

Revision History

Description	Last Rev No.	Current revision No.	Amendments made
SW/HSE/P01-Rev00	NA	00	New Document
SW/HSE/P01	00	01	The Corporate HSE function was removed. HSE Management System- Organization amended

1. PURPOSE AND SCOPE

The objective of this procedure is to define the roles, responsibilities, and authority of all functions in the organisation and Management appointees for the effective implementation of HSEMS.

2. APPLICABILITY

This procedure applies to Sterling & Wilson Projects and Operation & Maintenance.

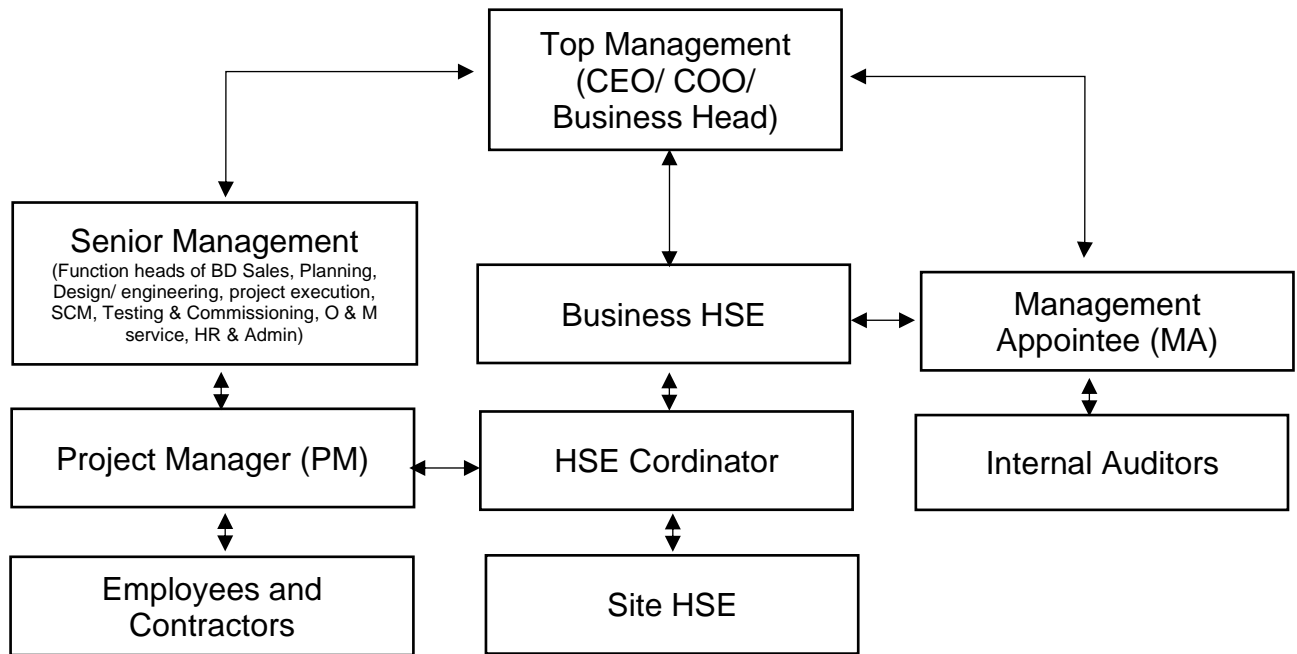
3. RESPONSIBILITIES

Top management, MA

4. DESCRIPTION OF PROCEDURE:

- Sterling & Wilson constituted the following organization for the implementation of HSEMS. The responsibilities and authorities for this structure are defined and communicated to the concerned.

HSE Management System – Organisation



Note: - Arrows are used to show communication

- Top management is ultimately responsible to drive the entire HSEMS process. On the basis of the information, communication received through this HSEMS organization.
- Top management will appoint MA to dispense the HSEMS responsibilities, however, top management is accountable to get the desired outcome through periodic review, monthly reporting of the entire process and subprocess of HSEMS and providing directions and taking appropriate decisions
- The other business function leaders are made responsible to drive HSE requirements in their respective functions. The interface matrix for HSE is as follows.

Interface matrix

- The roles and responsibilities of the key functions to implement HSEMS are briefed as under. Whereas the detailed role & responsibilities are attached as an annexure.

Outline Roles & responsibilities for the implementation of HSEMS.

Top Management	<ul style="list-style-type: none"> • Top management shall be responsible for developing, leading, and promoting a culture in the organization that supports the intended outcomes of the HSE management system. • The top management is overall responsible and accountable for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities
Management Appointee	<ul style="list-style-type: none"> • A member of the senior management is appointed as Management Appointee. Irrespective of the other responsibilities, MA shall have defined roles, responsibilities, and authority for HSEMS. • The role, responsibility and authority of MA are described in Annexure below.
Business HSE	<ul style="list-style-type: none"> • Business HSE is responsible for ensuring the implementation of the overall HSE management system. Supports MA in fulfilling the HSEMS requirements. Also supports presenting the data and performance status for Management Review. • The role, responsibility, and authority of Business HSE are described in Annexure below.
HSE Coordinators	<ul style="list-style-type: none"> • HSE Coordinators are responsible for coordination with MA/ Business HSE / Top management and ensure implementation of HSEMS at Business. Business HSE ensures the input of HSE data in the online HSE portal, this data will be input to the Management Review • The role, responsibility, and authority of HSE Coordinators are described in Annexure below.
BD/Sales team	<ul style="list-style-type: none"> • BD/ Sales team is responsible for considering HSE requirements while tendering /bidding for the new project. Provision for HSE requirements is to be incorporated while project costing. Coordinating with the HSE department for HSE requirements related to the tender requirements. • The role, responsibility and authority of the BD/Sales team are described in Annexure below.
Design/Engineering team	<ul style="list-style-type: none"> • Design/engineering team is responsible for identifying HSE requirements of local regulation at the design stage, considering risk and opportunities as required. • The role, responsibility and authority of the Design/Engineering team are described in Annexure below.

SCM team	<ul style="list-style-type: none"> • SCM team is responsible for the implementation of procurement and contractor’s requirement procedure. • The role, responsibility, and authority of the SCM team are described in Annexure below.
Testing and Commissioning team	<ul style="list-style-type: none"> • Testing & Commissioning team is responsible for implementing HSE requirements during all commissioning activities. • The role, responsibility and authority of the T & C team are described in Annexure below.
O & M team	<ul style="list-style-type: none"> • O & M team is responsible for implementing HSEMS during O & M phase. • The role, responsibility and authority of the O&M team are described in Annexure below.
HR team	<ul style="list-style-type: none"> • HR team is responsible for providing adequate competent resources, training, and necessary support during emergencies. • The role, responsibility and authority of the HR team are described in Annexure below.
IT team	<ul style="list-style-type: none"> • IT team is responsible to validate & upload the data in the server of the Employee, user feed on a daily basis & organization feed on a weekly basis through the internal ticketing tool. • IT team will raise the ticket on the service provider portal for the issue resolution & arranges the weekly review meeting.
Project Manager (PM)	<ul style="list-style-type: none"> • Project Managers are responsible for the implementation of the HSEMS on their sites. • The role, responsibility and authority of the Project Manager are described in Annexure below.
Construction manager / In charge / Shift Engineer	<ul style="list-style-type: none"> • Construction manager / In charge / Shift Engineer is Responsible for the implementation of the HSEMS under their area of control. • The role, responsibility and authority of the Construction manager / In charge / Shift Engineer are described in the Annexure below.
Site HSE	<ul style="list-style-type: none"> • Site HSE is responsible to advise & assist the site team and ensure the successful implementation of HSEMS on their site. • The role, responsibility, and authority of Business HSE are described in Annexure below.
Internal Auditors	<ul style="list-style-type: none"> • The trained internal auditors from various functions are responsible for conducting cross-functional HSEMS internal audits as per the Internal Audit Plan. • The role, responsibility, and authority of Site HSE are described in Annexure below.
Worker / Employees	<ul style="list-style-type: none"> • Workers/employees are responsible for following HSE requirements /rules of the site during the execution of work.

	<ul style="list-style-type: none"> The role, responsibility and authority of workers/employees are described in Annexure below.
Contractors	<ul style="list-style-type: none"> Contractors are responsible to comply with and follow SW HSE requirements applicable to their scope of work. The role, responsibility and authority of the contractor are described in Annexure below.

- Communication of Roles, Responsibilities and Authority will be done to the concerned as follows:
 - Top Management, MA, and Business HSE will communicate HSEMS requirements through meetings and emails. The points of discussion will be recorded as minutes of the meeting and communicated further to all concerned, Business HSE and HSE Coordinators.
 - MA will communicate with Business HSE, HODs, Site HSE and Cross-functional Internal Auditors through emails, meetings, or con calls.
 - HODs will communicate with the Management Staff, Project managers through email.
 - Employees/workers to be communicated through notices, Emails, Display boards, signages, posters, banners meetings, town halls KM portal, and Online HSE Portal.
 - Contractors are communicated through Agreement/Work order / Purchase order / HSE guidelines.

6 FORMATS APPLICABLE:

Sr. No.	Format No.	Title
3	SW/HSE/F447	Audit Finding with CAPA
4	Online HSE portal	Audit Schedule
5	SW/HSE/F405	Management Review Minutes
6	SW/HSE/F223	Training Need Identification

Annexures:

- Annexure 1: RRA of Management Appointee (MA)
- Annexure 2: RRA of Business HSE
- Annexure 3: RRA of HSE Coordinators
- Annexure 4: RRA of BD / Sales team
- Annexure 5: RRA of Design / Engineering team
- Annexure 6: RRA of Site SCM team
- Annexure 7: RRA of Site testing /commissioning team
- Annexure 8: RRA of Site O & M team
- Annexure 9: RRA of Site HR team
- Annexure 10: RRA of Project Manager
- Annexure 11: RRA of Site HSE team
- Annexure 12: RRA of Cross-functional internal auditor team
- Annexure 13: RRA of SW Employees & Contractors
- Annexure 14: RRA of Execution Head
- Annexure 15: Contractor (General Responsibilities)

Annexure 1 - Role, Responsibilities, and Authorities of Management Appointee

A member of the senior management will be appointed as a Management Appointee by the CEO / COO/Business Head.

MA is responsible and accountable to ensure that the HSE system, is established, implemented & maintained at Sterling & Wilson through the online HSE portal. MA has the following role, responsibility, and authority.

1. Role

Acts as a coordinator & facilitator to ensure the implementation and maintenance of HSEMS. Monitors the updating of data in the HSE portal & completion of HSE audits at the sites. Facilitates providing the required inputs for Top Management to conduct Management Reviews.

2. Responsibility

- Reviewing the status of HSEMS implementation in the online HSE portal
- Review the preparation and control of the Apex manual and procedures.
- Review the report of legal compliance evaluation and other requirements in the online HSE portal.
- Ensures that internal HSE audits are conducted at planned intervals.
- Ensures that any identified need for corrective action or opportunities for corrective action shall be dealt with in accordance with HSE procedure.
- Reviews the HSEMS performance along with Business HSE once a year and makes suggestions for continual improvement of performance in the Management Review.

3. Authority

- Approves the HSE internal audits plan
- Approves the HSE Objective for the business in consultation with the business HSE

Annexure 2 - Role, Responsibilities, and Authorities of Business HSE

Business HSE demonstrates a stellar role in driving the organization through new developments amidst dynamic changes in business scenarios, social, environmental and legal frameworks with futuristic inventions considering the industry's good practices, benchmarking for sustainable evolution on health, safety and environment matters, through the amalgamation of group dynamics and business dynamics by way of consistent interaction with business heads and CEO/COO.

1. Role

Advises the top management on all HSE matters for effective implementation of HSEMS and guides the HSE teams with necessary updates on legal requirements and other requirements. Channels between the business functions and top management for evolving a collaborative approach towards uplifting the unflinching commitment to achieving its goals on HSE and setting the policies to uphold the organization as a sustainable leader. Directs the HSE teams to upskill on the latest developments in HSE globally, creates a platform for the exchange of knowledge, and best practices and collaborates for their excellence on HSE matters.

2. Responsibility

- Communicates applicable legal requirements and other requirements to businesses
- Supports MA in the Management Review meetings with the facts and figures of HSE performance of the period.
- Reviewing the status of HSE implementation in the online HSE portal
- Reviewing the Evaluation of legal compliance
- Overseeing the internal audit outcome
- Overseeing the overdue action item compliance
- Review the Objective for the business along with MA & HSE Coordinator.

3. Authority

- Approves the new formats or a change in the format in the online HSE portal.
- Approves change in case management and data deletion if required.

Annexure – 3 - Role, Responsibilities, and Authorities of HSE Coordinators

The HSE Coordinator has overall responsibility for implementing HSEMS through advising, monitoring, guiding, and reviewing to achieve the HSE objective and its continual improvement.

1. Role

Facilitates and coordinates with site HSE teams, Business HSE and other business functions for effective implementation of HSEMS in the respective business.

2. Responsibility

- Ensures the implementation of HSEMS in the online HSE portal for Business.
- Provides information on HSE performance to Top management (CEO/COO) for discussion in Management Review
- Monitoring of legal requirements through task management module.
- Develops HSE training module & matrix and coordinates for training in LMS module.
- Selects the internal auditors for the audits. Participate in internal HSE audits at planned intervals and record findings in Audit & Inspection module.
- Monitoring of incident investigation, completion of case management and circulation of a lesson learnt report through the incident management module.
- Review & approval of sustainability performance data in the sustainability module.
- Monitoring of HIRA- AIA for activities performed at the site.
- Monitoring & follow-up for compliance with overdue action items in the online HSE portal
- Review of Apex manual, a procedure in consultation with MA
- Develop HSE objectives in consultation with MA/ Business HSE.

3. Authority

- Constituting the incident investigation team in case of an incident.
- Approves the objectives and HSE management programs in consultation with MA and Business HSE

Annexure – 4 - Role, Responsibilities, and Authorities of BD/Sales Team

BD/sales team will be responsible and accountable to ensure that the client's HSE requirements are considered in consultation with the HSE team. They have the following role, responsibility, and authority.

1. Role

Plays a stellar role in coordinating with clients, and internal stakeholders in finalizing the bidding and contract documents incorporating the HSE requirements.

2. Responsibilities

- Consult the HSE team to review the client's HSE requirement.
- Ensure estimated cost w.r.t expected requirements and resources identified.
- Estimates the costs with identified/expected requirements & resources and allocate the anticipated HSE Cost.
- Estimates to comply with legal requirements and other requirements while submitting the bids/tenders.
- Provide input to Pre-Qualification Questionnaires based on client documentation.
- Create and deliver presentations to internal and external stakeholders for HSE requirements of the project.
- Provide answers to customer-specific questions related to HSEMS requirements.
- Negotiate terms of the contract relating to HSE matters.
- Interact with all stakeholders and associates with respect to HSE issues arising during the bidding stage.
- Shares relevant HSEMS documents (Costing sheet, Vendor quotes & proposal) with stakeholders (execution & SCM).

3. Authority

- Approves the contract documents by incorporating the HSE requirements.

Annexure – 5 -Role, Responsibilities, and Authorities of the Design Engineering Team

The design Engineering team will support the implementation of the HSEMS at the pre-bid and post-bid stages. They have the following role, responsibilities, and authorities

1. Role

Coordinates with the client to collect the HSE requirement and prepares the engineering drawings and specifications by incorporating the HSE requirements including the related legal requirements and other requirements with a focus to eliminate or reduce the anticipated HSE risks.

2. Responsibilities

- Ensures HSE requirements are considered during pre-construction design engineering.
- Ensures elimination of foreseeable HSE risks by incorporating required design engineering parameters.
- Ensures that the legal and other requirements including codes and practices, design standards, Electricity rules requirements, environmental regulation requirements related to plant requirements, EIA/baseline report design-related requirements and other applicable elements are being considered in design aspects.
- Decision on the increase in risk equation due to any change under the Management of Change procedure and guide the Change Coordinator for further requirements.
- Plays a pivotal role during the SIMOPS activity.
- Provide inputs during management review related to new development in design engineering to reduce the HSE risk and identify opportunities for the business.

3. Authorities

- Develops & Issues design engineering details, specifying the materials and processes.
- Validates the risk equation in case of change management

Annexure – 6 -Role, Responsibilities, and Authorities of the SCM Team

SCM head ensures that the HSE requirements of Sterling & Wilson are communicated to the vendors, suppliers & contractors and are implemented. They have the following role, responsibilities, and authorities

1. Role

Strategic implementor for implementing the HSE requirements among vendors, suppliers, and contractors in line with the Procurement and Contractor Requirements Procedure.

2. Responsibilities

- Ensure SCM guidelines on procurement incorporates HSEMS requirements and vendors, suppliers & contractors are communicated along with the WO/PO.
- Select the suppliers, vendors, and contractors in line with Sterling & Wilson HSE requirements, through the HSE vendor assessment process.
- Determine quality, quantity, and timing of deliveries of HSE-related items for all running projects

3. Authority

- Issues HSE guidelines to vendor, supplier & sub-Contractor

Annexure 7 - Role, responsibilities, and authorities of the Testing & Commissioning Team

The testing & commission team will ensure the safe commissioning of plant & equipment by following the applicable HSE requirements.

They have the following role, responsibilities, and authorities.

1. Role

Controls the unexpected release of hazardous energy for electrical or mechanical systems by isolation by performing lockout and tag out (LOTOTO) following PTW procedure to mitigate the risks.

2. Responsibilities

- Adhere to permit to-work (PTW) system including identification of Exclusion Zones and following LOTOTO.
- Ensures that the legal requirements (such as approvals, authorizations etc.) are in place.
- Conduct HIRA-AIA studies of activities associated with testing and commissioning work.
- Follow the Pre-startup safety review Checklist including the walkthrough by the multi-disciplinary team before the startup of any equipment.
- Provide required training for implementation of HSEMS in accordance with testing and commissioning activities.

3. Authority

- Recommend, stop, reject, and suspend any Permit under the area of control.
- Rejects any non-competent persons on the works, if found.

Annexure 8 - Role, responsibilities, and authorities of the O&M team

The O&M team will ensure safe operations and maintenance of plant & equipment.

They have the following role, responsibilities, and authorities.

1. Role

Implementing the identified HSE guidelines based on O&M manuals, issuing a permit to work followed by isolation, lock out tag out and verifying to ensure HSE during operations and maintenance activities.

1. Responsibilities

- Preparation of guidelines for ensuring health and safety during O&M based on the OEM/ manufacture manuals.
- Assess the risks of OHS hazards and environmental impacts of all O&M activities and determine the controls.
- Follow the permit to work and LOTOTO process
- Ensures that the legal requirements (such as approvals, authorizations etc.) are in place
- Ensure competent manpower is engaged as per the requirement of local legislation
- Provide required training for implementation of HSEMS in accordance with O&M activities.

2. Authority

- Recommend, stop, reject, and suspend any Permit under the area of control.
- Rejects any non-competent persons on the works, if found.

Annexure 9 - Role, responsibilities, and authorities of the HR team

Role, responsibilities, and authorities of HR/Admin

HR/Admin will support the implementation of the HSEMS and they have the following roles, responsibilities, and authorities:

1. Role

Implement personnel management policies to ensure that everyone in the workplace is aware of their HSE responsibilities by establishing effective ways to meet the HSE requirements as outlined in the SW HSE policies and programs.

2. Responsibilities

- Ensure effective implementation of worker management and security management plan
- Organize HSE-related training including first aid training in collaboration with the HSE team.
- Provide employee feed sheet data (on-role and off-role) for uploading to the online HSE portal.

3. Authority

- Enforce disciplinary actions when any HSE violations are noticed.

Annexure 10 - Role, Responsibilities, and Authorities Project Managers

The project manager will support the implementation of the HSEMS at their respective site and they have the following responsibilities.

1. Role

Drives for comprehensive implementation of HSEMS with ultimate responsibility for all project activities and personnel under direct and indirect control.

2. Responsibilities

- Responsible for the HSEMS implementations at the Project Site
- Review site HSE documentation duly prepared by the site team and HSE members with appropriate feedback for improvement
- Ensure and participate in training relevant to the site HSEMS requirements and encourage all participants to continuously engagement.
- Review legal and other requirements in coordination with site personnel and business HSE coordinator for fulfilling compliance without any failure
- Approve HIRA-AIA of existing/new activities and services in the risk management module in the online HSE portal.
- Participate in incident investigation and ensure compliance with corrective action through the incident management module in the online HSE portal.
- Issuance of work permit in the permit to work module in the online HSE portal after ensuring all requirements of work permit are met.
- Reporting of HSE non-compliance / suggestion in Hazard observation/safety suggestion module.
- Conduct management walk-through inspections on a monthly basis.
- Ensure toolbox talks are conducted at the site before the start of activities by the concerned engineer/supervisor.
- Monitoring of HSE performance of the site in the online HSE portal.
- Ensure timely compliance of action items generated in the project in the online HSE portal.
- Implement actions to achieve HSE objectives and programmes of their activities
- Involve the site personnel in HSE procedures and implementing the Safe operating procedure.
- Supports the site HSE for the implementation of HSEMS
- Ensure adequate resources and data availability during the internal audits.
- Provides necessary data to Business HSE for preparation of annual reports and updating MPs
- Conduct a review once a year along with the HODs, Business HSE and MA on the implementation of the HSE system
- Conducts internal HSEMS audit as and when required.
- Follow the instructions in emergency preparedness and response procedures for emergency situations or mock drills.
- Ensure participation of the site team in training
- If equipment is required to monitor or measure performance, shall calibrate and maintain such equipment and keep the records
- Chair the monthly HSE meeting and ensure compliance with the action points discussed.
- Support in addressing Non-conformity raised by clients, internal or external parties and monitor its compliance with a detailed action plan in the online HSE portal.

- The personnel, material, and financial resources for performing the above tasks that are a part of their normal routine duties are made available to them through their respective Project Managers, HODs
- Deftness in administrative procedures that encourage employees to report unsafe conditions and unsafe practices to their supervisors.
- Initiates to ensure the health and safety policies and procedures conform with the applicable HSE legislation and accepted best practices in similar organizations
- Ensure proper housekeeping practices and follow the waste management process.

3. Authority

- Raise Nonconformity reports in the activities in the Online HSE portal.
- Instruct all employees and contractors to strictly adhere to the HSE requirements.
- Enforce disciplinary actions against HSE violations

Annexure 11 - Role, Responsibilities, and Authorities of Site HSE Team

Site HSE will guide all personnel in their respective sites for the successful implementation of the HSEMS. They have the following roles, responsibilities, and authorities.

1. Role

Implements the HSEMS at project sites by ensuring that all activities are carried out in accordance with established HSE procedures and advising the project team for complying with legal & other requirements.

2. Responsibilities

- Ensure implementation of HSEMS at the site
- Initiates, participate and facilitate HIRA – AIA study & update the same in the Risk management module in the online HSE portal
- Report any HSE-related deviation in the Hazard observation module in the online HSE portal.
- Ensure reporting of hazard observation/safety suggestions raised by workers in the hazard observation module in the online HSE portal.
- Verify the work permit in the permit to work module in the online HSE portal to ensure the requirement of the work permit is met.
- Conduct monthly HSE review meetings for engineers & contractors.
- Report & participate in the investigation of near misses, fires, property damage/ Dangerous Occurrence, injury /illness, environment, and vehicle incident in the online HSE portal.
- Schedule training and inspection at the beginning of the month.
- Reporting of sustainability data in the online HSE portal
- Monitor the compliance of action items, follow up with concerns for timely compliance and escalate the same to higher authority for timely compliance.
- Prepare & train the site team in emergency preparedness and response to emergency situations
- Ensure mock drills are conducted as per schedule.
- Ensure that HSE communication received from Business HSE/ MA / HSE Coordinators is communicated to the site team.
- Ensure the PPE reconciliation statement is prepared in consultation with the store person.
- Inspect stock of HSE items and report any faulty items or inconsistencies immediately to concerned stakeholders.
- Report non-conformity raised by clients, and internal or external parties in the task management module and monitor its compliance in the online HSE portal.

3. Authority

- Stop or suspend any unsafe work or practice and recommend for disciplinary action against HSE violation to the Project Manager
- Issue non-conformities to the concerned as and when required.

Annexure 12 - Role, responsibilities, and Authorities of Cross-Functional Internal Auditors

The internal auditor will perform the audits as per the Internal Audit Plan.

1. Roles

Execute the Internal Audits as per the Internal Audit Plan and are covering relevant clauses of ISO 14001 & 45001

2. Responsibilities

- Conduct fair and transparent audits
- Prepare audit report, raise findings, and share them with the Auditee in the online HSE Portal
- Support the Business HSE in providing details of the audit/explanations.

3. Authority

- Raise NC as per the audit findings against the relevant clauses of ISO 14001 & 45001.

**Annexure 13 – Roles and Responsibilities of Construction Manager / In charges / Shift Engineer
Construction manager / In charge / Shift Engineer**

1. Role

Implements the HSEMS at project sites by ensuring that all activities are carried out at the area/activity under their control in accordance with established HSE procedures.

2. Responsibilities

- Ensure implementation of HSEMS at the site
- Participate in HIRA – the AIA study & update the same in the Risk management module in the online HSE portal
- Report any HSE-related deviation in the Hazard observation module in the online HSE portal.
- Ensure reporting of hazard observation/safety suggestions raised by workers in the hazard observation module in the online HSE portal.
- Issue the work permit in the permit to work module in the online HSE portal to ensure the requirement of the work permit is met.
- Participate in monthly HSE review meetings.
- Report & participate in the investigation (if required) of near misses, fire, property damage/ Dangerous Occurrence, injury /illness, environment, and vehicle incident in the online HSE portal.
- Ensure compliance with the action item.
- Ensure that HSE communication received from the project manager/site HSE is communicated to workers under their control.
- Report non-conformity raised by clients, and internal or external parties in the task management module and monitor its compliance in the online HSE portal.

Annexure 14 – Roles and Responsibilities of Employee

Roles

SW employees (including engineers and supervisors) play a vital role in leading the HSE culture across the organization by demonstrating their commitment on day to day work.

Responsibilities

- Participate in the HIRA-AIA study and update the same in the Risk management module in the online HSE portal.
- Ensure HSE working instructions, documented procedures and practices are followed
- Reports HSE deviations/suggestions through the Hazard observation/safety suggestion module in the online HSE portal.
- Report any incident in the incident management module & participation in the incident investigation if required.
- Seeking work permit in the permit to work module in the online HSE portal. If the client work permit system is followed at the site requirement of the same is to be followed at the site.
- Conduct toolbox talk for activities performed under his direct control in the toolbox talk module in the online HSE portal.
- Participation in monthly HSE meetings and ensure compliance with action points if any.
- Participate in Audit and ensure inspection of tools & tackle and competency of workers involved in the activities under their direct control.
- Ensure timely compliance with action items raised against them in the online HSE portal.
- Ensures the use of Personal Protective Equipment like Ear plugs, Gloves, and safety goggles for all workers working under their direct supervision
- Follow the instructions in emergency preparedness and response procedures in emergency situations or mock drills.

Contractor Employees:

Contractor employees have the following responsibilities for the successful implementation of the HSEMS

Responsibilities

- Follow relevant Working instructions, operational controls, standing orders and information displayed on notice boards on all matters related to HSE practices.
- Reports any leakages, spillages, overflow, incidents, near misses, injuries, or failure of controls to the immediate supervisor.
- Follow HSE guidelines laid by SW and the client continuously without any non-compliances
- Follow instructions given by respective uncharged at times of actual emergency situations.
- Participate and contribute to HIRA AIA study and incident investigation.
- Identification of hazards to concerned supervisors which shall be recorded through the Hazard observation process in the online HSE portal
- Report damaged and faulty PPEs to the concerned supervisor and Site HSE Incharge for immediate resolution and replacement

- Participate in all HSE initiatives and contribute to HSE improvements through suggestions, HSE events, competitions
- Participate in HSE training and toolbox talks.

Annexure 15 Roles and Responsibilities of Contractor Company

Contractor Company

- Adhere to health, safety and environmental requirement laid by the S&W through related HSE procedures (Procurement and Contractor Requirements).
- Comply with legal and other requirements (as per local legislation) as guided by the client or SW as identified in the site-specific legal register.
- Ensure active participation in HSE training, meetings, and audits by its workforce organized by the client or SW
- Provide necessary records as demanded by SW and ensure periodic reporting on HSE matters to SW.
- Support site HSE for the closure of HSE non-conformity raised by the internal, external and clients without any disputes
- Ensure procurement and issue quality Personal Protective equipment to the workers and discard the old or damaged as per the process
- Immediate reporting to SW of any critical HSE issues including incidents, chance finding of artefacts and any other emergency.
- Ensure permission from the Site Manager, Site HSE Incharge for HSE-related deviations before initiating or performing a specific task
- Ensure Community harmony and avoid horseplay to prevent any vandalism.
- Avoid any disturbance to local flora and fauna and strict adherence to waste segregation and management plan to maintain biodiversity.