



afa

الإتحاد العربي للأسمدة
Arab Int'l Organization هيئة عربية دولية
Arab Fertilizer Association

2015

**AFA Health, Safety &
Environment (HSE) Award**

Guidelines



HSE Award Scheme

Since its inception in 1975, the Arab Fertilizer Association (AFA) as a non-profitable and non-governmental Arab International Organization, AFA is maintaining a very strong focus on health, safety and environmental (HSE) issues. In its quest for the development of Arab fertilizer industrial base and contributing to Global Food Security, the Association is launching a new award titled the AFA HSE Award. The first ever Award scheduled for awarding in February 2010.

The award aims at recognizing member companies that strive in continually improving its health, safety and environmental (HSE) performance or demonstrated a sustained and continued outstanding HSE performance for at least five years period.

All companies interested in participation of this scheme have to submit its application to AFA Secretariat by 30 August 2015.

Eligibility

- Award eligibility is opened to all AFA members only.
- The Award is offered to member companies for their efforts, contributions and/or sustained performance in safety, health and environment.
- The Award shall be presented during the AFA Fertilizer Forum scheduled for February 2016

Judging

- The companies are judged on the basis of a completed case study submission that is based both on historical performance and written details on 10 key questions related to how the company manages its safety, health and environment.
- The judging will be conducted by an independent team selected from AFA's HSE committee.
- The independent panel, comprising HSE professionals shall review all applications and recommend an Award Winner. The panel's decision shall form the basis at which the AFA Secretaries along with the HSE Committee shall make the recommendation to the AFA Board of Directors for their final approval and selection.



Application Procedure:

AFA member wishing to take part in this Award shall provide the following:

- Its historical performance from 2012 to 2014 as stipulated in Table 1
- Provide narrative about compliance with local regulations and adoption of environment management system, ISO 14001. (600 words maximum)
- Provide written answers of 3,000 words maximum to the RoSPA ten questions justifying the reason for the nomination . The application case study shall be as follows:
 1. How dose the Company demonstrate its commitment to safety, health and environment (HSE)? Maximum words 300.
 2. What are the resources available to the Company to manage its HSE initiatives? Maximum words 300.
 3. How the workforce involvement in the Company's HSE initiatives? Maximum words 300.
 4. What are the competencies available to the Company to effectively manage its HSE initiatives? Maximum words 300.
 5. How does the Company plan its HSE initiatives? Maximum words 300.
 6. How does the Company communicate its HSE initiatives? Maximum words 300.
 7. How does the Company actively monitor its HSE performance? Maximum words 300.
 8. How does the Company build its capacity in HSE? Maximum words 300.
 9. How does the Company assess its continual improvement efforts in HSE? Maximum words 300.
 10. What are the differentiating factors the Company has relating to its HSE initiatives? Maximum words 300.

The application must be made in ENGLISH language and be presented in a manner that is easily assessed. The references must be made in a logical and a clear manner that can be easily followed.

All supporting evidences and proofs must be contained within the submission in a folder/book that is no thicker than two inches.

The application must be submitted to AFA electronically by CD / e-mail.

The application must contain all the supporting documents and providing references available in the Public Domain or the Company’s Website is encouraged to save space and to remain within the requirement of the word count.

Application Form

Applicants must provide the following historical safety, health and environment information:

TABLE 1: Weight of HSE Performance Indicators

S.No	Metric Name	Metric Name	Year		
A.	Occupational Safety		2012	2013	2014
1	Employee Fatalities	# of Fatalities			
2	Lost Time Injury Incident rate for Employees	(# of days away from work cases X 200,000) / Employee man-hours worked			
3	OSHA Recordable Cases Incidence Rate for Employees	(# of Injuries X 200,000) / Employee man-hours worked			
4	Contractor Employee Fatalities	# of Fatalities			
5	Lost Time Injury Incidence Rate for Contract Employees	(# of days away from work cases X 200,000) / Contractor man-hours worked			
6	OSHA Recordable Cases Incidence Rate for Contract Employees	(# of Injuries X 200,000) / Contractor man-hours worked			
B.	Emissions / Discharges to Environment				
7	Hazardous Waste for Disposal	Metric tons / Year			
8	Non-Hazardous Waste for Disposal	Metric tons / Year			
9	Quantity of Waste Water discharged to Environment	Cubic Meters / Year			
10	Nitrogen Oxides (NOX)	Metric tons / Year			
	When the company first certified. A valid ISO certificate. A valid local regulatory authorization. Number of total aspects The number of significant aspect The number of projects for each significant aspects				



Guidelines for completing the table and areas to be covered when answering the ten questions:-

How AFA Members Can Complete the above Table

The Reporting of work-related Injuries and Occupational Illness Regulations require us to keep records of injuries at work and report certain types to the appropriate enforcing authority, usually the local authority and any volunteered international regulations accepted by the company or shareholders. Reportable injuries include fatal and major injuries to employees, self-employed people and members of the public, and injuries that cause incapacity from work for more than one day excluding the day of injury to employees and self-employed people

Comparing reportable injury information is just one way of assessing the safety performance. In many of our companies, particularly those with fewer than 100 employees, reportable injuries represent only a small proportion of the total number of injuries to employees. Records of more minor, non-reportable injuries, and of 'near misses', may also be converted into incidence rates and used to monitor trends over time or between different parts of our operations. Analysis of the data to identify the main causes of injury, for example, can help to identify risks that need to be controlled and prevent further accidents.

Examples of reportable major injuries are:

- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to a harmful substance

or biological agent; acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin; Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Examples of reportable dangerous occurrences are:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Explosion, collapse or bursting of any closed vessel or associated pipework;
- Failure of any freight container in any of its load-bearing parts;
- Plant or equipment coming into contact with overhead power lines;
- Electrical short circuit or overload causing fire or explosion
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- Accidental release of a biological agent likely to cause severe human illness;
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- Malfunction of breathing apparatus while in use or during testing immediately before use;
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- Collapse or partial collapse of a scaffold over five meters high, or erected near water where there could be a risk of drowning after a fall;
- Unintended collision of a train with any vehicle;
- Dangerous occurrence at a well (other than a water well);
- Dangerous occurrence at a pipeline;
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- A dangerous substance being conveyed by road is involved in a fire or released;



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Examples of reportable occupational illness include:

- Certain poisonings;
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculate/acne;
- lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus;
- Other conditions such as: occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.



What should you cover when answering the ten key questions?

Key Area 1: Commitment to Safety, Health and Environment (HSE)

In this open-ended question, the applicant seeks to answer how company's directors and senior managers demonstrate their commitment to leading HSE management throughout organization?

Applicant may demonstrate this commitment through: Policy statement and current action programs signed and dated by CEO, board level HSE champion, roles and responsibilities, visible personal leadership and involvement in HSE committees, health and safety tours of workplace and accident investigation, environmental audits, policy review and development.

Key Area 2: Resources Available to HSE

In this open ended question, the applicant seeks to answer How does the organization ensure that it has access to competent advice and services, including in relation to HSE issues?

Applicant may demonstrate this commitment through: source of competent advice in relation to occupational health, environmental management and safety role, evidence of qualifications, use of specialist services.

Key Area 3: Workforce Involvement in HSE

In this open ended question, the applicant seeks to answer how the organization involves the workforce and their representatives in the management of HSE across the organization?

Applicant may demonstrate this commitment through: Appointment of HSE representatives and committees, consultation over policy, involvement in: tool box talks, near-miss reporting, team-based risk assessment, investigation, monitoring, review and audit, dates of HSE committee meetings in last 12 months and a sample set of minutes showing actions cleared and outstanding.

Key Area 4: Competencies in HSE

In this open ended question, the applicant seeks to answer how the organization ensures that all its employees and contractors are competent to fulfill their roles in the management of HSE initiatives?

Applicant may demonstrate this commitment through: Training needs analysis, training standards and targets, pre-training briefings and post-training debriefings, competence assessment linked to roles, responsibilities and risk assessment. Training program with topics covered and numbers attending against numbers required. What method of contractor selection, control and evaluation, criteria is used?

Key Area 5: Planning HSE

In this open ended question, the applicant seeks to answer how does the organization ensure that planning for HSE issues is integrated effectively into business planning processes, using risk assessment to identify appropriate control measures for principal risks, set key performance indicators and targets?

Applicant may demonstrate this commitment through: Risk assessment procedures, evidence based occupational HSE priorities/targets based on key risks in the organization, identification of KPIs for HSE. Evidence of compliance with the control measures identified, is required as answer to this question.

Key Area 6: Communication of HSE

In this open ended question, the applicant seeks to answer how does the organization ensure that HSE information is communicated effectively within and beyond the organization?

Applicant may demonstrate this commitment through: Communication within and between departments/teams, general awareness raising, communication with external business partners and intermediaries, information to employees and contractors about hazards, risks and preventative measures.

Key Area 7: Active Monitoring of HSE Performance

In this open ended question, the applicant seeks to answer what arrangements does the organization have for active monitoring of HSE performance?

Applicant may demonstrate this commitment through: Active monitoring for



compliance with HSE requirements. Evidence of feedback, for example confirming implementation of control measures identified in risk assessments.

Key Area 8: Capacity Building in HSE

In these open ended questions, the applicant seeks to answer how does the organization ensure that it investigates HSE problems and implements lessons learned? How is sickness absence managed?

Applicant may demonstrate this commitment through: Capacity for learning from unplanned events, work related ill-health cases, environmental concerns etc. evidence of feedback and remediation; reports signed off by senior manager; policies for sickness absence and rehabilitation.

Key Area 9: Assessing Continual Improvement in HSE

In this open ended question, the applicant seeks to answer how the organization review its HSE performance periodically to assess progress against targets, set new priorities and report to internal and external stakeholders?

Applicant may demonstrate this commitment through: Periodic performance review, audit results, new priorities, external/internal sectional/corporate performance reporting.

Key Area 10: Differentiating Factors in HSE

In this open ended question, the applicant seeks to answer which features of the organization's approach to HSE the company are particularly proud of and why?

Applicant may demonstrate this commitment through: Evidence of innovation, hallmarks of excellence, out of the box environmental projects, responsible care initiatives, occupational health initiatives, good neighboring in the community, contractual relations etc.



General Secretariat

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