This is the extract from the Dodsal HSEQ MS Programme DOD-MP-MGT-003

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| **SNo.** | **General** |
| 1 | Read (or listen to trainings/instructions), understand and comply with Dodsal HSEQ Policy, arrangement and controls including project specifics. |
| 2 | Always work in accordance with procedures, work instructions, method statements, workplace risk assessments and inspection & test plans as provided. |
| 3 | Use the correct tools and equipment for the task; use safety equipment and personnel protective equipment, which is made available by the company. Take care to keep these items in good condition. |
| 4 | Never do unsafe acts or potentially defective improvisation |
| 5 | Never undertake hazardous operations nor operate any item of plant or equipment unless trained and authorized to do so. |
| 6 | Ensure your activities do not adversely affect the health and safety of others and quality of the work. Set a good personal example. |
| 7 | Ensure that measuring and monitoring devices are calibrated and tested. |
| 8 | Co-operate with the company in all matters of quality, health, safety, welfare, environmental protection and conservation of resources and make your contribution to reducing incidents / non-compliances. |
| 9 | Suggest ways of eliminating hazards/failures to persons, property, the environment and the product. |
| 10 | Suggest methods for improvement of processes and procedures. |
| 11 | Respect company equipment entrusted to you. Refrain from horseplay and the abuse of welfare facilities. |
| 12 | Report immediately, any incident resulting in or with the potential to cause harm to persons, property, the environment or the operating process. |
| 13 | Report immediately, any unsafe methods of work or defective plant & equipment. Ensure that plant, equipment and premises are left in a safe and secure state. |
| 14 | Actively participate in the Pre-Task-Safety-Talk / Tool Box Talk for better understanding & clarity on hazards and controls pertaining to that activity/task. |
| 15 | Lead by example through obeying Site HSE Rules and actively participating in HSE Promotional activities |
|  | In addition to above, following specific to positions |
| **S. No.** | **Specific to position – Project Director / Manager** |
| 1 | Accountable for overall HSE Management of the project work to meet HSE requirements of Dodsal Corporate and other interested parties |
| 2 | Develop project/discipline specific HSE and Quality measurable objectives/targets in line with objectives of Dodsal Corporate & other interested parties |
| 3 | Provide adequate resources (competent personnel, safe equipments, safety equipments, personnel protective equipments, welfare facilities, material/waste handling, pollution control equipments, procedures / plans etc., for normal / abnormal / emergency situations ) for realize the HSE objectives. |
| 4 | Monitor the implementation of HSE MS procedures to achieve the HSE objectives/targets through periodical audits/inspections/reviews. |

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| **Key Performance Indicators** | **Target** | **Record** |
| Monthly HSE Performance Review | Once in a month | Minutes of meeting of Monthly HSE Committee Meeting |
| Weekly Senior Management HSE Site Walkthrough | Once in a month | Weekly Senior Management Site Walkthrough Report |
| Weekly Mass Safety Stand down Meeting / Mass Tool Box Participation | Once in a month | Weekly Mass safety Stand Down Meeting Report |
| Monthly HSE Award Celebration Participation | Once in a month | Monthly HSE Award Celebration Report |

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| I understood the above and committed to comply with the requirements. | | |
| Name: | Signature: | Date: |
| Designation: |  |

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| 4 | Never do unsafe acts or potentially defective improvisation |
| 5 | Never undertake hazardous operations nor operate any item of plant or equipment unless trained and authorized to do so. |
| 6 | Ensure your activities do not adversely affect the health and safety of others and quality of the work. Set a good personal example. |
| 7 | Ensure that measuring and monitoring devices are calibrated and tested. |
| 8 | Co-operate with the company in all matters of quality, health, safety, welfare, environmental protection and conservation of resources and make your contribution to reducing incidents / non-compliances. |
| 9 | Suggest ways of eliminating hazards/failures to persons, property, the environment and the product. |
| 10 | Suggest methods for improvement of processes and procedures. |
| 11 | Respect company equipment entrusted to you. Refrain from horseplay and the abuse of welfare facilities. |
| 12 | Report immediately, any incident resulting in or with the potential to cause harm to persons, property, the environment or the operating process. |
| 13 | Report immediately, any unsafe methods of work or defective plant & equipment. Ensure that plant, equipment and premises are left in a safe and secure state. |
| 14 | Actively participate in the Pre-Task-Safety-Talk / Tool Box Talk for better understanding & clarity on hazards and controls pertaining to that activity/task. |
| 15 | Lead by example through obeying Site HSE Rules and actively participating in HSE Promotional activities |
|  | In addition to above, following specific to positions |
| **SNo.** | **Specific to position – Construction Manager** |
| 1 | Responsible for ensuring safe and quality working at work site |
| 2 | Develop discipline specific HSE measurable objectives/targets to achieve the Project Specific objectives / targets |
| 3 | Ensure provision of adequate resources (competent personnel, safe equipments, safety equipments, personnel protective equipments, welfare facilities, pollution control equipments, safe working conditions, material/waste handling, instructions/procedures / plans / method statements / risk assessments etc., for normal / abnormal / emergency situations ) |
| 4 | Monitor the implementation of HSE MS procedures for achieving the HSE objectives/targets through periodical audits/inspections/reviews. |
| 5 | Establish, prior to the commencement of works, the required joint arrangements and define the interfaces with customers and subcontractors to ensure safe and effective systems of work. |
| 6 | Ensure that accidents/incidents and non-conformities are immediately reported and investigated. Encourage personnel to identify and report hazards. |
| 7 | Act immediately on any HSE violation, which come to his attention and where required, enforce the company disciplinary process in relation to those breaches. |

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| **Key Performance Indicators** | **Target** | **Record** |
| Participation in Monthly HSE Performance Review | Once in a month | MOM of Monthly HSE Committee Meeting |
| Weekly Supervisors HSE Performance Review | Once in a week | MOM of Weekly Supervisors HSE Meeting |
| Weekly Senior Management HSE Site Walkthrough | Once in a week | Weekly Senior Management Site Walkthrough Report |
| Weekly Mass Safety Stand down Meeting / Mass Tool Box Participation | Once in a week | Weekly Mass safety Stand Down Meeting Report |
| Monthly HSE Award Celebration Participation | Once in a month | Monthly HSE Award Celebration Report |

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| I understood the above and committed to comply with the requirements. | | |
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| 2 | Always work in accordance with procedures, work instructions, method statements, workplace risk assessments and inspection & test plans as provided. |
| 3 | Use the correct tools and equipment for the task; use safety equipment and personnel protective equipment, which is made available by the company. Take care to keep these items in good condition. |
| 4 | Never do unsafe acts or potentially defective improvisation |
| 5 | Never undertake hazardous operations nor operate any item of plant or equipment unless trained and authorized to do so. |
| 6 | Ensure your activities do not adversely affect the health and safety of others and quality of the work. Set a good personal example. |
| 7 | Ensure that measuring and monitoring devices are calibrated and tested. |
| 8 | Co-operate with the company in all matters of quality, health, safety, welfare, environmental protection and conservation of resources and make your contribution to reducing incidents / non-compliances. |
| 9 | Suggest ways of eliminating hazards/failures to persons, property, the environment and the product. |
| 10 | Suggest methods for improvement of processes and procedures. |
| 11 | Respect company equipment entrusted to you. Refrain from horseplay and the abuse of welfare facilities. |
| 12 | Report immediately, any incident resulting in or with the potential to cause harm to persons, property, the environment or the operating process. |
| 13 | Report immediately, any unsafe methods of work or defective plant & equipment. Ensure that plant, equipment and premises are left in a safe and secure state. |
| 14 | Actively participate in the Pre-Task-Safety-Talk / Tool Box Talk for better understanding & clarity on hazards and controls pertaining to that activity/task. |
| 15 | Lead by example through obeying Site HSE Rules and actively participating in HSE Promotional activities |
|  | In addition to above, following specific to positions |
| **SNo.** | **Specific to position – Supervisors (Engineers/Superintends/Foremen)** |
| 1 | Responsible for safe and quality working at work site |
| 2 | Ensure availability of adequate resources (competent personnel, safe equipments, safety equipments, personnel protective equipments, welfare facilities, pollution control equipments, safe working conditions, material/waste handling, instructions/procedures / plans/method statements / risk assessments etc., for normal / abnormal / emergency situations ) before starting work activity through Pre-Task-Safety-Talk / Visual Checks / Inspection Check Lists / Sign off documents / Certificates / Authorizations / Permits / Licenses / NOCs / Presence of Other Agency Supervisors / Representatives for interfaces |
| 3 | Give the personnel including subcontractors’ precise instructions to ensure correct working methods where risk exists in relation to HSE issues. |
| 4 | Ensure full supervision for complying with safe methods of work |
| 5 | Ensure that accidents/incidents and non-conformities are immediately reported and investigated. Encourage personnel to identify and report hazards. |
| 6 | Act immediately on any HSE violation, which come to his attention and where required, enforce the company disciplinary process in relation to those breaches. |

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| **Key Performance Indicators** | **Target** | **Record** |
| Number of Pre-Task-Safety-Talk conducted | Once in a day | PTST Records |
| Number of PTW violations in his work / area | <1 in a week | MOM of Weekly Supervisors HSE Meeting |
| Number of Open HSE observations in his work / area | <1 in a week | MOM of Weekly Supervisors HSE Meeting |

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| I confirm that the above are explained to me. I understood the above and will comply with the requirements. | | | | |
| Name: | Trade/Designation: | Employee / ID No. | Date: | Signature: |
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| 3 | Use the correct tools and equipment for the task; use safety equipment and personnel protective equipment, which is made available by the company. Take care to keep these items in good condition. |
| 4 | Never do unsafe acts or potentially defective improvisation |
| 5 | Never undertake hazardous operations nor operate any item of plant or equipment unless trained and authorized to do so. |
| 6 | Ensure your activities do not adversely affect the health and safety of others and quality of the work. Set a good personal example. |
| 7 | Ensure that measuring and monitoring devices are calibrated and tested. |
| 8 | Co-operate with the company in all matters of quality, health, safety, welfare, environmental protection and conservation of resources and make your contribution to reducing incidents / non-compliances. |
| 9 | Suggest ways of eliminating hazards/failures to persons, property, the environment and the product. |
| 10 | Suggest methods for improvement of processes and procedures. |
| 11 | Respect company equipment entrusted to you. Refrain from horseplay and the abuse of welfare facilities. |
| 12 | Report immediately, any incident resulting in or with the potential to cause harm to persons, property, the environment or the operating process. |
| 13 | Report immediately, any unsafe methods of work or defective plant & equipment. Ensure that plant, equipment and premises are left in a safe and secure state. |
| 14 | Actively participate in the Pre-Task-Safety-Talk / Tool Box Talk for better understanding & clarity on hazards and controls pertaining to that activity/task. |
| 15 | Lead by example through obeying Site HSE Rules and actively participating in HSE Promotional activities |
|  | In addition to above, following specific to positions |
| **SNo.** | **Specific to position – Manager / Staff (Procurement, Subcontracting and Hiring)** |
| 1 | Ensure all purchase orders and subcontracts for material, plant, equipment and services are\placed with approved suppliers / subcontractors that include the necessary HSE requirements and those suppliers provide the necessary information so that those goods and services may be correctly used. Such information will be forwarded to the workplace where the goods and services will be used. |
| 2 | Ensure no undertakings either written or verbal are given to any supplier or subcontractor relieving it of their HSE responsibilities. |
| 3 | Where new or unusual goods are being ordered, consult with the requisitioning engineer to any special method of handling and use and identify any special training needs. |
| 4 | Ensure that all subcontractors tendering for work are aware of their statutory duties and company requirements, including any environmental control notice requirements, and that provision for this has been made in their successful quotations. |
| 5 | Ensure that work method statements are requested from tendering subcontractors in the instance of activities of significant HSE risk. Copies of these statements must be issued to the HSE Manager . |
| 6 | Ensure that, before placing contracts with subcontractors that they are competent and adequately resourced for the work. |
| 7 | Ensure that pre-qualification and performance evaluation of suppliers is maintained |

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| **Key Performance Indicators** | **Target** | **Record** |
| HSE Kick-off / Adhoc Meetings with Suppliers / Subcontractors / Hirer | Once before activity start | MOM officially communicated to the Suppliers / Subcontractors / Hirer |
| Number of Open HSE observations/issues | <1 in a month | MOM of Monthly HSE Committee Meeting |
| Arranging for HSE induction before work starts | Once before activity start | Letters of correspondence |

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| 6 | Ensure your activities do not adversely affect the health and safety of others and quality of the work. Set a good personal example. |
| 7 | Ensure that measuring and monitoring devices are calibrated and tested. |
| 8 | Co-operate with the company in all matters of quality, health, safety, welfare, environmental protection and conservation of resources and make your contribution to reducing incidents / non-compliances. |
| 9 | Suggest ways of eliminating hazards/failures to persons, property, the environment and the product. |
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| 14 | Actively participate in the Pre-Task-Safety-Talk / Tool Box Talk for better understanding & clarity on hazards and controls pertaining to that activity/task. |
| 15 | Lead by example through obeying Site HSE Rules and actively participating in HSE Promotional activities |
|  | In addition to above, following specific to positions |
| **SNo.** | **Specific to position – Manager / Staff ( Planning, Project Control, Engineering)** |
| 1 | Organize, participate and ensure implementation of recommendations of HSE and other Engineering Studies. |
| 2 | Know the broad requirements of relevant legislation and the codes/standards relevant to HSE. Take whatever action is necessary to achieve compliance when designing and planning engineering works. Seek the advice of Project / Construction / HSE & Quality Managers as required. |
| 3 | Ensure that HSE issues are taken into account when considering construction methods, access and egress for the workforce and materials to be used at all stages from tender to work scope completion. |
| 4 | Ensure that during the design and planning stage, activities between subcontractors working on the same contract can be conducted safely and without risk to construction personnel, third party persons, property and the environment. |
| 5 | Be aware of any hazards relating to the work scope or resulting from plant or materials to be used and where these exist, bring to the attention of the Concerned HODs as appropriate. |
| 6 | Define areas of high HSE risk, plan and design the work in order to eliminate or minimize the risk. |
| 7 | Ensure that plant requested for the works is adequate, safe and environmentally suited to the nature of the works. |

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| **Key Performance Indicators** | **Target** | **Record** |
| Number of Open HSE observations | <1 in a month | MOM of Monthly HSE Committee Meeting |

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| 6 | Ensure your activities do not adversely affect the health and safety of others and quality of the work. Set a good personal example. |
| 7 | Ensure that measuring and monitoring devices are calibrated and tested. |
| 8 | Co-operate with the company in all matters of quality, health, safety, welfare, environmental protection and conservation of resources and make your contribution to reducing incidents / non-compliances. |
| 9 | Suggest ways of eliminating hazards/failures to persons, property, the environment and the product. |
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| 14 | Actively participate in the Pre-Task-Safety-Talk / Tool Box Talk for better understanding & clarity on hazards and controls pertaining to that activity/task. |
| 15 | Lead by example through obeying Site HSE Rules and actively participating in HSE Promotional activities |
|  | In addition to above, following specific to positions |
| **SNo.** | **Specific to position – Manager / Staff (Maintenance, Equipments Management)** |
| 1 | Ensure that all equipment purchased or hired are safe and fully efficient, guarded and equipped with safety devices and has been subject to all necessary tests / calibration by approved agency |
| 2 | Ensure that regular preventive maintenance is carried out as per manufacturers’ instructions |
| 3 | Ensure that periodic tests, inspections and maintenance are carried out for all equipments, tools and tackles and maintain records including certificates of 3rd party inspections/tests/calibrations. |
| 4 | Ensure availability of adequate resources (competent personnel, safe equipments, safety equipments, personnel protective equipments, welfare facilities, pollution control equipments, safe working conditions, material/waste handling, instructions/procedures / plans/method statements / risk assessments etc., for normal / abnormal / emergency situations ) before starting work activity through Pre-Task-Safety-Talk |
| 5 | Give the personnel including subcontractors’ precise instructions to ensure correct working methods where risk exists in relation to HSE issues. |
| 6 | Ensure that accidents/incidents and non-conformities are immediately reported and investigated. Encourage personnel to identify and report hazards. |
| 7 | Act immediately on any HSE violation, which come to his attention and where required, enforce the company disciplinary process in relation to those breaches. |

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| **Key Performance Indicators** | **Target** | **Record** |
| Number of Pre-Task-Safety-Talk conducted | Once in a day | PTST Records |
| Number of Open HSE observations in his work/area | <1 in a week | MOM of Weekly Supervisors HSE Meeting |
| Number of equipment, tools and tackles inspections | Once before use in site then every 3 month | Inspection Record / Colour Coding |
| Conduct Operators forum meeting | Once in a month | MOM of Drivers Forum Meeting Record |

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| 6 | Ensure your activities do not adversely affect the health and safety of others and quality of the work. Set a good personal example. |
| 7 | Ensure that measuring and monitoring devices are calibrated and tested. |
| 8 | Co-operate with the company in all matters of quality, health, safety, welfare, environmental protection and conservation of resources and make your contribution to reducing incidents / non-compliances. |
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| 13 | Report immediately, any unsafe methods of work or defective plant & equipment. Ensure that plant, equipment and premises are left in a safe and secure state. |
| 14 | Actively participate in the Pre-Task-Safety-Talk / Tool Box Talk for better understanding & clarity on hazards and controls pertaining to that activity/task. |
| 15 | Lead by example through obeying Site HSE Rules and actively participating in HSE Promotional activities |
|  | In addition to above, following specific to positions |
| **SNo.** | **Specific to position – Manager / Staff ( Personnel, Administration, Camp Administration)** |
| 1 | Ensure that office premises and camp facilities including accommodation, ablution, kitchen, dining, laundry, water supply system, sewage collection and treatment, medical, recreational, food, drinking water etc are provided, maintained and kept neat, tidy and in good hygienic conditions |
| 2 | Ensure that pre-employment medical screening and medical surveillance is carried out and records maintained. |
| 3 | Ensure that copies of trainings, experiences and qualifications of employees are maintained and selection procedure includes project HSE / Competency requirements. |
| 4 | Ensure that accidents/incidents and non-conformities are immediately reported and investigated. Encourage personnel to identify and report hazards. |
| 5 | Act immediately on any HSE violation, which come to his attention and where required, enforce the company disciplinary process in relation to those breaches. |
| 6 | Make available and update information on external agencies( police, fire, ambulance, hospitals etc ) coordination in case of emergencies and also legal requirements ( UAE laws, decrees, cabinet resolutions) |

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| **Key Performance Indicators** | **Target** | **Record** |
| Number of Pre-Task-Safety-Talk conducted | Once in a day for camp: Once in a month for Office premises | PTST Records |
| Number of Open HSE observations | <1 in a week | MOM of Weekly Supervisors HSE Meeting |
| Number of camp house keeping, health and hygiene inspections | Daily by Camp Boss, Monthly by Manager / Doctor / Male nurse | Inspection Record |

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| 8 | Co-operate with the company in all matters of quality, health, safety, welfare, environmental protection and conservation of resources and make your contribution to reducing incidents / non-compliances. |
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| 14 | Actively participate in the Pre-Task-Safety-Talk / Tool Box Talk for better understanding & clarity on hazards and controls pertaining to that activity/task. |
| 15 | Lead by example through obeying Site HSE Rules and actively participating in HSE Promotional activities |
|  | In addition to above, following specific to positions |
| **SNo.** | **Specific to position – Manager / Staff ( Transport / Journey Management)** |
| 1 | Ensure that all the elements of Journey Management Plan is followed ( availability of emergency equipments, communication, routing, tracking etc.,) and records are maintained |
| 2 | Ensure and maintain validated copies of all legal documents (license, registrations, CNIA pass). |
| 3 | Ensure that periodic tests, inspections and maintenance are carried out for all transport vehicles. |
| 4 | Ensure that all drivers are trained in defense driving / desert driving |
| 5 | Monitor fuel consumption rate for optimization |
| 6 | Ensure that accidents/incidents and non-conformities are immediately reported and investigated. Encourage personnel to identify and report hazards. |
| 7 | Act immediately on any HSE violation, which come to his attention and where required, enforce the company disciplinary process in relation to those breaches. |

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| **Key Performance Indicators** | **Target** | **Record** |
| Number of Pre-Task-Safety-Talk conducted | Once in a day | PTST Records |
| Number of Open HSE observations in his work / area | <1 in a week | MOM of Weekly Supervisors HSE Meeting |
| Conduct drivers forum meeting | Once in a month | MOM of Drivers Forum Meeting Record |

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| 9 | Suggest ways of eliminating hazards/failures to persons, property, the environment and the product. |
| 10 | Suggest methods for improvement of processes and procedures. |
| 11 | Respect company equipment entrusted to you. Refrain from horseplay and the abuse of welfare facilities. |
| 12 | Report immediately, any incident resulting in or with the potential to cause harm to persons, property, the environment or the operating process. |
| 13 | Report immediately, any unsafe methods of work or defective plant & equipment. Ensure that plant, equipment and premises are left in a safe and secure state. |
| 14 | Actively participate in the Pre-Task-Safety-Talk / Tool Box Talk for better understanding & clarity on hazards and controls pertaining to that activity/task. |
| 15 | Lead by example through obeying Site HSE Rules and actively participating in HSE Promotional activities |
|  | In addition to above, following specific to positions |
| **SNo.** | **Specific to position – Skilled / Unskilled workers** |
| 1 | Carry out inspections for good condition before using any equipment, tools and tackles. Do not use / operate if you are not trained / experienced / authorized. |
| 2 | Make sure availability of safe access / egress, working platform, working conditions, safety equipments, PPEs before doing a task. Follow safety instructions from you supervisor. |
| 3 | Warn fellow workers if they are doing unsafe act / unsafe conditions before realizing into an incident. |
| 4 | Carry out housekeeping and maintain cleanliness & tidy in the work area. |
| 5 | Maintain high personal hygiene and maintain good surrounding hygiene |

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| **Key Performance Indicators** | **Target** | **Record** |
| Number of Pre-Task-Safety-Talk attended | Once in a day | PTST Records |
| Number of HSE Awards | >1 in project | MOM of Weekly Supervisors HSE Meeting |
| Number of HSE Violation and disciplinary action | < 1 in project | HSE Violation and disciplinary action records |
| Training participation | 1 hour per week | Training records |

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| I confirm that the above are explained to me. I understood the above and will comply with the requirements. | | | | |
| Name: | Trade/Designation: | Employee / ID No. | Date: | Signature: |
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This is the extract from the Dodsal HSEQ MS Programme DOD-MP-MGT-003

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| **SNo.** | **General** |
| 1 | Read (or listen to trainings/instructions), understand and comply with Dodsal HSEQ Policy, arrangement and controls including project specifics. |
| 2 | Always work in accordance with procedures, work instructions, method statements, workplace risk assessments and inspection & test plans as provided. |
| 3 | Use the correct tools and equipment for the task; use safety equipment and personnel protective equipment, which is made available by the company. Take care to keep these items in good condition. |
| 4 | Never do unsafe acts or potentially defective improvisation |
| 5 | Never undertake hazardous operations nor operate any item of plant or equipment unless trained and authorized to do so. |
| 6 | Ensure your activities do not adversely affect the health and safety of others and quality of the work. Set a good personal example. |
| 7 | Ensure that measuring and monitoring devices are calibrated and tested. |
| 8 | Co-operate with the company in all matters of quality, health, safety, welfare, environmental protection and conservation of resources and make your contribution to reducing incidents / non-compliances. |
| 9 | Suggest ways of eliminating hazards/failures to persons, property, the environment and the product. |
| 10 | Suggest methods for improvement of processes and procedures. |
| 11 | Respect company equipment entrusted to you. Refrain from horseplay and the abuse of welfare facilities. |
| 12 | Report immediately, any incident resulting in or with the potential to cause harm to persons, property, the environment or the operating process. |
| 13 | Report immediately, any unsafe methods of work or defective plant & equipment. Ensure that plant, equipment and premises are left in a safe and secure state. |
| 14 | Actively participate in the Pre-Task-Safety-Talk / Tool Box Talk for better understanding & clarity on hazards and controls pertaining to that activity/task. |
| 15 | Lead by example through obeying Site HSE Rules and actively participating in HSE Promotional activities |
|  | In addition to above, following specific to positions |
| **SNo.** | **Specific to position – Manager / Staff (Health, Safety, Environment)** |
| 1 | Advise and assist in developing project specific HSE arrangements and controls |
| 2 | Endeavour to provide personnel with safe and effective methods of work and systems, which identify hazards and non-conformances at each place of work. |
| 3 | Monitor the implementation of the HSE arrangements and controls |
| 4 | Be alert to any inadequacies of the effectiveness of the management system and to bring such inadequacies to the attention of line management. |
| 5 | Ensure that accidents/incidents and non-conformities are immediately reported and investigated. Encourage personnel to identify and report hazards and non-conformities. |
| 6 | Act immediately on any HSE violation, which come to his attention and where required, enforce the company disciplinary process in relation to those breaches. |

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| **Key Performance Indicators** | **Target** | **Record** |
| Number of Pre-Task-Safety-Talk witnessed | Once in a day | PTST Records |
| Number of observations made | >5 a day | MOM of Weekly Supervisors HSE Meeting |
| Number of audits / inspections / tests carried out | >3 in a week | HSE Violation and disciplinary action records |
| Trainings conducted | 1 hour weekly per personnel in the area/work | Training records |

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| I confirm that the above are explained to me. I understood the above and will comply with the requirements. | | | | |
| Name: | Trade/Designation: | Employee / ID No. | Date: | Signature: |
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This is the extract from the Dodsal HSEQ MS Programme DOD-MP-MGT-003

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| **SNo.** | **General** |
| 1 | Read (or listen to trainings/instructions), understand and comply with Dodsal HSEQ Policy, arrangement and controls including project specifics. |
| 2 | Always work in accordance with procedures, work instructions, method statements, workplace risk assessments and inspection & test plans as provided. |
| 3 | Use the correct tools and equipment for the task; use safety equipment and personnel protective equipment, which is made available by the company. Take care to keep these items in good condition. |
| 4 | Never do unsafe acts or potentially defective improvisation |
| 5 | Never undertake hazardous operations nor operate any item of plant or equipment unless trained and authorized to do so. |
| 6 | Ensure your activities do not adversely affect the health and safety of others and quality of the work. Set a good personal example. |
| 7 | Ensure that measuring and monitoring devices are calibrated and tested. |
| 8 | Co-operate with the company in all matters of quality, health, safety, welfare, environmental protection and conservation of resources and make your contribution to reducing incidents / non-compliances. |
| 9 | Suggest ways of eliminating hazards/failures to persons, property, the environment and the product. |
| 10 | Suggest methods for improvement of processes and procedures. |
| 11 | Respect company equipment entrusted to you. Refrain from horseplay and the abuse of welfare facilities. |
| 12 | Report immediately, any incident resulting in or with the potential to cause harm to persons, property, the environment or the operating process. |
| 13 | Report immediately, any unsafe methods of work or defective plant & equipment. Ensure that plant, equipment and premises are left in a safe and secure state. |
| 14 | Actively participate in the Pre-Task-Safety-Talk / Tool Box Talk for better understanding & clarity on hazards and controls pertaining to that activity/task. |
| 15 | Lead by example through obeying Site HSE Rules and actively participating in HSE Promotional activities |
|  | In addition to above, following specific to positions |
| **SNo.** | **Specific to position – Manager / Staff (Quality)** |
| 1 | Ensure that the HSE requirements are properly accounted in the Method Statements for works. |
| 2 | Ensure that the HSE requirements are adequately taken into account while performing Quality Control Inspections and Testing. |
| 3 | Be alert to any inadequacies of the effectiveness of the management system and to bring such inadequacies to the attention of line management. |
| 4 | Ensure that accidents/incidents and non-conformities are immediately reported and investigated. Encourage personnel to identify and report hazards and non-conformities. |
| 5 | Act immediately on any HSE violation, which come to his attention and where required, enforce the company disciplinary process in relation to those breaches. |

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| **Key Performance Indicators** | **Target** | **Record** |
| Number of Pre-Task-Safety-Talk conducted / participated | Once in before work | PTST Records |
| Number of observations pending more than a week | >1 in week | MOM of Weekly Supervisors HSE Meeting |

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| I confirm that the above are explained to me. I understood the above and will comply with the requirements. | | | | |
| Name: | Trade/Designation: | Employee / ID No. | Date: | Signature: |
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