### Document: Contract HSE Management:

<table>
<thead>
<tr>
<th>Document ID</th>
<th>GU-140 (Preparation for Contract C9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type</td>
<td>Guidance</td>
</tr>
<tr>
<td>Security</td>
<td>Unrestricted</td>
</tr>
<tr>
<td>Discipline</td>
<td>Management Health Safety &amp; Environment</td>
</tr>
<tr>
<td>Document Owner</td>
<td>Head of Corporate HSE</td>
</tr>
<tr>
<td>Month and Year of Issue</td>
<td>January 2016</td>
</tr>
<tr>
<td>Version</td>
<td>4.0</td>
</tr>
<tr>
<td>Keywords</td>
<td>HSE Specification Minimum requirements</td>
</tr>
</tbody>
</table>

**Copyright:** This document is the property of Petroleum Development Oman, LLC. Neither the whole nor any part of this document may be disclosed to others or reproduced, stored in a retrieval system, or transmitted in any form by any means (electronic, mechanical, reprographic recording or otherwise) without prior written consent of the owner.
The following is a brief summary of the four most recent revisions to this document. The Document Custodian holds details of all revisions prior to these on file.

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Date</th>
<th>Author</th>
<th>Scope / Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev 4.0</td>
<td>30/11/2015</td>
<td>MSE12</td>
<td>Revision to reflect the changes to the in the field management of H₂S, Emergency Planning Zones (EPZ), Sub Contractor evaluation and Contract Terms, Occupational Health requirements including welfare and improved risk record model (Appendix 6) and incentives guide. Reporting and consequence management Article 8.</td>
</tr>
<tr>
<td>Rev 3.9</td>
<td>01/03/2012</td>
<td>CORPO RATE MSE12</td>
<td>Revision to reflect the changes in the PR-1171 Part 1 and Part II. The revision includes, Letter of Assurance, Life Saving Rules and a section 11 where the Contract Holder may detail specific requirements.</td>
</tr>
<tr>
<td>2002 Issue</td>
<td>09/10/2002</td>
<td>CSM/1</td>
<td>Revision to ensure consistency with PR-1171 Part I and Part II. Chapters renumbered in logic sequence.</td>
</tr>
<tr>
<td>Rev 2.0</td>
<td>July 2002</td>
<td>CSM/1</td>
<td>New format. Minor editorial changes. Document now in line with changes made to PR-1171 Part II. Advisory comments added for Contract Holders. New sections added on Commencement Certificate (formerly HSE Certificate) and STOP programme. Paragraph added on ‘obligations of Contractors under the General Conditions’. Consequence column deleted from Hazard Table in Section 2. Reference documents changed in line with new HSE-MS documents. Note that this revision was NOT formally issued as a completed document. It was however included on the HSE-MS CD-ROM (Sept/2002).</td>
</tr>
<tr>
<td>2002 Issue</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
User Notes:

The requirements detailed in Appendix i (Document C9 HSE Specification minimum Requirements) of this document are mandatory in Company Contracts. They act as the enforceable contractual link to Company’s applicable HSE Management System documentation. Non-compliance with these requirements shall only be authorised by MSE through STEP-OUT approval.

A controlled copy of the current version of this document is on Company's Live Link. Before making reference to this document, it is the user’s responsibility to ensure that any hard copy, or electronic copy, is current. For assistance, contact the Document Custodian CORPORATE MSE1

Users are encouraged to participate in the ongoing improvement of this document by providing constructive feedback to the Document Custodian CORPORATE MSE1.

Related Business Processes & CMF Documents

Related Business Processes

<table>
<thead>
<tr>
<th>Code</th>
<th>Business Process (EPBM 4.0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR-1233</td>
<td>Contract C &amp; P Management</td>
</tr>
</tbody>
</table>

Parent Document(s)

<table>
<thead>
<tr>
<th>Doc. No.</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP-122</td>
<td>HSE Management System Manual</td>
</tr>
</tbody>
</table>

Other Related CMF Document(s)

<table>
<thead>
<tr>
<th>Doc. No.</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR-1171 Part I &amp; II</td>
<td>Contract HSE Management</td>
</tr>
</tbody>
</table>

The related CMF Documents can be retrieved from the Corporate Business Control Documentation Register CMF.
Introduction

1.1 Purpose
This document provides guidance for Company Contract Holders (and other contract personnel) in the preparation and use of the “C9 HSE Specification minimum Requirements” section of Company’s standard contract documentation.

Appendix 1 provides the ‘pro-forma’ of Section C9 which shall be made Contract Specific relevant to C4 by the Contract Holder and/or Contract Engineer/MSE.

The purpose of Section C9 of Company’s ‘standard contract documentation’ is to:

“Act as the enforceable contractual link to Company’s applicable HSE Management System documentation.”

1.2 Scope
All Work or Services under Contract to Company shall conform to the “Document C9 HSE specification minimum requirements”

1.3 Responsibility
Contract Holder
The Contract Holder in consultation with MSE shall review “C9 HSE specification minimum Requirements” of this GU-140 and modify, the text to reflect HSE requirements for each contract.

Information relevant to Contract Holders is shown in text boxes, and is intended as guidance only to Contract Holders in compiling a contract specific HSE Specification.

Instructions and guidance to the Contract Holder in preparing the “Document C9 HSE Specification Minimum Requirements” for a Contract is included in procedure “PR-1171 Contract HSE Management Part I and II”.

1.4 Review and Improvement
Any user of this document who encounters a mistake or confusing entry is requested to immediately notify the Document Custodian MSE1.

This Guideline GU-140 (C9) shall be reviewed every 2 years. However changes to the current version may be made in less than this period as the need arises, depending on the issue of new and relevant legislation and/or major organisational changes in Company.
Appendix i:

Petroleum Development Oman L.L.C.

DOCUMENT C9

HSE Specification Minimum Requirements

(Revision 4.0)

This document is the property of Petroleum Development Oman, LLC. Neither the whole nor any part of this document may be disclosed to others or reproduced, stored in a retrieval system, or transmitted in any form by any means (electronic, mechanical, reprographic recording or otherwise) without prior written consent of the owner.
Table of Contents

Article 1 - Contractor’s HSE Management System & Contract HSE Management Plan .... 6
Article 2 - Hazard Effect and Management Process (HEMP) ............................................ 6
Article 3 - HSE Training and Competence ..................................................................... 7
Article 4 - Commencement Certificate ........................................................................... 7
Article 5 - Performance Monitoring and Reporting ......................................................... 8
Article 6 - HSE Incidents ................................................................................................. 8
Article 7 - Site Restoration ............................................................................................... 8
Article 8 - HSE Non-Compliance Penalties .................................................................... 9
Article 9 - Behaviour and Assurance .............................................................................. 10
Article 10 - Applicable Documents (Appendix 1) ............................................................. 11
  11.1 Road Safety ........................................................................................................... 12
  11.2 Occupational Health .............................................................................................. 12
  11.3 Emergency Planning Zone (EPZ) ........................................................................... 14
  11.4 Waste Management ............................................................................................... 15
  11.5 Audit (monitoring plan) ......................................................................................... 15
Appendices: ..................................................................................................................... 18
Article 1 - Contractor’s HSE Management System & Contract HSE Management Plan

1.1. Contractor shall have a developed HSE Management System (HSEMS) that is compatible with Company’s HSE Management System as described in CP-122 HSE Management System Manual Rev. 5.

1.2. Contractor shall submit a Contract HSE Management Plan (HSE plan) describing the specific actions, programs and procedures that will be implemented by Contractor to manage hazards associated with the execution of the Work and Services under the Contract.

1.3. The HSE Management Plan shall include a completed HEMP review incorporating all activities in the scope of the contract (see 2 below).

1.4. The HSE Management Plan shall be developed in accordance with the Contract HSE Management Procedure PR-1171, Part II section 2.6 and include a HSE monitoring plan.

1.5. The Contract HSE Management Plan shall cover all Contract Phases from mobilisation through execution, demobilisation and Site restoration.

1.6. The Contract HSE Management plan shall be submitted to Company for Approval in accordance with the schedule set out in Section C5 Schedule E of the Contract.

1.7. The requirements specified in this section C9 apply regardless of the status of an activity (e.g. pre-mobilisation or demobilised).

1.8. Contractor shall ensure that any person, admitted to Site by Contractor shall comply with the relevant HSE specification herein.

Article 2 - Hazard Effect and Management Process (HEMP)

The Contract Holder shall list the activities, hazards, undesirable events and Threats, as per reference in 2.1, associated with the Contract. Refer to Task 1 of PR-1171 Contract HSE Management Part I. It will be the responsibility of Contractor to complete the exercise and detail preventative measures, mitigation and risk ratings in the return HEMP submission.

2.1 Company has reviewed the content of the Work/Services (C4) to be provided under the Contract and has identified activities/tasks and hazards that, as a minimum, should be considered by Contractor when developing the contract HSE Management Plan (refer to Section 1 above).

2.2 Contractor shall prepare a detailed HEMP as part of the HSE Management plan. The hazards identified should reflect the risks associated with the critical activities. The format for the HEMP template is available in PR-1171 Part II Appendix 6. Contractor shall ensure that the controls identified in the HEMP, to mitigate the risks are fully implemented prior to Commencement of the Work or Services.
Article 3 - HSE Training and Competence

The Contract Holder shall in consultation with MSE insert into this C9 (as Appendix II) the standard minimum HSE training requirements. The list shall be made specific for this contract by deleting courses that are not applicable. Refer to SP-1157 HSE Training Specification for detailed information regarding HSE training requirements.

3.1 Contractor shall provide, HSE training to its personnel in full compliance with the requirements of Company HSE training specification SP-1157. HSE training requirements which are applicable to the scope of work are detailed in Appendix 2 of this C9 document.

3.2 Training Matrix – Contractor shall at all times maintain an up to date inventory of all personnel employed under the contract, and details of the mandatory training courses they have attended, including the attendance date. Sample as per Appendix 3 PR-1171 Part II.

3.3 Contractor shall provide HSE competent personnel and demonstrate they have a HSE competence framework to support the staff development.

Article 4 - Commencement Certificate

The Contract Holder shall in consultation with MSE sign the commencement certificate (reference PR-1171 Part II Appendix 1) when Contractor has confirmed that they are in a state of readiness to commence the work and presented the certificate to the CH for signature. The CH shall be satisfied that all the control measures are in place for the complete scope of the contract or the discreet phase. In some cases the certificate maybe issued for a discreet phase e.g. mobilisation. In these cases make certain the certificate is clear as to what is permitted. Sign a full certificate when satisfied.

4.1 Contractor shall not commence the Work or Services until Company has issued the Commencement Certificate complying with PR-1171 Contract HSE Management Part II, Appendix 1 requirements.

4.2 Contractor is reminded of the obligations under the General Conditions (Section C3). In addition, all activities, regardless of location and status, undertaken as part of the Work or Services (including, but not limited to, material and equipment suppliers), provided under the contract, whether provided by Contractor shall be considered as provided by Contractor. Compliance to the HSE requirements will apply equally to all activities related to the contract.
Article 5 - Performance Monitoring and Reporting

The Contract Holder shall ensure that there is an agreed Company, HSE monitoring plan, in line with the requirements of PR-1171 Part I Appendix 2. This should reflect the annual, monthly, weekly etc targets that have been agreed with the contract team.

5.1 Contractor shall regularly monitor HSE performance as per the agreed Contract HSE Management Plan and shall complete and submit the ‘Health and Safety Statistics - Monthly Return’ (Appendix 4 of PR-1171 Contract HSE Management Part II) to the Contract Holder. This should be submitted not later than 1600 hrs on the last day of the calendar month.

Article 6 - HSE Incidents

The Contract holder needs to ensure that Contractor is aware of the recording and reporting of incidents including Near Miss reporting. The hard copy versions for reporting refer to PR-1171 Part II Appendix 4.

6.1 Contractor shall report to Company and shall investigate all work-related HSE incidents, and comply with the requirements as outlined in the latest version of Company’s Incident Notification, Analysis, Reporting and Follow-up Procedure (PR-1418).

6.2 There is a specific HSE Default for the non-reporting of recordable cases (refer article 8).

6.3 In accordance with Oman Safety and Occupational Health Procedures as issued by Ministry of Manpower under the Ministerial Decision No 286/2008 and Article 13 thereof, Contractor shall report all work injuries and occupational diseases within 24 hours of the event. Reports shall be emailed to osh@manpower.gov.om in Arabic on the specified proforma, see appendix 1. Or by reporting in person to the Ministry premises located in Ruwi, Wilayat of Mutrah,

Article 7 - Site Restoration

For contracts that do not include requirements for site restoration, the Contract Holder in consultation with MSE2 should amend this section as appropriate and indicate that a Site Restoration Certificate is not required. For certificate see PR-1171 Part II Appendix 5

7.1 Upon Completion of the Work or Services, Contractor shall satisfactorily restore the Site, including any areas of Company concession area and any premises thereon, used by Contractor to perform the Work or Services.

7.2 Contractor shall ensure Company certifies satisfactory completion by acquiring a Site Restoration Certificate from MSE2 (Appendix 5 of PR-1171 Part II).
Article 8 - HSE Non-Compliance Penalties

Contractor’s obligation to consistently adhere to the Contract’s HSE requirements is considered by Company as being the direct responsibility of Contractors’ supervisor and management. The clauses below are standard penalty clauses that are to be included. A sample Default form is available and can be referenced in PR-1171 Part 1 Appendix B.

In the event that Company identifies that Contractor has failed to comply with the reporting requirements, latest Approved Contract HSE management plan, or other Contract HSE requirements, then Company shall issue Contractor with an HSE default notice retrospectively.

A HSE default notice is any written notification issued by Company detailing specific aspects of any act, works/services pertaining to the Work that do not comply with either the latest Approved Contract HSE management plan or other Contract HSE requirements (sample format available in PR-1171 Part I Appendix B).

Penalties for HSE Non Compliances committed by Contractor shall be applicable as detailed in Section C5, Schedule F.

If, as a result of a Company-led investigation, it is discovered that there has been a non conformance related to HSE reporting of recordable cases, this will attract a specific consequence as stated in C5. The default will be held against the Contractor and not against Contractor employees.

Repeated failures by Contractor to comply with Contract HSE requirements may result in the removal from Site of the relevant Contractor’s Supervisory and/or Managerial personnel.

For each HSE default notification the following shall apply:

Where an HSE default notice contains several incidences of default, each incident shall be considered as a separate HSE default notice.

Where HSE default persists for a period longer than 24-hours, then the applicable penalty shall be repeated for each subsequent 24-hour period that the default continues.

Where the repeated incidences of HSE default occur throughout the duration of the Contract then the following remedies are available to Company:

<table>
<thead>
<tr>
<th>HSE Default</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeated Recurrence</td>
<td>Increased supervision by Company of Contractor at the cost of Contractor</td>
</tr>
<tr>
<td>Persistent non-conformance</td>
<td>Suspension of Registration for the relevant Service Group of the Contract</td>
</tr>
</tbody>
</table>
Article 9 - Behaviour and Assurance

The Contract Holder shall decide whether a Behaviour Based Safety Programme (BBS) shall be implemented in a contract or not. As a general guide, BBS, shall be implemented in all contracts except those that are of a non-operational nature (e.g. an insurance contract). Formal variation not to implement BBS shall be given by Company Functional Discipline Head MSE1.

9.1 Behaviour Based Safety Programme
Contractor shall fully implement a Behaviour Based Safety Programme (BBS). The model shall be of an international standard and/or approved by PDO subject matter expert.

9.2 HSE incentives
Contractor shall allocate adequate budget and resources available to implement a HSE recognition and reward program to recognise and acknowledge exemplary HSE behaviours. Awards shall be of such a nature that they nurture a pro-active HSE culture and promote positive peer pressure.

The HSE recognition and reward program shall for example cover the following:

a. Safe worker of the month;
b. Best BBS cards of the / month;
c. Best Near Miss report of the / month;
d. Best drivers or operator of the / month;
e. Good housekeeping maintained by team/group;
f. Best Scaffolder of the month;
g. Celebrations on achieving LTI free milestones e.g. Bar-B-Q ; and
h. Other incentives to be specified by Contractor

The criteria for all awards shall be documented and the HSE recognition and reward program shall be reviewed and approved by Company. See also Section C5 of the contract.

9.3 Life Saving Rules (See Appendix 3)
The Life Saving Rules are an important part of Company business and it is imperative that Contractor is fully knowledgeable of the 12 rules including, how to communicate and embed them into the activities of the contract. Ensure Contractor knows where to find the details and commitment forms as well as the discipline matrix for rule breakers. http://sww1.pdo.shell.om/dept/cd/csm/blocks/hsefunction/lifesavingrules.asp

In addition to the chosen behavioural programme, Contractor shall fully implement Company Life Saving Rules.
The Life Saving Rules set out clear and simple “dos” and “don’ts” covering activities with the highest potential safety risk. They help to make sure that rules are followed and people are protected. Contractor shall adopt and ensure that the rules are embedded in their company.

Serious consequences associated with breaking the above rules shall apply. If a rule-breaker is aware of the Life Saving Rules or a required procedure and does not comply, the maximum appropriate disciplinary action will be applied: this may be up to and including removal from site and disqualification from future Company work for employees of Contractor.

Contractor shall formally advise its Sub-Contractor of the importance of following the Life Saving Rules through respective Contractor HSE contract terms and conditions.

9.4 Letter of Assurance LoA

The LoA is an audit assurance programme. All Company Contractors are required to deliver an annual statement as to their HSE Management status. The statement including a questionnaire is web based and is accessible through the Company WEB to Contractors. If CH requires more details regarding this aspect then contact MSE12.

Contractor Chief Executive Officer (CEO) shall submit an HSE Letter of Assurance (LoA) every year before 1st March to Company. The LoA is a confirmation from the CEO, with or without qualifications, that the current implementation status and integrity of Contractor HSE management system meets the Contract requirements. Only one LoA per Contractor is required covering all contracts with Company that are operational on 1 January of that year. Company will issue the format and submission details for the LoA annually.

Article 10 - Applicable Documents (Appendix 1)

The Contract Holder shall contact MSE12 for the latest list of HSE documents. It is important that the latest "Version Date" of the documents are available.

Contractor shall comply with, the requirements of Company’s Health, Safety and Environment Management System Manual (CP-122) Rev.5 and other HSE relevant documentation as listed in the table in Appendix 1.

Contractor shall confirm with Contract Holder the documentation that applies to Scope of work as per C4. Contractor shall ensure that hardcopies or electronic copies of the documents referred to in 10.1 are readily available to all staff for whom they are relevant, including on the Site, and that all staff are familiar with the applicable documents content.

Contractor may download Company’s HSE Management System and other documents via the World Wide Web (WWW). The site can be accessed through the following URL:

URL: http://wwwpdo.co.om/hseforcontractors/
Article 11 - Company HSE Specific Details

In this section Contract Holder (CH) may consider specific details to be included in this C9. Although the same detail may be covered in Company Procedures, Standards or Specifications, the CH can use this section to highlight certain information that the CH considers to be critical. The reasons for this may be numerous, perhaps due to the limited working experience of Contractor with Company, or indeed with the experience level of Contractor in dealing with the scope of work e.g. working in High Sour H₂S zones.

11.1 Road Safety

11.1.1 Contractor’s attention is drawn to the criticality of transport activities to be performed under the Contract as Road Traffic Accidents (RTAs) are one of the greatest contributors to incidents experienced by Company in its Operations.

11.1.2 Contractor shall comply with SP-2000 and SP-2001 where applicable when undertaking Contract related road transport activities. Contractor shall ensure that all its Sub Contractors receive and acknowledge the formal HSE requirements appropriate to the scope of work.

11.1.3 In Vehicle Monitoring System (IVMS): Contractor shall implement this system for all its vehicles working on the Contract, The IVMS device to be fitted in vehicles shall be approved by Company and managed within an IVMS/DMS management system as specified in SP-2000.

11.1.4 Contractor shall have a Commuting policy and shall develop and implement a Commuting Plan and take all measures necessary to ensure use of private vehicles is reduced as low as is reasonably practicable (ALARP).

11.2 Occupational Health

11.2.1 Occupational Health Management

Contractor shall provide Occupational Health Management in line with Company specifications (see Appendix 1). This shall cover the following elements:

a. Medical Facilities (SP-1230 - Medical Examination, Treatment and Facilities);

b. Fitness to Work (SP-1230 - Medical Examination, Treatment and Facilities);

c. Health Risk Assessment (SP-1231 - Occupational Health);

d. Public Health (SP-1232 - Public Health);

e. Human Factors Engineering (SP-1231 - Occupational Health);

f. Medical Emergency Response (PR-1243 - Medical Emergency Response Manual);

g. Chemicals Management and SHOC (SP-1231 - Occupational Health);

h. Exposure Monitoring (SP-1231- Occupational Health); and

i. Smoking, alcohol and drug policy (SP-1233 - Smoking, Drugs and alcohol).
11.2.2 Heat Stress

Due to the exposure to extremely high temperatures when working indoors or outdoors, Contractor shall apply working hours in compliance with local regulations, develop a heat related illness prevention programme and provide all heavy machinery including but not limited to cranes, forklifts, and excavators with operator cabins fitted with air-conditioning.

11.2.3 Fatigue

The risk to the health and safety of the workforce from fatigue shall be included in the HEMP and specifically addressed via:

- HSE Critical Positions whose work arrangements pose a risk of fatigue shall be identified and recorded.
- Fatigue Risk Management Plan for each HSE Critical Position shall be defined and include practical measures to deal with fatigue related issues.
- Fatigue Risk Management awareness training shall be given to supervisors who need to apply the Fatigue Risk Management Plan.
- The potential contribution of Fatigue shall be included as a consideration in the investigation of significant and high potential incidents.

11.2.4 Fitness to Work (FTW) - Heart Risk Assessment

To aid reduction in numbers of Non Accidental Deaths (NADs) Company has introduced an additional mandatory heart risk assessment to be incorporated during Fitness to Work Medical Examinations aimed at early identification of those at high risk of heart attack and other cardiovascular emergencies.

All workers 40 years and above shall have their heart risk assessed during pre-employment and 2 yearly Fitness to Work Medical Examinations using the Framingham Calculator. (https://www.cvdriskchecksecure.com)

All workers above 50 years of age shall undergo a treadmill stress test during pre-employment medical examination. Positive result shall trigger a referral to a heart specialist for evaluation and opinion.

Select Framingham Risk Score.aspx. Any employee falling on the amber or red zone on the Framingham chart shall have further physician assessment to evaluate the need for treadmill stress test to assess the risk of heart attack.

Contractor medical personnel shall ensure that each workers Framingham Chart is preserved and attached to the Fitness to Work Medical Report for Company doctors to review. The number of Framingham assessments shall be included in the monthly Health Performance Indicators (HPI) report sent to Company.

All employees aged 60 and above working in the interior are expected to seek a waiver from Company medical team and Company Managing Director. The maximum age limit to work in interior locations with a waiver is 64.
11.3 **Emergency Planning Zone (EPZ)**

The Emergency Planning Zone is an area where given a worst case release, there may be levels of H2S present in the air of 100 ppm or greater. The EPZ is in place to inform persons of the potential hazards, to recognise, respond to and minimise the consequences of an H2S event and to allow Company to manage the risks to As Low as Reasonably Practicable (ALARP).

Within Company a number of facilities operate with high levels of hydrogen sulphide, such that additional precautions are required over and above those generally applied to other Company worksites. Harweel, Birba and Al Noor facilities currently have Emergency Planning Zones (EPZ) and SIMOPS control zones in place. Additional HSE requirements are identified in this section. It is anticipated that the number of Company facilities with EPZ requirements will increase overtime as new projects come on line and existing assets sour.

When Contractor Personnel perform Work at the Site they will all need to have the appropriate H2S training and current and specific HSE induction for the on plot activities (Refer SP-1157).

The requirements for the EPZ are supplementary to those already in place for access to the fenced assets. The provision of equipment for use in the EPZ does not affect the existing requirements for entry to sites and wells.

In order that the Contractor’s activities can be carried out safely within the worksite EPZ the following mandatory requirements apply:

a. Personnel shall undertake a specific worksite induction for working within the EPZ

b. Company Personnel shall be provided with Rae Systems ToxiRae II H2S personal gas detectors. The detectors selected by the Contractor shall provide the same functionality as those mentioned above. Should the Contractor decide to select an alternate product to that mentioned above, this alternate shall be submitted to the Company for approval for use and training prior to use at the site.

c. If the detector selection requires it, a provision for calibration and daily bump testing of the detectors to be provided.

d. Chemical Escape hood; Sundstrom SR76-2 Escape Hoods, with filter type ABE2-P3, in accordance with update of SP-1234. The hoods selected by the Contractor shall provide the same functionality as those mentioned above. Should the Contractor decide to select an alternate product to that mentioned above, this alternate shall be submitted to Company. It’s approval for use and training shall be obtained from the Company prior to use at the worksite.

e. The Contractor shall develop Emergency Response Procedures (ERP) for Company approve before the Contractor mobilises to the worksite.

f. Each work crew shall have at least one viable source of communication whereby viable source of communications means mobile phone, where coverage is available and suitable alternative where no coverage is available.

g. The Contractor shall establish communications with the facility such that they can be notified of any gas release / potential gas release incidents. The Contractor shall establish an alarm or public announcement system to enable safe evacuation of the workforce.
h. Contractor Personnel shall have a vehicular means of escape from the EPZ within walking distance of their actual work location. The vehicle should be no more than 300m from the work party. All vehicles used by the Contractor are to be in compliance with SP-2000 and upon entry to the EPZ, shall have at least one reliable method of communication. This can be GSM, provided there is adequate coverage. Other forms of viable communication include satellite phone or TETRA radio system. As the vehicle will be the primary means of evacuation, in an incident, there will be no ‘drop and go’ for work parties operating within an EPZ. Vehicles shall remain at site for the duration of the work shift.

i. The Contractor shall establish a safe muster area outside of the EPZ, which shall be a designated signboarded area.

j. Emergency drills for evacuation from the EPZ shall be undertaken by Contractor at a minimum every 3 months.

11.4 Waste Management

11.4.1 Contractor shall ensure that the Waste Management of Non Hazardous and Hazardous materials in all contract activities is identified, controlled and managed in accordance with SP-1009.

11.5 Audit (monitoring plan)

11.5.1 Audits

Contractor shall carry out a minimum of two HSE Plan compliance audits per year led by personnel external to Contractor Project Team. Company shall reserve the right to participate in the audit team.

11.5.2 Permit to Work

Contractor’s PTW shall be reviewed and approved by Company.

11.5.3 Management of Change (MOC)

Contractor shall have a management of change procedure that uses the application of management principles to a change situation to prevent unforeseen consequences. Changes include, but are not limited to, process changes, procedural changes and organisational changes. The management of change procedure shall also cover permanent changes, temporary changes and emergency changes. Contractor’s MOC procedure shall be reviewed and approved by Company.

11.5.4 Safety Day

All Contractor personnel shall attend and participate in Company 'Safety Day' events. The event program and campaign and communication material shall be developed by Contractor and approved by Company.

11.5.5 Workers Welfare

Contractor shall develop and maintain a workers welfare plan that shall be submitted to Company for approval. This shall cover as a minimum:

a. Worker accommodation and living conditions;
b. Worker community welfare schemes and infrastructure;

c. Communication and feedback channels that ensure inclusion of all Contractor personnel (no matter what their position in the organisation);

d. Worker Welfare Committee.

11.5.6 Contractor shall provide and maintain welfare facilities for Contractor Personnel. These facilities shall be constructed to cater for the number of Contractor personnel based at Site and shall include as minimum the following:

a. Food - quality, choice & quantity:
   i. Three nutritionally balanced meals per day containing sufficient calories in relation to the work demands (minimum 3000 calories daily and minimum 100g edible proteins at each meal);
   ii. The catering service shall take into account the diversity of nationalities and shall have in place different sets of menus accommodating the respective religious and national / international tastes;
   iii. The content of afternoon and evening meals shall be varied, repetitive presentation of dishes shall be avoided, menus shall have a minimum 7-day rotation; and
   iv. Provide fresh fruit with breakfast, lunch and dinner; at least minimum two variations of fruit types per day

b. Recreation facilities;

c. Entertainment plans (e.g. sports, cultural events, national day celebrations, etc.);

d. Max persons per room (no more than 4) (no bunk beds in camps?);

e. 1 portable electric heater or Air Conditioner (AC) unit with heating function per room.

f. Minimum floor space – good practice is 5m² per person (excluding storage space)

g. Furniture to be provided – e.g. cabinet that can be locked and ideally also a chair and reading lamp;

h. Mattress quality & bed linen to be provided (mattress at least 6 cm thick, 2 sheets, 1 pillow, 1 pillow case, 1 blanket) & frequency of laundering (sheets & pillowcase weekly);

i. Daily laundering of coveralls and personal clothes for all workforce;

j. The maximum ratio of toilets and showers to numbers of personnel-Reference SP-1232 section 3.2 (e.g. good practice: Shower (with door/curtain) – 1 per 8 persons, Toilets – (private, lockable cubicle) 1 per 10 person, Hand basins with hot and cold water – 1 per 6 persons, Urinals – 1 per 12 men)

k. Separate facilities for men and women;

l. Access to primary healthcare, including health promotion and counselling;

m. Social support – e.g. welfare officer / focal point (independent of camp boss), volunteer “uncles”;

   Employee assistance programme.
n. Access to retail services including basic provisions and general services (e.g. general store, banking services or regular transport to nearest banking facility, barber shop, etc. Musallah to be provided where no Mosque is available)

o. Provision of free Wi-Fi facilities in Company and Contractors camp subject to prior approval by Company.

Contractor shall identify the main celebration dates of the various nationalities and religious groups mobilized to Site and shall plan suitable celebrations, entertainment and special foods accordingly.

Contractor welfare committee shall meet on a weekly basis to discuss issues. Company shall attend these welfare committee meetings. Contractor shall make arrangements such that staff throughout all levels of Contractor’s organisation is able to communicate issues without fear of recourse.

11.5.7 Additional Welfare Items

On Company’s formal request, Contractor shall provide additional welfare items to the workforce at the workplace this may include, but not limited to, the following:

a. Warm clothing in the event of abnormally cold temperatures;

b. Cooling clothing;

c. Insulated drinks bottles;

d. Others to be specified by Company e.g. Hi-Viz vests.

These items do not cover the items which Contractor shall provide to their workforce in order to implement the agreed Worker Welfare Plan, to meet the Omani regulations, Company’s Specifications and/or HEMP identified risk controls etc.
## Appendices:

<table>
<thead>
<tr>
<th>Appendix 1</th>
<th>(Consult with MSE12 for the latest version)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicable HSE documents</td>
<td></td>
</tr>
<tr>
<td>Appendix 2</td>
<td>(Consult with MSE12 for the latest version)</td>
</tr>
<tr>
<td>HSE training SP-1157 Matrix</td>
<td></td>
</tr>
<tr>
<td>Appendix 3</td>
<td></td>
</tr>
<tr>
<td>Life Saving rules</td>
<td>Appendix 3 LSR.docx</td>
</tr>
<tr>
<td>Ministry of Manpower Incident Reporting</td>
<td></td>
</tr>
<tr>
<td>Requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Original MoM letter.pdf</td>
</tr>
<tr>
<td></td>
<td>Translated letter.pdf</td>
</tr>
</tbody>
</table>