

## EXPECTATIONS AND DELIVERABLES

### HSE EXCELLENCE AWARD

#### 1.0 Organization Profile

Please give a brief description of your organization's structure and its main work activities – 250 words max or one page.

#### 1.1 HSE Leadership and Administration

- 1.1.1 HSE Policy – HSE Policy statement – signed and dated by CEO/C&MD or Equivalent.
- 1.1.2 Senior and Middle Management commitment in HSE – Participating in Workplace HSE visits, Safety Meetings, Audits, Trainings, and Campaigns, etc.
- 1.1.3 Individual responsibility in HSE – Establishing objectives and HSE roles and responsibilities, and Employee HSE Rights, E.G. Stop Work Authority.
- 1.1.4 Integration of HSE into business planning – Setting Objectives/ Targets for HSE Performance through defined KPI (Key Performance Indicators).
- 1.1.5 Review of HSE performance – Objectives / Targets reviewed periodically to assess the progress.

#### 1.2 Training and Competency

- 1.2.1 Training Needs Analysis: Training needs analysis (besides including clients' requirements) & Training standards and targets.
- 1.2.2 Knowledge and Skill Training – Competency assessment linked to roles, responsibilities, risk assessment, and skill set training/certification training.
- 1.2.3 Worker's HSE Training – HSE Training programme covered with topics against the number of topics required, and the number of employees attended against the number of employees required.
- 1.2.4 Training evaluation and record keeping – Procedures and records for evaluating the effectiveness of the training plan/program and of training delivered.

#### 1.3 Integration of HSE with the workforce

- 1.3.1 Employee participation in HSE – HSE Committees, Investigations, Procedures review, Team-based Risk Assessment, Suggestion Scheme, Near Miss/ Hazardous condition/ First-Aid reporting, Emergency Planning, Personal Exposure Monitoring, HSE Campaigns, Consultation Over Policy, etc.
- 1.3.2 HSE Promotional Activities – HSE Incentives procedure(s), establishing and implementing positive reinforcement through award(s)/ recognition, best employee award on HSE issue, etc.

#### 1.4 Communication and Awareness

- 1.4.1 Employee HSE Orientation/Induction Program – New Employee HSE Induction program/ Regular HSE orientation for employees on new procedures/transferred or rotated employees from one division to another, orientation/training/awareness for managing clients' hazards and risks.
- 1.4.2 Internal Communication (HSE Information within the Company) – Communication of HSE culture and expectations: communication within and between departments/teams: general awareness raising HSE, sharing lessons learnt, HSE Newsletters, Information to employees and contractors about hazards, risk, and preventive measures, such as posters, banners, leaflets, web flashes, etc.
- 1.4.3 External Communication (HSE issues to Community and external agencies) – HSE Communication with external business partners and intermediaries, surrounding community, publishing and circulating HSE Annual report to the interested parties, etc. Over the above, the methodology followed by organizations for communicating HSE Information effectively within and beyond the organization.

#### 1.5 Incident Analysis and Prevention

- 1.5.1 Reporting and investigation of near-miss incidents/accidents and behaviour-based safety in place.
- 1.5.2 Implementation of recommendations.
- 1.5.3 Communication of lessons learnt from accidents/incidents/near misses.

## 1.6 Risk Assessment and Management

- 1.6.1 Hazard Identification of workplace hazards (excluding health hazards, if covered 1.10.2 below) through an appropriate methodology.
- 1.6.2 Risk Assessment and Management – Applying and selecting appropriate risk control measures: Maintain the risk register as per the established procedures for all work activities.
- 1.6.3 Evaluation of the effectiveness of the control measures – Evaluating the effectiveness of risk control measures, updating/ revising the risk register.
- 1.6.4 Attach a copy of the risk assessment completed from 2023 to 2025 showing three (3) significant HSE risks, as a minimum.
- 1.6.5 How RA communicated to the workforce?
- 1.6.6 Plan for implementing additional controls?

## 1.7 Contractor's Management

- 1.7.1 Contractors/Subcontractors selection process based on HSE credentials.
- 1.7.2 Contractors/Subcontractor competency.
- 1.7.3 Management of Contractors/Subcontractors.

## 1.8 Emergency Preparedness and Management

- 1.8.1 Emergency roles and responsibilities identified.
- 1.8.2 Emergency Arrangements & Mock Exercises.
- 1.8.3 Emergency communication.
- 1.8.4 Lessons learnt from Mock Exercises.

## 1.9 Monitoring, Measurement, and Continual Improvement

- 1.9.1 Internal audits.
- 1.9.2 External audits.
- 1.9.3 Planned inspections.
- 1.9.4 Other Proactive and preventive measures to control loss.
- 1.9.5 Follow-up program for audits and inspection reports.

## 1.10 Health, Hygiene Control & Welfare Facilities

- 1.10.1 Health monitoring of workers – Health check-up and periodic health monitoring of workers, and maintaining the records and record-keeping.
- 1.10.2 Workplace Exposure Assessment – hazard identification, Risk Assessment, Workplace Exposure Assessment, Risk Management, and Communication.
- 1.10.3 Hygiene of the workplace and camps (if applicable) – Policies/procedures for hygiene monitoring and health surveillance, Hygiene inspections, tracking of recommendations and compliance.
- 1.10.4 Proactive measures in 2023 to ensure the health and well-being of the workplace.
- 1.10.5 Two significant health hazards during 2023. How are they controlled?
- 1.10.6 Any occupational health campaigns conducted during the last three years.

## 1.11 Asset Integrity Management & Quality Assurance.

- 1.11.1 Brief of Asset Integrity Management & Quality assurance Programs: including:
  - Equipment, Vehicle, Tools & Facility identification, selection, and provision.
  - Equipment, Vehicle & Tools Maintenance and Repair Management Program.
  - Equipment, Vehicle & Tools Inspections, testing, calibration, etc.
  - Maintenance Backlog Management Program.
- 1.11.2 Inspection and color Coding of Lifting Tools & Tackles.
- 1.11.3 Vehicle Monitoring and Tracking program established in the organization.
- 1.11.4 Briefly explain your quality Assurance program throughout asset life, starting from procurement till disposal.

### **1.12 Environmental Management System**

- 1.12.1 Effluent, Air Emissions & Waste Management – Ensuring Environmental Management and Tools governing EMS performance. Describe briefly the methods that are in use to monitor and manage the air Emissions, Effluents, and Wastes.
- 1.12.2 Environmental Compliance – A set of tools to check the Environmental Compliance with respect to local regulations.
- 1.12.3 Initiative to improve environment – Organizations' contribution to other Environmental Initiatives for e.g., Greenhouse gas emissions, reducing carbon footprint, hazardous material minimization, Zero to landfill, etc.

### **1.13 Management of Change.**

- 1.13.1 Management of Change (MoC) Program established in the Organization.
- 1.13.2 Proactive approach on identification of Management of Change opportunities.
- 1.13.3 Training identification and imparting training to the employees to familiarize them with the changes in work locations.
- 1.13.4 Managing the equipment modifications to suit the client's requirements at work locations.
- 1.13.5 New employee induction programs.

### **1.14 HSE Innovations.**

- 1.14.1 Significant changes/Improvements to work practices that enhance health & Safety practices.
- 1.14.2 The Innovation and Originality of HSE initiatives implemented by the company.
- 1.14.3 Effectiveness of Innovation on employees' work practices.

### **1.14 HSE Achievements/Highlights**

- 1.15.1 Company's HSE Achievements.
- 1.15.2 ISO 45001 / ISO 14001 or any other certifications.
- 1.15.3 Inclusion on the client's preferred contractor list.
- 1.15.4 External audit scheme.
- 1.15.5 Winner of any other HSE awards.

## OTHER AWARDS

# EXCELLENCE IN CORPORATE SOCIAL RESPONSIBILITY AWARD

### 2.0 Organization Profile.

Please give a brief description of your organization's structure and its main activities in 250 words max or one page.

### 2.1 Corporate Social Responsibility (CSR) Policy & Strategy.

- Organization's CSR Policy and strategy documents signed by top management representative.

### 2.2 Corporate Social Responsibility and Workplace Practices.

- Brief on the CSR Procedures established in the organization.
- How are the CSR ideas generated and developed?
- How are the CSR Programs established and performed?

### 2.3 Specific CSR Program.

- Brief on the specific CSR Programs established in the year 2025.
- Objectives, Descriptions, Beneficiaries, Inception, timeline, key milestones, implementation partners, evaluation of the program, results, and the impact of this specific CSR Program.
- Management of this specific CSR Program and the benefits obtained.
- How were the benefits measured?

### 2.4 Contribution to the Community Development.

- Brief on the CSR programs developed in the previous years focussing on the local community development. E.g., education quality improvement, infrastructure development, etc.

### 2.5 Promoting Employment.

- Details of recruitment, promotion, and training of the women and physically challenged personnel.
- How does your organization create new jobs for women and physically challenged personnel?

### 2.6 Promoting Employees' and the Common Public Health.

- Brief about the Health Program for Employees established in your organization – like periodical medical examination, clinic/ first aid facilities, appointment of a nurse at work, and housing facilities, tie-up with the hospitals, etc.
- A brief about the programs established by the organization to safeguard the health of the general public.

### 2.7 Recognitions for CSR received.

- Recognition, Awards, or Appreciations received for the CSR programs.
- Submit a copy of the recognitions, awards, and appreciations received for CSR Programs.

### OTHER AWARDS

## ENVIRONMENT EXCELLENCE AWARD

### 3.0 Organization Profile.

Please give a brief description of your organization's structure and its main activities in 250 words max or one page.

### 3.1 Commitment towards the Environment.

- Organization's Environment Policy signed by the Top Management Representative.
- Brief on the procedure established in the organization to identify the legal requirements, its communication among the employees, enforcing the compliance, monitoring the compliance, and reporting the performance to the legal agencies.

### 3.2 Implementation of environmentally friendly ideas/ programs.

- List the Environmentally Friendly Ideas/ Programs established in the year 2025.
- How are the Environmental Ideas/ Programs communicated among the employees? Provide sample memos, announcement mails, etc.
- How are the Environmental Ideas/ Programs implemented in the organization? What are the benefits obtained by the organization by implementing the ideas/ programs in the year 2025?
- How did the organization commemorate World Environment Day, World Ozone Day, Earth Day, etc., in the year 2025? Submit the report, flyers, photos of the banner, photos of the respective programs, etc.
- List the Environmentally Friendly Ideas/ Programs initiated in the year 2025 and those that are targeted to be accomplished in the year 2025.
- How does your organization implement innovative ideas, such as cultivating an environmental culture into business/ operations, and integration of environmental issues in mainstream business /operations?
- Describe the Implementation of the Zero Environmental Discharge Initiative, if any?
- Describe the Environmental programs related to the usage of renewable resources?

### 3.3 Source reduction techniques to reduce the environmental impacts implemented in 2025.

- How does your organization utilize the reduction of Environmental impact through process changes/ modifications and installation of efficient & environmentally friendly equipment?
- Any process changes/modifications and installation of environmentally friendly equipment have been installed/ established in your organization in the year 2025.
- What are the benefits obtained by the organization by installing/ establishing such changes/installations?

### 3.4 Environmental Sustainability efforts implemented in 2025.

- How does your organization contribute to environmental sustainability?
- Describe the program established for Waste Management and other initiatives (in the year 2025) towards Environmental Sustainability, like Reuse, Recycle, etc.

### 3.5 Organization's promotion towards renewable energy sources in 2025.

- How does your organization promote renewable technology, such as solar energy, etc.?

### 3.6 Management Systems established in the organization.

- Is your organization certified/ established for Environmental Management System ISO 14001, Energy Management System ISO 50001, or any other Management Systems with respect to Environment?
- Provide the evidence of implementation of such a management system (a copy of the certificate or a copy of the table of contents of the Management System Manual)

### 3.7 Environmental Recognitions received.

- Has your organization received any Environmental awards/recognitions/appreciations in 2025?
- Provide a copy of the recognitions, awards, and appreciations received in 2025.

### 3.8 Organization's Regulatory Environmental Compliance Management System.

- What are the legal regulations and rules applicable to the activities performed in your organization?
- How are the legal regulations and rules identified?
- How are these legal regulations and rules established in your organization?
- How is the compliance of these legal regulations and rules enforced and monitored?
- How is the performance/ compliance with the legal regulations and rules reported to the legal agencies?

## MANAGEMENT OF DRIVING SAFETY (MODS) EXCELLENCE AWARD

### 4.0 Organization Profile.

Please give a brief description of your organization's structure and its main activities in 250 words max or one page.

### 4.1 Safe Driving Policy/Procedure.

- Copy of Safe/ Defensive Driving Policy signed by Top Management Representative.
- Procedures and Programs on Safe/ Defensive Driving established in the organization.
- How are the procedures and Programs on Safe/ Defensive Driving implemented?

### 4.2 Risk Assessment.

- Brief on the risk assessment procedure for safe driving.
- This shall include details on how driving hazards are identified, risk assessment performed, and appropriate risk control measures are applied.

### 4.3 Management of Driving Safety Performance.

- List the Safe/Defensive Driving Performance indicators established in your organization.
- Explain how the performance indicators are communicated to the employees and how the indicators are monitored and measured.

### 4.4 Defensive Driving Program with details.

- Explain the Defensive Driving program established in your organization.
- Brief on the training provided to the employees on the Defensive Driving skills and practices.
- Explain the special campaigns or programs conducted in the year 2025 for generating awareness on Defensive Driving skills and practices.

### 4.5 Driving behaviours management.

- Explain the reward/ incentive system established to motivate the employees for adopting Safe and Defensive Driving behaviour
- How is the reward/ incentive system implemented?
- What are the benefits obtained by the organization by implementing such reward/ incentive systems?

### 4.6 Demonstration of good practices & Results Achieved (related to Safe/Defensive Driving).

- Explain the Speed Monitoring Devices, Speed Governors, and Vehicle Tracking System implemented in your organization.
- What benefits has the organization realized from implementing these systems or technologies?

## BEST HSE INITIATIVE AWARD

### 5.0 Organization Profile.

Please give a brief description of your organization's structure and its main activities in 250 words max or one page.

### 5.1 Brief title of the HSE initiative in the year 2025.

### 5.2 Description of the initiative.

### 5.3 Objective/s of the initiative/s.

### 5.4 Key Performance Indicators (KPIs) for the Objective/s of the initiative/s.

### 5.5 Benefits of the initiative.

- Specify the range to which the initiative has been applied.
- Describe the HSE benefits and business benefits of the initiative.

## BEST RISK MANAGEMENT AWARD

### 6.0 Organization Profile.

Please give a brief description of your organization's structure and its main activities in 250 words max or one page.

### 6.1 Risk Management Policy.

- Risk Management Policy or a similar Statement of Commitment signed by the Top Management Representative.

### 6.2 Implementation of Risk Management Procedures and Programs.

- How the organization identifies the Business Risks, considering the expectations from the stakeholders like customers, suppliers, competitors, legal agencies, employees, labour unions, etc.
- How is the Risk Identification, Risk Analysis, Risk Evaluation, and Risk Treatment done in your organization?
- List the procedures and programs developed and established in your organization to manage the identified business risk.

### 6.3 Organization's maintained or adopted Systems.

- How is the awareness of Business Risk Management generated among the employees?
- List the International Standards or Recommended Practices adopted by the Organization to establish the Risk Management Programs. E.g., ISO 31000 standard, COSO Framework for ERM, etc.
- Has your organization established a Risk Management System based on the ISO 31000 standard or any other Management Systems with respect to Risk Management?

### 6.4 Risk Management Recognitions received.

- List the recognition/ awards/ appreciations received by the organization with regard to Risk Management implementation.