

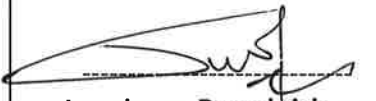
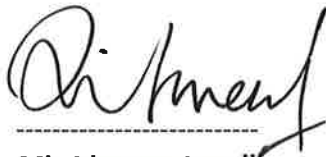



DIMENSION BID

WIRELINE INTERVENTION | PERFORATION SERVICES

CONTRACTORS MANAGEMENT PROCEDURE DBSB-HSSE-26

ORIGINAL ISSUE : 06/04/2016
REVISION NUMBER : 00
REVISION DATE : Nil

PREPARED BY	CHECKED BY	APPROVED BY
 Jayadevan Ramakrishnan HSSE Manager	 Mia Idorman Ismail Vice President - Operations	 Dato' Aziz Ayob President

HSSE-MS	CONTRACTOR MANAGEMENT PROCEDURE	DBSB-HSSE-26-00	
		Rev.00	2016

BLANK

HSSE-MS	CONTRACTOR MANAGEMENT PROCEDURE	DBSB-HSSE-26-00	
		Rev.00	2016

AMENDMENT RECORDS

This sheet will record all amendment of this Procedure. All particulars of the amendment shall be stated clearly. The HSSE Department of **DIMENSION BID (M) SDN BHD**.

DIMENSION BID (M) SDN BHD shall be responsible for the maintenance and update of this record sheet.

CLASSIFICATION	DATE	REVISION PART	REASON/PURPOSE OF REVISION
Original Issue	06/04/2016	Establishment of procedure	Nil

HSSE-MS	CONTRACTOR MANAGEMENT PROCEDURE	DBSB-HSSE-26-00	
		Rev.00	2016

1.0 DEFINITIONS

Contractors

Contractors include any service providers/individuals who are not direct employees of **DIMENSION BID (M) SDN BHD** and are providing services/works in relation to maintenance and repair work. This includes contractor employees, sub-contractors and sub contractor's employees. Services can be of a long or short term nature.

Maintenance and Repair

Works considered necessary to ensure that existing facilities continue to function at a satisfactory level and for the purpose for which they were designed.

Health & Safety Officer

An elected employee responsible for representing employees on matters relating to HSSE.

Hazard

Source or situation with a potential for harm in terms of injury or ill health, damage to property, damage to the workplace environment, or a combination of these.

Hazard and Risk Assessment

The overall format process to identify hazards and evaluate the risk of injury or illness arising from exposure to a hazard, with an objective to eliminate the risk or to utilize control measures to reduce the risk.

Risk

A combination of the likelihood and consequence(s) of a specified hazardous event occurring.

Non-conformances

Non-conformance is any deviation from codes, standards, practices, processes, procedures, regulations, management system performance etc. that could either directly or indirectly lead to injury or illness, property damage, damage to the workplace environment, or a combination of these.

HSSE-MS	CONTRACTOR MANAGEMENT PROCEDURE	DBSB-HSSE-26-00	
		Rev.00	2016

2.0 PURPOSE

DIMENSION BID (M) SDN BHD is committed to the Health and Safety of all people in the workplace. This procedure supports **DIMENSION BID (M) SDN BHD** contractor's management framework, by providing the objectives and approach to the effective Health Safety Security Environment management of contractors. This procedure:

- Outlines the HSSE responsibilities of employees, managers and **DIMENSION BID (M) SDN BHD** in relation to contractors.
- Describes the HSSE requirements for the selection, engagement, induction, consultation, monitoring and performance reporting of contractors and subcontractors who engaged with **DIMENSION BID (M) SDN BHD**.

3.0 SCOPE

This procedure applies to all contractors who perform for **DIMENSION BID (M) SDN BHD** workplaces including operations yards and offices and covers the selection, management and monitoring of contractors associated with any type of maintenance, servicing equipment's and repair work.

4.0 PROCEDURE OVERVIEW

Work Health and Safety Legislation in Malaysia requires employers to provide for the health and safety of their employees.

This responsibility is extended not only to an employer's own employees, but to other persons who may be required to work on the employer's premises or to persons who carry out work under the direction of a principal contractor.

These people are often engaged in activities which expose them to high levels of risk. **DIMENSION BID (M) SDN BHD** places a priority on ensuring that these risks are well minimized when any contractors and subcontractors are engaged, by setting and maintaining high health and safety standards and placing some requirement on the contractors to abide by these standards.

This procedure establishes workplace health and safety guidelines which managers and supervisor must follow when engaging contractors and subcontractors.

HSSE-MS	CONTRACTOR MANAGEMENT PROCEDURE	DBSB-HSSE-26-00	
		Rev.00	2016

5.0 RESPONSIBILITY

Location Manager and/or Health & Safety Officer are responsible for:

- Maintaining a register of approved contractors and making the register available to all employees;
- Inducting contractors in **DIMENSION BID (M) SDN BHD** specifications and requirements and behavioral expectations while on site
- Familiarizing contractors with their work environment and the specific hazards they may be potentially exposed to;
- Investigating any hazards identified by all contractor employees;
- Ensuring relevant work permits where applicable are completed prior to commencing work;
- Ensuring contractors are fully follow all PPE requirements.
- Ensuring contractors are fully understand with their job scope and activity on site.

Employees responsible for:

- Only utilizing approved contractors by **DIMENSION BID (M) SDN BHD**.
- Making sure that all approved contractors have a valid contractor's safety induction and toolbox meeting while at site.
- Reporting any hazards and non-conformances identified as a result of work being performed by contractors.
- Making sure that all approved contractors have their valid employee badge from their employers.
- Making sure all the contractors who on site have to sign in **DIMENSION BID (M) SDN BHD** security log book at site.

Contractors responsible for:

- Ensuring they have the required qualifications, training, experience and certificates of competency required for the job;
- Ensuring compliance to **DIMENSION BID (M) SDN BHD** specifications, requirements and expectations
- Ensure that all the employee are fully understand with their job scope, job steps and hazard related to their activities on site.
- Maintaining the **DIMENSION BID (M) SDN BHD** workplace in a safe and healthy manner for themselves, sub-contractors and other staff and visitors.
- Supervision from contractor's supervisor or competence person while workers on site.
- Communication on a regular basis with the **DIMENSION BID (M) SDN BHD** Location Manager or Health & Safety Officer.

HSSE-MS	CONTRACTOR MANAGEMENT PROCEDURE	DBSB-HSSE-26-00	
		Rev.00	2016

- Be aware of and abide by the applicable safety requirements included in OSHA legislation.
- Ensure employees have appropriate skills, ability and qualifications to perform the work.
- Ensure employees are fit for work and not under the influence of drugs or alcohol.
- Attend start-up meetings, where required, prior to starting work.
- Ensure activities under their control are adequately supervised.
- Perform an ongoing hazard and risk assessment.

Contractors Supervisor responsible for:

- Ensure employees are fit for work and not under the influence of drugs or alcohol
- Participate in safety start-up meetings;
- Identify hazards and associated risks before the start of the job, as well as daily and when conditions change.
- Conduct safety briefing / toolbox meeting before start-up the task.
- Ensure employees attend safety meetings;
- Ensure proper equipment and personal protective equipment is available and used properly.
- Ensure safe work procedures and practices are followed;
- Provide specific safety instruction to employees, as required;
- Set an example in the use of safety equipment and in work habits.
- Stop Work being performed in an unsafe manner.
- Report incidents immediately; and
- Participate in incident investigations, as required.

Contractors Employees responsible for:

- Only perform a job that they understand, are qualified for and are well equipped to perform;
- Be fit for work and not under the influence of drugs or alcohol.
- Work safely in manner instructed;
- Use appropriate personal protective equipment and safety requirements.
- Follow approved safe work practices and procedures;
- Participate in safety meetings.
- Identify hazards and incorporate appropriate controls;
- Protect themselves, their fellow employees and the general public; and
- Understand three basic employees right that OHSA legislation knowledge a) Right to know; Right to participate; and Right to refuse to do work that they believe to be unusually dangerous;

HSSE-MS	CONTRACTOR MANAGEMENT PROCEDURE	DBSB-HSSE-26-00	
		Rev.00	2016

- Report health and safety concerns immediately and
- Report all incidents to their supervisor and to DIMENSION BID (M) SDN BHD Health & Safety Officer.

6.0 METHOD & PRATICE

Hazard and Risk Assessment

- A documented hazard and risk assessment shall be performed for the contracted work.
- The assessment shall identify qualifications required of the Contractor, as well as control and barriers required to guard against identified hazards.
- The assessment shall include identifying which **DIMENSION BID (M) SDN BHD** policies, standards, procedures and processes apply to the situations.

Qualifications

- The required Contractor qualifications shall be based on scope of work, and on legal or other requirements.
- The Contractor's qualifications shall be verified.

Orientation

- All contractors shall participate in a site orientation, supplemented with an orientation based on the scope of work, as required.
- The level of orientation shall be dependent on level of risk associated with the scope of work.
- The orientation shall include the hazards and associated risks, expectations of control measures, additional occupational health and safety (OSHA) requirements, site security, control and applicable **DIMENSION BID (M) SDN BHD** policies, processes and procedures, as required by the hazard and risk assessment.
- The orientation shall be conducted prior to accessing areas at the worksite.
- Direct supervision shall supplement orientation, when required by the hazard and risk assessment.
- Records of orientation shall be maintained in accordance to safety management system record.

HSSE-MS	CONTRACTOR MANAGEMENT PROCEDURE	DBSB-HSSE-26-00	
		Rev.00	2016

Communication

- Communication with the contractor shall take place when: there is safety information that is relevant to the contractor; when there are changes to the hazards and risks, **DIMENSION BID (M) SDN BHD** facilities, scope of work, employees, products, equipment, safety rules and / or other requirements; when contractor has been involved in a health and safety related incident.
- The contact persons for both **DIMENSION BID (M) SDN BHD** and contractor shall be identified and communicated to affected personnel.
- The type and frequency of communication shall be identified.

Emergency Response

- Contractors are to have an emergency response plan and shall adopt **DIMENSION BID (M) SDN BHD** emergency response plan at operating location.

Monitoring and Measurement

- The level of monitoring and measuring depends on the level of risk associated with scope of work that contractor is performing.
- Monitoring and measurement processes may include one or more of the following:
 - Providing direct supervision of contractor.
 - Attending pre-job startup meetings, as well as safety meetings.
 - Performing work observations, audits and inspections.
 - Reviewing contractor safety performance.
 - Reviewing incident reports and investigation.
 - Reviewing contractor safety performance statistics.

Management Review

- Contractor safety performance shall be reviewed by **DIMENSION BID (M) SDN BHD** in HSSE Management meetings. The management review may include:
 - An overview of contractor safety statistics.
 - A review of any significant risk areas related to contractor management.
 - An assessment of the suitability, effectiveness and adequacy of the HSSE program.
 - Monitoring opportunities for improvements
- The result of the managements review shall be documented.

HSSE-MS	CONTRACTOR MANAGEMENT PROCEDURE	DBSB-HSSE-26-00	
		Rev.00	2016

7.0 HAZARDS

A health and safety hazard is a source or situation with a potential for harm in terms of injury or ill health, damage to property, damage to the workplace environment, or a combination of these. Where practical, hazards are to be removed. When they cannot be removed, controls are to be used to reduce the risks.

The **DIMENSION BID (M) SDN BHD** List of Hazards as below:

Falls from height	Chemicals	Lifting
Drop objects	Mechanical	Fumes/dust/gas/mist
Burns/Scalds	Slips/trips/falls	Pressure
Collision/Crashing	Ergonomics	Noise
Electrical	Struck by falling object	Crushing/Pinch Points
Fire/Explosion	Sharp objects/Protruding	Human factor issues

The following chart – called the P-E-M-E-P chart – also helps identify the People, Equipment, Material, Environment and Process associated with the hazards. Any other hazards that are identified by the Contractors to be considered.

PEOPLE	EQUIPMENT	MATERIAL	ENVIRONMENT	PROCESS
Competence	Capabilities	Characteristics	Weather	State changes
Experience	State	Heavy/awkward	Confines space	Energize
Training	Isolated	Asbestos	Noise	De-energize
Distraction	De-energize	Snag/cut points	Sufficient light	Moving
Violence	LOTO	Conductive	Housekeeping	Heating
Horse play	Maintenance		Bio hazards	Cooling
Fatigue	Pinch points			Raising
Stress	Collisions			Lowering
Fitness	Struck by			Pressurize
Awareness				De-pressurize

8.0 PURPOSE HAZARD AND RISK ASSESSMENT

The purpose of the hazard and risk assessment is to identify hazards and evaluate the risk of injury or illness arising from exposure to a hazard, with the goal of eliminating the risk or using control measures to reduce the risk. Refer to Appendix 1 for **DIMENSION BID (M)** Risk Assessment form. Forms other than **DIMENSION BID (M) SDN BHD** may be subject to used, if they meet or exceed requirements established by **DIMENSION BID (M) SDN BHD** hazard and risk assessment form.

HSSE-MS	CONTRACTOR MANAGEMENT PROCEDURE	DBSB-HSSE-26-00	
		Rev.00	2016

9.0 TYPES OF CONTROLS

Ideally, there should be multiple layers of controls protecting workers from a hazard and associated risk. (For example, personal protective equipment is the last line of defense, but it should not be the only means to protect a worker)

The types of controls includes:

- Engineering Controls, such as re-design of a worksite, equipment re-design, and tool re-design.
- Administrative Controls, such as re-design of work methods and re-scheduling of work.
- Managing Controls, such as safety policies and standards, work procedures, training and personal protective equipment.

1.0 HAZARD AND RISK ASSESSMENT PROCESS

For a hazard and risk assessment the following process includes (but is not limited to):

- A standardized hazard and risk assessment form, as a stand document, or as part of the Authorization to Work form;
- Documenting information at the top of form, including Contractor contact information, description of Work, Workers involved and date;
- Identifying tasks done for the Work;
- Identifying potential hazards for each task;
- Determining level of risk, using exposure and consequences on the safety evaluation matrix;
- Identifying controls to put in place, with consideration given to how effective and adequate the proposed controls would be.

The hazard and risk assessment is updated whenever there are any changes to the Work.

2.0 AUTHORIZATION TO WORK FORM

- When a Contractor does not have an existing contract with **DIMENSION BID (M) SDN BHD**; there may not have been an orientation and hazard and risk assessment performed. This may be due to unplanned or emergency work.
- The Authorization to Work Form documents a process for hiring a Contractor and to review key health and safety requirements with a Contractor.
- The Authorization to Work Form is to be filled out by the Contractor and completed by the **DIMENSION BID (M) SDN BHD** location representative.

HSSE-MS	CONTRACTOR MANAGEMENT PROCEDURE	DBSB-HSSE-26-00	
		Rev.00	2016

- If there is doubt about the Contractor competence, the Contractor shall not begin Work, unless directly supervised by **DIMENSION BID (M) SDN BHD**.
- Components of the Authorization to Work Form:
 - Contractor Information
 - Description Of Work
 - Applicable work procedures/practices
 - Qualifications/Competencies, as required
 - A hazard and risk assessment
 - Requirement for site specific orientation
 - Reporting of dangerous situations and incidents
 - Contractor acknowledgement of terms/conditions

3.0 WORK OBSERVATIONS

- Work observations are an important tool to use for monitoring the Work
- Work observations by Contractors and **DIMENSION BID (M) SDN BHD** are required all the time when Contractor performing jobs at site.

4.0 APPENDIX

- Hazard/Risk Assessment template
- Contractor Authorization to Work Form



Contractor Authorization to Work Form

It is **DIMENSION BID (M) SDN BHD** policy that Contractors perform work in accordance with all laws, regulations, bylaws, rules and standard applicable to the performance of work on any **DIMENSION BID (M) SDN BHD** facilities and worksites. The Authorization to Work Form assessment sheet is to be completed by the Contractor.

Contractor Company Name:	
Contractor Supervisor Name:	
Contractor HSE Representative:	
Contractor Employees at Worksite:	
Contractor Address:	
Contact number (H/P & Tel):	
Date:	
Dimension Bid Worksite:	
Period of Work (H):	Start: End:
SAFE WORK METHOD	
Work Description	Please indicate with a checkmark (✓)
Working on roof ()	Painting ()
Asbestos Work ()	Hoisting or Lifting ()
Welding ()	Abrasive cutting/coring ()
Abrasive blasting ()	Working Alone ()
Using Power Tools ()	Erecting scaffolding ()
Excavation ()	Using Chemicals ()
Explosives ()	Working on/near energized apparatus ()
Demolishing ()	Driving on Dimension Bid property ()
Working at Height ()	Transporting Dangerous Goods ()
Confined Space ()	Noise/Vibration Work ()
Hot Work ()	Plumbing/Heating/Mechanical ()
Electrical Work ()	Surveying ()
Other (specify the work method):	

Do you have a safe work method(s) to undertake the work indicated above? Please circle: YES / NO

Have you been trained and are you competent in the safe work method(s)? Please circle: YES / NO

I of Declare that I/We
(Contractor Representative) (Contractor Company Name)

- Understand obligations under the Malaysia Occupational Safety and Health Act 1994 and applicable DIMENSION BID (M) SDN BHD policies, procedures & standards.
- Have valid certification, qualification and/or competencies as required by DIMENSION BID (M) SDN BHD.



DIMENSION BID

WELL INTERVENTION | PERFORATION SERVICES

- c) Am fit for work, free from the negative effects of alcohol and/or drugs.
- d) Will cease working, make safe the workplace and contact the onsite HSSE personnel if an incident has occurred or I become aware of a situation that creates a danger to myself or others.
- e) Will **STOP Work** immediately if I don't understand the job scope and the expectations.
- f) Have participated in a pre-job safety meeting, including a Job Hazard Analysis assessment and Safety orientation, and agree to comply with **DIMENSION BID (M) SDN BHD** safety rules any and special instructions.
- g) Report an incident that has caused injury or property damage to **DIMENSION BID (M) SDN BHD**.

Signed: Contractor Representative _____ Date: _____

Name:

Position:

TO BE COMPLETED BY DIMENSION BID (M) SDN BHD personnel who is in charge for the Contractor.

A Job Hazard Analysis Assessment, Pre-job safety meeting & Safety Orientation has been performed, prior to the commencement of work.


Signed: DIMENSION BID (M) Representative _____ Date: _____

Name:

Position:



HAZARD IDENTIFICATION, RISK ASSESSMENT & DETERMINING CONTROL (HIRADC) FORM

 DIMENSION BID WIRELINE INTERVENTION PERFORATION SERVICES	DIMENSION BID (M) SDN BHD	REVISION : 0
	HAZARD IDENTIFICATION, RISK ASSESSMENT & DETERMINING CONTROL (HIRADC) FORM	

No.	Work Activity	Routine/ Non-Routine	Location	Area	Last Review Date	Next Review Date

	Name	Signature	Date
Conducted by			
Approved by			

Note : (L) – Likelihood (S) – Severity (R) – Risk = (L X S)

[illegible]