



Lusail Real Estate Development Company

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

STANDARD OPERATION PROCEDURE - HSE AWARD PROCEDURE FOR CONTRACTORS & DEVELOPERS

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COMPANY PROPRIETARY INFORMATION

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Amendment Record

This procedure 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
1	(Pg. 6) Sec. 4.2.3 - Best Medical Facility of the Year	HSE Working Group	Michael Ford	Uwe Krueger	1 st February 2015
1	(Pg. 6) Sec. 4.2.4 - Best Contractor of the year	HSE Working Group	Michael Ford	Uwe Krueger	1 st February 2015
1	(Pg. 7) Sec. 4.3.1 - Best HSE Manager of the year Award	HSE Working Group	Michael Ford	Uwe Krueger	1 st February 2015
1	(Pg. 7) Sec. 4.3.2 - Health Champion Award	HSE Working Group	Michael Ford	Uwe Krueger	1 st February 2015
1	(Pg. 7) Sec. 4.3.3 - Safety Champion Award	HSE Working Group	Michael Ford	Uwe Krueger	1 st February 2015
1	(Pg. 7) Sec. 4.3.4 - Environmental Champion Award	HSE Working Group	Michael Ford	Uwe Krueger	1 st February 2015
1	(Pages 8-9) Sec. 5.0 - Process	HSE Working Group	Michael Ford	Uwe Krueger	1 st February 2015
1	(Pages 9-10) Sec. 6.0 - Responsibilities	HSE Working Group	Michael Ford	Uwe Krueger	1 st February 2015
2	(Pg. 1) Company Propriety Information – Not controlled if printed has been added.	HSE Working Group	Michael Ford	Uwe Krueger	1 st April 2015
2	(Pg. 2) Revised Amendment Table	HSE Working Group	Michael Ford <i>Michael Ford</i>	Uwe Krueger	1 st April 2015
3	(Pg. 9) Attachment Inclusion - Contractor HSE Award Nomination Form	Jocelyn Nojadera	Michael Ford	Uwe Krueger <i>Uwe Krueger</i>	22 nd September 2015
3	(Pg. 4-6) Award Category	HSE Working Group	Michael Ford	Uwe Krueger <i>Uwe Krueger</i>	22 nd September 2015

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1.0 INTRODUCTION & PURPOSE

Lusail Real Estate Development Co, through Lusail HSSELO Team, developed a program to recognize the exceptional contribution and achievement of an employee, and contractors and/or developers working within Lusail Development Project. This program is designed to highlight excellence by acknowledging individuals and teams for work that goes above and beyond expectation for the betterment of the project. All awards will be in a form of a plaque and trophy.

2.0 SCOPE

Covers all work activities undertaken by contractors, sub-contractors and developers at Lusail Development project.

3.0 TERMS & DEFINITION

HSSELO	- Health, Safety, Security, Environment, Logistics & Quality department
LTI	- Lost Time Injury , Injury that results in a person missing between one and three workdays (not counting the day of the accident) from work, or injury that results in a person remaining at work but being unable to discharge their normal duties for one to three days.
Man Hours	- Amount of work accomplished by one person in an hour.
Wall of Fame	- HSSELO department wall showcasing HSE awards recipients.
SOC	- Safety Observation Card
Awards Board	- HSSELO Director, OD Corporate HSE and selected HSSELO Staff.
Project Management Team	- refers to Lusail Project Managers and Project Management consultant (PMCM)
HSSELO Management Team	- Refers to Lusail Department Director, Managers, Senior HSE personnel
HSE General Requirements	- A document stating Lusail HSE general requirements on working in a project inside Lusail.
Good standing Performance	- Consistent good record based on the scope of work performed, communication and coordination, association with other stakeholders.

4.0 AWARD CATEGORY

4.1 No Lost time Injury Award

This award is for the contractor or developer without record of work-related lost-time injuries. Assessment, verification and confirmation shall be done by HSSELO Auditor/s. The award is categorised into three (3) level awards.

4.1.1 5 Million Man Hours without LTI – Bronze Award

4.1.2 10 Million Man Hours without LTI – Silver Award

4.1.3 15 Million and above Man Hours without LTI – Gold Award

4.2 Committed to HSE Award

The following awards will be given annually. Both contractors and developers are eligible for the award.

Nominations will be assessed and verified by QD HSE and Lusail HSSELO and coordinated with the CEO of Lusail. The selection will be made by the Awards Board based on the assessment presented. Decision made is final and cannot be contested.

4.2.1 Lusail Green Award

4.2.1.1 The contractor HSE Team is the recipient of this award.

4.2.1.2 Assessment will be initiated by the PMCM through audits and monthly environmental inspections. All monthly inspections for each contractor will be tallied and recorded. Recommendation and nomination will be provided by the PMCM Environment Team and assessed and verified by Lusail HSSELO.

4.2.1.3 The project site location will be assessed and inspected for a high standard housekeeping, environmentally safe working practices including environmental protection and campaigns.

4.2.2 Most Improved HSE Performance of the Year

4.2.2.1 The contractor HSE Team is the recipient of this award. The award is presented annually to recognise exceptional improvement of the contractor's HSE performance.

4.2.2.2 Assessment is on the basis of statistics coming from the lagging indicators reported from the beginning of the year. Overall HSE initiative record, project safety culture, effectiveness of HSE programs will be assessed. Consultant will nominate the project. Final assessment shall be done thru QD/Lusail assessment.

4.2.3 Best Health Care Facility of the Year

4.2.3.1 The contractor Medical/Health Team is the recipient of this award.

4.2.3.2 Health Care facility with consistent good performance in instigating health program and striving proper services to the patients.

4.2.3.3 Selection will be considered for Health Care Facility with medical response plan of high standard and practical in nature. The medical staff possessed required license and project required education and experience and demonstrate good knowledge on how to handle stressful conditions.

4.2.3.4 Medical records, First Aid registers, trend analysis report, related records and programs shall be considered for the evaluation.

4.2.4 Outstanding HSE Performance Contractor of the Year -

4.2.4.1 The contractor's Project Management and HSE teams are the recipient of this award.

4.2.4.2 The assessment will be based on the contractor's HSE performance such as effectiveness of HSE Management system, proportionate of HSE Management

to hazards and risks of the project, LTI record, reportable accident rate, first aid cases rate and training initiatives.

- 4.2.4.3 Additional weight may be given to contractor's HSE Performance for programs and innovations that have demonstrable potential for contributing to improved performance.

4.3 Caught Working Safe Award

The following award will be presented annually to an individual working in Lusail project.

Nominations will be assessed and verified by OD HSE and Lusail HSSELO and coordinated with the CEO of Lusail. The selection will be made by the Awards Board based on the assessment presented. Decision made is final and cannot be contested.

No individual may receive this award more than once.

4.3.1 Outstanding HSE Manager of the Year Award

- 4.3.1.1 This award is given annually to a project HSE Manager who has made significant contributions through the implementation of an effective HSE management program and lead to good record of project HSE performance. All HSE Managers in good standing project HSE performance record are eligible to apply or be nominated for this award.

- 4.3.1.2 Selection can be considered based on individual significant contribution to safety such as but not limited to:

4.3.1.2.1 Planning and development of a major program where the achieved risk reduction demonstrates significant contributions to safety.

4.3.1.2.2 Individual effort in the development and implementation of effective program that promote and improve project safety culture and HSE awareness amongst the employees and the project

4.3.2 Health Champion Award

- 4.3.2.1 The award is given annually to site health practitioner with good standing work performance.

4.3.2.2 Nominated Health practitioner should demonstrate a commitment to the health improvement of others by visibly supporting programs and projects; inspires and initiates program for the achievement of the organization's health goals and; creates environments that have produced meaningful outcomes for the organizations.

4.3.3 Safety Champion Award

- 4.3.3.1 The Safety Champion Award is presented annually to an individual who demonstrates exceptional difference in the safety of the workplace; individual's health and safety achievements/contributions; individual's approach and contribution in achieving better safety performance within the organization;

4.3.3.2 All employees in good standing safety performance are eligible for this award.

4.3.4 Environmental Champion Award

- 4.3.4.1 The award is given annually. All employees with good standing environmental performance are eligible to be nominated for the award.
- 4.3.4.2 Awarded to an individual whose actions and achievements have shown outstanding environmental leadership or innovative environmental contributions that will benefit the project.
- 4.3.4.3 Selections are based on environmental contributions for the year; past information and history of environmental contributions may be included.
- 4.3.5 Incentives
- 4.3.5.1 This is a spot award wherein an employee was caught working safe during a random assessment of the Lusail HSE/ELQ Management (i.e. wearing complete personal equipment, helping to prevent an accident, etc.). Incentives are awarded to motivate employees to work safely.
- 4.3.5.2 Incentive will be given on the spot through the Lusail HSE Representative.

Award Category	Award List	Award Presenter
NO LOST TIME INJURY AWARD (company award)	5-Million Man-Hour without LTI	Lusail Senior Management Representative
	10-Million Man-Hour without LTI	Lusail Senior Management Representative
	15-Million & Above Man-Hour without LTI	Lusail Senior Management Representative
COMMITTED TO HSE AWARD (site condition award)	Lusail Green Award	Lusail Senior Management Representative
	Most Improve HSE Performance Team of the Year	Lusail Senior Management Representative
	Best Health Care Facility of the Year	Lusail Senior Management Representative
	Outstanding HSE Performance Contractor of the Year	Lusail Senior Management Representative
CAUGHT WORKING SAFE AWARD (individual award)	Outstanding HSE Manager of the Year	Lusail Senior Management Representative
	Health Champion	Lusail Senior Management Representative
	Safety Champion	Lusail Senior Management Representative
	Environmental Champion	Lusail Senior Management Representative

	Incentives	On the spot – Lusail HSE Representative
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5.0 PROCESS

All assessments are based on the quality of the work process in each team and their individual member.

All awards will be recorded and will be funded from Lusail HSSELO departmental corporate budget.

Awards may be given in monetary vouchers, certificates or plaques/trophies, or tokens from Lusail HSSELO department whichever is applicable.

Award recipients will be published in Lusail HSSELO Bulletin and Wall of Fame.

5.1 No Lost Time Award

- 5.1.1 No LTI man hour is subject to PMCM and supervising consultant recommendation; final verification, assessment and confirmation will be done by HSSELO.
- 5.1.2 HSSELO Director will verify and approve the award and report to Lusail CEO Office.
- 5.1.3 Lusail CEO Office will give the final approval of the award.
- 5.1.4 Lusail CEO has the right to refuse giving the award to the nominated award recipient.
- 5.1.5 Awards will be prepared by Lusail HSSELO department
- 5.1.6 Awarding ceremony will be scheduled by Lusail HSSELO department in coordination with the Project Management Team and the award recipient.
- 5.1.7 List of award recipients will be kept in Lusail HSSELO department database.

5.2 Committed To HSE Award

- 5.2.1 This is an award for the best jobsite in Lusail for projecting the best HSE image overall. Assessment is based on the contractor's compliance with Lusail's HSE general requirements and applicable laws.
- 5.2.2 The project Management team, supervising consultant will nominate and recommend the recipient. QD HSE and Lusail HSSELO will conduct the final assessment/audit.
- 5.2.3 Lusail HSSELO Management will give the final approval for award.
- 5.2.4 List of award recipients will be kept in Lusail HSSELO department database.

5.3 Caught Working Safe Award

- 5.3.1 This award is for individual employee of contractors. Nomination will be coming from the PMCM & Supervision Consultant's and shall be verified by Lusail.
- 5.3.2 SOC will be considered as one of the basis for the individual award (if available).
- 5.3.3 Lusail HSSELO Department will give the final approval of the award.
- 5.3.4 Recipient for Incentive Award will get the reward on the spot. Lusail HSSELO will prepare the incentives for each random site visit.
- 5.3.5 List of award recipient will be kept in Lusail HSSELO department database.

6.0 RESPONSIBILITIES

- 6.1 Awards Board in coordination with Lusail CEO Office will approve and finalise the awards to be presented.
- 6.2 Lusail HSSELO Management is responsible for providing the final recommendation for the awards thru verification and assessment.
- 6.4 Lusail HSE Representative - responsible for collecting the Safety Observation Card every last Sunday of each month.
- 6.6 Lusail HSE Auditor – responsible for verification and assessment, allocating the budget for each award category, updating HSSELO Award Inventory Log and publishing the award recipient in HSSELO Bulletin.
- 6.7 PMCM and supervision consultant are responsible for nominating the award recipient.

7.0 REFERENCES

- LUS-HSE-SP2-420-001 - Health, Safety, Environment & Fire Policy
- LUS-HSE-WG3-432-001 - HSE General Requirements

8.0 ATTACHMENTS

- [LUS-HSE-FM4-446-142](#) Contractor HSE Award Nomination Form