



wintershall dea

## APPENDIX F – HSEQ REQUIREMENTS

### CATEGORY IV (Hired Temporary Personnel & Services Onshore)

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## 1. GENERAL

COMPANY expect the CONTRACTOR's management to have a strong and clear HSE commitment. The commitment should be demonstrated through the day to day execution.

CONTRACTOR shall ensure that HSE is a line management responsibility throughout the project organisation including CONTRACTOR's organisation, SUBCONTRACTORS and their contractors.

CONTRACTOR shall plan and run the activity in a pro-active manner that ensures that the WORK can be performed without loss of life or harm to health, without damage to plant and/or equipment, without unplanned emissions or discharges to the environment, and in such a way that production or processes are not unexpectedly halted.

CONTRACTOR shall search for and choose optimal solutions and work processes for the performance of the WORK. CONTRACTOR shall demonstrate how HSE is attended to in the execution of the WORK under the CONTRACT.

COMPANY has the right to remove from the performance of the WORK, any personnel who do not fulfil expected HSEQ performance, which, in the opinion of COMPANY, misconduct themselves or are incompetent or negligent in the proper performance of their duties and such personnel shall not be again employed upon the WORK without COMPANY's approval.

## 2. DEFINITIONS

2.1	ACCIDENT	means an unintended incident leading to death, personal injury, pollution or economic loss, including negative reputation, or unforeseen deviation from laws, regulations, procedures or standards.
2.2	DEVIATION PERMITS	means permission to depart from the originally specified requirements of a product or service (as specified in the contract) prior to realization
2.3	FAC, FIRST AID CASE	means personal injury that do not leads to absence or require medical treatment
2.4	LTI, (Lost Time Injury) frequency	a lost time incident is a WORK related injury which causes a person to be absent from WORK any day after the day of occurrence of the incident. LTI frequency means number of LTI per 1.000.000 hours worked.
2.5	MAN-HOURS	For offshore man-hours, 12 hours per DAY + overtime should be used. For onshore man-hours 7, 5 hours per DAY + overtime should be used.
2.6	MONITORING ACTIVITES	means audits, verifications, review, inspections, tests and validations
2.7	MTC, MEDICAL TREATMENT CASES	personal injury requiring treatment or examination by a doctor, or where treatment is provided under the guidance of a doctor, for example minor surgery, stitches or use of prescription medicines. Diagnostic examination by a doctor where no injury can be

- ascertained shall not be classified as medical treatment. Simple dressings of wounds, eye flushing, etc. are not considered medical treatment.
- 2.8 NEAR MISS means a near-accident, or a condition/situation, which under slightly different circumstances could have led to an accident
- 2.9 NON-CONFORMITY means non-fulfilment of a requirement specified in the CONTRACT or applicable law and regulations
- 2.10 OCCUPATIONAL ILLNESS means an illness that is completely or partially caused by work environment factors. This is a decision that has to be made by a doctor.
- 2.11 OCCUPATIONAL INJURY The rule is that injuries occurring while performing work for the employer or illness caused by the work environment shall be recorded as a work-related illness/injury. However, the following injuries are examples of injuries not regarded as occupational injuries:  
Injuries occurring while the employee is commuting to or from WORK;  
Injuries occurring in the employee's leisure time (on-board offshore installations as well);  
Injuries that are the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours;
- 2.12 RWC, RESTRICTED WORK DAY CASE means an accident with the result that the injured person cannot perform his/her normal work tasks in the following or subsequent shifts, but are able to perform alternative work.
- 2.13 TRIF, Total Recordable Injury Frequency means number of all personal injuries caused by work, which have more severe consequences than first aid treatment per 1.000.000 hours worked

### 3. MANAGEMENT SYSTEM

CONTRACTOR shall have implemented a management system in conformance with the specified requirements in NORSOK WA-S-006, ISO 9001 (latest edition) or equal.

The management system shall be documented, covering all of CONTRACTOR's activities in connection with the CONTRACT, and be approved and signed by CONTRACTOR REPRESENTATIVE.

CONTRACTOR's Management Systems shall ensure and document that:

- Relevant laws, regulations and CONTRACT requirements are identified and implemented
- All COMPANY requirements are communicated to SUBCONTRACTORS
- CONTRACTOR's products, including those supplied and manufactured by CONTRACTOR. Critical components, equipment, operations and processes are identified from a risk management process and subject to systematic audits and examinations in accordance with their criticality
- A process for experience transfer relevant to the project is established, implemented and maintained

When WORK is carried out at COMPANY's WORKSITE, COMPANY's methods, systems, routines and procedures shall be adhered to.

#### **4. TRAINING**

CONTRACTOR is responsible for planning and implementing all the training and courses required by COMPANY in the CONTRACT for personnel who will be involved in the WORK. The CONTRACTOR shall be able to demonstrate competence assurance of its personnel.

All personnel who will work at COMPANY's WORKSITE shall comply with the authorities' current requirements for HSE training in force at any time.

In addition, training activities may include COMPANY specific courses relevant to the WORK, such as introduction courses, courses on management systems, work process systems, and emergency response team courses.

#### **5. RIGHT OF INSPECTION AND AUDIT**

COMPANY reserves the right to inspect and/or audit CONTRACTOR to assure itself that HSEQ matters and Management Systems are being managed and controlled in accordance with the declared requirements of these HSE&Q provisions and CONTRACTOR's Management System.

CONTRACTOR shall allow COMPANY auditors full access to the WORK in progress, personnel, records and documentation for the purpose of conducting audits.

#### **6. EMERGENCY PREPAREDNESS**

CONTRACTOR shall ensure duty numbers to contact personnel are available at any time by means of a phone answering service in case of an emergency.

CONTRACTOR shall have a system in place ensuring that updated and relevant personnel data for CONTRACTOR's personnel are easily available in CONTRACTOR's office in case of an emergency. The data shall include social serial numbers and relevant personal data for next-of-kin.

CONTRACTOR shall not notify or give any information to the media or other units or people without COMPANY's consent.

## **7. HEALTH**

CONTRACTOR shall ensure that relevant health and working environment risks are systematically assessed and identified and that effective measures are implemented.

CONTRACTOR shall have an occupational health service for their employees if required (ref. Forskrift om organisering, ledelse og medvirkning §13-1). A health care service will be available at COMPANY's OFFSHORE WORKSITE with medical personnel taking care of acute illness and injuries

## **8. ALCOHOL AND DRUGS**

COMPANY has zero tolerance for use of alcohol and/or drugs during performance of the WORK. Any use of alcohol or narcotics shall be strictly forbidden while carrying out WORK in accordance to CONTRACT.

CONTRACTOR shall work systematically to prevent and expose substance abuse by its own employees. CONTRACTOR shall have formal procedures for dealing with substance abuse.

COMPANY may demand that any personnel working at the WORKSITE, suspected of being intoxicated, take a alcohol and drug test.

## **9. SECURITY**

CONTRACTOR shall at all times have implemented security measures which protect COMPANY against relevant threats of harm related to the WORK and COMPANY's operations and property.

CONTRACTOR shall be able to verify the identity of personnel who shall perform work for COMPANY at bases, on installations, on vessels, and in premises employed by COMPANY. When CONTRACTOR uses hired personnel references from earlier employment, this shall be verified.

CONTRACTOR shall maintain prudent office security for office areas used for COMPANY projects/activities and/or COMPANY staff; including access control, ID badge usage, and burglar alarm / guard arrangements.

Security measures which protect COMPANY against intended harm at a normal level of threats shall be supplemented by CONTRACTOR with extraordinary security measures if the probability of harm increases.

CONTRACTOR shall maintain prudent information security regarding COMPANY information and COMPANY project information. CONTRACTOR shall establish a system for handling classified documents and classified electronic data.

CONTRACTOR shall maintain prudent computer & communications security for any computer system and network being used for handling COMPANY information; including controlled computer access, virus protection, security updates, FireWalls and backup routines.