**Attachment 4: - HSSE Questionnaires:**

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| **Questionnaire items** | |
|
| **Section 1: HSSE Commitments** | |
| (i) Commitment to HSE through leadership | a)  Are senior managers personally involved in HSE management? |
| b)  Is there evidence of commitment at all levels of the organization? |
| c)   Is there a positive culture towards HSE matters? |
| **Section 2: Policy and Strategic Objectives** | |
| (i) HSE policy documents | a)   Does your company have an HSE policy document?  If the answer is Yes, please attach a copy |
| b)   Who has overall and final responsibility for HSE in your organization? |
| c)   Who is the most senior person in the organization responsible for this policy being carried out at the premises and on site where his employees are working? Provide name, title and experience. |
| (ii) Availability of policy statements to employees | a)   Itemize the methods by which you have drawn your policy statement to the attention of all your employees? |
| b)   What are your arrangements for advising employees of changes in the policy? |
| **Section 3: /Organization, Responsibilities, Resources, Standards and Documentation** | |
| (i) Organization - commitment and communication | a)   How is management involved in HSE activities, objective-setting and monitoring? |
| b)   How is your company structured to manage and communicate HSE effectively? |
| c)   What provision does your company make for HSE communication meetings? |
| (ii) Competence and Training of managers / supervisors / senior site staff/ HSE advisers | Have the managers and supervisors at all levels who will plan, monitor, oversee and carry out the work received formal HSE training in their responsibilities with respect to conducting work to HSE requirements? If YES, please give details. Where the training is given in-house please describe the content and duration of courses. |
| (iii) Competence and General HSE training | a)   What arrangements does your company have to ensure new employees have knowledge of basic industrial HSE, and to keep this knowledge up to date? |
| b)   What arrangements does your company have to ensure new employees also have knowledge of your HSE policies and practices? |
| c)     What arrangements does your company have to ensure new employees have been instructed and have received information on any specific hazards arising out of the nature of the activities?  What training do you provide to ensure that all employees are aware of HSE requirements? |
| d)    What arrangements does your company have to ensure existing staff HSE knowledge is up to date? |
| e)     If training is provided in-house please give details of content.) |
| (iv) Specialized training | a)   Have you identified areas of your company's operations where specialized training is required to deal with potential dangers? (If YES please itemize and provide details of training given.) |
| b)   If the specialized work involves radioactive, asbestos removal, chemical or other occupational health hazards, how are the hazards identified, assessed and controlled? |
| (v) HSE qualified staff - additional training | Does your company employ any staffs who possess HSE qualifications that aim to provide training in more than the basic requirements? |
| (vi) Assessment of suitability of subcontractors/ other companies | How do you assess: |
| i)        HSE competence |
| ii)       HSE record of the subcontractors and companies with whom you place contracts? |
| (vii) Standards | a)   Where do you spell out the standards you require to be met? |
| b)   How do you ensure these are met and verified? |
| c)   Is there an overall structure for producing, updating and disseminating standards? |
| **Section 4: Hazards and Effects Management** | |
| (i) Hazards and effects assessment | a)                How do you identify, assess the hazards? |
| b)                How do you control the hazard and recover from its release? |
| (ii) Exposure of the workforce | How do you monitor the exposure of your workforce to chemical or physical agents? |
| (iii) Handling of chemicals | a)                Do you have the Material / Chemical Safety Data Sheet for all chemicals you use in this contract? |
| b)                How does you people get to know of this document? |
| (iv) Personal protective equipment | a)                Are PPE provided as standard issue to all personnel? |
| b)                How do you make sure they remain suitable and fit for use? |
| (v) Waste management | a)                Does your company have waste management procedure? |
| b)                How does you identify and classify waste? And how to minimize environmental impact? |
| **Section 5: Planning and Procedures** | |
| (i) HSE or operations manuals | a)   Do you have a company HSE manual (or Operations Manual with relevant sections on HSE) which describes in detail your company approved HSE working practices relating to your work activities?  If the answer is YES, please attach a copy of supporting documentation. |
| b)   How do you ensure that the working practices and procedures used by your employees on-site are consistently in accordance with your HSE policy objectives and arrangements? |
| (ii) Equipment control and maintenance | Does your company have a policy/procedure to manage the safety & reliability of tool & equipment? IF YES, give the evidence.  How many critical safety equipment does your company own? And how many percent of tool & equipment have been verified/certified/calibrated/registered? Give evidence |
| (iii) Road Safety Management | What arrangements does your company have for combating road and vehicle incidents? |
| **Section 6: Implementation and Performance Monitoring** | |
| (i) Management and performance monitoring of work activities | a)   What arrangements does your company have for supervision and monitoring of performance? |
| b)   What type of performance criteria are used in your company; give examples |
|  | c)   What arrangements does your company have for passing on any results and findings of this supervision and monitoring to your:  i)           Base management  ii)         Site employees? |
| (ii) HSE performance achievement awards | a) Has your company received any award for HSE performance achievement? |
| (iii) Statutory notifiable incidents  /dangerous occurrences | 1. Has your company suffered any statutory notifiable incidents in the last five years (safety, occupational health and environmental)? 2. Answers with details including dates, most frequent types, causes and follow-up preventative measures taken.) |
| (iv) Improvement requirement and prohibition notices | a)   Has your company suffered any improvement requirement or prohibition notices by the relevant national body, regulatory body for HSE or other enforcing authority or been prosecuted under any HSE legislation in the last five years? |
| b)   If your answer is YES, please give details |
| (v) HSE performance records | a)   Do you keep a record of your incidents and HSE performance for the last five years?  If YES, please give following details for each year, number of Lost Time Injuries, number and type of injuries, total hours worked by workforce for each corresponding year, Frequency Rates, your company definition of a Lost Time incident). |
| b)   How do you monitor your health performance? |
| c)   How do you monitor your environmental performance? |
| d)   Who reviews your company’s HSE performance and how often? |
| (vi) Incident investigation and reporting | a)   Who investigate an incident, and has he been trained to identify root/underlying causes; |
| b)   How are the findings following an investigation, or a relevant incident occurring elsewhere, communicated to your employees? |
| c)   Do you report near misses? |
| **Section 7: Audit & inspection** | |
| (i) Audit & inspection | a)   Do you have a written policy/regulation on HSE audit/inspection and how does this policy specify the standards for auditing/inspection? |
| b)   Does your company HSE Plans include schedules for auditing/inspection? How finding/recommendation rising from audits/inspections shall be managed? |
| **Section 8: HSE Management Review- Additional Features** | |
| (i) HSE Management review | a)              Does your company organize an annual management review of HSE management system and its overall performance? |
| b)             If your answer is YES, please give latest result of HSE management system review |

**Remarks**

**May Cause for rejection if “Yes” and provided with insufficient information/details**