



Exploration & Production

GENERAL SPECIFICATION

PROJECTS CONSTRUCTION

GS EP PJC 401

Health, Safety and Environment on construction and installation sites

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1. Scope

This document defines the safety, health and environmental requirements applicable to CONTRACTOR during **construction and installation activities** on onshore and offshore sites including swamp areas.

The aim of this specification is to make sure that the minimum measures regarding risk mitigation have been taken during the progress of works on site so that:

- Health and safety of personnel is guaranteed
- The environment is respected
- Equipment and assets are kept securely.

CONTRACTOR shall issue an Health, Safety and Environmental Plan (Site HSE Plan) specific to each **construction or installation site** of the **project**.

The main topics to be covered in the Site HSE Plan are listed in chapter 4 below. **As a minimum, the requirements listed in each section of the chapter 4 shall apply.**

The Site HSE Plan shall be in accordance with the HSE Plan of the **project** and the HSE **management system** of CONTRACTOR if existing.

The requirements of contractual documents especially **Exhibit L** take precedence over the present specification.

Where works are performed on **COMPANY site**, a bridging document shall be issued by the CONTRACTOR for co-ordination with COMPANY HSE Management System.

2. Reference documents

The reference documents listed below form an integral part of this General Specification. Unless otherwise stipulated, the applicable version of these documents, including relevant appendices and supplements, is the latest revision published at the EFFECTIVE DATE of the CONTRACT.

Standards

Reference	Title
NF EN 12021	Respiratory protective devices. Compressed air for breathing apparatus.

Professional Documents

Reference	Title
OGP report n° 6.52/244 September 1999	Glossary of HSE terms
OGP report n° 6.64/291 September 1999	HSE management guidelines for working together in a contract environment

Reference	Title
OSHA record keeping guidelines	Chapter V - Analysis of recordability of cases
OGP report n° 6-36/210 July 1994	Chapter VI - Evaluating the extent of recordable cases
UKOOA February 1999	Guide line for development and application of health, safety and environmental management system
	Guidelines for environmental health for offshore installations

Regulations

Reference	Title
European Directive n° 83/477/CEE dated 19/09/1983	Protection of workers from the risks related to exposure to asbestos at work

Codes

Reference	Title
Not applicable	

Other documents

Reference	Title
Not applicable	

Total General Specifications

Reference	Title
GS EP STR 301	Fabrication of offshore steel structures
GS EP CIV 101	General earthworks
GS EP CIV 403	Temporary construction camps and associated facilities (onshore)
GS EP STR 401	Loadout, seafastening, transportation and installation of offshore structures
GS EP STR 402	Anchorage of support vessel on an offshore site
GS EP STR 403	Acceptable criteria of a support vessel for offshore works
GS EP STR 404	Marine aspect for load-out, transportation and installation of offshore structures
GS EP LSO 410	Operations by Divers
GS EP SPS 001	Design philosophy and requirements for Subsea Stations
GS EP STR 901	Design rules and construction standards for ancillary structures of offshore installations

Reference	Title
GS EP PLR 401	Installation of submarine pipelines
GS EP PLR 403	Installation of onshore pipelines
GS EP PLR 408	Transportation of submarine cables, umbilicals and flexible pipes

3. Definitions

COMPANY	COMPANY refers to the company that has awarded to CONTRACTOR the construction of the work on COMPANY's site and/or CONTRACTOR's site
COMPANY site	COMPANY Site means any office, premises, onshore area, offshore platform and any other offshore supports with production or drilling activities
CONTRACTOR	CONTRACTOR refers to the company that was awarded by the COMPANY the construction of the work on COMPANY's site and/or CONTRACTOR's site. It includes all sub-contractors and VENDORS who perform any work on COMPANY's site or CONTRACTOR's site. Subcontractor refers to any company or person to whom CONTRACTOR has subcontracted performance of any part of the work.
Employee	Person directly or indirectly employed by a CONTRACTOR or subcontractor
Construction or installation activities	All activities undertaken on a construction or installation site which include: • Main activities like civil engineering, pre-fabrication work, assembly, tie-in, welding, static and dynamic testing, etc. • Secondary activities like scaffolding, lifting operations, cleaning operations, equipment maintenance, etc.
Construction or installation site	Locations where the construction and installation activities take place including COMPANY site , warehouses, workshops, CONTRACTOR offices, accommodation and catering premises, any kind of support vessels
Project	A project includes all activities carried out by the CONTRACTOR in the frame of a contract which has been awarded to him. A project may include several construction and installation sites .

HSE management system	The COMPANY structure, responsibilities, practices, procedures, processes and resources for implementing health, safety and environmental management.
Incident	An event or chain of events which has caused or could have caused injury, illness and/or damage (loss) to assets, the environment or third parties.

For other definitions, refer to OGP (International Association of Oil and Gas Producers) documents.

4. Health, Safety and Environmental Plan

4.1 Objectives

The objectives of the Site HSE Plan are to:

- Ensure compliance with health, safety and environmental local regulations together with applicable international regulations.
- Ensure that health, safety and environmental issues are thoroughly addressed during the **construction and installation activities** and that HSE is considered at all stages of the decision-making process.
- Ensure consistency with the HSE **management system** of CONTRACTOR and the HSE Plan of the **project**.
- Establish a common understanding of specific HSE requirements and to ensure awareness of these requirements by everybody working on site.
- Ensure compliance with HSE COMPANY requirements.

4.2 Content of Site HSE Plan

The following sections define the minimum topics that the Site HSE Plan is to address:

- HSE policy and goals
- Organisation and responsibilities
- Training
- Medical fitness
- Working rhythm
- Risk assessment
- Risk mitigation
- Management of change
- Road traffic
- Subcontractors
- Emergency preparedness
- Security
- Alcohol and drugs policy

- Smoking policy
- Accommodation and catering
- Environment
- Communication and meetings
- Inspection
- Audit
- Incident/Anomaly investigation and reporting
- Improvement plan.

Each section below defines the minimum requirements to be applied on each **construction and installation site**.

However CONTRACTOR shall use his own experience to take into account the specific hazards associated with the **construction and installation activities** and develop accordingly the most appropriate health, safety and environmental provisions.

Depending on CONTRACTOR organisation the HSE plan may be split in Health Plan, Safety plan and Environmental Plan.

4.3 HSE policy and goals

CONTRACTOR shall declare his policy on Health, Safety and Environment and assign clear and achievable goals to his personnel during the **contract**.

CONTRACTOR may assign different goals for the different **construction and installation sites** if any.

HSE policy and goals shall be widely displayed around the site, including onboard support vessels.

4.4 Organisation and responsibilities

For each site CONTRACTOR shall describe through an organisation chart the general site organisation and the HSE organisation highlighting the functional and operational links.

CONTRACTOR shall appoint a site management representative who shall have responsibility, authority and accountability for co-ordinating implementation of the HSE policy and associated measures to protect the health and safety of people and the protection of the environment and assets. CONTRACTOR shall specify responsibilities in HSE matters of senior management, middle management (superintendents, supervisors, team leaders, HSE advisors, etc.) and workforce.

CONTRACTOR shall also specify responsibilities of subcontractors, VENDORS and visitors.

4.5 Training

Training and in particular training in HSE matters is an integral part of the job performance.

CONTRACTOR shall detail the HSE training programme for all **employees** including managers, superintendents, supervisors, team leaders, specialists, labours, new **employees** and subcontractors **employees**.

CONTRACTOR shall emphasize the training programme for personnel involved in HSE-critical activities such as crane drivers and operators, riggers, truck drivers, bus drivers, fire and emergency team members, electricians, scaffolders and medics/first aiders.

The HSE training programme shall include an induction course specific to the site which duration and content shall be adapted to each group of **employees**.

Permanent COMPANY personnel and all visitors shall undergo a minimum HSE induction course (see § 4.19.1).

Any **employee** working offshore shall get an Offshore Basic Safety Training. According to his position every **employee** onboard a vessel shall be trained as a minimum according to IMO requirements.

4.6 Medical fitness

Each **employee** shall undergo a medical examination on a yearly basis as a minimum. In hard environmental conditions or when local medical assistance is weak or remote from the working site, the medical examination period shall be shortened.

For new **employees** a medical examination shall be compulsory before starting job on site.

An **employee**, who has been away from work more than one week due to injury or more than three weeks due to illness, shall undergo a new medical examination prior to return to work.

CONTRACTOR shall submit upon request to COMPANY any medical certificate signed by a Physician (Doctor MD graduated) and mentioning "fit to work".

Particular attention shall be paid to medical fitness of catering personnel, crane and forklift drivers and operators, trucks and bus drivers and those with emergency duties e.g. fire teams.

In warm climate countries, CONTRACTOR shall take appropriate measures to prevent **employees** from heat related illnesses.

All **employees** shall be vaccinated in accordance with the latest vaccination requirements and health advice from the World Health Organisation.

4.7 Working rhythm

Working time shall be in accordance with local law and regulation. Daily overtimes are only used for short period.

CONTRACTOR shall grant a reasonable rest time to its personnel on daily, weekly and yearly basis.

Working time shall be adapted throughout the year to specific climatic conditions.

4.8 Risk assessment

CONTRACTOR shall develop and maintain procedures to identify the hazards and their effects which may affect the progress of the work or arise from its activities.

Risk identification and assessment techniques shall be used in conjunction with the judgement of experienced personnel to implement risk reduction measures to prevent **incidents** and mitigate consequences of such **incidents**.

Where several methods, processes or material may be used for the performance of a task the safest one shall be selected.