

PART I – Organisation Profile & KPQ's

KEY PERFORMANCE QUESTIONS

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.

The following Key Performance Questions (KPQs) are designed to evaluate your organization's overall approach managing Health, Safety and Environment. Answers must be submitted for all questions must not exceed 500 words or two pages maximum. Evidence(s) must be attached to meet the KPQs. Please refer to "Expectations and Deliverables"(refer to www.asspkwt-pdc.com/gcc-hse-excellence-awards) prior to submission.

1.1 HSE Leadership and Administration.

How does your Management lead HSE in your Organization, including identifying priorities, setting key performance indicators and targets, monitoring progress, and providing clear and effective leadership at all levels?

1.2 Training and Competency.

How does your organization ensure that all its employees and contractors are competent to fulfil their roles in HSE as well as in operational duties?

1.3 Integrating HSE with the workforce.

How does your organization involve the workforce and their representatives in HSE, and what are the benefits?

1.4 Communication and Awareness.

How does your organization ensure that HSE information is communicated effectively within and beyond the organization?

1.5 Incident Analysis and Prevention.

How does your organization ensure that it investigates HSE incidents/near-miss incidents and implements the lessons learned?

1.6 Risk Assessment and Management.

How does your organization use risk assessment to identify appropriate control measures for significant risks to HSE and ensure that results are integrated effectively into business processes? Attach a copy of the risk assessment completed during 2025 showing three (3) significant HSE risks, as a minimum.

1.7 Contractor's Management.

How does your organization handle the management of contractors or suppliers and subcontractors, including procedures for selection, control, and monitoring?

1.8 Emergency Preparedness and Management.

How does your organization ensure Emergency Preparedness and Management, and how is it evaluated for its effectiveness?

1.9 Monitoring, Measurement, and Continual Improvement.

How does your organization use active monitoring (inspections, audits, etc.) to measure its HSE performance? How does your organization review its HSE performance periodically to assess progress against targets, set new priorities, and report to internal and external stakeholders? Provide us with an example of how the performance was reviewed in relation to HSE in 2025.

1.10 Health, Hygiene Control & Welfare Facilities.

How does your Organization periodically monitor the health of workers? How are occupational health hazards identified, monitored & risks are controlled? How hygiene of work place and camps is maintained in addition to providing welfare facilities?

1.11 ASSET Integrity Management & Quality Assurance Program.

How does your Organization ensure that your assets, including machinery, equipment, vehicles, tools etc., are maintained and tested in terms of safety or the integrity of the asset? Does your company have a safe working program for lifting tools and vehicles? Explain in brief. Explain your QA program.

1.12 Environmental Management System.

How does your Organization ensure environmental Management? Describe briefly how you monitor your air emissions, effluent, waste management, and legal compliance. Explain briefly about other initiatives, if any.

1.13 Management of Change.

How does your Organization manage the changes in its assets? Explain in brief, with policy and procedures followed.

1.14 HSE Innovations.

How does your organization introduce and implement innovative engineering or administrative methods to enhance workplace safety? How are such innovations encouraged, and how do they help achieve safety performance beyond legal requirements? Provide examples of innovations and their measurable results.

1.15 HSE Achievements/Highlights.

Share your organization's significant HSE achievements during the year 2025.

Accidents/ Incidents History

Provide lagging indicators statistics of your organization for each of the following.

If not applicable, insert 0 or NIL – DO NOT LEAVE BLANK. Data provided is subject to verification if needed.

Section 1

	2025	2024	2023
Fatal Case			
Lost Workday Cases (LWC)			
Restricted Work Day Cases (RWC)			
Medical Treatment Only Cases (MTOC)			
Property Damage Incidents			
Motor Vehicle Incidents (MVI)			
Total Man Hours worked			
Total Kilometers driven			
No. of Man Days Lost			
No. of Environmental Incidents (i.e. Spillages)			

Section 2 – Total Recordable Incident Rate (TRIR)

	2025	2024	2023
Total Recordable Incident Rate (TRIR)			

Section 3 – Lost Time Injury Frequency Rate (LTIFR)

	2025	2024	2023
Lost Time Injury Frequency Rate			

Section 4 – Incident Severity Rate (ISR)

	2025	2024	2023
Incident Severity Rate			

Section 5 – Motor Vehicle Incident Frequency Rate (MVIFR)

	2025	2024	2023
Motor Vehicle Incident Frequency Rate			

CONDITIONS:

- By submitting an application to this award, the applicant agrees to the publication of the results.
- Applicants may be asked at any time during the review process to substantiate the claims made in the submission.
- If submission requirements are not met or the information is found to be incomplete, untrue, or misleading, the submittal will be removed from the review process.
- The Evaluation Panel has the sole right and discretion to reject entries that do not meet the submission requirements.
- The decision of the adjudication panel shall be final and binding

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.