

Annex B (Informative) Activity matrix

The matrix shows typical categories of contract and associated HSE-related items, which should be included in connection with qualification, evaluation and contract supervision. The company decides for itself which category of contract is most relevant for the specific delivery. Deliveries with limited HSE risk will normally require less extensive evaluation and following up than those with a high HSE risk. Other factors which should be taken into account when selecting contract category include the criticality of the delivery in progress and financial terms, and possible experience with earlier contracts. Please note that Category IV is intended to be used for contracts involving a limited number of hired personnel over a limited period of time.

HSE-related items and contract categories		Category I	Category II	Category III	Category IV
		Large and/or complex	Small and/or simple	Small and/or simple with limited follow-up	Hire of personnel
Element 1 — Leadership and commitment					
1.1	Commitment to HSE through leadership	◆	◆	◆	◆
Element 2 — Policy and strategic objectives					
2.1	HSE policy, access and responsibility	◆	◆	◆	◆
2.2	Contractor's policy on accidents and losses	◆	◆	◆	◆
Element 3 — Organisation, resources and documentation					
3.1	Employee contribution	◆	◆	◆	◆
3.2	Organisation and communication	◆	◆	◆	◆
3.3	HSE training of managers and supervisors	◆	◆	◆	
3.4	Personnel HSE induction programme	◆	◆	◆	◆
3.5	HSE training programme	◆	◆		
3.6	Specialised training	◆	◆		
3.7	Rules, regulations, standards and requirements	◆	◆		
3.8	Assessing the suitability of subcontractors	◆	◆	◆	
Element 4 — Evaluation and risk management					
4.1	Risk assessment	◆	◆		
4.2	Security management	◆	◆	◆	◆
4.3	Sickness absence	◆	◆		◆
4.4	Work related illness	◆	◆	◆	◆
4.5	Working environment surveys	◆	◆		
4.6	Use of overtime	◆	◆		◆
4.7	Chemicals	◆	◆		
4.8	HSE data sheets	◆	◆		
4.9	Personal protective equipment	◆	◆	◆	◆
4.10	Environmental management system	◆			
4.11	Environmental impact assessment and monitoring	◆			
4.12	Selection of environmentally optimal solutions	◆	◆		
4.13	The environment and management documentation	◆			
4.14	Waste management	◆			
4.15	Environmental properties of chemicals due to be discharged	◆			
4.16	Use of potentially environmentally harmful chemicals	◆	◆		
4.17	Safety delegates	◆			
Element 5 — Planning and procedures					
5.1	HSE working practices	◆	◆		
5.2	HSE programme	◆			
5.3	Equipment control and maintenance	◆	◆		◆
5.4	Emergency preparedness	◆	◆	◆	◆
Element 6 — Implementation and monitoring					
6.1	Supervision and monitoring of work activities	◆	◆		◆
6.2	History of undesirable events/hazardous conditions	◆	◆	◆	
6.3	Reporting events with a high loss potential	◆	◆		
6.4	Reporting personnel injuries	◆	◆	◆	
6.5	Incident follow-up system	◆	◆		
6.6	Occupational health	◆	◆		◆
6.7	HSE performance indicators	◆	◆		
6.8	Handling non-conformances	◆	◆		
6.9	Experience transfer	◆	◆		
6.10	Investigation and reporting of major incidents	◆	◆		
Element 7 — Auditing and reviewing					
7.1	Auditing and reviewing	◆			