Revision History

Description	Last Rev No.	Current revision No.	Amendments made
SW/HSE/P05-Rev00	NA	00	New Document
SW/HSE/P05	00	01	The Corporate HSE function was removed.

1. PURPOSE AND SCOPE

The purpose of this procedure is to define the method to:

- Determine the competence of the person who can affect the HSE performance and fulfilment of compliance obligations.

- Determine training needs associated with OHS hazards & environmental aspects of its activities and HSEMS.

- Ensure that these persons are competent based on appropriate education, training, awareness, and experience.

- Ensure that all those whose work may create a significant impact on the environment or not-acceptable risks have received appropriate training.

- Ensures employees at each relevant function and level are aware of HSE information relevant to them.

- Establish a process for internal & external communication relevant to HSE and ensure they are captured and responded to.

2. APPLICABILITY:

This procedure applies to the Sterling & Wilson Project and Operations

3. RESPONSIBILITY:

MA, Project Manager, Site HSE, HR, HODs, Business HSE, Corporate HSE

4. DEFINITIONS

- **Competence:** Demonstrated personal attributes and demonstrated ability to apply knowledge and skills
- **Continual improvement:** Recurring process of enhancing the HSE management system to achieve improvements in overall HSE performance consistent with the HSE policy.
- **Internal communication:** Communication to the employees by management and responding to inquiries/requests/ complaints raised by the employees related to the activities within the organisation related to HSEMS.
- **External communication:** Communication to the external interested parties by management and responding to inquiries/ requests by the external interested parties and customer requirements, related to the activities within the organisation related to HSEMS.
- **Worker Consultation:** Seeking views before making a decision.

5. DESCRIPTION OF PROCEDURE:

5.1 To ensure that competent persons are deployed for critical jobs and all employees are aware of HSEMS below are steps to be followed.

Input	Process	Output	Resp
Awareness and Competency management for onsite employees			
Inputs for competency will be determined through the: • Job group from Employee Feed • Job descriptions • Legal requirements • HIRA and AIA for critical activities			
	Determine competency requirements through different Job groups and required skill sets	- competency matrix - Competency assessment checklist	Site HSE/ Engineer / HR/ Business HSE
	Competency Assessment	Decision on Competent / Not competent / Pending competency	Site HSE/ Engineer / HR / Business HSE
Inputs for training will be determined through: - Competency matrix - HIRA-AIA assessment - Accident investigation outcome - Legal requirement - Job Skill requirement - Site-specific HSE requirement - EPRP - Change management requirements - HSE interface matrix with Business functions - ESIA – EMPs			
	- Determine the Training requirements for different Job Group - Determine the training requirements for critical functions, which may	Training Matrix	Site HSE/PM HR/ Business HSE

	influence the HSE performance		
Inputs for Scheduling a training will be - Training matrix - Employee Feed	Scheduling of Training	List of schedules of training in the online HSE portal	Business HSE/ Site HSE/ PM / HR/ L&D/KM
Input for conducting the training - Training Matrix - Training Schedule			
	Conduct the training as per the training matrix and Schedule	Training Records on Online HSE Portal	Business HSE/ Site HSE/ PM / HR/ L&D/KM
	Immediate training effectiveness assessment through questionnaires for groups	Effectiveness Record on Online HSE Portal	Site HSE/ PM
	If found unsuitable (score below 60 points), retraining to be conducted	Records to be maintained	Site HSE/ PM
	Training effectiveness assessment through observations on group activity and feedback from supervisors after 15 days for employees at the site	Effectiveness Record on Online HSE Portal	Site HSE/ PM
	If found unsuitable, retraining to be conducted	Records to be maintained	Site HSE/ PM

- The process described above will be followed to conduct the HSE training.
- Employee feed will be updated on the online HSE portal after completion of the HSE Induction at the site. Hence if the employee's name appears in the employee feed, it will be construed that the employee has undergone the HSE training.
- For employees at the office, HSE induction is part of the Joining Induction Program, and a record of the same is maintained by HR.
- For employees at the office, a training effectiveness assessment will be conducted soon after the training and it would be sufficed.
- In case of any change as per the change management process, required training will be imparted.
- Training is conducted either through online, on-the-job, classroom, and visual displays modes.
- Toolbox training is imparted at site job locations to the groups. The records are maintained on the online HSE portal.
- Visitor induction training will be conducted at the site at the security gate. After completion of the training and arranging all required PPEs the visitor's pass will be issued. Records will be maintained in the visitor's register.

5.2 Internal and External Communication would happen as per the following matrix:

What to Communicate	Target Group/ Who to communication	When to Communicate	How to communicate	Responsibility
Internal Stakeholders				
HSE Policy and Mandatory Rules	All on Site	Commencement to Work	Display at prominent location thru Safety mascot-WILSON and security gate	Site HSE
HSE hazards-Risks / Aspects-impacts	All workforce, supervisors, engineers, Visitors	Commencement and execution. Change in work methodology/new equipment	Induction training. Toolbox talks/ Posters/ Signage Safety Suggestion Hazard observation	All workforce, supervisors, engineers, Visitors
Communication on HSE Performance	All	During the project lifecycle	Through display sign boards	PM/Site HSE
HSE Objectives and Program	All on Site	Commencement to Work	Induction training, Committee meetings	Site HSE / PM
Legal Requirements including half-yearly returns	All workforce, supervisors, engineers	After site mobilization	Online HSE portal, Induction training, HSE committee meetings	Site HSE / PM
Emergency Procedure and First Aid facilities	All	On-site entry	Site induction Job specific training	Site HSE / Site Security
Incident Information	Workforce, Supervisors,	On occurrence and lesson learnt report	Toolbox talks Reporting to clients	Site HSE / PM

What to Communicate	Target Group/ Who to communication	When to Communicate	How to communicate	Responsibility
and Learnings from Incidents & Near Miss	Engineers, Management		thru email Reporting to SW Management thru Email/ Online HSE Portal	
Audit findings	Engineers, In charge, PM, Client	Immediate thru the online portal	Portal and Email	Site HSE / PM
Changes in execution methodology/ machinery / Drawing/ Design	Engineers/workers / sub-contractors	Within 1 day of any change in the risk, the equation is anticipated due to changes in execution methods/equipment	Team Meetings and MOMs Change in HIRA-AIA	Site HSE/ PM
Grievances received from external bodies	Grievance redressal team (HSE manager, Project manager, admin manager, project director, client reps)	As and when received	Team Meetings and MOMs	PM/ Team
External Stakeholders				
HSE Policy/ Any cautions regarding site work	Local Public Client Supplier/Vendor Authorities	Throughout the project work	HSE Policy on the SW website Safety Mascot - Wilson Display Signages Warning signs	Corp Com/ HSE/PM

What to Communicate	Target Group/ Who to communication	When to Communicate	How to communicate	Responsibility
Communication on HSE Performance	All	During the project lifecycle	Through display sign boards	PM/Site HSE
Any major HSE incidents	Client/Government Authorities	As and when occurred	Incident Reports	Project and Client
Project related update	Media	In consultation with the Client, the Management will identify the representative Corporate Communication team for SW related Media interaction		
Receiving Stakeholder Grievances	From Local Public/ Govt Authorities/ media	To be captured thru the communication register at the security gate, Emails, and post box at the entry gate. Display of HSE/PM contact person at the Security gate.		

5.3 Consultation and Participation

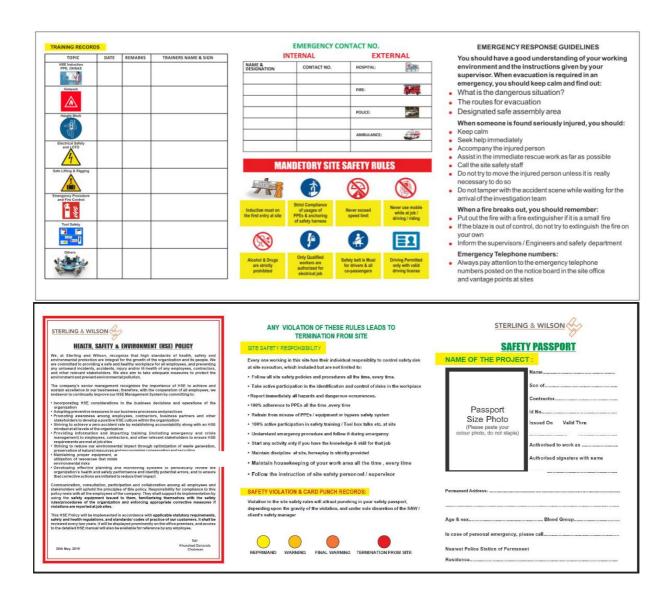| Consultation and Participation	Reference	Responsibility
With contracted worker		
Modes of Participation and Consultation		
5.3.1 Involve employees in hazard identification and risk assessment activities in their respective areas through general on-site discussions with senior workers.	HIRA-AIA register	Project Managers / Site HSE
5.3.2 The participation & consultation arrangements for workmen, supervisory staff, and managers for raising concerns on HSE-related matters will be ensured through: • HSE Committee meetings / Contractor HSE meetings, • During TBT / Training • Mock drills / EPRP • Safety Week campaign • HSE motivational program • Near Miss communication • Hazard Reporting • Safety Suggestions	MOM, Mock drill records Training/TBT Records Near miss report Hazard Observation Report, Safety suggestions Accident Reporting Lesson Learnt NC	Site HSE / Project Managers/ Construction Manager/ Engineers/ Supervisory Staff/ workers

• Incident investigation and nonconformities • Determining corrective actions		
5.3.3.1 Provide HSE guidelines to approved contractors and training will be imparted to the workers on these HSE guidelines.	WO/PO	SCM / PM/ Site HSE/ Construction Manager
5.3.3.2 Evaluation of the worker's and employee's participation to build and sustain the HSE culture will be carried out through Contractor Index, Site HSE Index, and Contractor evaluation.	Site Rating and Contractor HSE rating	SCM / PM/ Site HSE/ Construction Manager
5.3.3.3 Actions to be taken against the contractors in case of deviation from the HSE guidelines by them	As per contractual T&Cs of the sub-contractors	PM/ Site HSE/ Construction Manager

6. FORMATS APPLICABLE

S. No.	Format No.	Title
1	SW/HSE/F223	Training Need Identification
2	SW/HSE/F448	Competency Matrix
4	SW/HSE/F407	Toolbox Talk
5	Site Specific	Safety Passport

Annex-1 SAFETY PASSPORT