|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | PROCEDURE NO. **:** | |
| **HSE PROCEDURE FOR**  **HEALTH & SAFETY MANAGEMENT PROGRAMS AND**  **ENVIRONMENTAL MANAGEMENT PROGRAMS** | | REV.NO. 0 | DATE: ] |
| PAGE 1 OF 3 | |
|  | | | | |
| **HSE PROCEDURE FOR HEALTH & SAFETY MANAGEMENT PROGRAMS AND ENVIRONMENTAL MANAGEMENT PROGRAMS** | | | | |
|  | | | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
| 0 | 16-04-2008 | First issue | | |
| REV. NO. | DATE | BRIEF RECORD OF REVISIONS | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | PROCEDURE NO. **:** | |
| **HSE PROCEDURE FOR**  **HEALTH & SAFETY MANAGEMENT PROGRAMS AND**  **ENVIRONMENTAL MANAGEMENT PROGRAMS** | REV.NO. 0 | DATE] |
| PAGE 2 OF 3 | |
| **1.0 OBJECTIVE**  To prepare Health & Safety Management Programs (HSMPs) and Environmental Management Programs (EMPs) for the set objectives & targets  **2.0 SCOPE**  This procedure covers all activities performed at project sites and offices.  **3.0 RESPONSIBILITY**  As defined in the procedure.   * 1. **PROCEDURE**   2. **Preparation of HSMPs/EMPs**      1. PM to prepare and SE to facilitate in preparation of HSMPs/EMPs based on the objectives and targets set by the respective PC.      2. The HSMP/EMP to include.         1. Scope (area, location).         2. Objectives & Targets.         3. Overall responsibility.         4. The relevant aspect, impact or hazard/risk.         5. Steps involved in achieving the objectives and targets.         6. Responsibility for each activity.         7. Performance indicator(s), if any.         8. Records to be maintained (indicating the name of the record and responsibility).         9. Time frame for completion of activities.         10. Resources required.      3. If any of the stages/steps in HSMP/EMP involves activities to be carried out by other organizations, then the HSMP/EMP will have the counter signature by the concerned PM/SE. | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | PROCEDURE NO. **:** | |
| **HSE PROCEDURE FOR**  **HEALTH & SAFETY MANAGEMENT PROGRAMS AND**  **ENVIRONMENTAL MANAGEMENT PROGRAMS** | REV.NO. 0 | DATE: |
| PAGE 3 OF 3 | |
| * + 1. PC to identify the resources required including personnel, equipment and financial for completing the HSMPs/EMPs. This shall include any special training as specified by regulatory requirements.     2. HSMPs/EMPs are to be reviewed by Head - HSE and approved by concerned PC.     3. HSMPs/EMPs shall be declared completed by PC/PM, only after validating and demonstrating the achievement of set targets. The status of implementation of HSMPs/EMPs to be informed to Head - HSE.   1. **Review and Updating of HSMPs/EMPs**      1. PC/PM to review and update the HSMPs/EMPs as considered necessary whenever there is new development or change in current activities and communicates to Head - HSE.   2. **Monitoring implementation of HSMPs/EMPs**      1. PM/SE to implement the HSMPs/EMPs as per the action plan. PC/PM to monitor & report the progress to Head - HSE to enable him to present to Company HSE committee.      2. PC/PM/SE to review and update the specific aspects/impacts, hazards/risks related to those HSMPs/EMPs upon completion .The need for developing OCPs for continuance of benefit as specified in the HSMP/EMP will also be reviewed.      3. Head - HSE to monitor the implementation of HSMPs/EMPs and present the status to top management. | | | | |