



Dr. Qaisar Ali Associates (SMC-Private) Limited Structural Design Specialists

CONSULT/1665

HSE Management System

1. Introduction

The Health, Safety, and Environment (HSE) Management System of Dr. Qaisar Ali Associates establishes a structured and systematic framework designed to integrate HSE principles into all operational, administrative, and managerial processes. This system is tailored to support the unique requirements of geotechnical, pipeline route, and topographical survey operations, especially in challenging environments.

Our HSE Management System aims to safeguard personnel, protect the environment, and ensure compliance with legal, regulatory, and client-specific requirements. By fostering a culture of proactive safety and sustainability, we continually strive for operational excellence and stakeholder satisfaction.

2. Objectives

- ✚ **Zero Incidents:** Strive to achieve zero workplace incidents, injuries, and illnesses through proactive risk management.
- ✚ **Regulatory Compliance:** Ensure compliance with local, provincial, and national HSE laws, regulations, and standards.
- ✚ **Environmental Stewardship:** Minimize environmental impacts by adopting sustainable practices.
- ✚ **Employee Engagement:** Foster an HSE-conscious culture through regular communication, training, and recognition programs.
- ✚ **Continuous Improvement:** Enhance HSE performance by leveraging feedback, audits, and advancements in safety technologies.

Address:

Islamabad Office: Office No. 205, Hussain Complex (Building 74), Civic Center, Bahria Phase IV, Islamabad.

UAE Office: IFZA Business Park, DDP, PO Box 342001, Dubai, UAE

Pesh Office: Apartment # 08, Fourth Floor, Shinwari Plaza, Nasirbagh Road, Peshawar

3. Core Elements of the HSE Management System

Leadership and Commitment:

- ✚ Demonstrate top management's visible commitment to HSE objectives by:
- ✚ Allocating adequate resources for effective HSE implementation.
- ✚ Actively participating in safety meetings, audits, and training programs.
- ✚ Setting clear, measurable HSE goals aligned with business objectives.

Planning and Risk Management:

- ✚ Conduct comprehensive risk assessments for all activities, considering:
 1. Hazardous road conditions and remote terrain.
 2. Regional security concerns, including civil unrest.
 3. Potential environmental impacts such as soil erosion and water contamination.
- ✚ Implement a hierarchy of controls to mitigate risks, prioritizing elimination, substitution, engineering controls, administrative measures, and PPE

Legal and Regulatory Compliance

- ✚ Maintain an updated legal register to track applicable HSE laws, standards, and client requirements.
- ✚ Conduct periodic compliance audits to ensure adherence and address gaps.
- ✚ Engage with local authorities and stakeholders to remain informed of regulatory updates.

Training and Competency

- ✚ Develop a comprehensive training program, covering:
 1. General HSE awareness for all employees.
 2. Specialized training for high-risk activities such as confined space entry, handling hazardous materials, and defensive driving.
 3. Emergency response training tailored to site-specific risks.

- ✚ Evaluate training effectiveness through post-training assessments and on-site performance reviews.

Operational Control

- ✚ Develop and enforce Standard Operating Procedures (SOPs) for:
 1. Survey operations in rugged and sensitive environments.
 2. Safe transportation and vehicle operation in remote areas.
 3. Proper handling, storage, and disposal of hazardous materials.
- ✚ Ensure all personnel adhere to SOPs through regular supervision and random inspections.

Emergency Preparedness and Response

- ✚ Establish robust emergency response plans (ERPs) addressing:
 1. Road accidents and vehicular emergencies.
 2. Security threats and evacuation procedures.
 3. Environmental incidents such as fuel spills or hazardous waste leakage.
- ✚ Conduct quarterly emergency drills to test preparedness and refine procedures.
- ✚ Equip all work sites with emergency kits, including first aid supplies, fire extinguishers, and communication devices.

Performance Measurement and Monitoring

- ✚ Track HSE performance using key performance indicators (KPIs), such as:
 1. Incident frequency and severity rates.
 2. Environmental compliance metrics.
 3. Training completion and competency levels.
- ✚ Conduct regular audits, inspections, and management reviews to evaluate system effectiveness.
- ✚ Maintain a digital database of HSE records for trend analysis and reporting.

Continuous Improvement

✚ Implement a systematic review process to:

1. Assess the effectiveness of HSE policies and procedures annually or after major incidents.
2. Address findings from audits, inspections, and incident investigations.
3. Incorporate advancements in HSE technologies and best practices.

✚ Promote a culture of continuous learning by encouraging employee feedback and innovation.

4. Roles and Responsibilities

Senior Management

- ✚ Define the organization's HSE vision and goals.
- ✚ Allocate financial, human, and technical resources to implement the HSE Management System effectively.
- ✚ Ensure accountability at all organizational levels for HSE performance.

HSE Department

- ✚ Develop, document, and update the HSE Management System.
- ✚ Plan and deliver HSE training and awareness programs.
- ✚ Conduct risk assessments, audits, and incident investigations.
- ✚ Provide guidance to site supervisors and field teams.

Supervisors

- ✚ Oversee daily operations to ensure adherence to HSE policies and procedures.
- ✚ Conduct pre-task briefings, toolbox talks, and on-site inspections.
- ✚ Report hazards, near-misses, and incidents promptly to the HSE Department.

Employees and Contractors

- ✚ Follow all HSE protocols and participate in training programs.
- ✚ Use PPE and safety equipment as required.
- ✚ Actively report unsafe conditions, incidents, or near-misses.

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5. Documentation and Communication

✚ Maintain accurate and up-to-date documentation, including:

1. HSE policies and procedures.
2. Risk assessments and incident reports.
3. Training records and audit findings.

✚ Communicate HSE updates through:

1. Daily briefings and toolbox talk.
2. Internal newsletters and noticeboards.
3. Digital platforms for real-time updates.

6. Review and Audit

✚ Conduct annual reviews of the HSE Management System to ensure:

1. Alignment with organizational objectives and regulatory requirements.
2. Identification and resolution of recurring issues or systemic gaps.

✚ Perform internal and external audits to assess compliance and effectiveness.

✚ Develop and track action plans based on audit findings.

7. Approval and Endorsement

This HSE Management System reflects Dr. Qaisar Ali Associates unwavering commitment to providing a safe, healthy, and environmentally responsible workplace. It is endorsed by senior management to demonstrate our dedication to operational excellence and sustainability