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Project HSSE Assessment Process Procedure



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Project HSSE Assessment Process Procedure

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Table of Contents

1.0	PURPOSE	5
2.0	SCOPE	5
3.0	DEFINITIONS.....	5
4.0	REFERENCES.....	5
5.0	RESPONSIBILITIES	5
5.1	Project Manager	5
5.2	Construction Site Managers/Facility Manager (CSM/FM).....	5
5.3	HSSE Manager/Designee	6
5.4	Superintendents	6
5.5	Supervisors.....	6
6.0	RISK ASSESSMENT	6
7.0	REQUIREMENTS.....	6
7.1	Daily Monitoring.....	6
7.2	Audits and Inspections	7
7.2.1	Contractor Site Manager's Weekly Site Walk-Down.....	7
7.2.2	Life Critical Inspections	7
7.2.3	Focused Inspections	8
7.2.4	Safety Focus (Weekly)	8
7.2.5	Health and Hygiene Focus (Weekly).....	8
7.2.6	Medical Focus (Monthly)	9
7.2.7	Various Equipment and Tool Inspections.....	9
7.3	Audits.....	9
7.4	Night Work Audits and Inspections	10
7.5	HSSE Assessments	10
7.6	Formal/Programmed HSSE Assessments	10
7.7	Assessment Instructions	10
7.8	Corrective Actions	11
8.0	RECORDS.....	11
9.0	ATTACHMENTS	12
	Attachment 1 - EPM-KS0-TP-000001 - Project Self-Assessment Form Template	13
	Attachment 2 - Project Summary of Formal & Informal Compliance Monitoring.....	14
	Attachment 3 - Project Audit Participation and Elements.....	15
	Attachment 4 - Project Audit Schedule.....	18



1.0 PURPOSE

The purpose of this procedure is to describe the requirements for a Health, Safety and Environment assessment process/compliance and monitoring program that will ensure that Contractors work safely and adequately protect workers, and other stakeholders and the wider environment from construction related work activities and hazards.

2.0 SCOPE

The scope of this procedure applies to all works performed under all Government Construction Contracts executed throughout the Kingdom of Saudi Arabia.

3.0 DEFINITIONS

Definitions	Description
CSM/FM	Construction Site Manager / Facility Manager
Entity	A Saudi Government organization which is responsible for the delivery of government funded infrastructure construction projects.
HSSE	Health, Safety, Security and Environment
HSSE Assessment Process	A method used for gathering reliable data through inspection, observation, and inquiry to identify program strengths as well as opportunities for improvement.
JHA	Job Hazard Analysis
OSHA	Occupational Safety and Health Administration
WMS	Work Method Statement
STARRT	Safety Task Analysis and Risk Reduction Talk.
VOC	Verification of Competency Accredited Training . Verification of Competence (VOC) is an industry standard method used to validate competency requirements of industry personnel.

4.0 REFERENCES

- OSHA 29CFR 1910 Occupational Safety and Health Standards.
- OSHA 29CFR 1926 Safety and Health Regulations for Construction.
- EPM-KSS-PR-000001 Project General Safe Working Requirements Procedure.
- EPM-KSS-PR-000010 Project Night Work Procedure.
- EPM-KSH-PR-000003 Project Occupational Health Records Maintenance System Procedure.

5.0 RESPONSIBILITIES

5.1 Project Manager

The Project Manager is responsible for ensuring the resources and arrangements are available for the implementation and management of this procedure.

5.2 Construction Site Managers/Facility Manager (CSM/FM)

The Site Construction Manager is responsible for overall construction management of the site and verifying the site is following applicable Health, Safety, Security and Environment HSSE requirements. Responsibilities include allocating sufficient resources to implement, develop, and maintain HSSE compliance monitoring throughout the life of the Project.

The Construction Site Manager / Facility Manager CSM/FM (or a designee during the CSM/FM's absence) and the HSSE Representative will assess a process or procedure included in the HSSE Execution Plan monthly.



5.3 HSSE Manager/Designee

Contractor HSSE Managers are responsible for the following:

- Managing HSSE resources to support implementation.
- Developing and maintaining a schedule of activities related to the implementation of this Procedure.
- Managing the data collected and retaining records.
- Reporting of HSSE compliance.

Projects will utilize monthly self-assessments to assess and continually improve the requirements of the HSSE Execution Plan. Monthly assessments should involve a cross section of the work group and include the monitoring of subcontractor activities. This type of assessment can be documented on a form like the one included in Attachment 1.

5.4 Superintendents

Superintendents are responsible for the following:

- Assessing employee competence and assigning individuals to tasks commensurate with their skill and qualification levels.
- Leading and participating in HSSE audits, inspections and assessments.
- Correcting and closing findings in their control by assigned due date.
- Reporting status of deficiencies and findings.
- Reporting out findings to personnel they supervise.

5.5 Supervisors

The Contractor HSSE Supervisors/Advisors are responsible for the following:

- Actively engaging the Responsible Entity in support of this procedure.
- Participating in inspections, assessments and audits.
- Reporting status of deficiencies and findings to Responsible Entities.
- Compiling and analyzing HSSE compliance data as assigned by Contractor HSSE Manager.

6.0 RISK ASSESSMENT

An integral aspect of the work planning process is the performance of a proper risk assessment. Risk Assessments must be conducted at the Planning Stage to identify the hazard risks and determine control measures. The frequency and level of HSSE Assessment Process/Compliance and Monitoring will be determined by an assessment of the nature and scope of the work being undertaken.

Key processes and documentation that should be reviewed include:

- Project Risk Assessment.
- Work Method Statements (WMS)
- Job Hazard Analysis (JHA).
- Safety Task Analysis and Risk Reduction Talk (STARRT)

As part of the Project HSSE Assessment Process, the identified personnel identified in Sect 5 above, must ensure that the above are completed, and can be called upon when required to conduct audits and inspections on a periodic basis.

7.0 REQUIREMENTS

7.1 Daily Monitoring



Project HSSE Assessment Process Procedure

Responsible Entity shall provide adequate resources to manage and monitor HSSE compliance with Project procedures, take immediate corrective actions, document findings, and report compliance as required in this Procedure.

Contractor Site Management, Superintendents, and HSSE Advisors perform informal, daily, field oversight of Responsible Entity and sub-tier contractor activities to monitor HSSE compliance. When 'at risk' behavior, non-compliant HSSE work practices or conditions are identified, they shall be corrected immediately.

7.2 Audits and Inspections

To verify Contractor and Responsible Entity compliance with the Contractor Project HSSE Management System, Project Personnel will perform field inspections and audits of Contractor, and sub-tier contractor activities. Participants in these field inspections and audits shall include Contractor Managers, Contractor Superintendents, and Contractor HSSE Advisors. Company will be invited to participate in field inspections and audits. Results of inspections and audits will be available for Company review.

The table in Attachment 2 provides a summary of the variety of audits and inspections, typical participants, and frequency that will be applied to the Project. Audit Participation and Elements (Attachment 3) and Audit Schedule (Sample) (Attachment 4) provide details of participants and calendar frequency.

7.2.1 Contractor Site Manager's Weekly Site Walk-Down

The Contractor Site Manager will lead a site-wide inspection on a weekly basis. The assessment format will be in accordance with the following guidelines:

- Involve Company, Contractor, and Responsible Entity Managers, Superintendents, and HSSE Advisors in groups to effectively assess pre-selected areas of the site.
- Compile recommendations and effect improvement.
- Identify and provide feedback on positive performance.
- Develop corrective action items based upon the information obtained, or provide, as necessary, feedback when further analysis or long term solutions are needed.

7.2.2 Life Critical Inspections

Several construction-related activities are considered "life-critical," including the impacts of Simultaneous Operations SIMOPS, in that failure to address the risk, or follow established protocol and work procedures, has a high likelihood to result in loss of life. For life-critical activities, the following strategy will be applied.

- Conduct the necessary risk assessment of the activity using the Project Risk Assessment procedure, involving the personnel who will be directly associated with the activity.
- Avoid the high-risk activity, if possible.
- If the activity cannot be avoided, then assess and mitigate identified risks specifically associated with the activity.
- Conduct the required planning for the activity, including obtaining necessary resources.
- Conduct any necessary training for the individuals who are associated with the activity.
- Establish and follow stringent disciplinary action, including immediate termination, for individuals who do not follow the established procedures and protocol for life-critical activities.

The Site HSSE Manager is responsible for monitoring compliance with the life-critical safety requirements.

The life-critical categories include the following:

- Fall Prevention and Protection, which includes work on/in.
- Scaffolds.
- Ladders.
- Suspended Personnel Platforms.
- Aerial Lift Devices.



- Electrical Safety, Overhead Power Lines and Lockout/Tagout.
- Confined Space Entry.
- Excavation and Trenching.
- Lifting and Rigging Operations.
- Barricades.
- Work Over or Near Water.
- Testing that Involves Release of Stored Energy.
- Permit-to-work Systems/Bypassing Safety Devices.
- Traffic and Vehicle Management.

Contractor and Subcontractor Management and Supervision must assess the risks associated with associated life-critical activities and establish the necessary procedures, plans, resources, and supervision necessary to execute the activity safely.

Additionally, Project-defined activities associated with high-level risk may be added at the discretion of the Project HSSE Manager.

7.2.3 Focused Inspections

Focused Inspections are completed by Contractor and Responsible Entity management and supervision with assistance and participation from the Contractor HSSE Manager.

The Contractor HSSE Manager will select appropriate focused subject matter and Project-site areas to inspect, based on the topics indicated in this section, current Project experience, current and past compliance, and construction activities currently in progress. Focused Inspections may include more than one focus when appropriate.

A schedule of Focused Inspection dates will be developed and kept current. Appropriate participants (by position) will be scheduled and selected based on the focused subject matter and the area to be inspected (e.g., the Medical Services Coordinator will participate in the Medical Focus Inspections).

Findings will be documented and non-compliances will be entered into the HSSE Action Database to track satisfactory closeout. Files and documentation pertaining to Focused Inspections will be maintained and made available for auditing purposes.

7.2.4 Safety Focus

Safety Focused Inspections include, as appropriate, but not limited to the following subject matter:

- Barricades.
- Confined space entry.
- Elevating work platforms.
- Excavation and trenching.
- Fall prevention and protection.
- Lifting activities using Plant or Cranage.
- Lockout/Tagout.
- Portable ladders.
- Roofing work.
- Scaffolding.

7.2.5 Health and Hygiene Focus

Health and Hygiene Focused Inspections include inspections of camp facilities and construction areas for compliance with industrial hygiene and occupational health requirements. Health and Hygiene Focused Inspections will include, as appropriate, but are not limited to the following:

- Air contaminants. (Dusts, Fumes, Mists)
- Drinking water sanitation.
- Fatigue management.



- Hazardous chemicals/Dangerous Goods.
- Heat Stress prevention.
- Manual handling.
- Noise.

7.2.6 Medical Focus

Medical Focused Inspections are conducted at the camp and medical facilities for compliance with the Occupational Health Plan, Industrial Hygiene Plan, established Medical Service protocols and standards, and the Medical Service Subcontract requirements.

Medical Focused Inspections will include, but are not limited to the following:

- Outfitting of facilities in accordance with level-of-service requirements.
- Cleanliness of facilities.
- Level of staffing in accordance with requirements.
- Maintenance of records in keeping with contract.
- Handling of potential blood-borne pathogens.
- Handling of medical wastes.

The Medical Services Management will participate in the inspections.

7.2.7 Various Equipment and Tool Inspections

Several Project Specific, as well as Responsible Contractor specific procedures detail equipment and tool inspections by type of inspection, frequency, personnel involved, and register/log/tagging requirements.

These inspections include but are not limited to the following:

- Electrical Tools and Cords.
- Eye Wash/Safety Showers.
- Fall Protection Equipment.
- Fire Extinguishers.
- Ladders.
- Residual Current Devices.
- Rigging and Rigging Hardware.

Personnel who perform and document these types of inspections shall have the proper qualification and/or training per Responsible Entity-specific procedures. Contractor will verify compliance during daily monitoring, focused inspections and audits.

7.3 Audits

Several HSSE Plans and Procedures require an audit to be performed by the Project HSSE Manager or designee, the Site Manager, on a time-frequency basis. The number of plans or procedures audited each month shall facilitate compliance with quarterly, six-monthly or annual requirements. Plans and Procedures to be included in the audits, required participants, and the audit processes to be used are listed in Audit Participation and Elements and Audit.

These audits will include:

- Review of records and paperwork.
- Review of training materials, tests, and rosters.
- Field observations.
- Interviews with Project personnel.
- Review of Plan/Procedure effectiveness.



The results/findings of Audits will be formally transmitted to the relevant Contractor(s), with instructions to close all findings. In addition, findings and non-compliances, will be entered into a HSSE Action Database to track to a satisfactory closeout.

7.4 Night Work Audits and Inspections

A night shift work area inspection will be conducted each night shift, and where natural light is limited, to verify that the minimum requirements are met. The Night Work Area Inspection form located in "EPM-KSS-PR-000010 Project Night Works Procedure, is used by Subcontractors and Contractor HSSE Advisors to document lighting conditions.

Details on participation, elements and frequency of Audits are found in Audit Participation, Elements, and Audit Schedule.

7.5 HSSE Assessments

HSSE Assessments are conducted on a periodic basis to assess the application of HSSE systems and to make recommendations for improvement.

Assessments may encompass all HSSE processes and procedures, or be limited to a critical few. Assessments will be performed utilizing the Self-Assessment Process.

Key areas of assessment will be:

- Training and Education.
- Responsibilities.
- Hazard Communications Program.
- Record keeping.
- Accident Investigations.
- Safety Task Analysis.
- Injury and Illness Trends.

The HSSE Manager or his/her designees are responsible for conducting at least one comprehensive assessment of the Project/Facility's HSSE Execution Plan and applicable processes and procedures with a follow-up review each year.

7.6 Formal/Programmed HSSE Assessments

Throughout the Project, a formal, programmed HSSE Assessment of a Project's overall HSSE Plan may be scheduled and conducted. This shall cover all processes that are in place on the Project.

There may be a requirement identified for a "special" or "focused" assessment. Special Assessments may be conducted as a full assessment of the Project's entire HSSE program. Focused Assessments may be requested to examine a specific set of circumstances at a given Project or Facility.

The responsible contractor should reserve the right to assess any Project or Facility at any point during the life of the Project. Reasons for such assessments may include, but are not limited to:

- Poor project HSSE performance.
- Exceptional project HSSE performance.
- Increasing level of risk associated with project work.
- Other reasons, as may be determined.

7.7 Assessment Instructions

Prior to starting the responsible HSSE Management will inform Project Management of the pending assessment. Support requirements usually include:



Project HSSE Assessment Process Procedure

- Assistance with local transportation and lodging arrangements.
- Access to office space and network printers, as well as reproduction support.
- Assistance in the distribution and collection of Employee Perception Surveys (when applicable).
- Access to project HSSE documentation (either electronically or hard-copies).

Typical protocol for the assessment will be as follows:

- Opening meeting/in-briefing
- Records review
- Personnel interviews
- Extensive observation of physical conditions at site
- Close-out meeting/out-briefing

Formal/Programmed Corporate Assessments will be formally documented. The Project/Facility will be left with a Final Report that contains:

- An Executive Summary and Detailed Narrative Report.
- Graphical Summary Analysis showing the percentage of Procedures implementation at the Project.
- Graphical repetition showing the assessed project's percentage of compliance with items determined to be Safety Critical.
- Action Item Improvement Lists showing all the findings and recommendations resulting from the Assessment categorized as follows:
 - o **Critical:** Cited condition poses maximum threat to life and health.
 - o **Elevated:** Cited condition poses moderate threat to life and health.
 - o **Normal:** Cited condition poses minimum threat to life and health.
- Results of the Employee/Supervisor Safety Perception Survey (if applicable to a given assessment)
- Description of any Notable Best Practices. (if applicable)

NOTE: The CSM/FM is responsible for ensuring that all action items are closed out in a timely manner.

7.8 Corrective Actions

Any findings as a result of inspections, audits and assessments, or deficiencies, that have been identified, will be entered into the HSSE Action Database to track satisfactory closeout. Contractor HSSE Manager will notify Subcontractor of these findings or deficiencies in either formal documentation or via weekly notifications approved by the Contractor Site Manager. The process for closing these items is as follows:

- Upon receipt of findings or deficiencies, the HSSE Manager or Site Manager will review the person(s) designated as responsible for closing the action and acknowledge as correct with 48 hours of receipt.
- The items should be closed or actioned as soon as possible after receipt. Written notification is required from the HSSE Manager to Contractor Site HSSE Manager if items are not closed within 14 calendar days. Notification shall include status, interim measures, and target completion.
- Items will not be considered closed until applicable evidence is provided. Examples include:
 - o Sign-in sheets or registers.
 - o Revisions to existing formal documents.
 - o Photographs of completions.
 - o Formal, dated verification/signature by Contractor HSSE Supervisor or Advisor.
 - o Applicable documents (material receipts, training outlines, etc.).

8.0 RECORDS

Responsible Sub-Contractors will maintain their own HSSE records. Contractor will have access to these records for audit purposes. Sub-tiers will submit the following records:

- Number of weekly planned audits and inspections – actual versus planned with follow-up on substandard items identified.



Project HSSE Assessment Process Procedure

- Incident Investigation – completed investigation including follow-up on identified remedial actions.
- Number of Weekly Toolbox Meetings – completed with actions on concerns raised.
- Number of persons trained and type of training performed.
- Weekly HSSE statistical summary report.
- Copies of any reports issued as a result of visits or inspections conducted by regulatory agencies.
- Certification documentation as required (e.g., cranes)
- Copies of Safety Data Sheets.

In accordance with recordkeeping requirements, the following records, as a minimum, will be maintained on file by the Responsible Sub-contractors and available for review by Contractor and a copy be provided to Contractor prior to the Sub-contractor demobilizing from the Project:

- Pre-use equipment checklists.
- Training records/induction records/environmental awareness training.
- Competency and Verification Of Competence VOC records.
- Course outlines.
- Copies of attendance lists for training provided to employees.
- Signed copy of the company specific orientation checklists.
- STARRT cards.
- Copies of SWMS and JHAs, complete with attendance lists.
- Risk Assessments.
- Copies of task specific work procedures.
- Work permits/lifting plans.
- Industrial Hygiene monitoring records.
- Health Safety and Environmental Inspection, assessment, and audit records.
- Equipment inspection logs. (i.e. cranes and other heavy equipment)
- Radiation licenses, registration and certificates.
- Emergency drill records & reports.

Project HSSE documentation will be made available for audit by Contractor.

9.0 ATTACHMENTS

1. EPM-KS0-TP-000001 - Project Self-Assessment Form Template
2. Project Summary of Formal & Informal Compliance Monitoring
3. Project Audit Participation and Elements
4. Project Audit Schedule

Attachment 1 - EPM-KS0-TP-000001 - Project Self-Assessment Form Template

PROJECT NAME _____ PROJECT NO. _____ DATE: _____

ASSESSMENT PARTICIPANTS

[illegible]



Attachment 2 - Project Summary of Formal & Informal Compliance Monitoring

Assessment / Audit Type	Participants	Frequency
Informal Inspection/Assessment (monitoring/oversight)	Contractor, Site Manager, Superintendents, HSSE Supervisors and HSSE Advisors	Daily
Night Work Inspections	Contractor HSSE Advisors, Contractor and Responsible Entity Superintendents	Daily
Formal Inspections (Safety Focus)	Area Contractor and Responsible Entity Superintendents and HSSE Supervisors	Weekly
Formal Inspections (Health and Hygiene Focus)	Contractor Industrial Hygiene Supervisor, Contractor Occupational Health Coordinator, Responsible Entity Operations Manager, Area Contractor and Responsible Entity Superintendents, Contractor Camp Manager	Weekly
Safety Absolutes Checklist	Contractor Site Management and Superintendents, Contractor HSSE Advisors, Company Site Manager, Company HES Manager	Weekly
Site Manager's Weekly Site Walk-down (Inspection)	Contractor Site Manager, Company Site Manager, Contractor HSSE Manager and Advisors, Company HSSE Manager and Team Leads, Responsible Entity Management and HSSE, Contractor Engineers and Department Reps	Weekly
Formal Inspections (Medical Focus)	Medical Services Responsible Entity Management, Contractor Medical Services Coordinator	Monthly
Short Service Employee Program Assessment	Company HES Advisor, Contractor HSSE Supervisor, and Responsible Entity HSSE	Monthly
Emergency Response and Preparedness Assessment	IMT Members	Quarterly
Quarterly, Six-Monthly, or Annual Plan and Procedure Audits as defined in Audit Participation and Elements (Attachment 3) and Audit Schedule	As defined in Audit Participation and Elements (Attachment 3)	As defined in Audit Schedule (Sample) (Attachment 3)
Corporate HSSE Assessment	As determined by HSSE Corporate Assessment Manager	Annually



Attachment 3 - Project Audit Participation and Elements

Plan / Procedure	Participants	Audit Processes
Lockout and Tagout Plan	Contractor Project HSSE Manager Contractor Tagging Authority Site Manager Subcontractor HSSE Manager	Evaluate compliance with Procedure Review current and closed System/Equipment Energy Isolation and Safety Tagging Permits Inspect work areas and work activities using the System/ Equipment Isolation and Safety Tagging Assessment Checklist (Lockout and Tagout Plan, Review training and other related documentation
HSSE Training Management Plan	Contractor HSSE Manager Contractor HSSE Training Supervisor Responsible Superintendent Subcontractor HSSE Manager	Evaluate compliance with Procedure Review training records, metrics, data base, and other related documentation
Industrial Hygiene Plan	Contractor Project HSSE Manager Responsible Superintendent Contractor Industrial Hygiene Supervisor Subcontractor HSSE Manager	Evaluate compliance with Procedure Inspect project facilities, work areas and work activities using the Industrial Hygiene Assessment Checklist (Industrial Hygiene Plan) Review monitoring and sampling data Review training and other related documentation
Medical Services (Occupational Health Plan	Contractor Medical Services Coordinator Contractor Project HSSE Manager Site Manager Subcontractor Medical Services Manager	Evaluate compliance with Procedure Inspect Medical and First Aid Facilities Complete Medical Services Assessment Checklist (Occupational Health Plan) Review related documentation
Fire Prevention and Protection Procedure	Contractor Project HSSE Manager Contractor Emergency Response Coordinator Project Permit Coordinator Responsible Superintendent Subcontractor HSSE Manager	Evaluate compliance with Procedure Review current and closed Hot Work Permits Inspect work areas and work activities using the Fire Prevention and Protection Assessment Checklist (Fire Prevention and Protection Procedure Review training records, equipment inspection records, and other related documentation
Personal Protective Equipment (PPE) Procedure	Contractor Project HSSE Manager Responsible Superintendent Subcontractor HSSE Manager	Evaluate compliance with Procedure Inspect work areas and work activities using the PPE Assessment Checklist (Personal Protective Equipment (PPE) Procedure. Review related documentation
Confined Space Operations Procedure	Contractor Project HSSE Manager Responsible Superintendent Contractor Permit Coordinator Site Manager Subcontractor HSSE Manager	Evaluate compliance with Procedure Inspect work areas and work activities using the Confined Space Operations Assessment Checklist (Confined Space Operations Procedure Review training and other related documentation
Crane and Rigging Operations Procedure	Contractor Project HSSE Manager Contractor Equipment Manager Contractor VOC Supervisor Subcontractor HSSE Manager	Evaluate compliance with Procedure Inspect work areas and work activities using the Crane and Rigging Assessment Checklist (Crane and Rigging Operations Procedure, Review training records, equipment inspection records, and other related documentation
Electrical Safety Procedure	Contractor Project HSSE Manager Contractor Permit Coordinator Electrical Superintendent Subcontractor HSSE Manager	Evaluate compliance with Procedure Inspect work areas and work activities using the Electrical Safety Assessment Checklist (Electrical Safety Procedure Review training and other related documentation
Elevating Work Platforms Procedure	Contractor Project HSSE Manager Responsible Superintendent Subcontractor HSSE Manager Contractor VOC Supervisor	Evaluate compliance with Procedure Inspect work areas and work activities using the Elevating Work Platforms Assessment Checklist Elevating (Elevating Work Platforms Procedure Review training and other related documentation



Project HSSE Assessment Process Procedure

Plan / Procedure	Participants	Audit Processes
Excavation - Trenching and Ground-Floor Penetration Operations Procedure Utility Avoidance Procedure	Contractor Project HSSE Manager Contractor Site Superintendent Permit Coordinator Representative Subcontractor HSSE Manager	Evaluate compliance with Procedure Inspect work areas and work activities using the Excavation and Trenching Operations Assessment Checklist (Excavation and Trenching Operations Procedure) and Utility Avoidance Assessment Checklist (Utility Avoidance Procedure) Review training, permits, and other related documentation
Fall Protection and Prevention - Work at Height Procedure	Contractor Project HSSE Manager Responsible Superintendent Subcontractor HSSE Manager	Evaluate compliance with Procedure Inspect work areas and work activities using the Work at Height Assessment Checklist (Fall Protection and Prevention - Work at Height Procedure) Review training and other related documentation
General Safe Work Practices Procedure	Contractor Project HSSE Manager Responsible Superintendent Subcontractor HSSE Manager	Evaluate compliance with Procedure Inspect work areas and work activities using the General Safe Work Assessment Checklist (General Safe Work Practices Procedure) Review training records, equipment inspection records, and other related documentation
Chemical Management Procedure	Contractor Project HSSE Manager Project Environmental Manager Contractor Industrial Hygiene Supervisor Subcontractor HSSE Manager	Evaluate compliance with Procedure Inspect storage areas, work areas and work activities using the Chemical Management HSSE Assessment Checklist (Chemical Management Procedure) Review Hazardous Substances Log, MSDSs, Hazardous Substance Use Request Forms Review training and other related documentation
Hazard Identification and Control Procedure	Contractor Project HSSE Manager Responsible Superintendent Subcontractor HSSE Manager	Evaluate compliance with Procedure Attend and evaluate quality and effectiveness of STARRT meetings Review JHAs for content and implementation Complete the Hazard Identification and Control Assessment Checklist (Hazard Identification and Control Procedure) Review related documentation
Hazardous Substances Exposure Protection Procedure	Contractor Project HSSE Manager Responsible Superintendent Subcontractor HSSE Manager	Evaluate compliance with Procedure Inspect work areas and work activities using the Hazardous Substance Exposure Prevention HSSE Assessment Checklist (Hazardous Substances Exposure Protection Procedure) Review training records, equipment inspection records, and other related documentation
Incident Reporting - Investigation and Management Procedure	Contractor Incident Investigator Contractor Project HSSE Manager Site Manager	Evaluate compliance with Procedure Evaluate quality of investigations Evaluate status of corrective actions
Night Work Procedure	Contractor Project HSSE Manager Responsible Superintendent Subcontractor HSSE Manager	Evaluate compliance with Procedure Inspect work areas and work activities using the Night Work HSSE Assessment Checklist (Night Work Procedure) Review training records, equipment inspection records, and other related documentation
Permit-to-Work Procedure	Contractor Project HSSE Manager Responsible Superintendent Subcontractor HSSE Manager Contractor Permit Coordinator	Evaluate compliance with Procedure Review current and closed Permits Inspect work areas and work activities using the Permit to Work Assessment Checklist (Permit-to-Work Procedure) Review training and other related documentation



Project HSSE Assessment Process Procedure

Plan / Procedure	Participants	Audit Processes
Pile Driving Operations Safety Procedure	Contractor Project HSSE Manager Responsible Superintendent Subcontractor HSSE Manager	Evaluate compliance with Procedure Inspect work areas and work activities using the Pile Driving Operations Assessment Checklist (Pile Driving Operations Safety Procedure) Review training records, equipment inspection records, and other related documentation
Safe Heavy Equipment Operations Procedure	Contractor Project HSSE Manager Contractor Equipment Manager Contractor VOC Supervisor Subcontractor HSSE Manager	Evaluate compliance with Procedure Inspect work areas and work activities using the Safe Heavy Equipment HSSE Assessment Checklist (Safe Heavy Equipment Operations Procedure) Review training records, equipment inspection records, and other related documentation
Safe Use of Hand and Power Tool Procedure (	Contractor Project HSSE Manager Responsible Superintendent Subcontractor HSSE Manager	Evaluate compliance with Procedure Inspect work areas and work activities using the Hand and Power Tool HSSE Assessment Checklist (Safe Use of Hand and Power Tool Procedure) Review training records, equipment inspection records, and other related documentation
Scaffold Operations Procedure	Contractor Project HSSE Manager Responsible Superintendent Subcontractor HSSE Manager	Evaluate compliance with Procedure Inspect work areas and work activities using the Scaffold Assessment Checklist (Scaffold Operations Procedure) Review related documentation



Project HSSE Assessment Process Procedure

Attachment 4 - Project Audit Schedule

	January	February	March	April	May	June	July	August	September	October	November	December
Audits-Quarterly												
Permit to Work	✓			✓			✓			✓		
Lockout / Tagout	✓			✓			✓			✓		
Personal Protective Equipment – see Note 1		✓		✓			✓			✓		
General Safe Work Practices – see Note 1		✓		✓			✓			✓		
Hazard Identification and Control		✓		✓			✓			✓		
Night Work		✓			✓			✓			✓	
Hazardous Substances Exposure Protection		✓			✓			✓			✓	
Safe Heavy Equipment		✓			✓			✓			✓	
Cranes and Rigging			✓			✓			✓			✓
Scaffold Operations			✓			✓			✓			✓
Fall Prevention and Protection – Work at Height			✓			✓			✓			✓
Elevating Work Platforms			✓			✓			✓			✓
Electrical Safety			✓			✓			✓			✓
Excavation and Trenching/Utility Avoidance		✓		✓			✓			✓		
Safe Use of Hand and Power Tools			✓			✓			✓			✓
Confined Space Operations		✓			✓			✓			✓	
Pile Driving Operations			✓			✓			✓			✓
Audits- Six Monthly												
Hazard Communication						✓						✓
Industrial Hygiene – see Note 1					✓						✓	
Fire Prevention and Protection				✓						✓		
HSE Training Management	✓						✓					
Cyclone Preparedness		✓						✓				
Incident Reporting, Investigation and Management			✓									
Medical Services	✓						✓					
Vehicle Safety Management		✓						✓				
Audits- Annual												
Emergency Response and Preparedness					✓							
Bechtel Drug, Alcohol and Search Policy									✓			



Project HSSE Introduction

	January	February	March	April	May	June	July	August	September	October	November	December
Focused Inspections (Safety)-Weekly												
Note: Sample only, not all-inclusive												
Fall Prevention and Protection	✓		✓		✓			✓		✓		✓
Scaffolding	✓		✓		✓			✓		✓		✓
Barricades		✓		✓		✓		✓		✓		
Roofing Work		✓		✓		✓		✓		✓		
Portable Ladders		✓		✓		✓		✓		✓		
Elevating Work Platforms		✓		✓		✓		✓		✓		
Excavation and Trenching		✓		✓		✓		✓		✓		
Confined Space Entry		✓		✓		✓		✓		✓		
Lockout/Tagout			✓		✓		✓		✓		✓	
Lifting Activities			✓		✓		✓		✓		✓	
Focused Inspections (Health & Hygiene)-Weekly												
Air Contaminants (Dusts, Fumes, Mists)	✓		✓		✓		✓		✓		✓	✓
Hazardous Chemicals/Dangerous Goods	✓		✓		✓		✓		✓		✓	✓
Heat Stress Prevention		✓		✓		✓		✓		✓		
Drinking Water & Distribution		✓		✓		✓		✓		✓		
Manual Handling		✓		✓		✓		✓		✓		
Noise		✓		✓		✓		✓		✓		
Fatigue Management		✓		✓		✓		✓		✓		
Focused Inspections (Medical)-Monthly												
Staffing, Medical Waste, Equipment, Records, Cleanliness, and Blood Borne Pathogen prevention	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Weekly Site Manager's Walk-down-Weekly												
Site Manager select/assess a "Focus" each week	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Camp Facility Walk-down-Weekly												
Inspect Camp, Kitchen (Food Safety) and Accommodations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emergency Response Preparedness Assessment												
ER Plan implementation review			✓			✓			✓			✓