

**Integrated Organization Structure for Safety Procedure
HSE Management System
PTCL Group**

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1.0 PURPOSE

The purpose of this document is to provide details of overall safety organization at PTCL Group.

2.0 SCOPE

This document describes the requirement for complying with the management system standard on Integrated Organization Structure for safety.

3.0 SUMMARY

The purpose of the overall safety organization is to mobilize all available talent in the interest of health, safety and environmental protection. It does not in any way relieve individual members of the line organization of their safety responsibilities; rather it provides additional resources upon which they can draw to execute these responsibilities more effectively. Safety committees and safety meetings have proven to be effective means of formulating and carrying out company safety policies, gathering and disseminating safety information, enlisting employee participation in the safety effort, and generating and sustaining interest in safety. Committees are staffed principally by members of the line organization supplemented by safety staff members and other specialists.

The document at the following pages describes the safety organization in place at PTCL Group.

4.0 ABBREVIATIONS

- SOT – Safety Observation Tours.
- Steerco – Steering Committee.
- PIR – Pending Incident Report.
- KPI – Key performance Indicator
- Monthly Review Meeting (MRM)

5.0 **CORPORATE HSE STEERING COMMITTEE**

5.1 **BACKGROUND**

PTCL group Safety Management System requires visible involvement of top-level Executives in Safety Management Programs. We believe that Safety must be led from the top.

Performance will only be as good as leadership demands & visibly supports.

5.2 **ROLE**

The HSE top level Committee’s primary role is to provide strategic guidance to the overall safety improvement initiatives for the group. The Committee would provide visible personal leadership, commitment, support, accountability, and follow-through for all safety programs.

5.3 **MEMBERSHIP**

Chairperson : P & GCEO
 Secretary : GVP Corp. HSE & Sustainability
 Members : As nominated by GCEO

5.4 **MEETING FREQUENCY**

Once a Quarter.

5.5 **RESPONSIBILITIES**

1. To define a vision of the level of excellence PTCL Group should attain.
2. To own & maintain the HSE policy & ensure that all PTCL Group operations adhere to the policy.
3. Coordinate HSE work across PTCL Group from strategic leadership perspective.
4. To initiate, validate, sponsor & support Corporate HSE objectives.
5. To set HSE goals & track their accomplishments for the organization.
6. To ensure HSE organization at function level & to administer HSE activities effectively - one that cascades from top to the lowest level.
7. To review major incidents including fatalities and serious injuries etc. & to ensure effective measures to prevent recurrence & to act on management system failure at the highest level of the organization.
8. To steward “HSE excellence road map” on a quarterly basis.
9. To ensure compliance to all applicable regulatory and legal requirements, to which the Company subscribes to.
10. To oversee the activities of HSE Sub Committees & activities at organization Level.

11. To formally review compliance of “HSE Management system audits” as per defined frequency.
12. To appoint ad-hoc safety committees when there is a strategic or technical need to do so.

6.0 A-LEVEL HSE COMMITTEE ROLE & RESPONSIBILITIES

6.1 ROLE

The A-Level HSE Committees primary role is to provide strategic guidance to the overall safety improvement initiatives coming from Corp HSE steering Committee. The Committee would provide visible personal leadership, commitment, support, accountability and follow- through for all safety programs in functions.

6.2 MEMBERSHIP

MEMBERSHIP (Technology)

- Chairperson - Group Chief Technology & Information Officer
- Secretary - Director HSE Technology
- Members - Direct reports of GCTIO (to be nominated by GCTIO)

MEMBERSHIP (BO)

- Chairperson - Chief Business Operations Officer
- Secretary - Director HSE BO
- Members - Direct reports of CBOO (to be nominated by CBOO)

MEMBERSHIP (P&O)

- Chairperson - Group Chief People Officer
- Secretary - To be nominated by GCPO
- Members - Direct reports of GCPO

6.3 A-LEVEL HSE COMMITTEE MEETING FREQUENCY:

A-Level HSE Committee meetings shall be held on Quarterly basis.

6.4 RESPONSIBILITIES:

6.4.1 CHAIRPERSON:

1. To implement the vision of the level of excellence defined by Corp HSE Steering Committee.
2. To ensure that all functional departments adhere to the HSE policy.
3. Coordinate HSE work for strategic leadership guideline across function.
4. To ensure implementation of Corporate HSE objectives.
5. To set functional HSE goals & follow up and ensure implementation across functions.
6. To ensure HSE organization at functional level to manage HSE activities effectively which comes from top to the lowest level.
7. To review major incidents and ensure measures to prevent recurrence on management system failures at the highest level of the function.
8. To communicate “HSE road map” on a quarterly basis across functions.
9. To ensure and implement compliance to all applicable regulatory and legal requirements, to which the Company subscribes to.
10. To oversight the activities of HSE Sub Committees & activities at zonal & regional level.
11. To review compliance “HSE management system audits” as per prescribed frequency.
12. To appoint ad-hoc safety committees when there is a strategic or technical need to do so.

6.4.2 SECRETARY:

1. Develop agenda of A-Level HSE Committee in close coordination with respective A-Level HSE Committee Chairperson.
2. Plan and conduct A-Level Sub Committee meetings quarterly.
3. Issue minutes of A-Level Sub Committee meeting.
4. Steward and track all action-able items/recommendations till completion. Share the status in A-Level HSE Committee meeting as and when required.
5. Identify weak areas based on past safety incidents, previous safety audits & inspection etc., Safety observation tours (SOTs) and present to A-Level HSE Committee for setting direction.

6. Monitor that functional internal and external safety audits are conducted on their defined frequencies.
7. Analysis and present status of audit & inspections' findings and incidents' recommendations and seek direction from A-Level HSE Committee.

6.4.3 MEMBERS

Members' Responsibilities are to:

1. Highlights any safety issues/programs with function wide safety implications.
2. Implement all A-Level HSE Committee safety recommendations and action-able items related to their department with 100% compliance.

7.0 B-LEVEL ZONAL HSE COMMITTEE ROLE STATEMENT

7.1 ROLE

B-Level Zonal HSE committees serves as a link between A-Level HSE Committee & D-Level HSE Committees. The Committees mainly act on all safety matters within the function referring to the A-Level HSE Committees. The problems that they are unable to solve or that have ramifications outside the function.

7.2 SCOPE

Following items are supposed to be reviewed by functional HSE for recommendations' approval, implementation of changes, organization decisions and approval of deviations from standards that may have safety implications. The B-Level zonal HSE Committee or the HSE committee Chairperson will review and approve any deviations from those standards.

7.2.1 STUDIES AND AUDITS SCHEDULE

1. Annual Health, Safety and Environment Surveys and Audit Matrix.
2. Internal/External Health, Safety and Environment Audits.
3. SOT Schedules.

7.2.2 DROPPING OF SAFETY RECOMMENDATIONS

Safety recommendations PIR (Pending Incident Report) from LTI and below incidents, safety inspections, etc. which are not practical and are required to be dropped shall be reviewed and approved by A-Level HSE Committee Chairperson.

7.2.3 IMPLEMENTATION ACTIONS

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1. Assign responsibilities and accountabilities for the HSE programs.
2. Plan and arrange adequate resources for running the HSE programs.
3. Establish two-way lines of communication involving Safety Sponsors, Safety Capitan’s/Vice Captains for safety and health concerns.
4. Establish a system for hazard identification, correction and control.
5. Implement an effective orientation and training programs.
6. Maintain an effective system of records and documentation.

7.3 FUNCTION

The B-Level zonal HSE Committee’s primary function is to promote, set standards, and monitor personnel safety, health and risk management in the areas of design, operations and maintenance of all facilities in line with the Company’s Health, Safety, Environment and Sustainability Policy.

In addition to above, the committee is required to provide direction, guidance, assistance and monitor activities related to operational safety and health recognizing that the safety in all its aspects rests with the line organization and individuals.

7.3.1 INJURY AND INCIDENT PREVENTION

B-Level zonal HSE Committee’s will:

1. Review all accidents including, injuries, fires, operational upsets and significant near misses.
2. Periodically monitor the progress on the recommended actions emanating from investigations of these incidents.
3. Steward Total Recordable Injury Rate (TRIR).

7.3.2 SAFETY REVIEW AND AUDITS

B-Level Zonal HSE Committee’s will:

1. Sponsor periodic external audits and overview implementation of internal audits to assess the adequacy of existing facilities, procedures, and personnel skill level. B-Level HSE Committee’s will review the audit results and monitor progress on actions to eliminate deficiencies.
2. Promote and sponsor activities related to safety technology improvements and use.

7.4 HSE YEARLY GOALS/CALENDAR

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Functioning of the B-Level Zonal HSE Committee will mainly be controlled through a yearly calendar prepared at the start of the year and distributed to all interfaces upfront.

B-Level Zonal HSE Committee shall review and steward following in a yearly cycle to ensure safety program’s compliance, actions on their findings and measure the progress. Generally, the B- Level Zonal HSE Committee items shall be based on following aspects:

1. Items falling in B-Level Zonal HSE Committee scope.
2. Analysis of increasing failures, safety management systems or safety rules violations.
3. Any items which require decision or direction for future functional safety programs or re-organizations.

Note: Items which fall in B-Level Zonal HSE Committee domain or other forums e.g., Monthly Review Meeting (MRM) etc. can be brought to A-Level HSE Committee if, B-Level Zonal HSE Committee secretary recommends and B-Level Zonal HSE Committee Chairperson or Secretary approves.

Following are items which shall be reviewed in B-Level Zonal HSE Committee during a year.

7.4.1 ROUTINE ITEMS REVIEW

Following items shall be reviewed in every B-Level Zonal HSE Committee or on need basis:

1. Stewardship of all safety related recommendations e.g., Pending Incident Reports’ Recommendations, Emergency response recommendations, pending audit and inspection findings closure.
2. Review of the zonal personnel Leading indicators of Safety & Environment
3. Serious incidents/injuries investigation findings
4. Incident/Injury analysis
5. Inspection program compliance and issues faced in past year and plans for next year
6. D-Level HSE Committee’s Performance
7. Review of the results of incident reports analysis.
8. “SOT” Analysis
9. HSE Management system audit summary.
10. Fire Extinguisher Survey/PPEs/Safety showers surveys recommendations – if needed.
11. Functional zonal HSE Matrix Compliance

12. Safety Trainings Status – Man-hours, outcome, etc.
13. HSE Plans/Proposal.
14. Provide leadership and guidance for acceptance, maintenance, and enforcement of safety program.
15. Define Health and Safety objectives for the department and monitor their progress.
16. Plan/budget and arrange necessary resources to sustain the safety program including safety equipment and training.
17. Review the Health & Safety performance regularly, conduct and chair departmental safety review meetings.
18. Review and act upon facility safety and health inspection report.
19. Evaluate Safety Sponsors/Safety Captains each year to make sure they are carrying out their responsibilities as described in this program.
20. Ensure that incidents are fully investigated, and corrective action taken to prevent the hazardous conditions or behaviors from happening again.

7.4.2 MINUTES OF MEETING / B-LEVEL ZONAL HSE COMMITTEE RECOMMENDATIONS AND ACTION PLAN

B-Level Zonal HSE Committee secretary will issue minutes of meeting of every HSE committee soon after the meeting. All the items which need some action or are recommendations of B-Level Zonal HSE Committee shall be converted to actionable items and shall be stewarded until they are completed or evaluated to be closed.

The completion of all such items shall be documented which justification / reasoning of what actions have been taken and who did the work.

7.5 MEMBERSHIP

MEMBERSHIP Technology, BO, PE & Fleet - (Zones)

- Chairperson - Zonal Head.
- Co-Chairperson - To be nominated by Zonal head.
- Secretary - Corporate HSE zonal head.
- Members - Direct reports: Directors/SMs.

B-Level Zonal HSE Committee’s Membership Framework is attached as Annex “A”.

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Note: In case of emergency or unavailability of B-Level Committee Chairperson, Co-Chairperson can lead the forum.

Note: Other personnel may be requested to participate in the meetings on need basis.

7.6 MEETING FREQUENCY

B-Level Zonal HSE Committee meetings shall be held on Monthly basis.

7.7 ROLE OF B-LEVEL Zonal HSE COMMITTEE CHAIRPERSON

The Chairperson will be responsible for ensuring compliance with the role of B-Level Committee. He/She will work closely with the members of his/her committee to achieve the desired objectives.

He/She is responsible for follow-up of the recommendations which are sent to him/her by the D-Level committees or highlighted by the B-Level Zonal committee members in the meetings. He/She also stewards action plans of the B-Level Zonal safety committee.

7.8 ROLE OF B-LEVEL ZONAL HSE COMMITTEE SECRETARY

The Secretary will be responsible for ensuring that the committee meetings are held at the required frequency of once every month. He/She will work closely with Chairperson and present all the recommendation forwarded by D-Level Committee for further review and action.

Issue minutes of meeting on prescribed format and send copies to relevant interfaces and Functional Safety.

7.9 ROLE OF HSE COMMITTEE MEMBERS

To participate in each B-Level Zonal HSE Committee meeting & to actively work for reducing the workplace safety hazards. To review all the recommendations generated and work out solutions for the recommendations assigned. Solicit input from peers for highlighting workplace hazards and bring them to this forum for resolutions.

7.10 ROLE OF FUNCTIONAL HSE

- a. Ensure B-Level Zonal HSE meetings are being conducted as per defined frequency and on prescribed format. Functional HSE shall also ensure that all B-Level MOMs are submitted on time and on a standard format. At the end of each quarter, respective function HSE representative shall tabulate the B-Level HSE compliance and effectiveness of zones and circulate it via a report.
- b. Criteria for B-Level HSE effectiveness shall be set by functional HSE and approved by the HSE Committee Chairperson. Functional HSE has the responsibility that all D-Level HSE committees get covered by a B-Level HSE committee.
- c. Functional HSE shall train employees of B-Level meeting effectiveness criteria and role statement.

8.0 D-LEVEL HSE COMMITTEE ROLE STATEMENT

8.1 INTRODUCTION:

D-Level HSE Committee is the most effective grass root HSE forum at the ground. All the employees' up to Senior Managers are members of these committees. D-Level (Safety Talk) shall be conducted at a defined frequency as circulated by the relevant HSE function and/or corporate HSE. In order to ensure effective working of these committees, the following guidelines are to be complied with.

8.2 PHILOSOPHY

PTCL group believes that all accidents and injuries can be prevented. A workplace free of injury and illness and a commitment to becoming a leader in the protection of health, safety and the environment will be accomplished through the active participation of all employees.

8.3 RESPONSIBILITY

The respective Departmental Head has designated the responsibility for ensuring compliance with the standards. The departmental head/chairperson B-Level HSE Committee shall pay a surprise visit in any D-Level HSE Committee for ensuring commitment of line management.

8.4 D-LEVEL HSE COMMITTEE REQUIREMENT

1. Systems shall be in place which supports and makes visible commitment and involvement of management, employees and others in the workplace.
2. Training of new and existing employees on the hazards which exist in the work environment is essential.
3. A system will be in place to communicate information regarding personnel HSE issues & programs.
4. Systems for obtaining information regarding workplace hazards shall be in place with methods of analyzing & identifying areas of concern. Information regarding this analysis will be shared with the organization & a remedial action plan where required to be established.
5. A system shall be in place to identify & recognize individual/team participation & contributions to improve the safety process. Accountability will be a key part of the safety process.
6. System for measuring HSE effectiveness shall be in place with emphasis on use of quality tools to monitor & improve the program elements.

8.5 MANAGEMENT SUPPORT AND COMMITMENT

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Management support and commitment to be demonstrated by:

1. Active and visible participation in safety meetings and feedback on current safety issues to the employees.
2. All management employees up to SM level are required to participate in D-Level HSE Meetings. The information from the D level meeting shall be cascaded down the line by respective executives.
3. For two-way communication, executives will get feedback from the field team before attending D-level meetings.
4. All meetings to start with the feedback on the points raised by the participants in the previous meeting.
5. Further, all the safety incidents which have happened between the two meeting should be discussed.
6. Major HSE action items to be updated to all employees.
7. Reinforcement of safe work practices and actions.
8. The D-Level HSE Committee working to be audited as per HSE management system audit procedure.

8.6 HSE COMMITTEE ORGANIZATION

Across the country, Technology, BO, and P&O (PE & Fleet), D-Level HSE Committees shall be formed which shall comprise of: -

1. Safety Sponsor (Preferably Director or Senior Manager)
2. Safety Captain (Manager / Executive)
3. Members (Between 10 & 30)
4. Members shall encompass all MS, NMS, Contractor/OSP, Support Services.
5. All staff to be covered, that is all staff to be member of at least one committee.

8.7 COMMUNICATION

Line management will establish methods of communication to employees and necessary information regarding workplace hazards, safety programs, procedures, revisions, Flyers, as well as feedback on safety concerns/suggestions will be presented in the D-Level HSE meetings. These meeting would be conducted using the following material.

8.8 D-LEVEL HSE COMMITTEE INFORMATION PACKAGE

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1. HSE Incident Initial/ Detail Report.
2. D-Level safety talk material – emailed by respective functional HSE.
3. Off - the - Job information – if required
4. Critical Routine Procedure/ Rule updates and reinforcement.
5. Milestone recognitions/celebrations.
6. Innovation/ Initiative package
7. Detail Report – if required
8. All suggestions/ recommendations recording book.
9. SOT related observations & interventions.

8.9 HSE PROGRAM INVOLVEMENT

Each Employee is part of the HSE organization through D-Level HSE Committees. Their feedback is reviewed by the Safety Sponsors/ Safety Captain or *Manager (if required)*. The issues not resolved at the sponsor level are routed to the relevant B-Level zonal HSE Committee for further review & action. Actions not resolved in the B-Level zonal HSE Committees can be taken up in the A-Level HSE Committee or Corp HSE Steerco.

8.10 ROLE STATEMENTS

8.12.1 ROLE OF D-LEVEL HSE COMMITTEE

1. Sustain motivation of employees through participation and develop belief in PTCL’s Zero Accident Philosophy.
2. Identification/rectification of workplace hazards and continuous improvement of procedures.
3. Educate and encourage safe work practices.
4. Solicit feedback from employees for on & off-The-Job Safety concerns.
5. To serve as a forum for communication of information relating to Company’s HSE program
6. The Committee would ensure that all the members understand the applications of HSE Policy in day-to-day activities.

8.12.2 ROLE OF D-LEVEL HSE COMMITTEE SAFETY SPONSOR

The Safety Sponsor will be responsible for ensuring compliance with the role of D-Level HSE Committee. He/She will work closely with Safety Captain/Vice Captain of his/her committee to achieve the required objectives.

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1. Lead the D-Level HSE Committee
2. Issues minutes of meeting on prescribed format and send copies to be concerned HSE functional Manager.
3. Safety Sponsor is responsible for follow-up of the recommendations which can be done within the section or with minor support of other sections.
4. Recommendations that cannot be closed shall be sent to relevant B-Level zonal HSE Committee (where required) for further review and action via functional HSE.

8.12.3 ROLE OF D-LEVEL HSE COMMITTEES SAFETY CAPTAIN / VICE CAPTAIN

The Safety Captain will be responsible for compliance with the role of D-Level HSE Committee by assisting Safety Sponsor. He will work closely with Safety Sponsor of his committee to achieve the desired objectives.

1. Develops the agenda for each meeting in consultation with the Safety Sponsor.
2. Assists Safety Sponsor to comply with D-Level HSE Committee guidelines.
3. Ensures that all the mandatory safety talks are held.
4. Spends 90% of his/her time in normal/routine duties and 10% of the time for safety related jobs highlighted in D-Level HSE Meeting.

8.12.4 ROLE OF CORPORATE HSE DEPARTMENT

1. Monitor effectiveness of function's D-Level HSE committee meeting and initiate necessary remedies where required.
2. Provide Training to functional HSE & sponsors/chairs on conducting effective D-Level HSE committee meeting.
3. Consult with function HSE on criteria for effectiveness of D-Level HSE Committees.
4. Design and Initiate best D-Level HSE Committee Award on Half yearly basis.

8.12.5 ROLE OF RESPECTIVE FUNCTIONAL HSE

- a. Ensure D-Level meetings are being conducted as per defined frequency and on prescribed format. Functional HSE shall also ensure that all D-Level MOMs are submitted within 2 working days and on a standard format. At the end of each quarter functional HSE shall tabulate the D-Level compliance and effectiveness of Site and circulate it via a report as per D-Level HSE Effectiveness Criteria for D-Level HSE effectiveness shall be set by functional HSE in consultation with Corporate HSE and approved by the concerned HSE Committee

Chairman. Functional HSE has the responsibility that all individuals working at PTCL group get covered by a D-Level HSE Committee.

- b. Functional HSE shall ensure training of employees of D-Level HSE meeting effectiveness criteria and role statement. Functional HSE must issue D-Level (Safety Talk) reminder e-mail every first Monday with the topic of that month.

8.11 FREQUENCY:

Meeting of D-Level HSE Committee will be held monthly.

8.12 MEETING NORMS

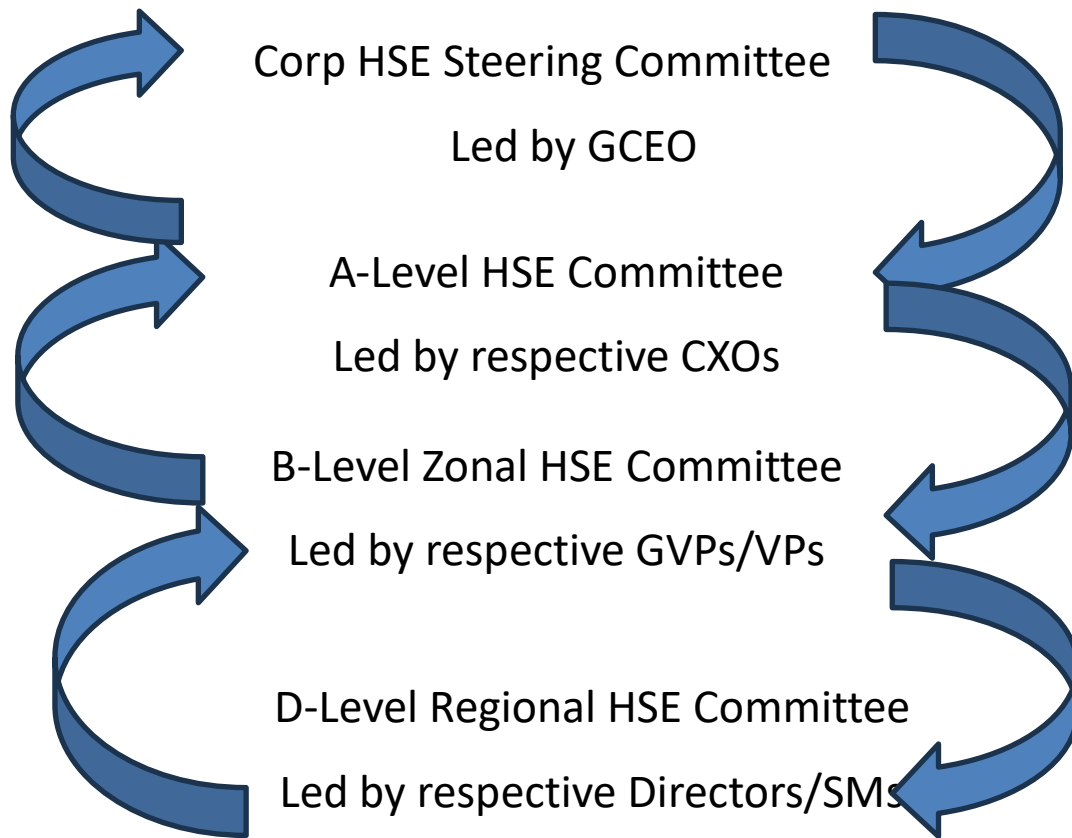
8.14.1 PLAN/AGENDA

- 1. Meeting agenda shall be developed by Safety Captain and circulated by Safety Sponsor.
- 2. Agenda for the meetings should be communicated in advance to all the members.

8.14.2 NORMS

- 1. Timeliness/punctuality: Meetings should start on the time communicated.
- 2. Attendance: All employees of BO, Technology, PE & Fleet will attend these meetings. Any anomaly shall be informed in advance, via email to Line Manager by the respective Safety Sponsor/Captain along with information to functional HSE.
- 3. Begin every meeting with minutes of previous meeting and state agenda for this meeting.
- 4. All meetings to start with the discussion on the incident reports.
- 5. Feedback on the previous safety concerns highlighted should be given.
- 6. Majority of time spent in meetings should be related to job hazards, applicable procedures, and mandatory safety topic and work practices.
- 7. Presenter should be thoroughly prepared.
- 8. Fire, electrical and work at height incidents, Safety Inspections, SOTs, Audit Observations, Hygiene, etc. related to work area to be discussed with all members and ensure it is completely understood by all members.
- 9. Initiative part shall be prepared in advance and must focus on enhancing job related HSE knowledge of all D-Level HSE members.
- 10. Issue minutes of meeting regularly on the prescribed format. Address minutes to Department/Section & functional HSE.
- 11. Safety Sponsor is responsible for follow-up of the recommendations.

10.0 ORGANOGRAM



11.0 ANNEXURES

Annex-A	B-Level Zonal Committees Framework (Technology, BO & P&O Functions)
Annex-B	B-Level Minutes of Meeting Form
Annex-C	B-Level Effectiveness Criteria
Annex-D	D-Level Minutes of Meeting Form
Annex-E	D-Level Effectiveness Criteria

	B-Level Zonal HSE Committee - Framework			Annexure-A
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ANNEXURE “A”
B-Level Zonal Committees Framework
(Technology, BO & P&O Functions)

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TECHNOLOGY, BO & P&O– ZONAL COMMITTEES)

ZONES	
MEMBERSHIP	
Chairperson	Zonal head
Co- Chairperson	To be nominated by Zonal Head
Secretary	Zonal HSE Head
Members:	Direct Reports and as nominated by Zonal head
Note: In case of emergency or unavailability of Committee Chairperson, Co-Chairperson can lead the forum.	

ANNEXURE "B"

B-LEVEL MINUTES OF MEETING FORM

Date: _____

Committee:	Chairperson:	Secretary:
Topic of Discussion		

Group Discussion Comments/ Feedback/ Suggestion:

S#	Observation	Recommendation	Responsibility	Timeline

S. No	Employee Name	Employee No	Department
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Chairperson/Co-Chairperson

Secretary

ANNEXURE “C”

B-LEVEL EFFECTIVENESS CRITERIA

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S.NO	Parameters	Max Score %
1	No. of meetings held and minutes send	20
2	Employee and Management Involvement	15
3	Issues/suggestions/recommendations on safety given by employees addressed	15
4	Issues/suggestions/recommendations on personnel safety given by employees addressed	30
5	Issues highlighting the noncompliance to Company's HSE Policy highlighted or addressed	20
	Total	100

ANNEXURE “D”

D-LEVEL MINUTES OF MEETING FORM

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Date: _____

Committee:		Sponsor:	Captain:
Topic of Discussion			
Incidents/Near miss			
Group Discussion Comments/ Feedback/ Suggestion:			
S#	Observation	Rectified (Y/N)	

S. No	Employee Name	Employee No	Department
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Number of Contractors Attended: _____

Team Captain

Team Sponsor

ANNEXURE “E”

D-LEVEL EFFECTIVENESS CRITERIA

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S.NO	Positive Score Parameters	% WEIGHT-AGE
1	No. of meetings held	10
2	Employee participation 100%	5
3	Service provider Participation 10%	5
4	Discussion on safety incidents	10
5	Mandatory safety talks held or otherwise , HSE Policy, Cardinal rules, non-tolerance items, Transport & Driving Safety Policy, Safety Standards & procedures & discussion on prescribed mandatory safety talk topics) etc.	10
6	Innovation / initiatives (like quiz, demonstration, prize distribution etc.)	20
7	Generate finding/Action items/recommendations of site	10
8	Closure of finding/Action items/recommendations generated in last meeting	10
9	Deliver D-Level safety talk presentation by Safety Sponsor at least once per unit in half year.	5
10	Deliver D-Level safety talk presentation by Safety Captain at least once per month.	5
11	D-Level presented by Safety Vice Captain	5
12	D-Level recommended duration is 30 minutes	5