HSE Officer:

HSE Officer shall be knowledgeable in specific relevant safety techniques and have a working knowledge of the legal and contractual health, safety and environmental requirements that must be met. They must have the ability to communicate effectively at all levels of the Contractor's organization.

HSE Officer shall demonstrate competence in the following areas:

- Ability to communicate effectively in written and spoken English & Arabic
- Ability to conduct and report HSE audits;
- Training ability in incident prevention;
- Ability to conduct incident investigations and identify underlying causes;
- Knowledge of health requirements, rules and regulations, and ability to monitor compliance;
- Knowledge of environmental requirements, rules and regulations, and ability to monitor compliance and identify ways of reducing environmental impact;
- Be fully conversant with techniques used in the management of hazards and advising on suitable measures which can be used for preventing and ultimately recovering from accident situations;
- Be able to facilitate and develop Contract HSE Management Plans;
- Be fully conversant with HSE documents and emergency procedures.

Attendance at the following HSE courses or approved equivalent is mandatory for all HSE Advisers:

- Permit to Work
- Road Safety Management
- Vehicle Daily Checks
- Site inspection
- Incident Investigation and Reporting
- Managing HSE Workshop

An HSE Officer holding higher qualifications not currently recognized, might be exempted from some of the above requirements subject to the exemption after conducting a meeting with HSE Dep.

### الحد الأدنى المطلوب لكفاءة ضابط أو مستشار الصحة والسلامة والبيئة

#### الهدف:

مطلوب من جميع المقاولين توفير شخص مؤهل لضابط أو مستشار الصحة والسلامة والبيئة حسب متطلبات الاحتياطات وقوانين الصحة والسلامة المهنية الصناعية

#### شروط الكفاءة بالنسبة لضابط أو مستشار الصحة والسلامة والبيئة:

يجب أن يكون على علم ودراية بتقنيات السلامة المطلوبة ذات الصلة، وعلى معرفة بمتطلبات العمل في شروط وقوانين الصحة القانونية والتعاقدية ويجب أن تكون عنده القدرة على التواصل بصورة فعالة على جميع المستويات في المؤسسة المرظمة

موظف الصحة والسلامة يجب إظهار الكفاءة في المجالات التالية :  
• القدرة على التواصل بشكل فعال في اللغة الانجليزية والعربية كتابة وتحديثا

• القدرة على عمل التقارير اللازمة ومراجعة تقارير الصحة والسلامة والبيئة

• القدرة على التدريب في كيفية منع الحوادث

• القدرة على إجراء التحقيقات اللازمة للحوادث وتحديد الأسباب الكامنة وراء ذلك

• معرفة الاحتياجات الصحية، والقواعد والأنظمة، والقدرة على رصد عملية الامتثال بهذه الأنظمة

• معرفة متطلبات البيئية والقواعد والأنظمة، والقدرة على رصد عملية الامتثال وتحديد سبل الحد من الآثار السلبية للبيئية

• أن يكون مطلعاً اطلاقاً تاماً مع التقنيات المستخدمة في إدارة المخاطر وتقديم المشورة بشأن التدابير المناسبة التي يمكن استخدامها لمنع حالات الحوادث المماثلة

• أن يكون قادراً على تسهيل وتطوير خطط إدارة عقود الصحة والسلامة

• أن يكون مطلعاً اطلاقاً تاماً وثائق الشركة المتداول معها في مجال الصحة والسلامة وإجراءات الطوارئ

حضور الدورات التالية في مجال الصحة والسلامة أو ما يعادلها وهو إلزامي لجميع مستشاري الصحة والسلامة :

• تصريح للعمل

• إدارة السلامة على الطرق

• فحص المركبات اليومية

• عمل تفتيش دوري

• التحقيق في جميع الحوادث والإبلاغ عنها

• إدارة ورشة عمل في مجال الصحة والسلامة

مسئول الصحة والسلامة الحاصل على مؤهلات عليا يعفى من بعض من الشروط المذكورة أعلاه وذلك حسب الإعفاء الذي يقرر في اجتماع المسئول مع دائرة الصحة والسلامة.



## Appendix-B

### Application for Registration/Renewal of Contractors to work in the Distribution System Schedule ---

Grade Applied:

Category of Post: HSE Officer

Name of Company:

Name :

Age :

Passport No :

- Copy of passport is to be attached

Date of Expiry:

Visa No (if applicable):

- Copy of visa is to be attached

Date of Expiry:

Resident Card No.:

- Copy of Labor card is to be attached

Date of Expiry:

Qualification:

- above required degree  
 equivalent to the required degree  
 below required degree

Qualification Details:

S. No.	Degree	Specialization	Accrediting Institute	Year Qualified	Attested Qualification Cert. Copy is attached
					<input type="radio"/>
					<input type="radio"/>
					<input type="radio"/>
					<input type="radio"/>

- Copy of Qualification Certificate/s is to be attached

HSE Courses taken:

S. No.	HSE Course	Accrediting Institute	Year Qualified	HSE Training Cert. Copy is attached
				<input type="radio"/>
				<input type="radio"/>
				<input type="radio"/>
				<input type="radio"/>
				<input type="radio"/>
				<input type="radio"/>
				<input type="radio"/>

Experience:

- More than the required  
 equivalent to the required  
 below the required

Experience Details:

S. No.	Name of Company	Country	Position Held	Total No. of years	Attested Experience Cert. Copy is attached
					<input type="radio"/>
					<input type="radio"/>
					<input type="radio"/>
					<input type="radio"/>

- Copy of Qualification Certificate/s is to be attached

Signature of Authorized Person:

Designation:

Date:

Seal of the company

## Appendix-C

### Check-List for HSE Compliance

Is the company complying with Ministerial Decision 286/2008 HSE Requirements? Applicable for all grades	Yes (Y) <input type="checkbox"/>	No (N) <input type="checkbox"/>
Comments		
Is the company having HSE documents and basic instruction (HSE plan and policy) applicable for A, B & C	Yes (Y) <input type="checkbox"/>	No (N) <input type="checkbox"/>
Comments		
Is company having qualified HSE Officer? applicable for A, B & C	Yes (Y) <input type="checkbox"/>	No (N) <input type="checkbox"/>
Comments		
Is technical staff is having the required courses of HSE? Applicable for all grades	Yes (Y) <input type="checkbox"/>	No (N) <input type="checkbox"/>
Comments		
Is there is a procedure for Controlling Accidents and Eliminating Hazards to the public? Applicable for all grades	Yes (Y) <input type="checkbox"/>	No (N) <input type="checkbox"/>
Comments		
Is a company having a procedure to deal with Risk Assessment? Applicable for all grades	Yes (Y) <input type="checkbox"/>	No (N) <input type="checkbox"/>
Comments		
Is there Personal Protection Equipment available for all employees working on site? Applicable for all grades	Yes (Y) <input type="checkbox"/>	No (N) <input type="checkbox"/>
Comments		
The permit holders Are qualified for conducting the related work. Applicable for all grades	Yes (Y) <input type="checkbox"/>	No (N) <input type="checkbox"/>
Comments		