



SBG O&M HSE MANAGEMENT REVIEW





PURPOSE

To describe how Safety Awareness is initiated, developed, implemented and assessed within SBG (O&M) and affiliated Companies.

SCOPE

From

Preparation and Issue of Safety Procedure

To

Satisfying the Company Safety Policy.

REFERENCE

SAFETY GUIDELINES

DEFINITIONS

SAFETY POLICY

SBG – O&M (the Company) will assure safe working conditions for all employees, and will conduct its operations with full concern for the protection of personnel and property.

In all its activities, the Company will meet the standards specified by the Kingdom's safety regulations. Where there are no established standards, internal guidelines will be developed.

It is the responsibility of each Company entity to assure that facilities are operated and maintained in compliance with established policy, and that they do not present unnecessary risks to employees or the property.



FLOWCHART

(None)

PROCEDURE

1.1 RESPONSIBILITIES

- 1.1.1 The Safety Manager, reporting on safety Issues directly to the Executive Director, is to ensure that the safety Procedures are adhered to by all Personnel performing activities & duties in **SBG O&M**.

This is achieved first by communicating the safety objectives and safety guidelines to ensure a safe environment for all. For that purpose Safety Manager shall prepare and hold awareness sessions at different levels in the Organization.

In the context of Safety the Safety Manager is responsible for:

- Developing safety policy, procedures, plans and programs.
- Providing adequate safety training and awareness across the organization.
- Issue and maintain safety guidelines.
- Conduct safety impact analysis.
- Overall safety co-ordination & management including Safety Reviews as well as accidents & incidents investigation.

The Safety Assessor in the Technical Assessment Section is responsible for monitoring the implementation of safety in the organization by assessing the safety practices in the field.

It is the assignment of the safety assessor to ensure that the safety guidelines are respected and adhered to.

The project safety coordinators, who are appointed by the projects and undergone extensive safety training, shall serve as safety observers following the implementation of the safety policy on day to day basis.

Safety Assessor and coordinators shall coordinate with Safety Manager on safety issues.

The Safety Manager is responsible for providing adequate training needed by the organization and individuals to carry out their job in accordance to best professional and trade practices in a safe manner thus preventing harm to people and facilities.



1.1.2 Operations Management will:

- Ensure that their facilities are operated and maintained in accordance with Company Safety standards, policies and applicable Saudi Government regulations.
- Implement the safety programs, needed to demonstrate their compliance;
- Participate in the Company Safety Performances Assessment/Review program.

1.1.3 Project/Site Management will:

- Implement and sustain compliance with all applicable safety programs; ensure the safety of employees, and protection of property.
- Develop site specific Safety Plans and Program, as needed.

1.2 SAFETY CO-ORDINATION

- 1.2.1 Safety Coordinator(s) shall be assigned for all projects and sites. He shall be the “Key Person,” a resource and contact for all the safety functions. The Safety Coordinator shall report (administrative) to the project/site manager, and receive guidance/oversight (functional reporting, dotted line) from the Head Office Safety Manager.
- 1.2.2 The Safety Coordinator shall be selected from engineers; supervisors and other qualified personnel who must be able to spend at least 10-15% of their time in safety related activities regularly beyond their normal duties. They shall attend and complete initial safety training program as prescribed by the Safety Manager and thereupon-complete refresher courses.
- 1.2.3 Safety Coordinator shall coordinate, implement and sustain the safety/loss prevention programs at the site.
- 1.2.4 Safety Coordinator shall have the authority to stop work in progress for imminent danger and for valid safety reasons. Any conflicts or disagreements to be reported to the Head Office Safety Manager who will take this matter to the Executive Director and/or the Operations Manager.

1.3 SAFETY OBSERVERS

- 1.3.1 Other Project Personnel as identified in the Blue Book (job descriptions) will share the safety responsibility, will help the Safety Coordinator(s) and will be considered as a “Safety Observers”. They are:

O&M General Supdt. Security Officer

Foreman Fire Officer

Engineer in charge Camp Boss

Project Administrator

- 1.3.2 Each of the above persons shall be a Safety Observer and help in oversight of the daily practice of safety in the operations and maintenance. They will help the safety Coordinator. At least 5-10% of their time should be spent on safety related work.



1.4 SAFETY GUIDELINES

- 1.4.1 Head Office Safety Manager will recommend guidelines on all training, safety issues; counsel Management and develop programs to implement Company Safety Policy.
- 1.4.2 Head Office Safety Manager will monitor compliance with the Safety Policy; provide guidance and support to all department, sites and projects; develop and coordinate the conduct of training; Assimilate information and distribute to concerned entities.
- 1.4.3 Safety Manager will provide guidance, assistance, and advice to the Project/Site management and Safety coordinators.
- 1.4.4 Site and/or Project specific Safety Plan and Program must be developed, as needed incorporating Company, Client and Government rules, regulations.
- 1.4.5 Safety Manager shall be responsible to organize, issue and revise the Company Safety Guidelines Manual.

1.5 SAFETY COMMITTEES

- 1.5.1 Safety Committees must be established at each project, site and facility. The safety committee will give guidance and direction to the project safety program.
- 1.5.2 The Committee will be chaired by the Project/Site Manager and will meet at least once a month. The Safety Coordinator should act as the recording Secretary of the Committee and the resource-person.
- 1.5.3 The Committee shall comprise of representatives of various job trades/positions, and the safety coordinator.
- 1.5.4 The safety committees at the Head Office shall meet regularly, which are:
 - Management Safety Committee.
 - Operations Safety Review
 - Safety Implementation Committee.

1.6 SAFETY ASSESSMENT

- 1.6.1 The safety coordinator shall conduct safety Assessment on random basis to determine observance of safety code/policy. He shall submit quarterly safety observance report to Head Office Safety Manager who will then summarize and submit it to the senior management.
- 1.6.2 Independently the Lead safety Assessor of the Technical Assessment Section will conduct safety assessment and submit his findings to the technical Manager.
- 1.6.3 The Technical Audit Manager must send a monthly report on Safety Assessments & CARs to the Safety Manager as indicated by the EBM/Executive Director.



1.7 SAFETY MEETINGS

- 1.7.1 Safety meeting must be held regularly for all employees on site/project.
- 1.7.2 The frequency of the Safety meeting will be determined by the Project/Site Manager, in consultation with the Safety Manager.
- 1.7.3 The contents of the Safety meeting will be determined by the Project/Site Manager in conjunction with the Safety Coordinator, and the Division Safety Program upon consulting with the Safety Manager.

1.8 SAFETY REVIEWS

- 1.8.1 Minutes of the safety committee must be distributed to:
 - (a) Each participant in the Safety Committee,
 - (b) To the client representative, if necessary or upon request
 - (c) Safety Manager at the Head Office
- 1.8.2 Instead of the above, the project manager can have the option of discussing safety as an item in the monthly project performances reviews.

1.9 CORPORATE SAFETY REVIEWS

- 1.9.1 Corporate safety status shall be discussed at the corporate safety as an item in the monthly project performances reviews.
 - Executive Director
 - Operations Manager
 - Deputy Operations Managers
 - Technical Manager
 - Safety Manager
- 1.9.2 The safety manager shall prepare the agenda of the meeting and distribute it 7 days before the meeting.
- 1.9.3 Minutes of meeting shall be recorded and distributed to the attendees.
- 1.9.4 Safety Manager and/or his staff will conduct Company Safety Performance Evaluations Reviews (Cosper) periodically.



1.10 INCIDENTS & ACCIDENTS

- 1.10.1 All accidents & injuries and incidents must be reported immediately to the Operations Department with a copy to the Head Office Safety Manager. They will be further investigated by the site coordinator and an accident investigation report be submitted to Head Office Safety Manager within 24-hours with corrective actions.
- 1.10.2 The Head Office Safety Manager may conduct follow-up evaluation and submit a report to senior management.

1.11 PREVENTIVE OF ACCIDENTS

- 1.11.1 The site safety coordinator shall ensure that all personnel protective equipment are in good and working condition, and that employees are wearing them properly wherever applicable.
- 1.11.2 All sites/projects must maintain an inventory of fire extinguishers and their locations, Conduct monthly and yearly Assessments, assign them according to the risk.
- 1.11.3 The sites/projects must select, train and assign appropriate number of personnel on each shift to be the first fire responders (brigade) who shall extinguish fires under the supervision of the safety coordinator. Local Civil Defense Authority shall be called if project/site personnel cannot handle the fire.
- 1.11.4 The Operations Department and its project/site management will participate in the Company Safety Performance Evaluation Reviews (COSPER); and provide co-operation to the Head Office Safety Manager.

2 QUALITY RECORDS

RECORD	OWNER	MAINTAINED BY	PERIOD
Summary list of site coordinators	Safety	Safety	Update regularly
Safety guidelines	Safety	Safety	Old rev discarded
Site Safety Plan/Programs	Project	Safety	Review regularly
Minutes of meeting safety site review	Project	Project	Kept one year
Safety assessment reports	Technical Assessment	Safety manager	Kept one year
Corporate Review's Minutes of Meeting	Safety	Safety	Kept indefinitely
Accidents & Incidents Reports	Operations	Safety	Kept indefinitely
Safety Equipment Inventory	Projects	Projects	Update and kept indefinitely



Safety performance evaluation	Safety	Safety	Kept indefinitely
Review (COSPER)			