



موانئ أبوظبي  
ABU DHABI PORTS

نبض التجارة  
The Pulse of Trade



**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
- 2.Familiarize themselves with the award categories, submission criteria and evaluation criteria.
- 3.Identify and nominate Employee/ HSE Representatives who fulfill the awards criteria.
- 4.Fill the designated award submission form and send to HSE Head/ HSE Managers.

### HSE

shall

- 1.Familiarize themselves with the award categories, submission criteria and Evaluation criteria.
- 2.Evaluate Nominations submitted by different Mangers and send to NEESHAN Coordinator, if 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.
- 5.Approving the guest list of governmental entities for annual award ceremony.
- 6.Approve the winner list for all categories.
- 7.Carry out the arrangement and formalities of NEESHAN award ceremony.

## Judging panel

shall

- 1.Review and evaluate all submissions.
- 2.Carry out individual interviews, if required.
- 3.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



Annual

Individual Awards  
Customer Awards  
Department Awards

# 1. Monthly Awards-Individual

MONTHLY NEESHAN AWARDS (INDIVIDUAL LEVEL)		Awards	
Categories		Certificate	Incentive
Employee of the month			
<b>Employee of the Month-</b> Kizad/ Programme Management			
<b>Employee of the Month-</b> Khalifa Port			
<b>Employee of the Month-</b> SAFEEN			
<b>Employee of the Month-</b> ZP & Other Ports			
MANAGEMENT WALKABOUT (INDIVIDUAL LEVEL)		Awards	
Categories		Certificate	Incentive
Best HSE Act			
<b>Best HSE Act</b> – Kizad/ Programme Management			
<b>Best HSE Act</b> – Khalifa Port			
<b>Best HSE Act</b> - SAFEEN			
<b>Best HSE Act</b> - ZP & Other Ports			



# 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%
<b>Total</b>	<b>100</b>

**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%
<b>Total</b>	<b>100</b>

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

## 2. Annual Awards - Individual



A single winner will be selected for each award category; the winners will receive a certificate of appreciation, honorary plaque and monetary award.



# 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%

<b>Total</b>	<b>100</b>
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### 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%
<b>Total</b>	<b>100</b>

### Best Fire Warden

	Weight
▪ HSE Knowledge and skills	30%
▪ Commitment to demonstrate his role & responsibility	30%
▪ Communication and consultation	20%
▪ Participation in fire inspection/ drill/ training	20%
<b>Total</b>	<b>100</b>



### Best HSE Suggestion

	Weight
• Innovative suggestion	50%
• Scope of the suggestion (organization level, department, area, etc.)	20%
• Resulting improvement from implementing the suggestion	30%
<b>Total</b>	<b>100</b>

### 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%
<b>Total</b>	<b>100</b>

### 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%
<b>Total</b>	<b>100</b>

### 3. Annual Awards - Department



A single Department will be selected for each award category; the winners will receive a certificate of appreciation and honorary plaque.



# 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%

<b>Total</b>	<b>100</b>
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### 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%
<b>Total</b>	<b>100</b>

### 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%
<b>Total</b>	<b>100</b>

### 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 & closeout	15%
▪ MOC positively contributed to the HSE aspects with reference to HSE Hierarchy of controls	25%
<b>Total</b>	<b>100</b>

### 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%
<b>Total</b>	<b>100</b>

### 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%

<b>Total</b>	<b>100</b>
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### 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%

<b>Total</b>	<b>100</b>
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## 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%

<b>Total</b>	<b>100</b>
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### 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%
<b>Total</b>	<b>100</b>



### 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%
<b>Total</b>	<b>100</b>



### 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%
<b>Total</b>	<b>100</b>



### 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%
<b>Total</b>	<b>100</b>

### 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 waste	15%
▪ Housekeeping and environment pollution	10%
▪ Awareness and Campaigns	10%
▪ Compliance with Waste Regulations , Policies & Procedures	10%
<b>Total</b>	<b>100</b>

### Best Waste Management Performance- Major Tenants

	Weight
▪ Waste management objective and initiative	20%
▪ Percentage of solid waste recycled	20%
▪ Adequate number of recycling bins & skips for collection, storage and segregation of waste	20%
▪ Housekeeping and environment pollution	10%
▪ Awareness and Campaigns	10%
▪ Compliance with Waste Regulations , Policies & Procedures	20%
<b>Total</b>	<b>100</b>



### **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

**Annual HSE Award Submission**

Reference No.:

Nominated by Manager Self-Nomination HSE Nomination

**BASIC INFORMATION**

Award Category Individual Department Customer

Application Date Business Unit

Applicant Name ID No.

Department Contact No.

**EVALUATION CRITERIA**

Ref No	Evaluation Criteria	Evidences	Self-Evaluation	Max. Percentage	
		Yes	No	NA	
1	Participation in HSE Activities				30
	Evidences Narrative Description				
2	Percentage of HSE observation raised				15
	Evidences Narrative Description				
3	HSE knowledge and skills				15
	Evidences Narrative Description				
4	Familiar with his HSE roles and responsibilities				15
	Evidences Narrative Description				
5	HSE initiative and suggestion				15
	Evidences Narrative Description				
6	Participation / conducting related HSE training and toolbox talk				10
	Evidences Narrative Description				
	Overall Percentage				100
Comments & Justification					
Applicant Name		Designation			

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**Annual HSE Award Submission**

Date

Signature

Manager Name Designation

Date

Signature

Definition	Score	Description
Exceptional	95 – 100	<ul style="list-style-type: none"> <li>Meets HSE award evaluation criteria, extreme compliance is evidenced</li> <li>Extraordinary interview outcome</li> <li>Outstanding HSE Knowledge capability demonstrated</li> <li>Short Listed for HSE Award</li> </ul>
Superior	90 – 95	<ul style="list-style-type: none"> <li>Exceeds HSE award evaluation criteria, great compliance is evidenced</li> <li>Superior interview outcome</li> <li>Intermediate HSE Knowledge capability demonstrated</li> <li>Short Listed for HSE Award, qualified for recognition certificate</li> </ul>
Good	70 - 89	<ul style="list-style-type: none"> <li>Meets HSE award evaluation criteria, compliance is evidenced</li> <li>Good interview outcome</li> <li>Satisfactory HSE Knowledge capability demonstrated</li> <li>Disqualified from HSE Award</li> </ul>
Adequate	50 - 69	<ul style="list-style-type: none"> <li>Meets HSE award evaluation criteria, compliance is low evidenced</li> <li>Adequate interview outcome</li> <li>Fair HSE Knowledge capability</li> <li>Disqualified from HSE Award</li> </ul>
Poor to deficient	20 - 49	<ul style="list-style-type: none"> <li>Meets HSE award evaluation criteria, however evidences were not proven</li> <li>Disqualified from HSE Award</li> </ul>
Unacceptable	0 - 20	<ul style="list-style-type: none"> <li>Disqualified for interview, due to unacceptable submission/ evidences</li> <li>Disqualified from HSE Award</li> </ul>

\* If a number of applicants reach a score of Superior or Exceptional, the higher score applicant receives the Award  
 \* Other applicants with a score of Superior and Exceptional will be awarded with a Recognition Certificate.  
 \* If no applicants reach a score of Superior or Exceptional as a minimum, then HSE Awards will be waived.  
 \* Applicants scored Adequate and/ or below will be disqualified from HSE Award and HSE Awards will be waived.

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Link to the submission forms  
 O:\13\_Ports\_HSE\_Info\NEESHAN\Submission Forms



# Best HSE Performance Submission Form

**Annual HSE Award Submission**

Reference No.:

Nominated by Manager		Self-Nomination		HSE Nomination	
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BASIC INFORMATION					
Award Category	Individual	Department	Customer		
*Best Management of Change*					
Application Date			Business Unit		
Applicant Name			ID No.		
Department			Contact No.		

EVALUATION CRITERIA						
Ref No.	Evaluation Criteria	Evidences			Self-Evaluation	Max. Percentage
		Yes	No	NA		
1	Recognition of a change (Operation, Facility, Equipment, Service, Software and Processes)					15
Evidences Narrative Description						
2	Management of Change (MOC) consultation and communication					25
Evidences Narrative Description						
3	No. of MOC detailed Risk Assessment: carried out					20
Evidences Narrative Description						
4	MOC implementation is closeout					15
Evidences Narrative Description						
5	MOC positively contributed to the HSE aspects with reference to HSE Hierarchy of control					25
Evidences Narrative Description						
Overall Percentage						100
Comments & Justification						

Applicant Name	Designation
Date	Signature

Abu Dhabi Ports

**Annual HSE Award Submission**

Manager Name	Designation
Date	Signature

Definition	Score	Description
Exceptional	95 – 100	<ul style="list-style-type: none"> <li>Beats HSE award evaluation criteria, extreme compliance is evidenced</li> <li>Extraordinary interview outcome</li> <li>Outstanding HSE Knowledge capability demonstrated</li> <li>Short Listed for HSE Award</li> </ul>
Superior	90 – 95	<ul style="list-style-type: none"> <li>Exceeds HSE award evaluation criteria, great compliance is evidenced</li> <li>Superior interview outcome</li> <li>Intermediate HSE Knowledge capability demonstrated</li> <li>Short Listed for HSE Award, qualified for recognition certificate</li> </ul>
Good	70 – 89	<ul style="list-style-type: none"> <li>Meets HSE award evaluation criteria, compliance is evidenced</li> <li>Good interview outcome</li> <li>Satisfactory HSE Knowledge capability demonstrated</li> <li>Disqualified from HSE Award</li> </ul>
Adequate	50 – 69	<ul style="list-style-type: none"> <li>Meets HSE award evaluation criteria, compliance is low evidenced</li> <li>Adequate interview outcome</li> <li>Fair HSE Knowledge capability</li> <li>Disqualified from HSE Award</li> </ul>
Poor to deficient	20 – 49	<ul style="list-style-type: none"> <li>Meets HSE award evaluation criteria, however evidences were not proven</li> <li>Disqualified from HSE Award</li> </ul>
Unacceptable	0 – 20	<ul style="list-style-type: none"> <li>Disqualified for interview, due to unacceptable submission/ evidences</li> <li>Disqualified from HSE Award</li> </ul>

\* If a number of applicants reach a score of Superior or Exceptional, the higher score applicant receives the Award  
 \* Other applicants with a score of Superior and Exceptional will be awarded with a Recognition Certificate.  
 \* If no applicants reach a score of Superior or Exceptional as a minimum, then HSE Awards will be waived.  
 \* Applicants scored Adequate and/ or below will be disqualified from HSE Award and HSE Awards will be waived.

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[Link to the submission forms](#)  
 O:\13\_Ports\_HSE\_Info\NEESHAN\Submission Forms





