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## Adnoc offshore medical fitness guidelines 2017 pdf

### Adnoc offshore medical fitness guidelines. Adnoc medical fitness guidelines.

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We are committed to building a workplace culture of zero injuries, illnesses, and incidents. We identify potential health risks across our operating sites beforehand so that our employees can enjoy a healthy work environment. By striving to create a working environment that is free from occupational illness and injury, we can ensure that our employees and contractors go home safe and healthy. In the industry that we work in, the workforce faces potential health risks and occupational health hazards. As an advocate for the health and wellbeing of our employees and contractors, we host several training sessions and health education programs to ensure health awareness and minimize HSE risk. The ADNOC Occupational Health Framework equips us to continuously monitor the working conditions of our employees through the following elements: Health risk management and control. We have identified and established an inventory of all potential and current occupational health hazards, assessed the associated health risks, and implemented effective control measures to eliminate or minimize potential health risks. Fit for role management. Our health observation program includes medical examinations and screening that are conducted at pre-employment stages and regularly throughout the employment contract. First-aid risk assessment and management: Our qualified medics effectively manage serious incidents that may occur. Occupational health reporting: We keep track of any health issues our employees may have during the course of their employment. ADNOC Group HSE and Welfare Requirements in Contracts Guidance Document Page 2 of 59



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Page 3 of 59 INTRODUCTION ADNOC Group HSE has developed minimum HSE and Welfare requirements, which will be incorporated in various contracts based on the contracts' scope of work. Contractors shall refer to ADNOC COPs, Group Company procedures and any other relevant guidelines for each of the requirements identified in line with the scope of work as applicable. Contractors and their Sub-contractors shall comply with all applicable HSE and Welfare requirements as determined by the scope of work. The term "Contractor" as referred to in this document shall also be deemed as referring to "Sub-contractor". ADNOC Group HSE Unit and Procurement Unit along with the each of Directorate and Group Company CEOs are responsible for ensuring that HSE & Welfare practices are implemented at all levels of the organisation. 2. PURPOSE This guidance document has been developed to ensure consistent approach by ADNOC and Group Companies while defining HSE and Welfare requirements in their contracts awarded to various contractors. 3. SCOPE This guidance document is applicable to various contracts being awarded to contractors and shall be used as the basis for Group Companies in developing and/or updating their respective Company's HSE and Welfare requirements in contracts. 4. DOCUMENT OWNERSHIP ADNOC HSE Unit shall be the custodian of this document and shall ensure that the current version of this document is made available to all concerned. ADNOC HSE Unit shall also be responsible for initiating any required changes to the document for endorsement and approval by the Competent Authority. Any approved changes shall be incorporated by re-issuing the document at the next revision number. Any recommendation for the continuous improvement of this document is to be submitted to ADNOC HSE Unit, which is the custodian of this document and has the sole right to approve and circulate revisions for implementation accordingly. 5. DEFINITIONS & GLOSSARY OF TERMS Accommodation A Room or building in which an individual may live or stay. ADNOC Abu Dhabi National Oil Company. ADNOC Group ADNOC Group refers to ADNOC and Group Companies. ADFCA Abu Dhabi Food Control Authority. ADNOC Group HSE and Welfare Requirements in Contracts Guidance Document Page 4 of 59 ALARP As low as Reasonably Practicable - Means to reduce a risk to a level, which is as low as reasonably practicable and involves balancing reduction in risk against the time, trouble, difficulty and cost of achieving it. This level represents the point, objectively assessed, at which the time, trouble, difficulty and cost of further reduction measures becomes unreasonably disproportionate to the additional risk reduction obtained. Basic Salary The wage stipulated in the employment contract during the term thereof between the parties, exclusive of any allowances whatsoever. COMAH Control of Major Accident Hazards (Refer to ADNOC CoPV5-01 for more details) Competent The ability to perform a particular job in compliance with the required knowledge and skills set. Will usually require the necessary blend of qualification, training, skills and experience.



EPC Engineering Procurement and Construction. GC Group Company. GC CHSE Group Company Corporate HSE Unit/Division. Group Company Any Company within ADNOC Group other than ADNOC. Group Company HSE Representative An HSE Representative is responsible for providing line management with current HSE guidance on technical and human matters, including where appropriate, advice on techniques, equipment, HSE auditing, training, incident investigation, emergency procedures. Group Company Representative The person appointed in writing by the Contract Holder to supervise the execution of the contract activities. Group Company Site Representative The person appointed in writing by the Contract Administrator to assist the Group Company Representative in supervising the execution of the contract activities on a given site. H2S Hydrogen Sulphide Hazard Any substance, physical effect, or condition with potential to harm people, property or the environment or adversely affect company reputation. HAZID Hazard Identification HAZOP Hazards & Operability Study Health Health is a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity. Healthy Workplace It is a model advocated by the WHO and defined by it as: "A healthy workplace is one in which workers and managers collaborate to use a continual improvement process to protect and promote the health, safety and wellbeing of all workers and the sustainability of the workplace by considering the following, based on identified needs: - health and safety concerns in the physical work environment; - health, safety and well-being concerns in the psychosocial work environment, including organization of work and workplace culture; - personal health resources in the workplace; and - ways of participating in the community to improve the health of workers, their families and other members of the community". HEMP Hazard and Effect Management Process HSE Health, Safety and Environment ADNOC Group HSE and Welfare Requirements in Contracts Guidance Document Page 6 of 59 HSE Critical Activities Activities that are important in preventing events with potential to cause serious harm to people, the environment or property or which can reduce the impact of such an event. HSE Assurance Program A formal document owned by Contractor, which contains proactive HSE measures intended to prevent and control incidents from occurring, subject to periodic assurance reviews. HSE Plan A formal document, which illustrates how a contractor intends to manage the activities and associated hazards. HSEIA Health, Safety and Environmental Impact Assessment - Systematic process of identifying HSE impacts of existing, new or substantially altered projects, and establishing prevention and mitigation requirements. HSEMS Health, Safety, Environmental Management System - the company structure, responsibilities, practices, procedures, processes and resources for implementing health, safety and environmental management IMO International Maritime Organization KPI Key Performance Indicator Major Accident means an 'Occurrence' in the operation, which leads to severe or catastrophic consequences. MAH Major Accident Hazard. A hazard that has the potential to result in a 'Major Accident'. MOC MOH Management of Change. Ministry of Health Occupational Health (OH) A multidisciplinary field concerned with preventing people from becoming ill because of their work activities. OHID Occupational Health Identification (Refer ADNOC COPV3-01). OHRA Occupational Health Risk Assessment - the identification of health hazards in the workplace and subsequent evaluation of risk to health, taking account of existing control measures. This assessment covers changes in health risk reasonably attributable to a project, programme or policy and undertaken for a specific purpose. Where appropriate, the need for further measures to control exposure is identified. OHRA Report The Occupational Health Risk Assessment Report demonstrating that the occupational health risks have been assessed and all the necessary steps to control by reduction to ALARP or elimination of these risks have been or will be taken. PHSER Project Health Safety Environment Review. Procurement Term used to cover the whole cycle of activities, which need to be performed to acquire and deliver to a user an item of material or a service, from conception of the need through design, purchasing, storage and delivery to ultimate disposal. ADNOC Group HSE and Welfare Requirements in Contracts Guidance Document 6.



Page 7 of 59 PSSR Pre Start-up Safety Review. QRA Quantitative Risk Assessment. Recreation An activity that people engage in during their free time that is recognized as having socially redeeming values. Risk Management The process of implementing decisions about accepting or altering risks. Scope of Work The description in established parameters of the work required to achieve the objectives of a project or activity. SIMOPs Simultaneous Operations. Sub-Contractor Any official business establishment / contractor engaged by the main contractor for executing activities. UAE United Arab Emirates Wage Whatever is given to the worker in return for his service by virtue of an employment contract, whether in cash or in rem, on a yearly, monthly, weekly, daily, hourly, piece basis or in accordance with the production or on a commission basis. The wage shall include the cost - of - living allowance and every grant conferred upon the worker in recognition of his honesty or efficiency should such sums be set in the employment contracts or the by - laws of the establishment or be customarily granted so as the workers deem such grants as part of the wage and not a donation. Welfare Availability of resources and presence of conditions required for reasonably comfortable, healthy and secure living. Welfare Committee A committee of contractor company representatives, which ensures the implementation of the welfare measures as per contractual obligations. WHO World Health Organization. Work Any exerted human effort-whether intellectual, technical or physical in return for a wage, whether it is permanent or temporary. Worker Every male or female working in return for a wage of any kind whatsoever for the employer and under the management and supervision thereof, even if out of sight. The term shall also include the employees working for the employer and subject to the provisions thereof. CHECKLIST FOR STANDARDIZED HSE AND WELFARE REQUIREMENTS IN CONTRACTS The below checklist provides the standardized HSE and Welfare requirements for utilization by ADNOC Group Companies as a basis for the contracts that are awarded to contractors. According to the scope of work, Group Company has to identify the applicable requirements from the below list and incorporate them in the HSE annexure of the contracts that they enter into with contractors. Contractors shall refer to relevant ADNOC Code of Practices and ADNOC Group Company procedures related to the applicable requirements. ADNOC Group HSE and Welfare Requirements in Contracts Guidance Document Page 8 of 59 The tick marked (✓) HSE & Welfare Requirements shall be applicable as per the scope of work. S.No. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15





evaluation to ADNOC Group concerned parties involved in contracting activities, commercial directory, concerned Contractor and establish a link to the future tendering process. In the event of unsatisfactory HSE rating for any given contract within one ADNOC Group Company, that particular Group Company shall conduct a comprehensive audit on the contractor's other ongoing contracts, to determine the level of consequence management that shall be applied.

When a contractor providing services to multiple ADNOC Group Companies, has unsatisfactory HSE rating in one of the Group Company, representatives from ADNOC and Group Company will conduct a comprehensive audit on the subject contractor's ongoing contracts, to determine the level of consequence management that shall be applied. It should be noted that any non-compliances or incidents occurring with a sub-contractor, would be counted against both sub-contractor and respective main contractor. Hence, it is accountability of main contractor to integrate and engage their respective sub-contractors in effective management of HSE & Welfare. At ADNOC, our values are underpinned by an unwavering focus on 100% HSE, in line with our 2030 smart growth strategy: our commitment to keeping employees, communities, environment, and assets safe from harm.

Every day, we work together to ensure that everyone goes home safely. In 2017, the ADNOC leadership signed a 100% HSE Pledge that directs the way we think, act, and conduct business. The ADNOC Group HSE function within our operations ensures that we follow the highest HSE governance encouraging appropriate personal and process safety measures. We have also devised strategic plans for risk management and established emergency response procedures to embed a 100% HSE culture throughout our operations. Together, we are transforming ADNOC into an industry benchmark in HSE performance, firmly founded on a strong safety culture that inspires others.