

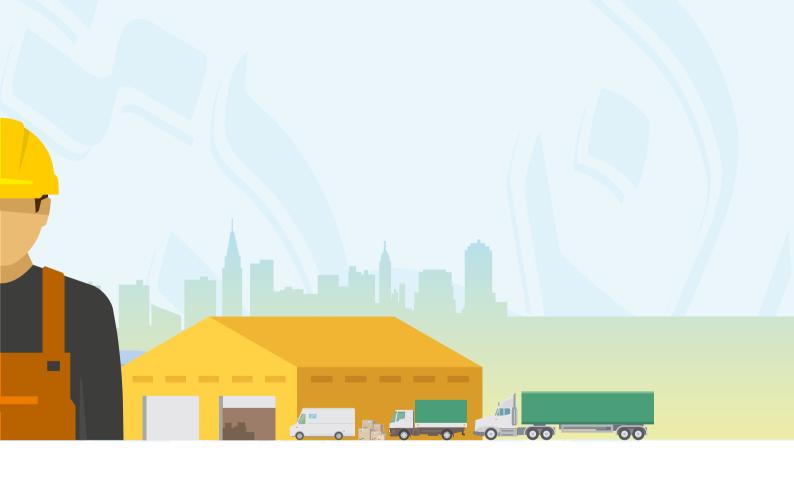
HSE AWARDS SCHEME



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Objectives



Recognize and reward excellent HSE Performance



Promote a behavioural HSE culture



Promote continuous improvement



Recognize Government contributions



Introduction

The safety of our people comes first and foremost in every area of our business. The commitment to ensure "Zero Harm to People and the Environment" is a key strategic objective of Abu Dhabi Ports.

Abu Dhabi Ports has launched (NEESHAN); a health safety and environment award, aimed at recognizing the contributions of individuals, government and private entities and partners for their role in improving Abu Dhabi Ports' overall HSE performance, the award seeks to promote a competitive spirit among Abu Dhabi Ports' employees as well as customers in adopting the highest HSE practices in various facilities.

NEESHAN award is based on specific criteria; a set of key indicators and standards followed by Abu Dhabi Ports to measure and monitor performance development. Winners will be selected by a specialised committee that will evaluate individual efforts and entities against various HSE parameters.

NEESHAN award has three main categories under each category there is a list of awards identified; "6" Individual HSE awards, "7" Department awards and "5" Customer Awards.

Within NEESHAN award, Abu Dhabi Ports will honor deserving and outstanding employees under the Individual Awards category for which the winner will be selected by Abu Dhabi Ports' management following their periodic walkabouts, ground inspections and job site visits monitoring compliance with health and safety standards.

Accolades will also include 'Employee of the Month' awards for staff at Khalifa Port, Zayed Port, Khalifa Industrial Zone, and Abu Dhabi Ports' Marine Services (SAFEEN) in recognition of the significant role they play in elevating performance and maintaining the integrity of operations and services provided by Abu Dhabi Ports.

Abu Dhabi Ports will also honor Government entities that actively engage and employ HSE standards by fostering Abu Dhabi Ports' HSE initiatives.

The results of the scheme will be announced at an annual awards ceremony organised by Abu Dhabi Ports. The gala will also recognise strategic partners and HSE innovative and vigilant government entities. Winners and awardees will receive certificates of appreciation, monetary awards and honorary plaques.



Roles and Responsibilities

Employee Self-nomination

shall

1.Familiarize themselves with NEESHAN award categories, submission criteria and evaluation criteria

2.Fill the designated award submission form and send to NEESHAN Coordinator.

Managers

shall

1.Nominate employees or HSE Representatives

 Familiarize themselves with the award categories, submission criteria and evaluation criteria.

3.Identify and nominate Employee/ HSE Representatives who fulfil the awards criteria.

4.Fill the designated award submission form and send to HSE Head/ HSE Managers.

HSE

shall

 Familiarize themselves with the award categories submission criteria and Evaluation criteria.

2.Evaluate Nominations submitted by different Mangers and send to NEESHAN Coordinator, it applicable.



NEESHAN Coordinator

shall

- 1.Coordinate with all participants and maintain a record of all submissions
- 2.Review all submissions and check if any support evidences/information are required.
- 3.Communicate all submissions to NEESHAN Committee.

NEESHAN Committee

shall

- 1.Conduct periodic familiarization session
- 2.Nominate the members of Judging Panels for all categories of NEESHAN awards
- 3.Approving the established schedule/ deadlines for submission
- 4.Resolving any disputes or discrepancy that could arise.
- Approving the guest list of governmental entities for annual award ceremony.
- Approve the winner list for all categories.
- 7.Carry out the arrangemen and formalities of NEESHAN award ceremony.

Judging panel

shall

- 1.Review and evaluate all
- 2.Carry out individual interviews, if required
- Finalize the Winners list and forward to the committee members for approval & authorization.



Evaluation Methodology

Annual Awards

NEESHAN judging panel will evaluate the last 12 months HSE performance submitted by participants along with supporting evidences.

Applicants are eligible participate in more than one NEESHAN award category.

One nominee from each award category will be selected

HSE Award Committee shall be held responsible to announce Individuals, Departments and Customers Winners based on the HSE award Evaluation Criteria

Employee of the Month

The Area Owner in coordination with area HSE Manager shall be held responsible to select Individual based on the HSE award evaluation criteria.

Management Walkabout Award

Management Representatives carrying out the walkabout shall be held responsible to select Individual based on the best HSE act observed.

Celebration

The CEO will award the winners for the Annual NEESHAN Awards.
The Area Owner will award the winners for monthly HSE Awards and present it to them in the office or during HSE meetings.



Categories of NEESHAN Awards



Best HSE Performance



Best HSE Observation



Individual Awards Customer Awards Department Awards



1. Monthly Awards-Individual

MONTHLY NEESHAN AWARDS (INDIVIDUAL LEVEL)	Awai	rds
Categories Employee of the month	Certificate	Incentive
Employee of the Month- Kizad/ Programme Management	Y	
Employee of the Month- Khalifa Port	V	
Employee of the Month- SAFEEN		-
Employee of the Month- ZP & Other Ports		5
MANAGEMENT WALKABOUT (INDIVIDUAL LEVEL)	Awai	rds
MANAGEMENT WALKABOUT (INDIVIDUAL LEVEL) Categories Best HSE Act	Awai Certificate	rds Incentive
Categories		
Categories Best HSE Act		
Categories Best HSE Act Best HSE Act - Kizad/ Programme Management	Certificate	



Individual Evaluation Criteria- Monthly Awards

NEESHAN is aimed at recognizing the contribution of individuals for their role in improving Abu Dhabi Ports' overall HSE performance, and to promote a competitive spirit in adopting the highest HSE practices.

Within NEESHAN award, Abu Dhabi Ports will honor deserving and outstanding employees under the Individual Awards category

Employee of the Month	Weight
Participation in HSE Activities	30%
Participation in reporting HSE Observations	30%
Participation in HSE initiatives and suggestions	20%
Conducting toolbox talk	20%
Total	100
Note: this award will also be applicable to outsourced Contractors/ Employees	
Best HSE Act observed during Management Walkabout	Weight
Adhere to PPE guidelines	50%
Aware of HSE rules and procedures	30%
Adhere to HSE safe operation/ act	20%
Total	100

Note: this award applicable to outsourced contractors & other Port Users; e.g. Visitors/ Truck Drivers



2. Annual Awards - Individual





Individual Evaluation Criteria- Annual Awards

NEESHAN is aimed at recognizing the contribution of individuals for their role in improving Abu Dhabi Ports' overall HSE performance, and to promote a competitive spirit in adopting the highest HSE practices.

Within NEESHAN award, Abu Dhabi Ports will honor deserving and outstanding employees under the Individual Awards category

Best HSE Performance	Weight
Participation in HSE Activities	30%
Percentage of HSE observation raised	15%
HSE knowledge and skills	15%
Familiar with his HSE roles and responsibilities	15%
HSE initiatives and suggestions	15%
Participation / conducting related HSE training and toolbox talk	10%
Total	100



Best HSE Representative	Weight
HSE Knowledge and skills	30%
Commitment and close-out of actions and tasks in timely manner	30%
Communication and consultation	20%
Participation in HSE Activities	10%
Participation and conducting related HSE training and toolbox talk	10%
T-4-1	100
Total	100
Best Fire Warden	Weight
Best Fire Warden	Weight
Best Fire Warden • HSE Knowledge and skills	Weight 30%
Best Fire Warden HSE Knowledge and skills Commitment to demonstrate his role & responsibility	Weight 30% 30%



Best HSE Suggestion	Weight
Innovative suggestion	50%
Scope of the suggestion (organization level, department, area, etc.)	20%
Resulting improvement from implementing the suggestion	30%
Total	100
Best HSE Observation Reporter	Weight
Percentage of observation reported	20%
Risk impacts of reported observations	30%
Participation in the close out of the observations	20%
Resulting improvement from closing out HSE observation	30%
Total	100
Best HSE Auditor	Weight
HSE Knowledge and skills	30%
Communication skills / Timely submission of Audit report	15%
Conduct audit as per Audit Schedule (in timely manner)	15%
Commitment and close-out of actions and tasks in timely manne	20%
Provide support toward closing out the audit findings	10%
Number of Audits Performed	10%
Total	100



3. Annual Awards - Department





Department Evaluation Criteria- Annual Awards

NEESHAN is aimed at recognizing the contribution of various departments for their role in improving Abu Dhabi Ports' overall HSE performance, and to promote a competitive spirit in adopting the highest HSE practices.

A list of "7" NEESHAN Awards are identified under the "Annual Department Evaluation Criteria".

Best HSE Performance	Weight
 Incident Management (Incidents, reporting, investigation, preventive/ corrective measures) 	20%
Participation in HSE Observations & Near Miss Reporting	10%
HSE Projects & Initiative	10%
Close-out of CARs (Inspection, Audit, Incident, HSE Observation)	10%
Involvement of Management in HSE Walkabout	10%
Records of Training and Tool box talk	10%
HSE Communication and Consultatio	5%
Housekeeping	10%
Waste Management & segregation	10%
Percentage of finding/observation/non-compliance reported during Audit (Internal/External)	5%
Total Control of the	100



Best Risk Management Frame work	Weight
Risk Register is valid and reflecting the hazards associated with departmental activities.	30%
Evidence of Department Management involvement in Risk Management and decision	10%
 Evidence that Risk Register was reviewed as a result of reported incidents/ incident Investigation 	10%
Evidence that Risk assessment was carried out while handling new HSE Projects & initiative	10%
Close-out of corrective action proposed under planned/additional HSE Measures.	10%
HSE communication and consultation.	10%
Environmental aspects/ impact addressed while developing the departmental Risk Assessment	10%
Risk Management Initiative applied to minimize the risk index in the last year.	10%
Total	100



Best Contractor Management	Weight
 The contract was evaluated by fulfilling the requirements of AD Ports' contractor management (e.g. capability assessment) 	20%
Contractor adhere to HSE Policy and Rules	15%
Involvement of department in reviewing contractor HSE plans and related documents	15%
Communication and consultant with the contractors	10%
Involvement of HSE department during tendering process	10%
Submitting contractor HSE performance reports	10%
 Percentage of HSE Observations & Near Miss reported and HSE inspections carried out at the contractor work place 	10%
Contractor HSE issues and performance discussed during departmental meetings	10%
Total	100



Best Management of Change (MOC)	Weight
Recognition of a change (Operation, Facility, Equipment, Service, Software and Processes)	15%
Management of Change (MOC) consultation and communication	25%
No. of MOC detailed Risk Assessment carried out	20%
MOC implementation & closeoute	15%
MOC positively contributed to the HSE aspects with reference to HSE Hierarchy of controls	25%
Total	100
Best Waste Management Performance	Weight
Percentage of waste recycled /reuse	30%
Proper collection / storage / segregation of waste	20%
Housekeeping and pollution prevention	15%
Evidence of waste reduction Projects & Initiative to minimize the waste (Reduce)	10%
Awareness and familiarization of staff and contractors	10%
Total	100



Best HSE initiative	Weight
Scope of HSE Initiative (geographical area and beneficial groups)	30%
 HSE initiative positively contributed to the HSE aspects with references to HSE Hierarchy of control (Eliminate/ Substitute/ Minimize, etc) 	20%
Sustainability of HSE initiative effects/ value	20%
 Cost of implementation in comparison to Financial Benefit / HSE Performance Enhancement. (Cost Benefit analysis) 	20%
Innovative HSE initiative	10%
Total	100
Best HSE Observations close-out	Weight
Percentage of observation closed-out by Department	40%
Evidence of implemented action plan to close-out HSE observation	30%
Percentage of HSE observation closed-out in a timely manner	30%
Total	100



4. Annual Awards - Customer





Customer Evaluation Criteria- Annual Awards

NEESHAN is aimed at recognizing the contribution of Abu Dhabi Ports' Customers for their role in improving the overall HSE performance, and to promote a competitive spirit in adopting the highest HSE practices across Abu Dhabi Ports.

A list of "5" NEESHAN Awards are identified under the "Annual Customer Evaluation Criteria".

Best HSE Performance -Major Tenants	Weight
HSE Objective and evidence of continual Improvement	10%
HSE Communication and Consultation	10%
Efficiency of Risk Management	10%
Contractor Management	10%
 Incident Management that includes HSE Observations & Near Miss Reporting 	10%
Emergency Preparedness and Response	10%
Close out of CARs (Inspection, Audit, Incident, HSE Observation)	10%
Records of Training and Tool box talk	10%
HSE Performance Report	10%
Housekeeping and pollution prevention	10%
Total	100



Best HSE Performance -Tenants	Weight
HSE Objective and evidence of continual Improvement	10%
Efficiency of Risk Management	10%
Contractor Management	10%
Incident Management that includes HSE Observations & Near Miss Reportinge	10%
Emergency Preparedness and Response	10%
Close out of CARs (Inspection, Audit, Incident, HSE Observation)	15%
Records of Training and Tool box talk	10%
HSE Performance Report	10%
Housekeeping and pollution prevention	15%
Total	100



Best HSE Performance -Major Construction / Project	Weight
HSE Objective and evidence of continual Improvement	10%
HSE Communication and Consultation	10%
Efficiency of Risk Management	10%
Contractor Management	10%
 Incident Management that includes HSE Observations & Near Miss Reporting 	10%
Emergency Preparedness and Respond	15%
Close out of CARs (Inspection, Audit, Incident, HSE Observation)	10%
Records of Training and Tool box talk	10%
HSE Performance Report	10%
Housekeeping and pollution prevention	10%
Total	100



Best HSE Performance - Construction / Project	Weight
HSE Objective and evidence of continual Improvement	10%
Efficiency of Risk Management	10%
Contractor Management	10%
Incident Management that includes HSE Observations & Near Miss Reportinge	10%
Emergency Preparedness and Response	10%
Close out of CARs (Inspection, Audit, Incident, HSE Observation)	15%
Records of Training and Tool box talk	10%
HSE Performance Report	10%
Housekeeping and pollution prevention	15%
Total	100



Best HSE Performance - Contractor	Weight
HSE Objective and evidence of continual Improvement	10%
Efficiency of Risk Management	10%
Contractor Management	10%
 Incident Management that includes HSE Observations & Near Miss Reporting 	10%
Emergency Preparedness and Respond	10%
Close out of CARs (Inspection, Audit, Incident, HSE Observation)	15%
Records of Training and Tool box talk	10%
HSE Performance Report	10%
Housekeeping and pollution prevention	15%
Total Control of the	100



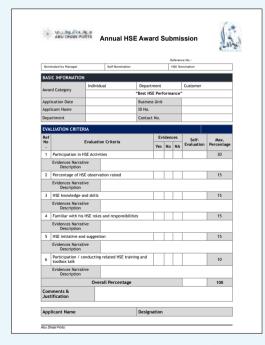
Best Waste Management Performance- Major Tenants	Weight
Waste Management Plan	15%
Waste management objective and initiative	10%
Percentage of solid waste recycled	20%
Maintaining adequate waste inventory and timely reporting to AD Ports	10%
Adequate number of recycling bins & skips for collection, storage and segregation of wast	15%
Housekeeping and environment pollution	10%
Awareness and Campaigns	10%
Compliance with Waste Regulations , Policies & Procedures	10%
Total	100
Total Best Waste Management Performance- Major Tenants	100 Weight
Best Waste Management Performance- Major Tenants	Weight
Best Waste Management Performance- Major Tenants • Waste management objective and initiative	Weight 20%
Best Waste Management Performance- Major Tenants • Waste management objective and initiative • Percentage of solid waste recycled	Weight 20% 20%
Best Waste Management Performance - Major Tenants • Waste management objective and initiative • Percentage of solid waste recycled • Adequate number of recycling bins & skips for collection, storage and segregation of wast	Weight 20% 20% 20%
Best Waste Management Performance- Major Tenants • Waste management objective and initiative • Percentage of solid waste recycled • Adequate number of recycling bins & skips for collection, storage and segregation of wast • Housekeeping and environment pollution	Weight 20% 20% 20% 10%

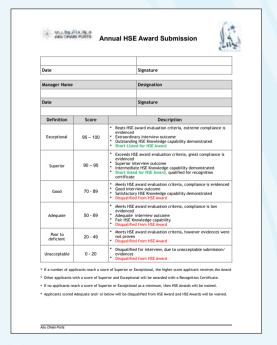


Best Waste Management Coordination - Shipping Agent	Weight
Compliance with AD Ports rules and procedures	40%
 Communication and consultation, including timely submission of WSR and other requirements with clear descriptions 	30%
Participation in HSE activities & initiatives	30%
Total	100
Best HSE initiative	Weight
Scope of HSE Initiative (geographical area and beneficial groups)	30%
 HSE initiative positively contributed to the HSE aspects with references to HSE Hierarchy of control (Eliminate/ Substitute/ Minimize, etc) 	20%
Sustainability of HSE initiative effects/ value	20%
 Cost of implementation in comparison to Financial Benefit / HSE Performance Enhancement. (Cost Benefit analysis) 	20%
Innovative HSE initiative	10%
Total	100
Best HSE Representative- Individual	Weight
HSE Knowledge and skills	30%
Commitment and close-out of actions and tasks in timely manner	30%
Communication and consultation	20%
Participation in HSE Activities	10%
Participation and conducting related HSE training and toolbox talk	10%
Total	100



Best Management of Change - Submission Form

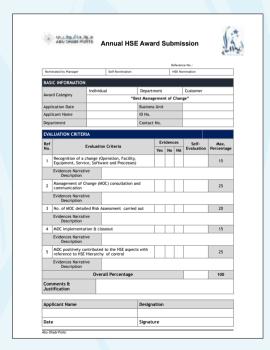


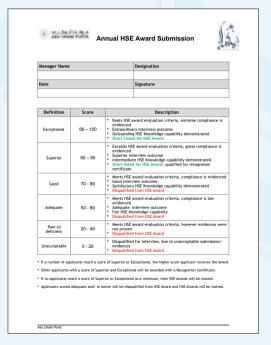


Link to the submission forms
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Best HSE Performance Submission Form





Link to the submission forms
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