

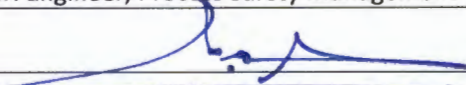



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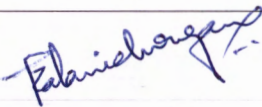
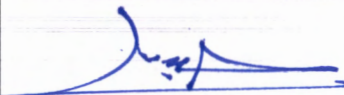
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PREFACE

HSE document, “HSE Guidelines for Non-Field Contracts”, ref. HSE-PSM-23-1612, is prepared and issued by Process Safety Management -HSE division. Revision number is 0.

The draft of the document was prepared, and peer review workshop was conducted with HSE department Engineers on 23 August 2023.

Draft was circulated for comments through memo and stakeholders’ onboarding workshop was conducted on 23 August 2023

All the comments received during peer review workshop, through memos & during stakeholders’ onboarding workshop were appropriately addressed.

Next revision of this document will be taken up on or before October 2028.

DOCUMENT SUMMARY

This document is specific to non-field type of work contract where OHS risks are low. The scope of work on these '**NON-FIELD TYPE OF CONTRACTS**' does not include work activities in operation areas, project sites and other construction & maintenance activities etc.

In case there is an unanticipated field works/ visits that is required during execution of the contract, the applicable requirements on 'HSE Guidelines for Contractors, HSE-TSSA-05-1118' shall be enforced.

REVISION HISTORY

REVISION	DATE	DESCRIPTION
0	October 2023	This is a new document.

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1.0 INTRODUCTION

Kuwait National Petroleum Company (hereinafter defined as COMPANY) has a well-meaning policy on Health, Safety & Environment (HSE) and runs a comprehensive program for its implementation. The policy requires all COMPANY Contractors to maintain similar HSE standards. The guidelines of this document are intended to make CONTRACTORS aware of the basic HSE requirements of the COMPANY.

*This document shall be classified as generic guidelines that shall form part of tender and contract document for **non-field type of contract** with the COMPANY.*

CONTRACTOR / CONSULTANTS and their employees shall make themselves familiar with this HSE Guidelines for Non-Field Contracts prior to commencing work at COMPANY premises.

In this document, 'Contractor' refers to 'Contractors and Consultants'.

2.0 SCOPE AND APPLICATION

This document is **specific to non-field Consulting and Administration type of contract** where OHS risks are low.

The scope of work on these 'NON-FIELD TYPE OF CONTRACTS' **does not include work activities in operation areas and project sites, etc.** In case there is an unanticipated field works that is required during execution of the contract, the applicable requirements on 'HSE Guidelines for Contractors, HSE-TSSA-05-1118' shall be enforced.

This Guideline supplements and not supersedes the Contract's terms and conditions relative to HSE issues. If there is a requirement for more information on a particular subject, CONTRACTOR should contact the COMPANY Representative.

Requirements in this Guideline does not guarantee compliance with all applicable legal and regulatory requirements. Compliance with the applicable requirements is the sole responsibility of the CONTRACTOR and cannot be undertaken by the COMPANY.

The "Guidelines on Penalty System for HSE violations" (HSE-TSSA-06-1116, rev.4) will be applicable in case of HSE violations.

Mandatory rules (or 'must') are characterized by the word 'SHALL' throughout the text. Advisory rules or recommendations are indicated by the word 'SHOULD'.

3.0 GENERAL HSE REQUIREMENTS

CONTRACTOR is responsible for compliance with these Guidelines, the Contract Terms and Conditions, and all Governmental regulations. All references to CONTRACTOR and CONTRACTOR employees equally apply to Subcontractors and Subcontractor employees. CONTRACTOR shall ensure that Subcontractors are informed of the need to comply with all aspects of these guidelines.

CONTRACTORS are required to be familiar with, understand, and apply the information in these Guidelines, along with all other HSE requirements. If there's a need for additional information or have any questions about performing work in a safe manner, CONTRACTOR employee should consult their supervisor or a COMPANY Representative. An updated version of any COMPANY HSE documents and release of new COMPANY HSE Management System, Guidelines, Procedures, Standards and Safe Work Practices shall automatically supersede any applicable clause(s) of this document.

3.1 COMPANY REPRESENTATIVE

Unless otherwise specified, the COMPANY representative hereinafter defined is the COMPANY Superintendent of the Contract.

A COMPANY Representative will be assigned to represent COMPANY in all matters relating to CONTRACTOR's activities at all company premises. All questions concerning the performance of CONTRACTOR's work shall be referred to the COMPANY Representative. The COMPANY Representative will assist with:

- a) Communications between CONTRACTOR's Representative and COMPANY
- b) Work Permits
- c) COMPANY provided materials.
- d) CONTRACTOR's work schedule
- e) COMPANY drawings, specifications, and other information
- f) Quality, progress, and HSE inspections and Audits
- g) Authorization for signing the Waste Transport Manifest.
- h) HSE Procedures
- i) HSE Training / Orientation to Contractor employees

3.2 CONTRACTOR REPRESENTATIVE

CONTRACTOR shall maintain a Representative in Company premises at all times who shall be in full charge of CONTRACTOR's employees and maintain liaison between CONTRACTOR and COMPANY Representatives. CONTRACTOR's Representative is responsible to:

- a) Maintain liaison between CONTRACTOR and the COMPANY Representative.
- b) Represent CONTRACTOR in matters pertaining to work quality, performance, scheduling, tests, etc.
- c) *In addition, he will be focal point for the coordination of all HSE issues.*

3.3 RESPONSIBILITIES

Unless otherwise specified in any sections of this document, the following responsibilities shall be applied:

- (a) The COMPANY Representative (Superintendent of the Contract) shall be accountable for ensuring the compliance of CONTRACTOR to this guideline and shall continuously monitor the CONTRACTOR's HSE performance.

- (b) CONTRACTOR is responsible for strict compliance to this guideline and for informing CONTRACTOR's employees and Subcontractor's employees of the requirements in these guidelines and all specific instructions pertinent to the work.

3.4 LANGUAGE REQUIREMENT

All CONTRACTOR employees shall be capable of communicating in a satisfactory manner with the COMPANY Representative in connection with the work. All CONTRACTOR employees must be able to follow emergency instructions, both written and oral.

CONTRACTOR personnel are required to understand English sufficiently to comply with all COMPANY HSE Rules, Regulations and Signs. In exceptional cases, interpreters may be allowed.

3.5 WORK STOPPAGE

Without prejudiced to other rights available in the Contract, The company representative, coordinator, or senior personnel (i.e. above unit supervisor/engineers level) in the company premises may stop contractor's work which is considered hazardous (violates company or other standards)

3.6 ENTRY TO COMPANY PREMISES

CONTRACTOR shall allow only its employees, Subcontractors, and suppliers directly connected with the work, to enter COMPANY premises. Visitors are subject to the following conditions:

- a) COMPANY approval is required.
- b) Visitors must attend the COMPANY HSE Orientation program.
- c) Entry/exit is through the COMPANY designated gate.
- d) CONTRACTOR must escort visitors for the duration of their visit.
- e) Visitors shall visit only those area specifically permitted by Company.

3.7 CAMERAS

Photography is prohibited in all COMPANY controlled areas unless authorized. CONTRACTOR shall not take photographs without approval of the COMPANY Representative. Contractor shall obtain written authorization from company representative and concerned governmental authorities.

Camera gate pass shall be obtained from security division. Appropriate work permit shall be obtained and company employee (directly involved in the job) should accompany the photographer. Contractor shall abide on KNPC Security Guidelines pertaining to photography.

3.8 CELLULAR PHONES, NOTEBOOK PC AND PERSONAL GAS MONITORS

Carrying of cellular phone and notebook PC (or laptop computer) in company premises is restricted. Contractor's key personnel intending to carry cellular phones and notebooks shall apply for passes through the Company representative to the Security Division. *Personal gas monitors shall be approved by KNPC.*

3.9 HOUSEKEEPING AND HYGIENE

CONTRACTOR shall keep a reasonable degree of order by disposing of accumulated rubbish and excess material. Contractor shall always maintain good housekeeping at workplace.

3.10 DAMAGE TO COMPANY EQUIPMENT OR PROPERTY

CONTRACTOR shall promptly notify the COMPANY Representative, as per COMPANY Incident Reporting Procedure, in the event CONTRACTOR damages COMPANY equipment or property *and third-party properties*.

3.11 CONTRACTOR'S VEHICLE / EQUIPMENT

A current and valid COMPANY Safety Certificate shall be attached to all applicable engine driven equipment entering the refinery. Vehicles and Engine driven equipment must comply with COMPANY Rules and Regulations (HSE-TSSA-05-2018). Contractor shall ensure that contractor employees have a valid KNPC authorization and valid Kuwait Licenses to drive/operate vehicles.

Articles and devices which contractor may be required to furnish for the work shall be new or in satisfactory operating condition and the most suitable type, size, and quality for the purpose intended.

3.12 THEFT OR VANDALISM

Any occurrence of theft or vandalism shall be reported immediately to the COMPANY Representative and the Security Officer. Thieves and vandals will be prosecuted.

3.13 COMPANY WRITTEN PROCEDURES

CONTRACTOR is responsible for acquiring from its COMPANY Representative copies of relevant HSE Procedures/Guidelines/Standards.

3.14 COMPLIANCE WITH THE LAW

CONTRACTOR, CONTRACTOR's employees, all Subcontractors and all employees of Subcontractors shall comply with all Kuwait laws and regulations relating in any way to the performance of the work.

4.0 ADMISSION TO COMPANY PREMISES

4.1 ADMISSION TO COMPANY PREMISES, ACCESS BADGES

Based on request, CONTRACTOR's employees will be issued an Access Control Badge (Personnel Gate Pass) *as per S&F-DSGE-15-1002 Access Control & Gate Pass Procedure*, that permits entry into COMPANY premises. Contractor employees shall always carry their badge while at company premises.

CONTRACTOR will be responsible for the care, use, and replacement of the badge if lost or damaged and to return badges to COMPANY Security Division for employees no longer working in the COMPANY premises, Contract expires for any reason and is not renewed or

extended by COMPANY. Failure of CONTRACTOR to abide by COMPANY's Access Control Procedures may result in CONTRACTOR's future COMPANY privileges being revoked or the termination of this Agreement by COMPANY.

Contractor shall not tamper/modify the gate passes, like changing photograph, using someone else gate pass, etc. If any found, strict action to the extent of demobilization and blacklisting of the concerned employee shall be enforced. Contractor shall ensure their employees are working under same project for which gate pass is issued.

4.2 TRANSPORT VEHICLES

CONTRACTOR shall furnish transportation for all of CONTRACTOR's employees from the designated entry gate to the job site and return. The COMPANY Representative will designate the routes and parking areas to be used by CONTRACTOR's vehicles in COMPANY premises. CONTRACTOR shall always adhere the COMPANY's traffic regulations while in COMPANY premises.

All vehicles brought into the refinery, whether owned, rented or leased shall be marked in the same manner as vehicles, clearly showing the CONTRACTOR's name.

5.0 DEPARTING COMPANY PREMISES

All CONTRACTOR and Subcontractor personnel may be required, at the request of any COMPANY Security Representative, while exiting the Refinery and other COMPANY restricted areas to have their lunch boxes and/or other packages, automobile trunks open for inspection.

6.0 HSE TRAINING

New CONTRACTOR's Key personnel (i.e. supervisors, engineers and Managers) shall receive induction and other mandatory HSE training from COMPANY HSE Department, as per applicable HSE Training Performance Standard. In turn, these trained Contractor's key personnel shall conduct HSE Training to their respective employees prior to job site mobilization and within the duration of the contract.

COMPANY access control badge will only be issued to CONTRACTOR's key personnel after completing the HSE Induction Training conducted by COMPANY HSE Department. The same applies to CONTRACTOR's employees and employees of the Subcontractors, where the HSE Induction Training will be conducted by the 'COMPANY-trained' CONTRACTOR's key personnel. Records of Contractor's HSE Training shall be maintained. *Refer HSE-TSTR-05-1501, for Training related details.*

7.0 HSE INSPECTION / AUDIT

Formal and informal HSE inspection/ audit may be conducted without notice by COMPANY. CONTRACTOR should fully participate in these audits and correct deficiencies identified during the inspection/ audit. CONTRACTOR is required to make HSE documents and records available to COMPANY Representative upon request. These include, but are not limited to work procedures, training records, performance records, environmental records, licenses, permits, registrations and compliance plans.

8.0 SAFETY RULES AND PROCEDURES

CONTRACTOR shall comply with the Company's Safe Work Practices and Procedures.

8.1 WORKING CONDITIONS

CONTRACTOR shall be responsible for ensuring safe working conditions of its employees and for correcting any hazard that arises in the performance of the Work. CONTRACTOR shall perform all work in safe manner and shall ensure to assess and assign the required number of supervisors as per the job requirements.

8.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)

CONTRACTOR is responsible in providing CONTRACTOR employees the 'company-approved' personal protective equipment.

8.3 WORK AND SAFETY PROCEDURES INSPECTION

To ensure that CONTRACTOR's employees are performing the work in a proper and safe manner as required by the Contract, COMPANY representative may inspect CONTRACTOR's work and safety procedures including the use of protective equipment. If it is determined that the work is being performed in an unsafe manner, COMPANY representative shall require CONTRACTOR to stop the affected work and correct the unsafe condition immediately.

8.4 SMOKING AND CARRYING OF MATCHES / LIGHTERS

Smoking is prohibited in all areas except authorized smoking shelters. Carrying of matches and lighters into refinery premises is prohibited. Smoking in unauthorized areas to be considered as Violation and disciplinary action shall be taken against the violator.

8.5 BATTERY OPERATED AND ELECTRICAL ITEMS

Non-intrinsically safe battery operated items, e.g. flashlights, mobile phone, personal monitors, etc. are not permitted inside the hazardous area. Electrically operated tools and equipment should be suitable for use as per the area classification.

Refer relevant HSE Documents such as:

- Hand and portable power tools safe work practices, HSE-TSSA-06-2006, REV.4
- Work permit system, HSE-TSSA-06-2029, REV. 7
- Electrical safety, HSE-TSSA-06-2014, REV. 4

Contractor shall provide 'intrinsically safe equipment' for contractor employees to visit/survey work in the process unit areas. These intrinsically safe equipment shall be approved by company safety representative.

8.6 REMOVING PROPERTY FROM COMPANY PREMISES

Whenever a property of CONTRACTOR or COMPANY is to be taken outside the COMPANY premises, CONTRACTOR's Manager/ Engineer shall obtain prior written approval from the COMPANY Representative to remove such property. The approval shall be presented to the Security Personnel at the gate where exit is made. For transporting waste outside the refinery premises, the Waste Transportation copy shall be shown to the Security Personnel at the gate.

9.0 ENVIRONMENT RULES AND PROCEDURES

CONTRACTOR should be familiar and continuously comply with all applicable HSE codes, standards, and Kuwait Environmental laws and regulations applicable to the work. In the event CONTRACTOR has any questions about its responsibilities under such laws, CONTRACTOR shall contact the COMPANY Representative or Environmental Division.

The CONTRACTOR should adhere to applicable national and international Environmental Regulations and COMPANY Procedures while carrying out job in COMPANY premises. The ultimate aim is to control pollution at source, handle and dispose the waste in an environmentally friendly manner thereby protecting the environment.

Training and other records shall be maintained and same are subject to audit by KNPC or a third-party auditor. During the performance of the work, CONTRACTOR shall keep a reasonable degree of order by disposing of accumulated rubbish and excess material. Disposal of solid wastes generated by the CONTRACTOR shall be in accordance with the COMPANY Procedure for Solid Waste Management.

10.0 OCCUPATIONAL HEALTH GUIDELINES

10.1 INDUSTRIAL HYGIENE

CONTRACTOR shall make all arrangements for close adherence to Occupational Health requirements and guidelines of Kuwait Labor law, K-EPA, Ministry of Health and Governmental Agencies and COMPANY standards and guidelines that are already published, and as and when they are amended or come up based on inspection and audits.

10.2 OCCUPATIONAL MEDICINE

Contractor shall make all necessary arrangements and ensure that all the employees undergo Pre-Employment and Periodic Medical Examinations as prescribed by the COMPANY or Ministry of Health and covered under Company's Procedures for Pre-Employment Medical Examination (HSE-MEDOH-04-1342) and Periodic Medical Examination (HSE-MEDOH-04-1343). All cost of these Medical Examinations shall be borne by the Contractor.

11.0 COMPANY WORK PERMITS

As a general principle, no work in the COMPANY Controlled Areas can be carried out unless authorized by a cold or hot work permit, except those specified in the COMPANY Guidelines and Procedures for Work Permit System.

12.0 REGULATORY PERMITS

CONTRACTOR's responsibility to obtain any required governmental permits, licenses, bonds, inspections, and notices required by laws, rules, or regulations to perform the work.

13.0 EMERGENCY RESPONSE AND INCIDENT REPORTING

13.1 EMERGENCY RESPONSE

CONTRACTOR shall ensure that Contractor employees clearly understand their responsibility for an appropriate emergency response as per the COMPANY Evacuation Plan through awareness training.

13.2 ERP EVACUATION DRILLS

CONTRACTOR shall comply to and participate in COMPANY ERP evacuation drills. *Contractor shall be trained in site specific SEEP (Site Emergency Evacuation Plan).*

13.3 PERSONAL INJURIES

CONTRACTOR shall be responsible and pay for the cost of all necessary first aid, ambulance, and hospital services in case of accident or injury to CONTRACTOR's employees. All injuries sustained by the employees of CONTRACTOR while on COMPANY premises shall be reported immediately to the COMPANY representative.

13.4 INCIDENT REPORTING - INVESTIGATION AND HSE STATISTICS REPORTING

CONTRACTOR should meet their responsibilities as per the COMPANY Incident Investigation and Reporting Procedure. Such incident shall include near miss, personnel injury, occupational illness, and release and spill of pollutants.

Contractor shall provide a copy of monthly HSE Report to Contract Custodian within first two working days of following month. (Refer appendix A)

14.0 COMPANY MANAGEMENT SYSTEMS

14.1 SUPPORT RESOURCES

COMPANY HSE Department shall assist in the implementation of this document.

14.2 MANAGEMENT RECORDS

All records must be maintained in compliance with this document by the user.

14.3 **AUDIT REQUIREMENTS**

CONTRACTOR's compliance on the application of this document shall be reviewed periodically based on COMPANY HSE Management System.

14.4 **DEVIATION PROCESS**

Deviations from this document must be authorized by concerned DCEO after consultation with HSE department. Deviations must be documented, and documentation must include relevant facts supporting the deviation decision.

Contractor Name: _____ Month & Year: _____
Contract /Project: _____ Contract Number: _____
Start Date: _____

Date of Last LWC	MAN-HOURS		
	This Month	Cumulative Total	Since Last LWC

Data Description	Code	This Month	Cumulative Total
Lost Workday Cases	LWC		
Lost Workdays	LWD		
Restricted Workday Cases	RWC		
Medical Treatment Cases	MTC		
Occupational Illness Cases			
First Aid Cases	FAC		
Other Incidents (Fire, Property Damage, traffic)			
Near Miss Incidents	NM		
Infringement Notifications			
HSE Training			
HSE Audits			
Periodic Medical Examination Conducted			

Details of Accident, Near Miss or Other Incidents* (Fire, Property Damage, Traffic)

Date & Location	Name, E/No. & Title	Brief Description	Action Recommended

Details of HSE Training *

Date	No. of Participants	Topics

Note: Provide monthly & YTD update for Training Intensity (TI= Training Manhours / Total No. of Employees)

Details of HSE Violations *

Date	Name, E/No. & Title	Brief Description of Violation	Action Taken

Details of HSE Audits *

Date	No. of Participants	Recommendation	Action Taken

* Attach Separate sheet for further details

Data Prepared By: _____

Print Name & Sign

Contractor Manager / Representative

Tel. No.: _____

Tel. No.: _____

NOTE: A copy of report to be submitted to Contract Custodian within first two working days of following month

If mandated by KNPC or if Environment Report is required to be submitted, Contractor's Monthly Environmental Report shall be provided.