

# Health, Safety & Environmental Management System

(HSE MS)



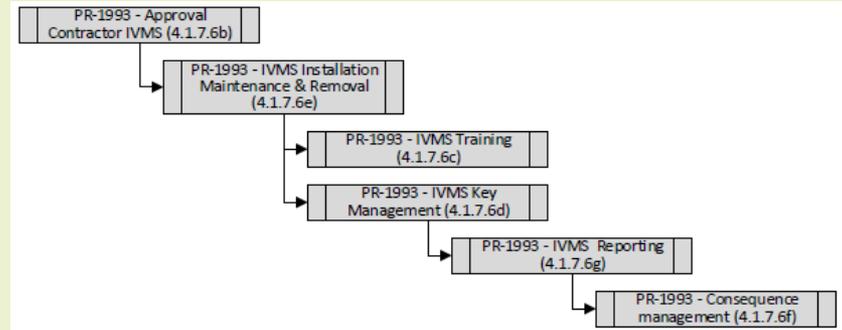
# Why was the HSE MS revised?

Internal Audit findings showed HSE MS not used by PDO employees or contractors. Their reasons included:

- CP-122 HSE Manual was too complicated to use
  - It had 8 confusing elements (sections)
  - There were long lists of outdated references
- System was too complex (More than 20,000 pages)
- Procedures and Specifications were very long
- They mixed up content (Procedures were written as specifications and vice versa)
- There were many duplications
- Information was often repeated
- Access by contractors was difficult

# What was changed?

- **Procedures** now describe the how activities are performed
- All activities are **now one page process flow diagrams**
- **Specifications are rules** for testing compliance and specify the requirements of a product, service or process.
- **Guidelines** have been removed from system.
- CP-122 (The HSE Manual) is the total of all processes and specifications available on the website.
- HSE MS is available to all on HSE for contractors website (PDO & Contractors)



# How can I access the HSE MS?

## Inside PDO

- Applications Menu on PDO website
  - Bottom right under HSE
    - Simplified HSE Management System

The screenshot shows the PDO website interface. At the top, there is a navigation bar with the PDO logo and name in Arabic and English. Below this is a secondary navigation bar with several menu items: ABOUT PDO, MD HOME PAGE, CORPORATE & FUNCTIONAL SITES, ORGANISATIONAL SITES, APPLICATIONS (circled in red), SERVICES, and ORGANISATION CHART. The main content area features a 2018 HSE Stats section, a news highlights section, a notice board, and a production section. On the right side, there is a sidebar with various quick links and a list of services. The 'Simplified HSE Management System' is highlighted in the list of services.

The list of services includes:

- Facilities/Bus. Support
  - Accommodation Booking Tool
  - Housing Management System
  - Office space Management System
  - Security Applications e-Form
  - Security Visitor Management System
  - Telephone Billing system
  - UIB Maintenance Service Requests
- HSE
  - Environmental Awareness Training
  - IHTIMAM Database
  - IHTIMAM Observation Card
  - Leadership HSE Engagement Visit
  - LTI Data Book
  - PIM-PDO Incident Management
  - SAP EMS Environment Compliance
  - Simplified HSE Management System** (circled in red)
  - STOP & LSR (PDO Observation & Intervention Program)

# How can I access the HSE MS?

## Contractors

- HSE for contractors webpage
  - General heading
    - Simplified HSE Management System

The screenshot shows the website for Petroleum Development Oman. The header includes the company logo and name in Arabic and English, along with navigation links: Home, HSE Policy, Corporate HSE Business Plan, Golden Rules, and Life Saving Rules. A search bar is located on the right. The main content area is divided into two sections: 'General' and 'Tools'. In the 'General' section, the 'Simplified HSE-MS' link is circled in red. Below it are links for Organization Structure, HSE Training, Online Library, Competency, Legal Documents, HSE MS Information pack July 2018 (Pdf format), HSE MS Information Pack (Powerpoint July 2018), and 4CAAP. The 'Tools' section lists: PIM-PDO Incident Management, PIM Training & Information, HSE Helpdesk SWW, STOP SWW, Manhours Reporting SWW, Job HSE Plan SWW, SAQ, MDIRC, Leadership HSE Engagement Visit, NEAR MISS Reporting SWW, and Environmental Awareness on-line Training. A grid of ten icons represents various HSE topics: Health & Welfare, Operational Safety, Environment, Incident Investigation & Projects, Technical & Process Safety, Planning & Assurance, HSE SPM, Road Safety, HSE Change Management, and HSE Lean.

# How can I access the HSE MS?

All user (i.e. PDO & Contractors) web browsers or smartphones

– [www.pdo.co.om/hsepoc](http://www.pdo.co.om/hsepoc)

Home > HSEPOC

Hardcopies are only VALID (for 1 day) if manually date stamped on date they are printed

## HSE

### Simplified HSE Documents

Forms, templates and checklists Specifications ISO Views Enterprise A day in the life of Printing instructions Index View

Welcome to the Health, Safety and Environmental Management System (HSE MS)

This is the Health, Safety and Environmental Management System (HSE MS) of Petroleum Development Oman (PDO). It ensure that Health, Safety and Environmental activities are done so as to protect employees, maintain standards of operation and comply to the legal requirements of Oman. It includes the requirements of the ISO 14001:2015 Environmental Management System and ISO 45001:2018 Occupational Health and Safety Standard.

Please note that this electronic version of the HSE MS replaces the hard copy of CP-122 Version 5. CP-122 version 5 has been withdrawn.

All HSE requirements are presented as process flow diagrams, instead of procedures. Each process flow is limited to 1 page, and associated activities are linked. No duplication of activities is allowed. Each activity reflects the responsible function, what is required, and includes all support information such as templates, standards, checklists, etc.

Please choose an option from the menu at the top or an option from the list below.

[List of recent changes](#)

- [Documentation definitions](#)
- [Introduction](#)
- [On-screen Symbols](#)
- [Basic Navigation](#)
- [HSE MS View \(Also called Enterprise view\)](#)
- [MSEM \(Corporate\) Functional Support View](#)
- [PDO HSE Policy](#)

**Note: Internet Explorer browser is recommended!**  
**Some phone browsers may require a Pdf add-in**

REF DOC'S

Glossary

Quick Links

- To request a change
- For system support
- HSE MS Coordinator
- FAQs

NOTE: The HSE Management System designed is maintained in an electronic format, and printed copies are only valid for the date of print.

# How are copies controlled?

## Hard copies are only valid for 1 day

- Users must sign printed copies
- Users must manually date copies
- Latest copies always available on system website



**Hardcopies are only VALID (for 1 day) if manually date stamped on date they are printed**

# How do I find documents?

A variety of menus are available on the website. These are called views of the system!

They allow users to move around and select detail information

Home > HSEPOC

Check Mail Search this site...

Hardcopies are only VALID (for 1 day) if manually date stamped on date they are printed

HSE

Simplified HSE Documents

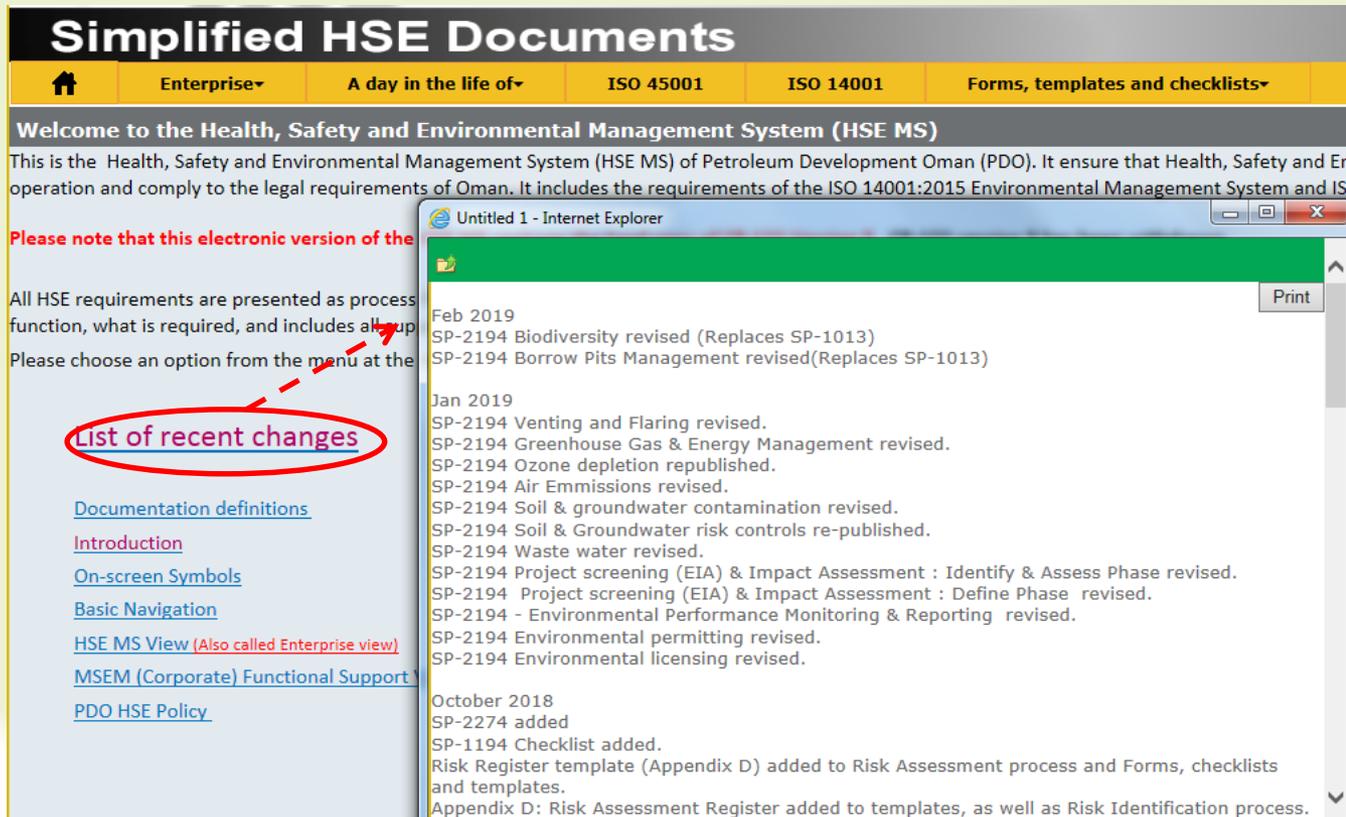
Forms, templates and checklists Specifications ISO Views Enterprise A day in the life of Printing instructions Index View

- Forms, Templates and checklists view
- Specifications view
- Enterprise view
- ISO view
- A day in the life of (DILO) view
- Index view (Easiest to use)

# How do I know about changes?

On home page is a link called List of recent changes.

- This opens a list of changes that have been logged
- Reviewing this is a quick way of seeing if changes have happened.



The screenshot displays the 'Simplified HSE Documents' website. The main navigation bar includes a home icon, 'Enterprise', 'A day in the life of', 'ISO 45001', 'ISO 14001', and 'Forms, templates and checklists'. Below the navigation bar, a welcome message states: 'Welcome to the Health, Safety and Environmental Management System (HSE MS)'. This is followed by a paragraph explaining that the system is for Petroleum Development Oman (PDO) and ensures compliance with Omani legal requirements and ISO 14001:2015. A red text box notes: 'Please note that this electronic version of the...'. Below this, it says 'All HSE requirements are presented as process function, what is required, and includes all up...'. A red dashed arrow points from the text 'Please choose an option from the menu at the' to a red oval around the link 'List of recent changes'. Other links in the left sidebar include 'Documentation definitions', 'Introduction', 'On-screen Symbols', 'Basic Navigation', 'HSE MS View (Also called Enterprise view)', 'MSEM (Corporate) Functional Support', and 'PDO HSE Policy'. An Internet Explorer browser window is overlaid on the right, showing a list of changes:

- Feb 2019
  - SP-2194 Biodiversity revised (Replaces SP-1013)
  - SP-2194 Borrow Pits Management revised(Replaces SP-1013)
- Jan 2019
  - SP-2194 Venting and Flaring revised.
  - SP-2194 Greenhouse Gas & Energy Management revised.
  - SP-2194 Ozone depletion republished.
  - SP-2194 Air Emmissions revised.
  - SP-2194 Soil & groundwater contamination revised.
  - SP-2194 Soil & Groundwater risk controls re-published.
  - SP-2194 Waste water revised.
  - SP-2194 Project screening (EIA) & Impact Assessment : Identify & Assess Phase revised.
  - SP-2194 Project screening (EIA) & Impact Assessment : Define Phase revised.
  - SP-2194 - Environmental Performance Monitoring & Reporting revised.
  - SP-2194 Environmental permitting revised.
  - SP-2194 Environmental licensing revised.
- October 2018
  - SP-2274 added
  - SP-1194 Checklist added.
  - Risk Register template (Appendix D) added to Risk Assessment process and Forms, checklists and templates.
  - Appendix D: Risk Assessment Register added to templates, as well as Risk Identification process.



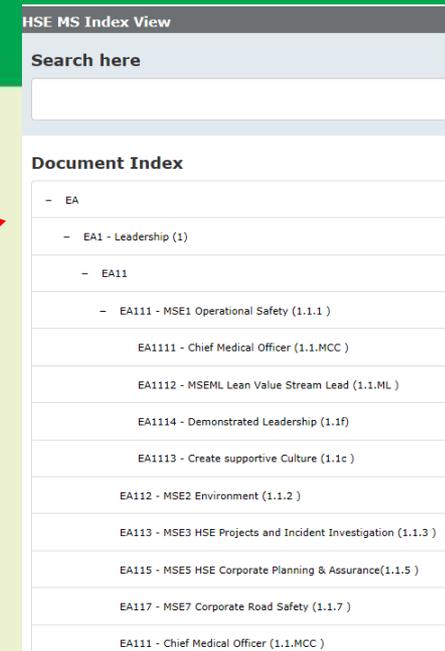
# How do I use Index view?

This is the **easiest** way to find a document

- There are 2 ways to use Index view.

1. When Index is selected, it immediately displays a sorted list of all documents. Users can **scroll up or down** and look for a specific document

2. Or there is a search box which users can enter information. This then displays all documents that have the search information in their title  
If a user enters Leadership, it will list all processes where Leadership is part of the title or user can enter SP or PR number instead!

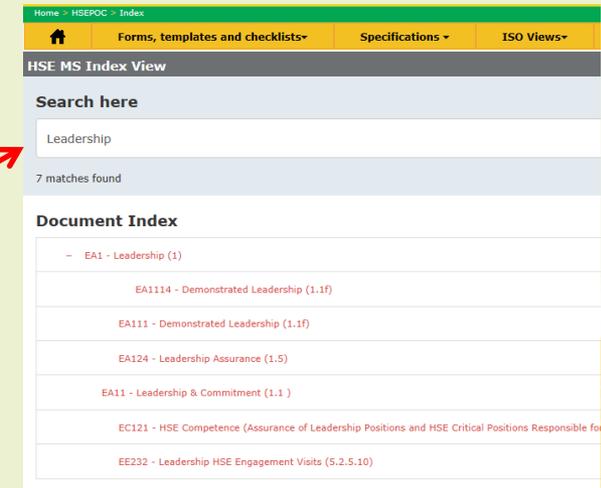


HSE MS Index View

Search here

Document Index

- EA
- EA1 - Leadership (1)
- EA11
- EA111 - MSE1 Operational Safety (1.1.1 )
EA1111 - Chief Medical Officer (1.1.MCC )
EA1112 - MSEML Lean Value Stream Lead (1.1.ML )
EA1114 - Demonstrated Leadership (1.1f)
EA1113 - Create supportive Culture (1.1c )
EA112 - MSE2 Environment (1.1.2 )
EA113 - MSE3 HSE Projects and Incident Investigation (1.1.3 )
EA115 - MSE5 HSE Corporate Planning & Assurance(1.1.5 )
EA117 - MSE7 Corporate Road Safety (1.1.7 )
EA111 - Chief Medical Officer (1.1.MCC )



Home > HSEPOC > Index

Forms, templates and checklists Specifications ISO Views

HSE MS Index View

Search here

Leadership

7 matches found

Document Index

- EA1 - Leadership (1)
EA1114 - Demonstrated Leadership (1.1f)
EA111 - Demonstrated Leadership (1.1f)
EA124 - Leadership Assurance (1.5)
EA11 - Leadership & Commitment (1.1 )
EC121 - HSE Competence (Assurance of Leadership Positions and HSE Critical Positions Responsible for)
EE232 - Leadership HSE Engagement Visits (5.2.5.10)

# How do I use Specification view?

This view provides a list of HSE related Specifications

- These documents cannot be simplified into process flow diagrams as they must reflect rules for testing compliance. They define requirements of a product, service or process.
- Unrestricted copies of specifications are available here to make access quick and easy
- Restricted specifications are available to PDO staff.
- Restricted specifications must be requested from Contract Holders by contractors.

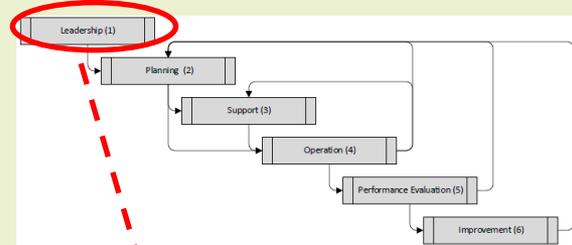
Specifications ▾	ISO Views ▾	Enterprise ▾
SP-1232 Public Health		
SP-1257 - HSE Specification - Work at Height & Access		
SP-1237 Ionizing Radiation		
SP-2000 - HSE Specification - Road Transport		
SP-2062 HSE Case requirement		
SP-1190-4 H2S & SO2 RESTRICTED Contact CH		
SP-1190-3 H2S & SO2 RESTRICTED Contact CH		
SP-1190-1 H2S & SO2 RESTRICTED Contact CH		
SP-2273 Specification for Lift Planning and Execution		
SP-2274 Lifting Equipment Numbering Specification		
SP-2275 Specification for Lifting and Hoisting Equipment Inspection		
SP-2061 Technical Authority System RESTRICTED Contact CH		

# How do I use Enterprise view?

This is a view of the 6 elements (or sections) of the HSE Management System.

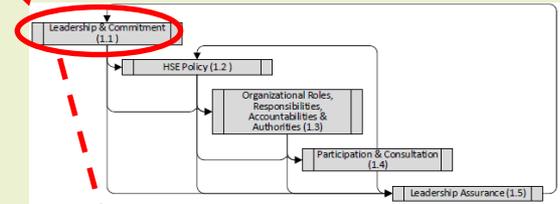
It displays the 6 elements:

**Leadership, Planning, Support, Operations, Performance Evaluation And Improvement**



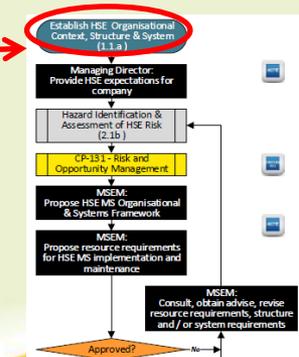
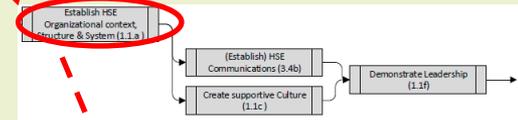
If any main element is selected, then it will display the sub-element or sub-section

**Leadership & commitment,  
Policy,  
Organizational roles, Responsibilities, Accountabilities & Authorities  
Participation & Consultation**



This repeats for each sub-element until it displays the detailed activity processes flow

**Example of final detailed process flow:  
Establish HSE Organizational Context, Structure & System**



# How do I use ISO view?

This lists 10 requirements for ISO 14001: 2015 (Environmental) & ISO 45001: 2017 (Health & Safety) **HOWEVER!**

**NOTE:** Elements 5-10 are the same as those found in Enterprise view.

1. Scope
2. Normative references
3. Terms & definitions
4. Context of the organization
5. **Leadership**
6. **Planning**
7. **Support**
8. **Operations**
9. **Performance evaluation**
10. **Improvement**

***As is the case with all views, If any main element is selected, then it will display the sub-element or sub-section***

Example: Selection of Leadership displays the same Requirements as seen in Enterprise view

**Leadership & commitment,  
Policy,  
Organizational roles,  
Responsibilities, Accountabilities & Authorities**



# How do I use A day in the life of (DILO) view?

## This is a view of individual high risk activities

- It reflects the specific activities that a person is required to comply with when delivering the specific job
- It is a high level view of the jobs that (PR-1980) requires for HSE Competency
- Each of these links will open the actual work process for the individual making it easy to access job specific requirements

The screenshot shows the 'A day in the life of' (DILO) view interface. The navigation menu on the left includes categories such as Technical, Managerial, Supervisory, OND, OSD, UWD, and Contractor. The 'Assistant Driller' job is selected, and a grid of high-risk activities is displayed on the right. The activities are organized into a grid with the following content:

Life saving Rules (4.1.1.21)	PR-1172 - Permit to Work Procedure (4.1.4.19)	PR-1709 - Lifting and Hoisting Procedure Lift Planning Execution (4.1.1.9)
PR-1029 Competence Development & Assurance (3.2b)	PR-1287 - ER Well Engineering Operations Emergency Response Procedures for Specific Emergencies	
PR-1512 - Rig and Camp Move Procedure		
SP-1213 - Well Control	SP-2097 - WE Specification for the Prevention of Dropped Objects (4.1.1.13)	SP-2150 - Well Engineering Specification for Management of Change (MOC)
SP-1219 - Well Engineering Hydrogen Sulphide Specification (SP1190-2) (4.1.4.21)	SP-1257 - HSE Specification - Work at Height & Access (4.1.1.11)	

# How do I use the Glossary?

This is an index of HSE related terms.

It is alphabetically listed and provides definitions from Health, Safety & Environmental texts.

It is searchable. (Cntl-F)

The screenshot shows an Internet Explorer browser window titled 'Untitled 1 - Internet Explorer'. The main content area displays a glossary with several entries, including 'measures.', 'Accident / incident analysis', 'Accident / incident investigation', 'AI-PS - Asset Integrity Process Safety', and 'ALARP - As Low As Reasonably Practicable (ALARP)'. A search dialog box is open over the page, with 'Alarp' entered in the search field. The dialog box includes options for 'Match whole word only', 'Match case', 'Match diacritic', 'Match kashida', 'Match alef ha'iza', and 'Highlight all matches'. A red dashed arrow points from the search dialog box to the 'ALARP' entry in the glossary. Below the search dialog box, there is a green button labeled 'Glossary' with a circular icon containing a book and 'A-Z'. The button is circled in red. Below the button, there is a 'Quick Links' section.

# How do I use the request changes?

This is an electronic reporting form.

Users can report faults

Users can request additions or improvements

The screenshot shows a web application window titled "ChangeRequest - New Item". The main content area is a form titled "Request for Change". The form has the following fields:

- Email: Text input field with a red asterisk.
- Name: Text input field with a red asterisk.
- Company Number: Text input field.
- Request For: Dropdown menu with the selected value "Change, Improvement or Update to Process".
- Comment Box: Text area with a red asterisk.
- Attachments: A button labeled "Click here to attach a file".

At the bottom of the form are "Submit" and "Cancel" buttons. To the right of the form is a sidebar with "Quick Links". The link "To request a change" is circled in red, and a red dashed arrow points from it to the "Request for Change" header of the form.

# Test your own knowledge?

- The HSE MS was revised because (Slide 2):
  - It was boring
  - It was complex
  - It was perfect
- The HSE MS can be accessed by (Slide 4, 5 & 6):
  - Contractors
  - PDO
  - PDO & Contractors
- The HSE MS can be accessed at (Slide 6):
  - [www.pdo.co.om/hsepoc](http://www.pdo.co.om/hsepoc)
  - [www.pdo.co.om](http://www.pdo.co.om)
  - [www.pdointernet/hsepoc](http://www.pdointernet/hsepoc)
- The HSE MS hard copies are valid for (Slide 7):
  - 1 day
  - 1 week
  - Forever
- The easiest way to use the HSE MS is (Slide 10):
  - The enterprise view
  - The Index View
  - Asking the HSE Advisor
- The HSE MS specification view (Slide 11):
  - Displays copies of all specifications
  - Displays procedures and specifications
  - Displays unrestricted specifications
- The HSE MS DILO view (Slide 14):
  - Displays individual high risk activities
  - Stands for Desperate Involvement in Life Operations
  - Displays activities of contractor staff
- The HSE MS change request form (Slide 16):
  - Allows users to report faults
  - Sends SMS to HSE Advisors
  - Is not useful

