

SCHEDULE H – HEALTH, SAFETY, SECURITY AND ENVIRONMENT (HSSE)

MANAGEMENT REQUIREMENTS

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1. GENERAL

Contractor will be responsible for the Health, Safety, Security and Environment (HSSE) related to, and during, the performance of the work at the Project Site and any other location where work relating to this Contract needs to be performed. Contractor will take all reasonably practicable measures to provide and maintain a safe working environment and properly protect:

- (a) all individuals in proximity of any work site, employed or otherwise, from risk of injury and danger to health;
- (b) all property from damage or loss: and
- (c) prevent any negative impact in the environment caused by the execution of this project.

Contractor, as the Prime Contractor for safety at the Project Site, will comply with and perform all duties and responsibilities of the Prime Contractor, including all those set out in Schedule K (*Prime Contractor Agreement*).

2. PROJECT HSSE MANAGEMENT PLAN

As part of the Contractor Execution Plan, the Contractor will prepare and submit a Project health, safety, security and environment (HSSE) management plan ("**Project Health, Safety, Security and Environment (HSSE) Management Plan**") in accordance with the Contract Documents, including this document.

No Work at the Project Site can commence until the Project HSSE Management Plan has been accepted by Owner. The Plan will apply to the Project Site and any other location where work relating to this Contract needs to be performed and will have the Contractor's procedures for all phases and all disciplines of the Work.

Contractor's are expected to meet Alberta OHS Act Regulations and Code.

Contractor's Project HSSE Management Plan will comply with the Contract Documents.

3. HSSE REPORTING - ACCIDENT / INCIDENT / NEAR-MISS

3.1 Overview

All incidents whether they cause injury, loss, or damage, must be reported to the immediate supervisor of the person(s) involved. The line manager responsible for the activity or area associated with the reportable occurrence will notify the Owner HSSE department.

All injuries must be reported, and relevant details given to the Owner HSSE Manager or designate, who will inform the Owner project management of the incident as soon as practicable, but not later than 24 hours post-incident.

Accidents and incidents, while regrettable, are viewed by Owner as learning opportunities. All incidents must be investigated to a suitable level to determine the root cause and any actions needed to prevent recurrence.

Project Incident review panels, chaired by Contractor, will be undertaken for incidents that have resulted in a recordable case or high potential near-misses. Relevant Owner and Contractor management will attend these reviews to ensure that investigation findings are adequate and that resulting actions support sustainable improvement.

Progressive learnings from incidents, and near misses will be disseminated by Contractor at both site and head office to ensure there is no recurrence.

3.2 Corrective Actions and Recommendations

All corrective actions and recommendations arising from the accident/incident investigation reports are followed up through CKPC incident management system or equivalent for the Project which will capture and make available the following:

- (a) Management of HSSE Incidents
- (b) Action Tracking (Corrective & Preventive)
- (c) Investigation findings and recommendations
- (d) Root cause & immediate cause identification
- (e) Potential risk identification
- (f) Trending analysis
- (g) Incident learning
- (h) Increased visibility for Senior Management
- (i) Ability to compare divisions, business streams, projects on a global basis
- (j) Benchmarking against targets
- (k) Exposure hour tracking
- (l) Actions will only be closed out when satisfactory evidence that the mitigation action has been completed is received and verified by the Owner Project HSSE Manager.

3.3 Incident Work Flow Steps

It is expected that the Contractor will adopt at a minimum, the following workflow by which an incident will be progressed.

3.3.1 Step 1 - Incident Recording

All incidents will be recorded by creation of a record in CKPC Incident Tracking system within 24 hours of the time of the incident.

3.3.2 Step 2 - Incident Reporting

The incident potential will be confirmed using the Incident Potential Matrix (presented later in Figure 1) within 48 hours of the incident, where possible. Contractor will communicate incident events to relevant members of the team.

Contractor will operate a 'First Alert' system to ensure that relevant personnel are notified of serious incidents. A 'First Alert' notification will be generated by the system and will be sent to a pre-defined recipient list, as a minimum, when an incident occurs which results in a recordable case, namely:

- (a) serious injury or fatality, lost time incidents, or an incident that could lead to enforcement action, (improvement notice citation and or prosecution, etc.);
- (b) an enforcement notice or citation is issued, or legal proceedings are commenced;
- (c) an incident occurs to a member of the public or visitor;
- (d) an incident occurs that is classified as high potential; or
- (e) any other events which have a negative impact on Owner's reputation.

3.3.3 Step 3 - Incident Investigation

The Owner Project HSSE Manager will confirm the investigation level based on the description detailed below:

- (a) Level 1 - A basic investigation involving site personnel initiated after any incident.
- (b) Level 2 - A detailed investigation carried out by a team appointed by the Contractor Project Manager and Project HSSE Manager. This team may include specialists brought in to assist with the investigation process.

The incident potential rating is used to determine the worst probable outcome of a situation and the outcome must be credible in terms of potential circumstances and severity. To determine the potential circumstances, it is necessary to consider what could have happened and how severe the incident could have been. The actual outcome of an incident may not reach the severity of the potential outcome.

CANADA KUWAIT PDH/PP PROJECT

DATE: 26 AUGUST 2019

CKPC-056-INF-MSA Namepi Bridge Construction

REVISION: 0

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When using this matrix consider the potential outcome of the incident not the actual outcome * IP= intellectual property					Number of People				
	Injury/ Health	Environmental	Damage	Security	0	1	1-2	2-10	10+
Consequences	1 First aid/ health effect	Minimal reversible environmental impact	Minor loss/ damage/ business impact (<10K)	Minor crime, no impact on business operations or reputation	A1	B1	C1	D1	E1
	2 Medical treatment/ restricted work/ moderate health effect	Minor pollution with short term impact (1 month)	Moderate loss/ damage/ business impact (10-100K)	Theft/vandalism/loss of non-IP* information. No lasting impact on business operations or reputation	A2	B2	C2	D2	E2
	3 Lost time injury/ significant health effect	Moderate pollution with medium term localised impact (1 year)	Significant loss/damage/ business impact reportable event within local legislation (100K-1m)	Crime (threat, intimidation, sabotage) with impact on people or loss of confidential IP containing material.	A3	B3	C3	D3	E3
	4 Serious injury/ severe health effect/ long term disability	Severe pollution with long term localised impact (+1 year)	Severe loss/damage/ business impact reportable event within local legislation (1-10M)	Serious and deliberate criminal attack against people, disruptive natural event or loss of sensitive IP material	A4	B4	C4	D4	E4
	5 Fatality	Major pollution with long term environmental change	Major loss/damage/ reportable event within local legislation business impact (10M+)	Sustained, serious attack/loss of confidential IP or natural disaster requiring formal emergency response	A5	B5	C5	D5	E5
High Potential Incidents (Red) = LEVEL 2; Medium Potential Incidents (Amber) = LEVEL 1 or 2 (at HSSE Manager's discretion); Low Potential Incidents (Green) = LEVEL 1					A	B	C	D	E

High Potential Incidents (Red)	Level 2
Medium Potential Incidents (Yellow)	Level 1 or 2 (at the HSSE Manager's discretion)
Low Potential Incidents (Green)	Level 1

Figure 1: Incident Potential Matrix

3.3.4 Step 4 – Incident Review

- (a) Level 1 - Investigations will be reviewed and approved by the Contractor Project HSSE Manager.
- (b) Level 2 - Investigations will be reviewed and approved by the Contractor HSSE VP or delegate.

3.3.5 Step 5 – Incident Closeout

Actions are closed out when satisfactory evidence that the mitigation action has been completed and is received and verified by the Contractor Project HSSE Manager. Upon confirmation that all actions for the incident have been satisfactorily closed out, the Contractor Project HSSE Manager will close the record. Level 2 incidents can only be closed out by the Contractor HSSE VP.

All incidents must be closed out within 7 days (unless an extension is needed due to the nature of the incident).

3.4 Training

Contractor will train Selected Project personnel in the incident investigation and root cause analysis techniques used on the project. Investigation findings will be reported back to the workforce by the Contractor HSSE Manager or designate and supervisors/foremen.

4. OWNER HSSE REPORTING

To monitor performance against project HSSE objectives and targets, all Contractors will provide weekly and monthly HSSE reports to Owner, which will be compiled by the Owner project HSSE department. The report will summarise the project HSSE performance in the preceding report period.