

Guideline: Elements required for inclusion in all Project HSE Plans

The below listed elements are only for guidance purposes, as some items may not be applicable to all projects.

General Requirements:

1. Company HSE Policy (approved by top management of company)
2. HSE Responsibility and Authority
3. Project Management Organisation chart
4. Legislative requirements
5. Near miss, accidents reporting and investigation system
6. General layout of the project
7. Subcontractors & suppliers management system
8. Site Security Plan and access control
9. Non-conformance, Corrective and Preventive Actions system
10. HSE Document Control & Recording System.
11. Safety Committees provision and arrangements
12. Risk Assessment & Job Safety Hazard Analysis procedure
13. Safety performance monitoring procedure

Part-1 Occupational Health & Hygiene

- 1.1. Occupational health hazards
- 1.2. Chemical
- 1.3. Noise
- 1.4. Vibration
- 1.5. Heat stress
- 1.6. Ionising & Non-Ionising Radiation
- 1.7. Food hygiene & water quality
- 1.8. Health surveillance & recording
- 1.9. Welfare facilities
- 1.10. Dust control
- 1.11. Ventilation

Part-2 Safety

- 2.1 Safety induction training
- 2.2 Emergency/ contingency safety plan
- 2.3 Safety training
- 2.4 Permit to work system
- 2.5 Safety alert/ flash system
- 2.6 Fire prevention, detection and protection system.
- 2.7 First aid & medical facilities
- 2.8 Office safety
- 2.9 Shift & personnel change over
- 2.10 Transfer of personnel & materials
- 2.11 Safety requirements for night shift operations
- 2.12 Traffic safety management
- 2.13 Tool box talk meetings
- 2.14 Labour camp special requirements
- 2.15 Cutting & welding
- 2.16 Compressed gases
- 2.17 Confined spaces
- 2.18 Electrical safety
- 2.19 Hand, power tools and machinery safety
- 2.20 Portable electrical equipment
- 2.21 Spray painting
- 2.22 Scaffolding/ work platforms
- 2.23 Heavy Equipment Operations
- 2.24 Lifting equipment & lifting operations
 - 2.24.1 Tower cranes
 - 2.24.2 Mobile cranes
 - 2.24.3 Personnel hoists
 - 2.24.4 Fork lifts
- 2.25 Materials handling (storage & disposal)
- 2.26 Excavation, Trenching and Shoring
- 2.27 Radioactive sources
- 2.28 Diesel generators, transformers and power supply
- 2.29 Hazardous substances
- 2.30 Safety notices, signages and colour coding
- 2.31 Diving operations
- 2.32 Personal protective equipment and safety devices
 - 2.32.1 Head protection
 - 2.32.2 Hearing Protection
 - 2.32.3 Eye and face protection

- 2.32.4 Hand protection
- 2.32.5 Foot protection
- 2.32.6 Protective clothing
- 2.32.7 Safety harness, lifeline
- 2.33 Edge protections
- 2.34 Working at height
- 2.35 Falling of objects from height
- 2.36 Cantilever Material Loading Platform
- 2.37 Safety Officer (appointment)
- 2.38 Inspection & Audit
- 2.39 Ladders, walkways and stairs
- 2.40 Pressure vessels
- 2.41 Pneumatic tools
- 2.42 Work permits
- 2.43 Motorised equipment & checks procedure
- 2.44 House keeping
- 2.45 Fuel and oil storage
- 2.46 Workshop safety
- 2.47 Dangerous zone
- 2.48 Demolition procedure
- 2.49 Illumination

Part-3 Environment:

- 3.1 Environment protection
- 3.2 Waste (handling) management
 - 3.2.1 Non-Hazardous
 - 3.2.2 Hazardous
- 3.3 Environmental Impact Assessment (EIA) Report
- 3.4 Concrete wash out area
- 3.5 Stock pile and soil control

Part-4 Appendices:

- 4.1 Comprehensive specific Risk Assessments of all activities
- 4.2 PTW System Forms
- 4.3 HSE Inspection checklist
- 4.4 Machinery Inspection Checklist
- 4.5 Fire System Inspection Checklist
- 4.6 Scaffolding Inspection Checklist
- 4.7 HSE Induction Training Form
- 4.8 HSE Inspection Report Form
- 4.9 Near-miss Accident Report Forms.