

CONTRACTOR'S/OUTSOURCING MANAGEMENT PROCEDURE

S No	Activity	Responsibility
1	<p>Pre-job meeting</p> <p>There shall be a pre-job meeting with contractor after award of contract in which following points shall be discussed and clarified by OMIFCO:</p> <ul style="list-style-type: none"> • Date and arrangement for orientation of contractor personnel • Completion of pre-job requirements • OMIFCO Contractor Administrator • Contractor Senior Manager • Contractor to communicate to OMIFCO information on equipment & materials prior to introduction to work site • Define frequency of general inspections • OMIFCO define frequency and monitoring of contractor's preventive maintenance program • Regular program measurements developed and communicated by contractor to proprietor • Frequency and scope of audits which shall be conducted by OMIFCO • Progress meetings between OMIFCO and contractor conducted weekly • Contractor to develop and implement formal procedure to resolve work site issues • Contractor to track presence and activity of employees • Contractor and OMIFCO to agree on disciplinary process for contractor's employees failure to comply with rules, procedures and specialized work permits compliance 	Engineer in charge
2	<p>Contractual conditions</p> <p>OMIFCO shall define in writing the contractual conditions which are practical and complete for ensuring the OMIFCO safety and health performance standards. In framing the conditions it is to be borne in mind that OMIFCO should impose only that much on the contractor which it has decided to do for itself.</p> <p>The contract shall cover hiring and placement, worker turnover, physical conditions monitoring, personal protective equipment.</p> <p>The contractor shall study the contractual conditions, as part of scope, to make arrangements to comply. The contractor shall be under no compulsion to sign the contractual conditions, if he is not willing. Contractor should also not assume that contractual conditions could be compromised.</p> <p>Contractual conditions with regards to job quality, timings, purchasing, operations, safety and health arrangements, engineering and financial matters, etc., all must be covered.</p>	Engineer in charge

3	<p>Orientation Programme</p> <p>In the orientation programme, OMIFCO shall provide training to nominated contractor employees for emergency preparedness, work permits, specialized rules. Contractor employees understanding of hazards and controls shall also be covered. Contractor shall integrate this training into its processes.</p>	Engineer in charge
4	<p>Management of Sub-contractor</p> <p>OMIFCO shall require a statement of the Contractor's policy and procedures for ensuring that sub-contractors comply with the Contractor's safety plan.</p>	Contractor
5	<p>Use of OMIFCO machinery, equipment or tools</p> <p>If it is agreed or OMIFCO equipment is allowed to be used by the contractor, then it is Contractor's responsibility to ensure that these are properly maintained and fit to use.</p>	Engineer in charge
6	<p>Monitoring of contractors by OMIFCO</p> <p>The objectives of monitoring contractor performance during the life of the contract are</p> <ul style="list-style-type: none"> • Contractor should implement and maintain management system to comply with OMIFCO requirements • Comply with requirements of pre-job meeting agenda and action plan • Monitor compliance to controls of high risk work • Continuous monitoring of contractual requirements 	Engineer in charge
7	<p>Incident investigations</p> <p>Any incident involving an injury to contractor men, which is reportable category, shall be investigated by OMIFCO safety supervisor (alone or jointly with contractor's safety engineer). Report on the same will be given to OMIFCO management as well as Contractor's management.</p>	HSE
8	<p>Stoppage of work by employer</p> <p>The Employer shall have the right to stop the work at his sole discretion, if in his opinion the work is being carried out in such a way that it may cause accidents and endanger the safety of the persons and / or property, and / or equipments. In such cases, the contractor shall be informed in writing about the nature of hazards and possible injury / accident.</p>	Engineer in charge
9	<p>Records Keeping by Contractor</p> <p>Following and other relevant records, shall be kept by Contractor in order to analyse, promote and control contractor's work and shall submit to OMIFCO on demand.</p> <ul style="list-style-type: none"> • Inspections report • Training imparted • Orientation programme conducted • Investigations carried out • Health monitoring • Safety monitoring 	Contractor

10	<p>Risk assessment by contractors</p> <p>Contractor shall identify HSE hazards anticipated for this Contract and sufficient information to demonstrate the Contractor's proposals for achieving effective and efficient health and safety management. The information on list of hazards shall be documented and maintained up-to-date.</p> <p>Methods used for identification of hazards shall be covered by a procedure. Preferably the procedure shall include general techniques, viz, technological knowledge, check list, inspection, past incidents & accidents, comparison with good practices or code of practices, etc.</p> <p>For each hazard identified, associated risk shall be determined, by using the OMIFCO recommended practice. All risks thus determined shall be categorized into 4 categories. Risks of category 3&4 shall be considered high risks for purpose of strict control and reduction. Data on all the risk assessment shall be maintained, up-to-date.</p> <p>Any change in circumstances, method of work should accompany review of risk assessment.</p>	Contractor
11	<p>Method Statement</p> <p>Having identified hazards and determined associated risks, now contractor shall decide work-methods which shall be safe to follow. Written statement of method, incorporating reducing hazards, and building in adequate control by way of precautions is called Method Statement.</p> <p>Contractor is required to produce a method statement and submit it to OMIFCO, before the award of contract. Contractor is also required to maintain the method statement up-to-date, in case of any changes in conditions.</p>	Contractor
12	<p>Contractor HSE Policy and Plan</p> <p>Within 4 weeks of the acceptance of the offer, the Contractor shall submit a detailed and comprehensive Contract specific HSE Plan. The HSE Plan shall include detailed policies, procedures and regulations which, when implemented, will ensure compliance of the contract provisions. The HSE Plan shall include the following but not be restricted to:</p> <ul style="list-style-type: none"> i) A statement of the Contractor's policy, organisation and arrangements for HSE ii) One HSE supervisor to be deployed at OMIFCO site , who shall be responsible for co-ordinating and monitoring the Contractor's HSE performance 	Contractor
13	<p>Legal Requirements</p> <p>This Contract shall be governed by the laws of the Sultanate of Oman.</p> <p>The Contractor shall be fully responsible for all matters arising out of the performance of the Contract and shall comply at its own expenses with all the relevant laws, orders, regulations, and statutory obligations of the Sultanate of Oman. The Contractor shall indemnify and hold harmless OMIFCO against all liabilities in this respect.</p>	Contractor

14	<p>Appointment of sub-contractors</p> <p>Contractor shall notify OMIFCO if there is a need to appoint new sub-contractor., or some changes are required for subcontractor management. The matter shall be duly discussed, with provision of reasons by the contractor. OMIFCO and contractor shall agree on subcontractor qualifications and control process or any changes on the same, before contractor is allowed to do so. Critical aspects of controlling subcontractors are Job planning, Subcontractor selection, and Performance measurement.</p>	Contractor
15	<p>Performance requirements of contractors</p> <p>The HSE targets, goals and aim for the Contractor are to achieve:</p> <ol style="list-style-type: none"> 1. Zero LTI 2. Zero reportable environmental incidents 3. All personnel inducted in accordance with the approved contractor HSE plan 4. Total compliance of conducting inspections as per approved HSE plan 5. 100% incident recording and reporting 6. 100% adherence of usage of appropriate PPEs at work. 7. Executing work with least disturbance to the environment. 	Engineer in charge
16	<p>Responsibility of HSE personnel</p> <p>For all works carried out by the contractor and his sub-contractors, the responsibility of ensuring the required HSE manpower lies with the main contractor only. Necessary conditions shall be included in all sub-contract documents executed by the main contractor. Employment status of HSE personnel and reporting of HSE personnel shall be clarified.</p> <p>All HSE personnel are to report to the Safety Officer. The Employer shall monitor adherence to this procedure at all times.</p> <p>No HSE personnel shall be required or permitted to do any work which is unconnected to, inconsistent with or detrimental to the performance of the HSE duties.</p>	Contractor
17	<p>First day at work, HSE orientation training</p> <p>The Contractor shall ensure that all personnel working at the site receive an induction HSE training explaining the nature of the work, the hazards that may be encountered during the site work and the particular hazards attached to their own function within the operation.</p>	Contractor

18	<p><u>Topics for First day at work HSE orientation training of Workmen</u></p> <p>1. Hazard Identification Procedure Hazards on site (particularly related to the specific contract): Falls Civil Chemicals Electricity Machinery Handling materials Transport Site housekeeping Fire Explosion</p> <p>2. Personal Protective Equipment What is available? How to obtain it? Correct use and care</p> <p>3. Health Site welfare facilities Potential health hazards First Aid</p> <p>4. Duties of the contractor Brief outline of the responsibilities of the Contractor by law Details of Contractor's accident prevention policy OMIFCO's HSE requirements</p> <p>5. OMIFCO Employee's Duties towards contractors Briefly describe support for safety issues</p>	Contractor and HSE
19	<p>HSE Training The Contractor shall analyse the training requirements for all the employees and initiate a training program to demonstrate that all persons employed, including subcontractors, are suitably qualified, competent and fit.</p>	Contractor
20	<p>Operational Control The contractor shall follow the OMIFCO procedure on permit to work in all its activities, and demonstrate 100% compliance. It shall also institute a system of "Preuse check outs", by which the operator shall check the conditions of equipment or machinery or tools before they start using these. Records of these shall be maintained. What ever machinery, equipment or tools belonging to contractor is permitted to be used, shall be maintained by the contractor in satisfactory manner. The contractor shall have a procedure and schedule for the same. Conditions of equipment, machinery or tools shall be periodically checked by contractor supervisor, and records maintained.</p>	Engineer in charge

21	<p>HSE Inspection</p> <p>The contractor shall evolve and administer a system of conducting HSE inspections and other risk management analysis on a periodical basis.</p> <p>The purpose of HSE inspection is to identify any variation in activities and operations, machineries, plant and equipment and processes against the HSE Plan and its supplementary procedures and programs.</p> <p>The contractor shall prepare all required safety inspection checklist for all activity operations and equipment. Checklists will be prepared based on the Industry standards, rules and regulations and Employer’s requirements.</p> <p>All inspection records and reports will be properly kept and filed for audit purpose. Inspection reports of Planned General Inspection and Routine Inspection will be used for discussion during Safety Committee Meetings.</p>	Contractor
22	<p>HSE Submittals to the Employer</p> <p>The contractor’s HSE management should send the following reports to the Employer periodically:</p> <ol style="list-style-type: none"> i. Monthly HSE Report ii. HSE Committee Meeting Minutes iii. HSE Inspection Reports iv. Contractor to submit corrective action plan v. Incidents & accidents investigation report 	Contractor
23	<p>Records keeping</p> <p>The contractor to maintain following records and and shall submit to OMIFCO on demand.</p> <ul style="list-style-type: none"> • Permit systems • Government inspections • Required training • Inspections • Meetings • Accident/hazard reporting/follow-up 	Contractor
24	<p>Accident reporting by contractor</p> <p>In case of an accident causing minor injury, first-aid shall be administered and the injured worker shall be immediately transferred to a hospital or other place for medical treatment.</p> <p>All accidents and dangerous occurrences shall immediately be informed verbally to the Employer. This will enable the Employer to reach to the scene of accident / dangerous occurrences to monitor/assist any rescue work and/or start conducting the investigation process so that the evidences are not lost.</p>	Contractor
25	<p>Accident investigation</p> <p>The contractor shall make arrangement to investigate into the root causes of all incidents,& accidents for purpose of preventing reoccurrence.</p> <p>Investigations should be conducted in an open and positive atmosphere that encourages the witnesses to talk freely. The primary objective is to ascertain the facts with a view to prevent future and possibly more serious occurrences.</p>	Contractor

26	<p>Personal Protective Equipments (PPEs)</p> <p>It is primarily the duty of contractor to provide personal protective equipment to his workmen. By contractual arrangements however, it may be agreed by employer to provide the PPE's.</p> <p>The contractor shall arrange to provide required PPEs to workmen to protect against safety and/or health hazards. Primarily PPEs are required for the following protection</p> <ul style="list-style-type: none"> • Head Protection (Safety helmets) • Foot Protection (Safety footwear, Gumboot, etc) • Body Protection (High visibility clothing (waistcoat/jacket), Apron, etc) • Personal fall protection (Full body harness, Rope-grap fall arrester, etc) • Eye Protection (Goggles, Welders glasses, etc) • Hand Protection (Gloves, etc) • Respiratory Protection. (Nose mask, SCBAs, etc) • Hearing Protection (Ear plugs, Ear muffs, etc) 	Engineer in charge and Contractor
27	<p>Visitors to site</p> <p>Any visitor for contractor's activities shall have to take prior permission from OMIFCO security. Once permitted, contractor shall provide visitor's helmet and other PPEs like safety shoe, respiratory protection etc. as per requirement of the site.</p> <p>All visitors shall be accompanied at all times by a responsible member of the contractor. The contractor shall be fully responsible for all visitors' safety and health within the site.</p>	Engineer in charge and Contractor
28	<p>Insurance</p> <p>The contractor must visualize what can happen in worst possible scenarios. Who would have to bear the loss? Possibility of loss to OMIFCO property due to contractor's activity needs also to be considered. If no policy of insurance is taken, or agreed otherwise then it will be contractor's liability to bear the loss, in case of any incident happening.</p> <p>The topic of insurance must be covered in all contracts, decision taken and agreement reached.</p>	Contractor
29	<p>Physical fitness of workmen</p> <p>The contractor shall ensure that his employees/workmen subject themselves to such medical examination as required under the law or under the contract provision and keep a record of the same.</p> <p>The contractor shall not permit any employee/workmen to enter the work area under the influence of alcohol or any drugs.</p>	Contractor

30	<p>Medical Facilities</p> <p>Medical Examination - the contractor shall arrange a medical examination of all his employees including his sub-contractor employees employed before employing, and after illness or injury, if it appears that the illness or injury might have affected his fitness and, thereafter, once in every two years up to the age of 40 and once in a year, thereafter. Medical examination shall be carried out through competent and authorized medical doctor.</p> <p>The periodical health examination must check health parameters related to occupational hazards of the workmen. Records of medical examination shall be kept.</p> <p><u>First-aidboxes</u></p> <p>The contractor shall ensure that one First-aid box for every 100 workers is provided and maintained for providing First-aid to the workers. Every First-aid box is distinctly marked "First-aid" .</p>	Contractor
31	<p>Welfare measures for workers</p> <p>Latrine and Urinal Accommodation - the contractor shall provide one latrine seat for every 20 workers up to 100 workers and thereafter one for every additional 50 workers. In addition one urinal accommodation shall be provided for every 100 workers.</p> <p>When women are employed, separate latrine and urinals accommodation shall be provided on the same scale as mentioned above.</p>	Contractor
32	<p>Site HSE Plan shall be as given below:</p>	Contractor

SITEHSEPLAN

Contract No	
Contractor Name	
Project Name	

•	<p>Project Highlights</p> <p>i) Title of the content</p> <p>ii) Brief scope of work</p> <p>iii) Period of the project</p>
•	<p>HSE Policy</p>
•	<p>Site Organisation Chart</p> <p>Chart indicating reporting of HSE personnel</p>

<ul style="list-style-type: none"> • 	<p>Roles & Responsibility for HSE Individual responsibility of the</p> <p>Members</p> <p>Supervisors</p> <p>Project Manager Manager/s Supervisors HSE Committee</p> <p>HSE In charge Site Engineers First Line</p> <p>Sub-contractors</p>
<ul style="list-style-type: none"> • 	<p>HSE Committee</p> <ol style="list-style-type: none"> 1. Details - Chairman, Members, Secretary and Employer’s representative, 2. Procedures for effective conduct of meeting
<ul style="list-style-type: none"> • 	<p>HSE Training</p>
<ul style="list-style-type: none"> • 	<p>Subcontractor Evaluation, Selection and Control</p>
<ul style="list-style-type: none"> • 	<p>HSE Inspection</p>
<ul style="list-style-type: none"> • 	<p>HSE Audit</p>
<ul style="list-style-type: none"> • 	<p>Accident Investigation And Reporting Procedures</p>
<ul style="list-style-type: none"> • 	<p>Occupational Health Measures</p>
<ul style="list-style-type: none"> • 	<p>Labour Welfare Measures</p>
<ul style="list-style-type: none"> • 	<p>Risk assessment and mitigation procedures</p>
<ul style="list-style-type: none"> • 	<p>Safe Work Procedures (wherever applicable as per the contract activities)</p> <ul style="list-style-type: none"> ○ Work at Height ○ For ensuring that contractor's equipment are maintained in a safe condition and are operated in a safe manner; ○ Access, egress and Stairways ○ Welding, Cutting and other hot work ○ Lifting appliances ○ Work Permit Systems ○ Electrical Equipments ○ Mechanical Equipments ○ Excavation ○ Fire Prevention ○ Hazardous Chemicals and Solvents ○ Ionising Radiation ○ Lighting ○ Hazardous materials
<ul style="list-style-type: none"> • 	<p>Work Permit System</p>
<ul style="list-style-type: none"> • 	<p>List of standard job specific PPEs to be used in the site</p>
<ul style="list-style-type: none"> • 	<p>Maintenance of Equipment and Machinery</p>
<ul style="list-style-type: none"> • 	<p>Housekeeping</p>
<ul style="list-style-type: none"> • 	<p>Environmental Management</p>
<ul style="list-style-type: none"> • 	<p>Emergency Management</p>
<ul style="list-style-type: none"> • 	<p>Visitors and Security arrangement</p>