



Contractor Safety Personnel Selection Protocol



Objective:

The objective of this protocol is to ensure that contractors employ the appropriate number of competent safety personnel for the risk and complexity of the scope. The protocol outlines the minimum number of safety personnel required based on manpower as well as guidelines for determining if additional safety personnel are required.

Safety Personnel Roles and Responsibilities:

- Contractor Safety Engineer – Senior or supervisory role, responsible for developing and implementing the Contractor's Safety Management System. They oversee a large area or the entire project scope and play a role in training safety officers and site crews. They should have strong leadership skills and be knowledgeable about industry standards and best practices.
- Contractor Safety Officer / Supervisor – A senior employee at the work site responsible for a specific area within the project. They lead the implementation of the Safety Management System, facilitate safety meetings, maintain safety records, assist with work permits, and conduct audits and inspections. They should have strong leadership skills and be knowledgeable about industry standards and best practices.

Safety Personnel Staffing Requirements:

- Standard requirements for contracts that are COEM Applicable and involve high risk activities are listed in the table below.

Number of Field Employees	Minimum Safety Personnel Required	
	Safety Engineers	Safety Officers
1-50	1	0
51-100	1	1
101-150	1	2
151-200	2	2
201-250	2	3
250-300	2	4
For each additional 50 personnel, 1 more safety position should be added per the chart		



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(A) The number of required safety personnel may be lower or higher than the standard number based on the scope's risk and complexity. Contract Owners should evaluate the risk and complexity of each contract scope with the assigned JO Safety Engineer and determine the appropriate number of Safety Engineers/Safety Officers. The Superintendent shall communicate the appropriate number of safety personnel in the tender package.

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- The cost of the safety engineers and safety officers should be included in the Contract Price unless specified otherwise.
- In the case the number of safety personnel falls below the required level during the project, the Contractor must notify the Contract Owner and provide replacement to ensure safety coverage.
- Safety personnel should not be given other responsibilities outside of their job scope.
- The HSE Team has the authority and responsibility to accept and reject a candidate.
- HSE Team should only advise in evaluating the HSE technical capability through interview or CV review of a candidate upon request through the Safety Personnel Selection Process.

Safety Personnel Minimum Qualifications:

- **Safety Engineers**
 - Must have a 4-year engineering degree in fields like Civil, Mechanical, Chemical, or Safety Engineering, be fluent in English, and have at least 5 years of experience, preferably in the Oil and Gas industry.
- **Safety Officers/Safety Supervisors**
 - Must have a Bachelor of Science degree (3-4 years) or a Technical Engineering Diploma (2-3 years), be fluent in English, and have at least 5 years of experience, preferably in the Oil and Gas industry.

Safety Personnel Selection Process:

- The contractor and/or division shall review CVs and select preferred candidates for further proposals.
- CVs and interview requests shall be sent to HSE for evaluation.
- A representative from the requested division along with HSE team must be present to participate during face-to-face evaluation.
- Following the interview, HSE will provide the overall result whether the candidate is suited for the said post.



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- Note: For Safety Personnel Relievers, HSE can decide to accept or reject by reviewing the CV and can request an interview at their discretion. All acceptances shall be specific to the time and position they are presented for.

Safety Personnel Assurance:

- JO Contract Owner evaluate the performance of the contractor Safety Engineers and Officers throughout the contract duration and make sure they receive the right guidance as per the contractor COEM plan.
- Competency and performance of safety personnel should be discussed as part of contractor performance reviews.
- Unsatisfactory performance by safety personnel may result in replacing the individual with a more competent candidate.

THE END