



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

Lusail Construction Safety Procedural Forms/Checklists – PM/CM Safety Management System/Field Audit Checklist

Document No LUS-HSE-FM4-446-155.00 Rev 0
Uncontrolled Copy Controlled Copy Date 28-Mar-2016

COMPANY PROPRIETARY INFORMATION

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Amendment Record

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below

Rev. No	Description / Comments	Prepared By	Checked By	Approved By	Issue Date
0		HSE Working Team	Michael Ford	Uwe Krueger	09 Mar 16

SUPERVISING CONSULTANT HSE POLICY, PROGRAM & ORGANIZATION

Section 1 - Health and Safety Policy – 16 Points

No	Area	Max Score	Actual Score	Examples, General Guidance & Areas to Probe	Comments
1.1	Does the consultant have a Health, Safety and Environment Policy in place for the organization?	4		Policy available and signed by senior manager	
				Policy reviewed within last two years	
1.2	Does the policy have an organization chart suitable to the project?	4		Company and / or project HSE Organizational chart showing names and roles	
				Information showing how information flows between the main company and the project	
1.3	Has the policy been communicated properly to the organization?	4		Displayed at prominent location around the project.	
				Communicated to all staff at induction.	
1.4	Is the local legislation relevant to the contract available for staff to refer or to comply with?	4		Development of a legal register	

Section 2 – Construction Phase Health and Safety Plan – 16 Points

No	Area	Max Score	Actual Score	Examples, General Guidance & Areas to Probe	Comments
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2.1	Does the consultant have a Site-specific Health, Safety & Environmental Plan, Office Safety and ERP for the project? Has it been reviewed and approved by the Senior Manager on the project?	4		Plans available and signed by senior management	
2.2	Has the Site-specific HSE Plan been communicated to all staff and their written acknowledgement of understanding obtained?	4		Evidence showing plan/s have been communicated to CONSULTANT staff (e.g. induction, bulletin boards)	
				Evidence that CONSULTANT staff have provided written acknowledgement they have received and understand the information they have received	
2.3	Has the SH&E Plan, Office Safety Plan and ERP been reviewed in the last 12 months and approved by the Senior Manager on the project? Any external audits been conducted?	4		Documented Management/Procedural reviews	
				Evidence showing reviews have been reviewed by Senior Management	
				Evidence of external audit reports	
2.4	Has the CONSULTANT held an office evacuation drill in the last 12 months?	4		Copies of evacuation drill reports	
				Reports contain corrective actions for further improvement	
				Reports have been communicated to CONSULTANT staff.	

Section 3 – Roles & Responsibilities – 4 Points

No.	Area	Max Score	Actual Score	Examples, General Guidance & Areas to Probe	Comments
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3.1	Are the Roles and Responsibilities of the CONSULTANT in relation to the SH&E Management clearly defined and well communicated?	4		Review of plans/procedures	
				Evidence CONSULTANT staff have been trained on roles and responsibilities	
Section 4 – Goals & Objectives – 4 Points					
No.	Area	Max Score	Actual Score	Examples, General Guidance & Areas to Probe	Comments
4.1	Has the CONSULTANT set internal KPI's or goals and targets for the project? Does the CONSULTANT monitor and report or communicate the results of the KPIs/Goals/Targets?	4		Review of plans/procedures	
				Evidence of KPI reports	
				Reports been properly communicated to CONSULTANT staff	
Section 5 – HSE Resources – 16 Points					
No.	Area	Max Score	Actual Score	Examples, General Guidance & Areas to Probe	Comments
5.1	Is a project specific HSE team on site?	4		Project Organizational Chart showing HSE team	
				24/7 coverage of the project where required, including provision for senior staff.	

				Resource requirements match those as highlighted as per contractual/legal requirements.	
				Contact details for all Senior HSE staff included	
				Communicated to all levels of staff, displayed at prominent locations around the project	
5.2	Has a Senior HSE Manager/Engineer been appointed for the project?	4		Full time presence on the project	
				Competency meets the client contractual/legal requirements	
				Job description / responsibilities defined	
5.3	Project HSE Team competencies?	4		All HSE team members approved by PM / Client	
				Does the Supervising Consultant have the ability to call upon specialist resource if required: <ul style="list-style-type: none"> • Environmental • Design Safety • Air quality • Noise 	
5.4	HSE roles and responsibilities?	4		Responsibilities documented for all members of the HSE project team	
				Clear understanding from all levels on requirements	

Section 6 – Training – 16 Points					
No.	Area	Max Score	Actual Score	Examples, General Guidance & Areas to Probe	Comments
6.1	Has the CONSULTANT identified skills and competencies required by its staff to implement the organizations procedures and to carry out tasks in a safe and legally compliant manner?	4		Has the CONSULTANT completed a training matrix identifying the skills and training that its staff require to fulfill the contract scope of work e.g. has the CONSULTANT an internal auditor, first aiders, fire wardens, working at height , confined space	
6.2	Has training been delivered to the CONSULTANT staff in line with the identified skills and competencies?	4		Has the training identified in the Training matrix been delivered	
6.3	Have all CONSULTANT staff received an SH&E induction on the project offices?	4		Evidence of induction attendance	
6.4	Have all CONSULTANT staff received SH&E Induction for the sites they visit of the relevant contractors?	4		CONSULTANT staff who work on project sites must receive Contractor SH&E induction. Evidence to be presented	
Section 7 – Awareness – 4 Points					
No.	Area	Max Score	Actual Score	Examples, General Guidance & Areas to Probe	Comments
7.1	Has the CONSULTANT clearly communicated relevant SH&E information on notice boards, through alerts and bulletins and through various other forms of communication?	4		Evidence of alerts, bulletins, lessons learned, safety notice boards.	
Section 8 –Risk Management – 12 Points					

No.	Area	Max Score	Actual Score	Examples, General Guidance & Areas to Probe	Comments
81	Is there a documented process for the management of risk assessments and any subsequent control measures for activities that the CONSULTANT carries out?	4		Does the process outline: <ul style="list-style-type: none"> • Who plans • Who carries out • Who reviews and agrees action plans • Who approves • Who monitors 	
8.2	Does the CONSULTANT have documented risk assessments for the undertakings of their own staff?	4		Working on / around construction Site Specific <i>(if high risk activities are ongoing)</i>	
8.3	Are risk assessments clearly communicated to all staff?	4		Are the results of risk assessments communicated to all affected persons? Where there is a need for more in depth training, is this undertaken Are risk assessments and method statements available for all staff to review Where relevant and considered necessary, have risk assessments been translated in to other languages other than English	

Section 9 –Audits & Non-Conformance – 12 Points

No.	Area	Max Score	Actual Score	Examples, General Guidance & Areas to Probe	Comments
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9.1	Is there a written process for the monitoring of health and safety systems?	4		Systems should ensure that required safety standards and procedures are being routinely followed – responsibilities should be clearly defined	
				System should monitor people i.e. behaviors as well as physical aspects	
				There should be a clear procedure for dealing with non-conformances	
				Provision for external audit of the engineers management systems	
9.2	Does the CONSULTANT have a schedule of internal audits?	4		Schedule in place	
				Audits undertaken	
				Evidence of follow up on actions	
9.3	Is there a clear methodology for logging, tracking Non Conformances raised?	4		Site non conformance register	
				Register includes all issues raised	
				Senior management involved in the review of the register	

				Actions time bound and given ownership	
				Evidence of non conformances being closed	
				Check sample of actions raised for close out	
Section 10 –HSE Meetings & Reporting – 12 Points					
No.	Area	Max Score	Actual Score	Examples, General Guidance & Areas to Probe	Comments
10.1	Does the CONSULTANT have a procedure for HSE reporting to the PMCM and client and project management team?	4		Clear roles and responsibilities	
				Content defined	
				Includes Statistical information	
				Includes process for escalation of high risk activities	
10.2	Does the CONSULTANT prepare a Monthly Health and Safety report as per the contract requirements/client expectations?	4		Client expectations/requirements	
				Evidence of report	
10.3	Does the CONSULTANT conduct/facilitate internal meetings that at a minimum contain an element of HSE on the agenda?	4		Check policy/procedure	
				Evidence of meeting minutes	
				Timescales for delivery	

CONTRACTOR HSE MANAGEMENT

Section 11–Contractor HSE Management – 120 Points

No	Area	Max Score	Actual Score	Comments
11.1	Does the consultant review and approve of contractor HSE Plans, CEMP Plans, procedures and programs?	4		
11.2	Does the review of the HSE Plans or CEMP Plans follow a project specific checklist?	4		
11.3	Does the consultant conduct on-site assessments of contractor activities, worker behaviors and processes?	4		
11.4	Does the consultant conduct systematic/comprehensive audits of contractor HSE programs?	4		
11.5	Does the consultant conduct planned health, safety and environmental inspections for the construction site? Are these inspections completed and reported in a timely manner?	4		
11.6	Does the consultant issue Non-Conformance Reports (NCR's) in the event of unauthorized deviations from LREDC requirements?	4		

11.7	Is there a clear methodology for logging, tracking Non Conformances raised on the main contractor?	4		
11.8	Does the consultant review the Contractor's HSE monitoring records and reports for securing compliance with the requirements?	4		
11.9	Does the consultant track hazard assessments/inspections/audits for trend analysis? Is this data communicated to the contractors for HSE improvement?	4		
11.10	Does the consultant review on a monthly basis all outstanding deficiencies for which adequate corrective action has not been completed/implemented?	4		
11.11	Does the consultant periodically review the contractor competency requirements of operators or operations that require specialized, for example: Scaffold Inspectors/Supervisors, Confined Space Supervisor, Lift Supervisor, Medical Nurse, etc., and tracks the validity of their certifications?	4		
11.12	Does the consultant participate in PM/CM organized project site HSE assessments?	4		
11.14	Does the consultants receive a copy of all notifications of incidents/accidents that occur on the project?	4		

11.15	Does the consultant lead/facilitate when needed incident investigations and PEEPO meetings?	4		
11.16	Does the CONSULTANT monitor the close out of actions raised through the investigations?	4		
11.17	Does the consultant develop lessons learned from incidents that have occurred on the project?	4		
11.18	Does the consultant analyze incidents/accidents and identify trends? Is this data communicated to the contractors for HSE improvement?	4		
11.19	Does the CONSULTANT have a procedure for the ongoing collation of information for the Health and Safety File?	4		
11.20	Does the consultant review and approve method statements/risk assessments and documentation from the main contractor?	4		
11.21	Does the consultant attend weekly project HSE meetings with contractors?	4		
11.22	Is the meeting content consistent, suitable and cover typical elements including but not limited to: Accidents/Incidents; Two-week look ahead; HSE performance; critical risks, statistics, training, etc.?	4		
11.23	Does the consultant ensure contractors produce minutes of these meetings, assign and track actions?	4		

11.24	Does the consultant participate in and monitor the HSE training conducted by contractor for contractor's staff/operatives?	4		
11.25	Does the consultant attend or participate in contractor emergency drills?	4		
11.26	Does the consultant maintain relevant and applicable records to verify contractor management?	4		
11.27	Does the consultant prepare weekly/monthly metrics for reporting to LREDC?	4		
11.28	Does the consultant develop and/or disseminate safety alerts, near miss bulletins, HSE related information and notices to contractors?	4		
11.29	Does the consultant have a method of collecting contractor HSE metrics and analyzing the data to establish trends?	4		
11.30	Does the consultant take prompt action against in respect of any correspondence received from LREDC or the PM/CM, and respond at the earliest possible time for the duration of the services?	4		

Scoring Guidelines:

- 4 – The answer to the question is yes along with supportive documentation (i.e. pictures, audits, training records, receipts, etc.).
- 3 – The answer to the question is yes but supportive documentation is lacking (i.e. lack of training records, audits, receipts, etc.).
- 2 – The answer to the question is yes but there is a serious lack of supportive documentation (i.e. little to no training records, little to no audits, etc.).
- 1 – No documentation to support.

No	Section	Max Score	Target Weight (%)	Actual Score	Actual Weight Score (%)	Comments
CONSTRUCTION SUPERVISING CONSULTANT (CONSULTANT) POLICY, PROGRAM & ORGANIZATION						
1	Health & Safety Policy	16	4%			
2	Construction Health & Safety Plan	16	8%			
3	Roles & Responsibilities	4	4%			
4	Goals & Objectives	4	2%			
5	HSE Resources	16	8%			
6	Training	16	8%			
7	Awareness	4	4%			
8	Risk Management	12	4%			
9	Audits & Non-Conformance	12	4%			
10	HSE Meetings & Reporting	12	4%			
	Totals	112	50%			
CONTRACTOR HSE MANAGEMENT						
11	Contractor HSE Management	120	50%			
	Totals	120	50%			