



شركة صناعة الكيماويات البترولية (ش.م.ك.)

PETROCHEMICAL INDUSTRIES COMPANY K.S.C.

إحدى شركات مؤسسة البترول الكويتية
A Subsidiary of Kuwait Petroleum Corporation

Health, Safety, Security, & Environment (HSSE) Rules, Conditions, & Requirements for Goods (Door to Door Material Supply)



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1. HSSE GUIDELINES FOR SUPPLIERS

PIC HSSE Policy clearly states its commitment and defines the responsibilities of those within its own organization and those of its suppliers. Supplier shall fully comply with this policy.

“PIC will hold its suppliers and their sub-suppliers management responsible and accountable for failure of their legal duty in carrying out work in a safe and professional manner to ensure the health and safety of, both, their employees / sub-suppliers, and employees of PIC”

2. HSSE MANAGEMENT

All work locations are regulated by PIC HSSE Management procedure and are supported by specific Site Instructions, Operating Procedures, Permit-to-work systems and Emergency Procedures. The supplier shall implement and maintain a similar safety management system that is compatible with the PIC HSSE system.

3. STATUTORY REGULATIONS

The Supplier shall carry out his work in accordance with statutory legislation including but not limited to:

- PIC HSSE Safety Regulations
- K-EPA “Kuwait Environment Public Authority” law (42) 2014
- Occupational Safety & Health Administration {OSHA}
- United Kingdom Health & Safety Regulations

4. SAFETY STANDARDS

The Supplier shall ensure that all PIC regulations, standards and procedures are complied with and that all necessary precautions are taken to protect the environment, personnel and property, irrespective of ownership. These include but not limited to:

- Occupational Health Management
- Safety Management
- Hazard Management & Risk control
- Crisis Management
- Environmental Management



5. PACKING AND CARGO HANDLING

The Supplier shall comply fully with PIC's logistics standards and all applicable transport, packing and labeling regulations associated with both cargo handling/lifting equipment and the shipment of materials, tools, plant and equipment

6. SECURITY/SITE ENTRY

The Supplier shall obtain written permission from PIC before the Supplier starts work on site and before the Supplier arranges for deliveries prior to work commencing.

The Supplier employees shall always possess a valid security pass while they on PIC premises. Only vehicles that possess a valid security pass shall be allowed to enter/transport supplier employees on to PIC premises and concession area.

PIC reserves the right to check the contents of all such vehicles both on entry and exit and if necessary, to confirm that the vehicle and personnel conform to PIC requirements.

The supplier's employees shall at all times act in a courteous manner when dealing with site security and shall co-operate fully with any instructions given to them and always carry PIC identification card.

Site security has the right to prevent entry/exit to the supplier employees and if deemed necessary may confiscate the individual security pass.

The Supplier shall strictly ensure that all its employees are aware of the restrictions on the use of mobile phones in Shuaiba Industrial Area and inside PIC.

The Supplier shall ensure that its personnel do not take photographs, videos or other recordings without PIC's written permission. These items cannot be taken into the plant.

7. OCCUPATIONAL HEALTH AND HYGIENE

The Supplier shall ensure that all its personnel are medically fit and healthy and are not suffering from any condition or disability which might hinder their performance of the WORK / SERVICES or endanger either themselves or others. The Supplier shall further ensure that PIC is notified of any relevant medical condition applicable to its personnel.

The Supplier shall ensure that all necessary arrangements have been made to identify any hazardous exposures to health of his employees and that precautionary measures have been taken to protect personnel and the workplace.



8. ENVIRONMENT PROTECTION AND WASTE DISPOSAL

The Supplier shall comply fully with all aspects of the PIC-HSSE Policy by preserving air, water, soil, animal and plant life from adverse effects of the Supplier's activities and shall provide to PIC-HSSE Department detailed procedures for protecting and monitoring the environment and waste disposal prior to starting work on site and use its best endeavors to eliminate all harmful discharges and emissions.

Hazardous Substances

Prior to commencement of the WORK/SERVICES, the Supplier shall submit to PIC a written COSHH (Control of Substances Hazardous to Health) assessment of any work involving hazardous or toxic materials, together with full details of such materials and the precautions it proposes to adopt in respect of their use. Prior to dispatch of any such hazardous or toxic materials the Supplier shall provide PIC with all appropriate manufacturers' Material Safety Data sheets (MSDS) and any other Hazard Information. Failure to comply with this requirement shall entitle the COMPANY to reject the said materials. Any costs or expenses incurred as a result of such rejection shall be to Supplier's account.

9. STOPPING OF WORK AND PROHIBITION OF UNSAFE PRACTICES

The PIC-HSSE Department shall have the right to suspend work being performed by the Supplier at any time, if PIC-HSSE Department deems that the Supplier has or is about to violate statutory or PIC health, safety and environmental rules and regulations. The cost of such stoppages of work in this regard will be borne by the Supplier.



شركة صناعة الكيماويات البترولية
PETROCHEMICAL
INDUSTRIES COMPANY K.S.C.
إحدى شركات مؤسسة البترول الكويتية
A Subsidiary of Kuwait Petroleum Corporation

شركة صناعة الكيماويات البترولية (ش.م.ك.)
Petrochemical Industries Co. (K.S.C.)
PIC HSSE Rules, Conditions, and Requirements



شركة صناعة الكيماويات البترولية (ش.م.ك.)

PETROCHEMICAL
INDUSTRIES COMPANY K.S.C.

إحدى شركات مؤسسة البترول الكويتية
A Subsidiary of Kuwait Petroleum Corporation

قواعد وشروط ومتطلبات
شركة صناعة الكيماويات البترولية (ش.م.ك.)
في شأن السلامة والصحة والبيئة

PIC HSSE Rules, Conditions, and
Requirements



Kindly be informed that in light of new HSSE requirements in PIC as well as in conformance to KPC Recommendations in relation to contractor safety, you are kindly requested to do the following:

- 1) Assign a Representative and a Deputy to coordinate with Safety Section for safety related issues
- 2) Provide us with their names, qualifications, and contact information (mobile phone, e-mail, etc.).
- 3) Ensure that the above nominees have basic HSSE qualifications, including ability to fill the Monthly Contractor HSSE Performance Reports and commit to attending the Monthly Contractor HSSE Meeting organized by safety and held on 1st Wednesday of every month.
- 4) Submit an HSSE plan, including HSSE organization; identifying your HSE Manager and his contact information.

Please note the following:

- A. If the Representative and his Deputy fail to comply, it might result in their gate pass withdrawal as well as that of their HSE Manager; with the possibility of further disciplinary actions.

الرجاء العلم أنه وفي ضوء المتطلبات الجديدة للصحة والسلامة والبيئة في شركة صناعة الكيماويات البترولية وأيضاً لضرورة الالتزام بتوصيات مؤسسة البترول الكويتية بالنسبة لموضوع سلامة المقاول يطلب منكم التالي:

- 1) تعيين ممثل ونائب له للتنسيق مع قسم السلامة في الشركة بالنسبة لأمور السلامة ومتعلقاتها.
- 2) إعلامنا بأسمائهم ومؤهلاتهم وطريقة الاتصال بهم (الهاتف النقال ، البريد الإلكتروني ، الخ).
- 3) التأكد من أن هؤلاء المرشحين لديهم المؤهلات الأساسية في موضوع الصحة والسلامة والبيئة ، بما في ذلك القدرة على تعبئة تقارير أداء المقاول الشهرية للصحة والسلامة والبيئة والالتزام بحضور اجتماعات الصحة والسلامة والبيئة الشهرية للمقاول والذي يعقده قسم السلامة في أول أربعماء من كل شهر.
- 4) تسليم خطة الصحة والسلامة والبيئة ، بما في ذلك الهيكلية التنظيمية للصحة والسلامة والبيئة، مع التعريف بمدير الصحة والسلامة والبيئة للمشروع وطريقة الاتصال به.

الرجاء أخذ التالي بالاعتبار:

- أ إذا فشل الممثل ونائبه في الالتزام بالمتطلبات أعلاه فقد يؤدي هذا إلى سحب تصاريح دخولهم إلى الشركة وكذلك تصريح مدير الصحة والسلامة والبيئة للمشروع مع إمكانية تطبيق عقوبات أخرى.



شركة صناعة الكيماويات البترولية
PETROCHEMICAL
INDUSTRIES COMPANY K.S.C.
بالتعاون مع وزارة البترول والثروة المعدنية

شركة صناعة الكيماويات البترولية (ش.م.ك)
Petrochemical Industries Co. (K.S.C.)
PIC HSSE Rules, Conditions, and Requirements

B. You are not required to hire any extra workforce. Contractor representative duties require very limited time and effort monthly

The above shall provide a basic mechanism for compliance with new safety regulations as well as furnish a vehicle for effective communication and coordination between PIC and contractors.

For any clarification or feedback, please do not hesitate to contact PIC Safety Team Leader, Mr. Bader Al-Adwani, on his mobile phone at 99866887.

ب. لا يلزم شركتكم تشغيل عمالة إضافية حيث أن مسؤوليات الممثل ونائبه لا تحتاج إلا لوقت وجهد محدودين شهرياً

سيشكل المذكور أعلاه آلية أساسية للالتزام بتعليمات السلامة الجديدة بالإضافة إلى توفير وسيلة للتواصل والتنسيق الفعالين بين شركة صناعة الكيماويات البترولية وشركات المقاول.

لأي استفسار أو مراجعة ، الرجاء عدم التردد في الاتصال برئيس فريق السلامة في الشركة ، السيد: بدر العدواني – على نقال 99866887



شركة صناعة الكيماويات البترولية (ش.م.ك)
PETROCHEMICAL
INDUSTRIES COMPANY K.S.C.
بموجب مرسوم رقم 1084 لسنة 1974

شركة صناعة الكيماويات البترولية (ش.م.ك)
Petrochemical Industries Co. (K.S.C.)
PIC HSSE Rules, Conditions, and Requirements

I, undersigned, hereby acknowledge receipt of Part 3 “Contractors HSSE Management Rules, Conditions, and Requirements” to the contract on behalf of:

COMPANY : _____

Address : _____

Date : _____

Accepting these rules and conditions, the Contractor agrees to cooperate with PIC in the implementation of the requirements set out in the above mentioned document, and recognizes that in no way does Part 3 “HSSE Management of Contractors Rules, Conditions and Requirements” diminish the Contractor’s existing or future statutory duties.

Name : _____

Signature : _____

Position : _____

Please remove this page from your contract and return to:

Petrochemical Industries Company

P.O. Box 1084,
13011, Safat, Kuwait



HSSE GUIDELINES FOR CONTRACTORS

PIC HSSE Policy clearly states its commitment and defines the responsibilities of those within its own organization and those of its contractors and visitors. Contractor shall fully comply with this policy.

“PIC will hold its contractors and their sub-contractors management responsible and accountable for failure of their legal duty in carrying out work in a safe and professional manner to ensure the health and safety of, both, their employees / subcontractors, and employees of PIC”

1. HSSE MANAGEMENT

All work locations are regulated by PIC HSSE Management procedure and are supported by specific Site Instructions, Operating Procedures, Permit-to-work systems and Emergency Procedures. The contractor shall implement and maintain a similar safety management system that is compatible with the PIC HSSE system.

Contractor shall submit for PIC review and approval within 30 days of awarding contract the Project HSSE Plan intended to be implemented during project execution. The Project HSSE plan shall describe and/ or refer to following Contractor HSSE management system elements as minimum:

- a) HSSE policy and objectives
- b) HSSE organization (project)
- c) Roles and responsibilities
- d) Competence , awareness and training
- e) Hazard identification and risk assessment
- f) HSSE communication and reporting
- g) Contactor HSSE program
- h) Audit and review schedule

The contractor shall supply competent safety professionals according to the following criteria:

- a) One Safety Officer for every 50 contractor workers (This is also applicable for sub- contractors).
- b) In addition to the above, one Safety Engineer for contracts whose workforce equals or exceeds 150 workers (This is also applicable for including sub-contractors).
- c) Availability of one competent Safety Engineer/ Officer full time for any Contractor job having equal to or up to 50 workers

The Contractor shall obtain prior approval of PIC HSSE Department for its appointed Safety Engineers/ Officers prior to commencing work on the site. This shall be obtained through CV submittal and successful interview of the proposed candidate by PIC HSSE Department. Safety Officers shall be in attendance at the work location at all times while work is in progress.



2. STATUTORY REGULATIONS

The Contractor shall carry out his work in accordance with statutory legislation including but not limited to:

- Kuwait HSSE Laws
- KPC HSSE regulations
- PIC HSSE Safety Regulations
- K-EPA “Kuwait Environment Public Authority” law (42) 2014
- Occupational Safety & Health Administration {OSHA}
- United Kingdom Health & Safety Regulations

3. SAFETY STANDARDS

The Contractor shall ensure that all PIC regulations, standards and procedures are complied with and that all necessary precautions are taken to protect the environment, personnel and property, irrespective of ownership. These include but not limited to:

- Occupational Health Management
- Safety Management
- Hazard Management & Risk control
- Crisis Management
- Environmental Management

The contractor may apply for the relevant PIC Safety Regulation by requesting to the named person on the pre-questionnaire. A full list of PIC HSSE Regulations is detailed in Section 23.3.

4. HSSE PERFORMANCE

The Contractor shall ensure that all its personnel, including those of its subcontractor(s), are trained and competent to carry out their respective duties safely and that all safe conditions and methods of work that have been provided are maintained. On completion of said contract the Contractor performance will be reviewed based upon his HSSE record. Poor performance could lead to removal from PIC’s Approved Contractor listing.

The Contractor shall further ensure that its personnel are fully informed about work sites general conditions, the location of all facilities and services and their availability and that sufficient information has been obtained from PIC about the operations, processes and systems of work currently being carried out at the work site to allow for the Contractor’s work to be safely carried out. It is essential that all Contractors’ personnel, including those of its sub-contractors, fully participate in the overall HSSE program operated by PIC.

5. HSSE AWARENESS

- a) The Contractor shall generate Job Risk Assessments (JRA’s) for all its activities, unless such JRAs are provided by PIC. PIC Job Risk



Assessment procedure shall be the basis for conducting the Job Risk assessments. All JRA's shall be submitted to the concerned PIC administrator for approval prior to use. Copies of JRA's shall be attached to all work permits and be posted in worksite.

- b) The Contractor personnel shall undergo mandatory HSSE Induction training conducted by PIC Safety department prior to the deployment to PIC site. It is the responsibility of the Contractor to ensure the timely communication and coordination with PIC HSSE department to arrange HSSE induction for its employees on their first day of their entry in to PIC.
- c) The Contractor shall ensure that all its personnel, including sub-contractors are given instruction on PIC HSSE regulations and other instruction. The Contractor shall submit a Training plan to the PIC Contract Administrator before the start of its activities in PIC. It shall keep training records and submit copies to the Administrator whenever training is provided.
- d) The Contractor is strongly encouraged to develop an internal reward program to encourage safety awareness.

6. CERTIFICATE OF EQUIPMENT

The Contractor shall ensure that all lifting tackle, lifting appliances, mobile work platforms and hosts under his control are in possession of current up-to-date certification to an international standard and Kuwait insurance specification, prior to their use on PIC premises. The Contractor shall provide copies of test certificates to PIC Safety Section.

7. OPERATION OF VEHICLES

PIC shall not tolerate breaches of statutory or PIC Safe Driving rules and, as such, any willful violations by Contractor's personnel whilst on PIC premises or on PIC related business will result in PIC having the right to require the immediate removal of any negligent driver and replacement thereof with another person acceptable to PIC.

All vehicles and mobile equipment such as crane, forklifts, manlift, etc. shall be fit for purpose and subject to the inspection and approval by PIC Safety section prior to use inside the PIC premises. Petrol driven vehicle and /or equipment is not permitted and all diesel driven equipment must be suitable for its area of use and shall be fitted with spark arrestors, remote or automatic fuel shut-off devices, fire extinguisher and main electrical switch.

8. WORK HAND-OVER

The Contractor shall ensure that a documented hand-over of work procedure is formulated and put into effect should such a system be required. All relevant



information concerning the work program including health, safety and environment shall be recorded and handed over from shift to shift.

9. HSSE MEETINGS/INFORMATION

The Contractor shall provide PIC Safety Section with a plan showing the frequency of Safety meetings within its own organization, shall invite PIC Safety section, and shall provide copies of Safety meeting minutes.

Contractor shall attend PIC – Contractor Safety monthly meeting and follow the new updated safety information and Guidance.

The Contractor shall ensure that all its personnel, including sub-contractors are fully informed of all necessary precautions to be taken while at work by giving daily Tool Box Talks. The Contractor shall submit copies of attendance records at the end of each month to the Contract Administrator.

10. PERSONNEL PROTECTIVE EQUIPMENT (PPE)

The Contractor shall provide free of charge all personnel under his control with personal protective clothing and other equipment, as required in connection with safe performance of work, which shall be maintained in good condition or replaced as and when required.

The Contractor shall ensure that all personal protective equipment under his control conforms to the relevant British Standard specification or equivalent international standards (ANSI, EU, DIN, etc.) and shall provide copies of the equipment literature to PIC HSSE Department. Unless agreed otherwise by PIC in writing, each person shall be provided with the following:

Quantity	PPE Description	Frequency
3	Coverall	Yearly
1	Hard hat	HSSEll 5 Yearly & inner yearly
2 pair	Safety boots/ Safety Shoes	Yearly
1	Safety goggles/ glasses	Yearly
1	Emergency Escape Mask - Ammonia	Yearly with Cartridges replaced every six months

The Coverall shall be of Inherently Fire Resistant (IFR) type (NOMEX or similar) and shall carry Contractor Logo and name for easy identification. The workers should also be provided with appropriate clothing to combat cold climate. Detailed coverall specification is given in Appendix -C

In addition, the Contractor shall have readily available at the work location a sufficient supply of replacement gloves, goggles and safety helmets together with PVC gloves, ear defenders, welder and burner protective items, full body harness and any other equipment necessary for the protection of its work force. Sub-contractors employees will also be protected to the same standards.



Contractor shall provide the First Aid Box at each work location with all Medicines as per Kuwait- MOH standard. It shall be replenished at Contractor's cost.

Failure to comply with the above will result in the Contractor's employee(s) being removed from the plant.

11. PLANT, EQUIPMENT AND TOOLS

The Contractor shall comply fully with all PIC regulations and statutory requirements related to the use and maintenance of vessels, machinery, plant, cranes, lifting tackle, equipment, tools and facilities howsoever provided. The Contractor shall ensure that such vessels, machinery, plant, cranes, lifting tackle, equipment and facilities are used and maintained in a safe condition and are capable of the functions for which they are intended.

In particular, all vessels, machinery, plant, cranes, lifting tackle, equipment, tools and facilities subject to certifying authority approval shall be so approved prior to their use or deployment. All items subject to statutory examination shall be so examined prior to use and accompanied by valid certification available for inspection on request. Contractor shall ensure that all electrical equipment are suitable for its area of use and will be inspected by PIC before use. Unless otherwise approved by PIC in writing, petrol driven equipment is not permitted and all diesel driven equipment must be suitable for its area of use and be fitted with spark arrestors, remote or automatic fuel shut-off devices and main electrical switch.

The Contractor will provide PIC HSSE Department with copies of all equipment certificates before the equipment enters the plant. PIC will require the removal of all uncertified equipment from its work locations. All cost incurred for the removal of such equipment will be charged to the Contractor. Vehicle or mobile equipment shall be in good condition to meet the requirement in the Appendix 1.

12. HOUSEKEEPING

The Contractor shall ensure good housekeeping is maintained at all times and especially on completion of work each day. Due regard shall be paid to workplace tidiness, access and egress, disposal of materials, plant and equipment maintenance.

13. PACKING AND CARGO HANDLING

The Contractor shall comply fully with PIC's logistics standards and all applicable transport, packing and labeling regulations associated with both cargo handling/lifting equipment and the shipment of materials, tools, plant and equipment

14. MODIFICATIONS

The Contractor shall ensure that its personnel do not undertake any modifications to PIC property, plant or equipment without the PIC's written authority.



15. ACCIDENT/ INCIDENT REPORTING

The Contractor shall ensure that all accidents, incidents, dangerous occurrences and near-misses however minor, resulting in or having the potential for injury of personnel or damage to property are reported immediately to PIC in accordance with PIC procedures.

The Contractor shall carry out immediate investigation of all incidents. The Contractor shall submit copies of its internal investigation reports to PIC. The Contractor shall fully cooperate and liaise with PIC authority in conducting investigation of any significant incidents that warrants detailed investigation.

The Contractor shall supply to PIC and in accordance to HSSE Department requirements on the 5th working day of the month, a monthly HSSE Performance Report in addition to a monthly Balanced Score-Card (BSC), including the following data (see Appendix for the template that should be used):

- Number of staff
- Number of man-hours worked
- Number of Lost Work Case injuries (LWC)
- Number of lost workdays
- Number of injuries that resulted in no lost time
- Accident frequency rates (no. of accidents X 200,000 / No. of man- hours)
- Number of vehicle accidents
- Number of property damage accidents
- Number of spills
- Number of near misses
- Number of fire incidents
- Number of vehicles
- Number of training and awareness hours
- Number of trained workers
- Number of audits and inspections

16. SECURITY/SITE ENTRY

The Contractor shall obtain written permission from PIC before the Contractor starts work on site and before the Contractor arranges for deliveries prior to work commencing.

The Contractor employees shall possess a valid security pass at all times while they on PIC premises. Only vehicles that possess a valid security pass shall be allowed to enter/transport contract employees on to PIC premises and concession area.

PIC reserves the right to check the contents of all such vehicles both on entry and exit and if necessary to confirm that the vehicle and personnel conform to PIC requirements.



The contractors employees shall at all times act in a courteous manner when dealing with site security and shall co-operate fully with any instructions given to them and always carry PIC identification card.

Site security has the right to prevent entry/exit to the contractor employees and if deemed necessary may confiscate the individual security pass.

The Contractor shall strictly ensure that all of its employees are aware of the restrictions on the use of mobile phones in Shuaiba Industrial Area and inside PIC.

The Contractor shall ensure that its personnel do not take photographs, videos or other recordings without PIC's written permission. These items cannot be taken into the plant.

17. PERMIT-TO-WORK SYSTEM (PTW)

PIC operates a "Permit-to-Work System" which the Contractor shall adhere to fully. PIC will only allow contracted companies to carry out work on their site after suitable and efficient Job Risk Assessment has been carried out and accompanied with measures to mitigate the risk potential. The Contractor shall come up with JRA's whenever PIC does not supply them before any Work Permit is issued.

The Contractor shall ensure that all personnel who are required to work in PIC shall undergo Permit-to-Work Training and evaluation performed by PIC Safety Section. The Contractor shall nominate its engineers and supervisors who are required to manage and control jobs for specific Work Permit authorization training. Only personnel qualifying the post work permit training evaluation are entitled to receive "Work Permit Authorization Passes" and allowed to deal with Work Permit processing.

The Contractor shall ensure that personnel are told of and understand the PIC Permit-to-Work System and other arrangements that are required to perform a particular work.

18. OCCUPATIONAL HEALTH AND HYGIENE

The Contractor shall ensure that all its personnel are medically fit and healthy and are not suffering from any condition or disability which might hinder their performance of the WORK / SERVICES or endanger either themselves or others. The Contractor shall further ensure that PIC is notified of any relevant medical condition applicable to its personnel.

The Contractor shall ensure that all necessary arrangements have been made to identify any hazardous exposures to health of his employees and that precautionary measures have been taken to protect personnel and the workplace.

The Contractor shall provide and agree with PIC representative arrangements for provision of medical facilities and services for all his personnel including, but limited to, physical examination for fitness to work and freedom from contagious diseases, consultation and treatment of sickness and injury.



The Contractor shall provide medical examination for employees at the periods specified in accordance with the “Kuwait Health Regulations”.

Personnel evacuated for medical reasons shall be re-certified fit to work prior to remobilization.

Specialist personnel such as welders, x-ray operators, scaffolders and crane operators shall be further certified in accordance with current legislation and the PIC standards.

If for any reason PIC deem necessary that contractor’s employee(s) needs to be re-examined, a Doctor will examine the said employee(s) selected by PIC at the contractor’s expense.

Any additional cost and expense incurred by PIC as a result of the Contractor’s failure to ensure the medical fitness of its personnel shall be borne by the Contractor.

The Contractor shall ensure that its personnel observe the highest standards of cleanliness and hygiene especially with regard to the maintenance of accommodation and offices and the storage, preparation and handling of foodstuffs.

The Contractor shall ensure that its personnel are at no time under the influence of alcohol, drugs or other intoxicating substances and comply fully with both the PIC’s and Kuwait Government’s substance abuse policies (including random group testing of personnel).

The Contractor shall report any occupational illness to PIC immediately and assist in any investigation required by PIC

19. ENVIRONMENT PROTECTION AND WASTE DISPOSAL

The Contractor shall comply fully with all aspects of the PIC-HSSE Policy by preserving air, water, soil, animal and plant life from adverse effects of the Contractor’s activities and shall provide to PIC-HSSE Department detailed procedures for protecting and monitoring the environment and waste disposal prior to starting work on site and use its best endeavors to eliminate all harmful discharges and emissions.

Hazardous Substances

Prior to commencement of the WORK/SERVICES, the Contractor shall submit to PIC a written COSHH (Control of Substances Hazardous to Health) assessment of any work involving hazardous or toxic materials, together with full details of such materials and the precautions it proposes to adopt in respect of their use. Prior to dispatch of any such hazardous or toxic materials the Contractor shall provide PIC with all appropriate manufacturers’ Material Safety Data sheets (MSDS) and any other Hazard Information. Failure to comply with this requirement shall entitle the COMPANY to reject the said materials. Any costs or expenses incurred as a result of such rejection shall be to Contractor’s account.



20. SCAFFOLDING

All scaffolds shall be erected by competent and qualified personnel and shall confirm to requirements of this Exhibit. The scaffold checklist (See Appendix) shall be duly filled and signed before using the scaffold.

Makeshift scaffolds shall not be used even for a short duration. (Ex. using a drum, single plank on pipes)

Contractor shall have Competent Third Party Certified Scaffold Inspectors who is responsible for the safe execution, dismantling and periodical inspection of scaffolds.

21. INFRINGEMENT REPORT

All contractors and their employees working in PIC Controlled areas shall comply with the PIC Safety Regulations. Violation of the regulations will be dealt according to penalty system for contractors. Infringement report is issued by the PIC when a violation is cited or reported.

PIC has in place a HSSE reward and reprimand system procedure named “Pointing System” for promoting safe behavior at work. This covers both PIC and Contractor employees. Accordingly the “PIC HSSE sanctions and fines” shall be applied to HSSE violations.

21.1 MINOR AND MAJOR VIOLATION

The penalty system is divided into two categories, Minor and Major. (PIC shall decide whether an infringement is minor or major for violations which, are not listed below).

A. MINOR VIOLATION

- a) Not wearing personal protective equipment (PPE) at work site.
- b) Minor traffic violation (wrong parking, over speeding)
- c) Blocking of emergency equipment or exits.
- d) Using unapproved scaffolding.
- e) Carrying the hand tools in hand without hand tool bag.
- f) Carrying out job with expired calibrated measuring tools.
- g) Keeping the tools and materials in public places as unattended during either on duty hours or off duty hours.
- h) Sitting, relaxing and time wasting the contractor personnel in work place due to any reasons.
- i) Working the contract personnel without safety induction.

B. MAJOR VIOLATION

- a) Smoking in the non-smoking areas, carrying matches or lighter.
- b) Working without valid work permit with JRA.
- c) Not wearing proper breathing apparatus if instructed.
- d) Not providing shoring for the excavations.



- e) Not providing fire extinguisher for hot work.
- f) Repeating minor violations more than twice.
- g) Major traffic violation.
- h) Found guilty negligent driving resulting in a vehicle accident.
- i) Entering closed area or classified area without permit.
- j) Not complying with written instruction on the work permit.
- k) Working with damaged tools.
- l) Sitting, relaxing and sleeping the contractor personnel inside work place such as equipment rooms, substations, LTRs and etc.
- m) Keeping flammable, non-flammable, any Gas cylinders and materials in public places as unattended.
- n) Keeping flammable, non-flammable, any Gas cylinders and materials inside the building of the work places other than designated place.
- o) Tampering with safety and fire protection equipment and systems

21.2 INFRINGEMENT REPORT PROCEDURE

Technical Service Manager is authorized to issue infringement report to the contractor (Appendix-2) Exhibit-C.

21.3 TABLE OF PENALTY STAGES

VIOLATION	FIRST	SECOND	THIRD
Minor	Caution Notice	Penalty KD 50	Penalty KD 100*
Major	Penalty KD 100	Penalty KD 200*	Penalty KD 300*
* PIC reserves the right to impose more severe penalty, i.e. suspend/terminate the Employee, his supervisor or the site manager.			

22. QUALIFICATION AND TRAINING OF PERSONNEL

The Contractor shall utilize only such personnel as are trained, competent, skilled and experienced to recognized industry standards to undertake the WORK/SERVICES.

The Contractor shall ensure that all personnel under his control regardless of position have, at a minimum, an intermediate command of spoken and written English. Otherwise, the Contractor shall provide printed material (covering HSSE and technical aspects) in workers' languages for each critical job in case workers do not have an intermediate command of English.

Training shall take full account of all industry standards, statutory, PIC regulations and requirements. The Contractor shall maintain records and certificates of all such training and competency.

The Contractor shall ensure that all its personnel under his control regardless of position are given a site safety induction, on arrival at PIC work site.



The Contractor shall ensure that all personnel under his control regardless of position are given HSSE training as specified by PIC-HSSE Department.

The Contractor shall submit to PIC-HSSE Department a HSSE training program for his personnel for the duration of the contract.

The Contractor shall provide documented evidence of all HSSE training and instruction given to personnel under his control to the PIC-HSSE Department together with practical demonstration of such training if requested

The Contractor shall ensure that all personnel are qualified in the particular job that they are performing and undergo further training to meet the need of the working environment when specified by the PIC-HSSE Department.

The Contractor shall provide copies of all qualification for personnel under his control prior to arrival on PIC premises and shall if required by PIC-HSSE Department; release his personnel at the Contractor's expense to sit an examination to determine his competency.

23. MEDICAL FITNESS CERTIFICATE AND FIT TEST CERTIFICATE

The contractor employees who involve in the confined space activities shall produce Medical Fitness Certificate. All contractor employees who use the Breathing Apparatus inside the plant shall produce Fit test certificate for using Breathing Apparatus.

24. SAFETY AUDIT (BY CONTRACTOR)

The Contractor shall carry out regular safety audits bi-weekly, using the audit list in the Appendix to cover his work-sites, industrial areas, camps and mess facilities. Copies of inspection reports shall be submitted to the PIC-HSSE Department.

The audit shall be in conformity with the Audit Schedule provided in the Project HSSE Plan. The auditors shall be qualified to perform the type of audits being carried out.

Contractor management in charge of contract (not General Manager or Site Manager) shall audit their workforce on quarterly basis.

23.1 SAFETY AUDIT, MONITORING AND INSPECTION (BY PIC)

PIC shall have the right at any time to audit/inspect the Contractor facilities, procedures and HSSE management systems. The Contractor shall fully co-operate in such reviews and shall implement recommendations at his own cost where PIC or statutory rules and regulations are contravened.

Access for audit and inspection visits by PIC-HSSE Department shall be made available upon request (at any time) in order to:

- audit the safety of such work site and facilities,



- audit Contractor's HSSE management systems,
- ensure compliance with both PIC's and the Contractor's HSSE policies and regulations,
- investigate any accidents, dangerous occurrences, or near misses

23.2 STOPPING OF WORK AND PROHIBITION OF UNSAFE PRACTICES

The PIC-HSSE Department shall have the right to suspend work being performed by the Contractor at any time, if PIC-HSSE Department deems that the Contractor has or is about to violate statutory or PIC health, safety and environmental rules and regulations. The cost of such stoppages of work in this regard will be borne by the Contractor.

The Contractor shall rectify all deficiencies identified by such audits, within the time limits agreed with PIC. All cost and expense of rectifying such deficiencies shall be borne by Contractor.

23.3 PIC HSSE REGULATIONS TABLE OF CONTENTS

- PIC HSSE&Q Policy
- Occupational Health Management
 - General
 - Workplace Survey
 - Noise
 - Ventilation
 - Portable Appliances
 - Infection Diseases
 - Personal Protective Equipment (PPE)
 - Hearing Conservation Program
 - Respiratory protection
 - Radiation
 - Spill prevention & Control
 - Food control & Sanitary facilities
 - Indoor Air Quality
 - Material Handling
 - Material Storage
 - Hazardous materials management system
 - Vibration
 - Lighting Levels
 - Work Ergonomic Factors
 - Control of Substances hazardous to Health
- Safety Management
 - Safety Policy
 - Rules and Regulations Personal conduct
 - Smoking Rules
 - Safety showers / Eye Washers
 - Safety sign & Barricades
 - Security
 - Vehicles



- Driving Safety
- Alcohol and Drug control
- Incident, Accident reporting & Investigation
- Welding & Cutting
- Scaffolding
- Ladders
- Housekeeping

- Wok Permit System
 - Cold Work Permit
 - Hot Work Permit
 - Confined Space Entry Permit
 - Electrical Isolation / de-isolation / Mobile Vehicle / Machine Entry / Excavation
 - Radiography
 - Electrical appliances usage Permit
 - Valve Tagging / Isolation
 - Incident Reporting and Investigation
 - Welding & cutting
 - Scaffolding / Working at Height
 - Ladders
 - Road Safety / Transportation

- Risk Management
 - Risk Management system Identification
 - Hazard Identification & Assessment
 - Hazard Assessment / management System
 - Identification of Hazards
 - Evaluate Hazards
 - Manage the risk to Acceptable Level
 - Review / Verify the Risks
 - Criteria for risk tolerability
 - The Frame work for Risk Criteria
 - Factors affecting the risk Criteria
 - The Cost Benefit analysis Approach
 - Documentation Requirements
 - General
 - HSSE Case Approach

- Environment Management
 - General & Policy
 - Environmental Aspects
 - Legislative & Requirements
 - Objectives & Targets
 - Structure & Responsibility
 - Training
 - Communication Emergency Response
 - Checking and corrective Act
 - Management Review



شركة صناعة الكيماويات البترولية (ش.م.ك.)
PETROCHEMICAL
INDUSTRIES COMPANY K.S.C.
Incorporated in the Kingdom of Saudi Arabia

شركة صناعة الكيماويات البترولية (ش.م.ك.)
Petrochemical Industries Co. (K.S.C.)
PIC HSSE Rules, Conditions, and Requirements

- Audit Process
- Fire & Security Regulations
 - Fire Regulations
 - Security Regulations

- Independent Procedures
 - Confined Space Entry
 - Electrical Isolation
 - Blinding Procedure
 - Excavation Procedure

- Precautionary Measures – Plant Services

- Machinery

- Laboratory Safety

- Electrical Safety

- Tanks & Vessels

- Pipelines

- Emergency & Evacuation Plan



APPENDIX – 1

VEHICLE/EQUIPMENT SAFETY CHECKLIST REQUIREMENTS

SL#	ITEM	REQUIREMENT
1.	Fire Extinguisher	Of approved type and size, valid certification from PIC Fire Station
2.	Exhaust System	Leak proof and no black smoke; fitted with approved spark arrestor if entering hazardous area
3.	All Lights	Operable and covered with standard lens (includes reverse and hazard lamps), not cracked or broken
4.	Reverse Beeper/ Horn	Available in vehicles where driver cannot see the rear, horn audible enough
5.	Revolving Beacon	In heavy trucks, cranes, forklifts, etc.
6.	Third Party Certificate	Valid certificate from approved third party for lifting appliances and PSV of compressors
7.	Tyre	Good condition, min. acceptable tread depth 1/8" (3 mm)
8.	Battery	Good condition, secured by clamp, terminals covered
9.	Wiring	Good condition, no damaged insulation
10.	Grounding Wire/chain	For flammable carriers
11.	Fuel System	Good condition and leak proof
12.	Engine	Good condition and leak proof
13.	Wind Shield	Good condition having proper visibility, no cracks
14.	Foot Brake	Operable and efficient
15.	Parking Brake	Operable and efficient
16.	Rear View Mirrors	Fitted and operable, no cracks
17.	Trailer Safety Chain	Fitted and operable
18.	Towing Coupling	Of approved type, in good condition
19.	Vehicle Jack	Good condition and operable
20.	Wheel Spanner	Operable



APPENDIX – 2

INFRINGEMENT REPORT

The given below are violation details of Safety Regulations / Site Instructions committed by an employee/contractor working for your company.

APPENDIX – 2

INFRINGEMENT REPORT

The given below are violation details of Safety Regulations / Site Instructions committed by an employee/contractor working for your company.

Name: _____ Emp. No: _____

Occupation: _____ Company: _____

Location: _____ Vehicle No: _____

Date: _____ Time: _____

Supervisor Name/Job Title: _____ Tele: _____

Details of Infringement:

Immediate action taken: Yes / No

Previous violations: Yes / No

This violation is: Minor (First/Second/Third) Major (First/Second/Third)

Action recommended: Written warning Penalty KD _____

Suspension Dismissal

Other _____

Manager,


Date:



شركة صناعة الكيماويات البترولية
PETROCHEMICAL
INDUSTRIES COMPANY K.S.C.
بالتعاون مع
المعهد السعودي للمواصفات

شركة صناعة الكيماويات البترولية (ش.م.ك)
Petrochemical Industries Co. (K.S.C.)
PIC HSSE Rules, Conditions, and Requirements

APPENDIX C –PIC SPECIFICATIONS FOR COVERALL

 شركة صناعة الكيماويات البترولية PETROCHEMICAL INDUSTRIES COMPANY K.S.C. بالتعاون مع المعهد السعودي للمواصفات		Petrochemical Industries Company
PPE Standards		
Ref. # PIC/OH/PPE-01		
Category	Industrial Protective Clothing	
Safety Coverall (Inherently Fire Resistant)		
Sl. #	Description	Specifications
1	Issuance & Replacement	2 Nos / Employee / Year and should be replaced in case of damage 4 No / Employee / Year for grade 14 and below in Technical Services and Operations departments only
2	Material	high quality inherently flame resistant (IFR) anti static Nomex fabric and upon washing, shall not lose its flame resistance, dimensions and color. All components of IFR garments (e.g., sewing threads, zipper tapes) shall be made from IFR materials.
3	Fabric Weight	120-140 gm / square yard material (or) 4.5 OZ / Sq. yard
4	Sleeve	Full Sleeve, Sleeves to be provided with "Velcro" or press buttons at the wrist in order to keep it tight
5	Stitches	Double stitched sedines with heavy duty colourfast thread and All Stress points reinforced with Bartacks
6	Zip	2 way heavy duty zipper with metal snap closure at top.
7	Pockets	2 - velcro chest patch pocket, 2 - Velcro Rear patch Pocket, 2- front Slash Pocket (internal), 1- Velcro Cargo pocket on left leg, 1 - patch open pocket left leg, 1 - Patch open pocket in left arm
8	Design	Elasticized waste band in back, Permanent sewn-in front crease, Bi-swing back for easy movement
9	Logo	One highly visible PIC logo shall be provided 1.5 cm above left chest pocket embroidered in original PIC logo colors 5 cm tall
10	Colour	Dark / Light Blue
11	Standard	NFPA 70, NFPA 497A, NFPA 701 / OSHA 1910.132
12	Performance & Labeling	The IFR garment shall comply with all requirements of NFPA 2112, Standard on Flame- Resistant Garments for Protection of Industrial Personnel Against Flash Fire.
13	Test Certification	Manufacturer shall submit third party certification for the entire garment for compliance from agencies like SEI,USA or any Notified PPE Certification body in Europe like Inspec or SGS.