



HSE AWARDS SCHEME



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Objectives



Recognize and reward excellent HSE Performance



Promote a behavioural HSE culture



Promote continuous improvement



Recognize Government contributions

Introduction

The safety of our people comes first and foremost in every area of our business. The commitment to ensure “Zero Harm to People” and the Environment is a key strategic objective of Abu Dhabi Ports.

Abu Dhabi Ports has launched (NEESHAN); a health safety and environment award, aimed at recognizing the contributions of individuals, government and private entities and partners for their role in improving Abu Dhabi Ports’ overall HSE & Business Continuity. The award seeks to promote a competitive spirit among Abu Dhabi Ports’ employees as well as customers in adopting the highest HSE practices in various facilities.

NEESHAN award is based on specific criteria; a set of key indicators and standards followed by Abu Dhabi Ports to measure and monitor performance development. Winners will be selected by a specialised committee that will evaluate individual efforts and entities against various HSE parameters.

NEESHAN award has three main categories. Under each, there is a list of identified awards: “5” Individual HSE Awards, “8” Business Subsidiaries Awards and “5” Customer Awards.

Within NEESHAN award, Abu Dhabi Ports will honor deserving and outstanding employees under the

Individual Awards category for which the winner will be selected by Abu Dhabi Ports’ management following their periodic walkabouts, ground inspections and job site visits monitoring compliance with health and safety requirements.

Accolades will also include ‘Employee of the Month’ awards for staff at Khalifa Port, Fujairah Terminals, Programme Management, Zayed Port, Khalifa Industrial Zone, and Abu Dhabi Ports’ Marine Services (SAFEEN) in recognition of the significant role they play in elevating performance and maintaining the integrity of operations and services provided by Abu Dhabi Ports.

Abu Dhabi Ports will also honor Government entities and Customers that actively engage and employ HSE standards By fostering Abu Dhabi Ports’ HSE & Business Continuity Initiatives.

The results of the scheme will be announced at an annual awards ceremony organized by Abu Dhabi Ports. The gala will also recognize strategic partners and HSE innovative and vigilant government entities.

Winners and awardees will receive certificates of appreciation, monetary awards and honorary plaques.

Roles and Responsibilities

Employee

- All winners of "Employee of the Month" Award or outstanding HSE performance Employee** from all Business Units are directly shortlisted for the Annual Best HSE Performance award and Best HSE Observation Reporter Award.
- Each HSE Representative and HSE Auditor are shortlisted to be nominated by Manager/ Head of HSE in coordination with Area Owner/ Terminal Manager.
- Each Business Continuity Representative is shortlisted to be nominated by Manager/ Head of HSE in coordination with Area Owner/ Terminal Manager and Crisis & Business Continuity Management.
- All participants who submitted suggestions in area of HSE, Business Continuity and Crisis Management in Abu Dhabi Ports' IBTIKAR Scheme are eligible for Best HSE Suggestion Award.

Managers / Head of HSE

- Nominate a maximum of three employees for each Annual Best HSE Performance Award and Best HSE Observation Reporter Awards based on the winner of "Employee of the Month" in each business unit or outstanding HSE Performance Employee¹.
- Nominate a maximum of three employees for Best HSE Representative and Best HSE Auditor from each Business Unit
- Nominate for each Subsidiaries Annual Awards in coordination with Area Owner/ Terminal Manager.
- Nominate one employee for Best HSE Suggestion Award in coordination with Suggestion Scheme Management.
- Nominate a maximum of three for each Annual Awards in coordination with Area Owner/ Terminal Manager.
- Nominate a maximum of one Department for Best HSE Initiative within Departments/ Annual Awards category in coordination with Area Owner/ Terminal Manager and with Suggestion Scheme Management.
- Nominate a maximum of one customer from Tenant, Contractors, Shipping Agent and Project Construction (If applicable) for each Customer Annual Awards in coordination with Area Owner/ Terminal Manager.
- Nominate a maximum of one Individual Representative from Tenant, Contractors, Shipping Agent and Project Construction (If applicable) for Customer Annual Awards- Area Representative in coordination with Area Owner/ Terminal Manager.
- Fill the designated award submission form and send to Corporate HSE & Compliance Management.

** Outstanding HSE performance Employee: represent any employee nominated by Manager/ Head of HSE and or HSE & Compliance Management due to execution of HSE project or initiative toward continual improvement of performance

HSE & Compliance Management

- Manage the administrative activities of NEESHAN Ceremony
- Communicate NEESHAN guideline, submission criteria with the interested parties.
- Establish NEESHAN Team from HSE members to participate in the final evaluation.
- Evaluate the submission of three shortlisted nominations for all awards categories and select one nominee top in his/her rank for each award category to represent his business unit.
- Re-evaluate the top rank nominations for each award category and select three shortlisted nominations to be evaluated by the judging panel.
- Initiate NEESHAN Award Committee to evaluate the short listed nominees.

NEESHAN Coordinator

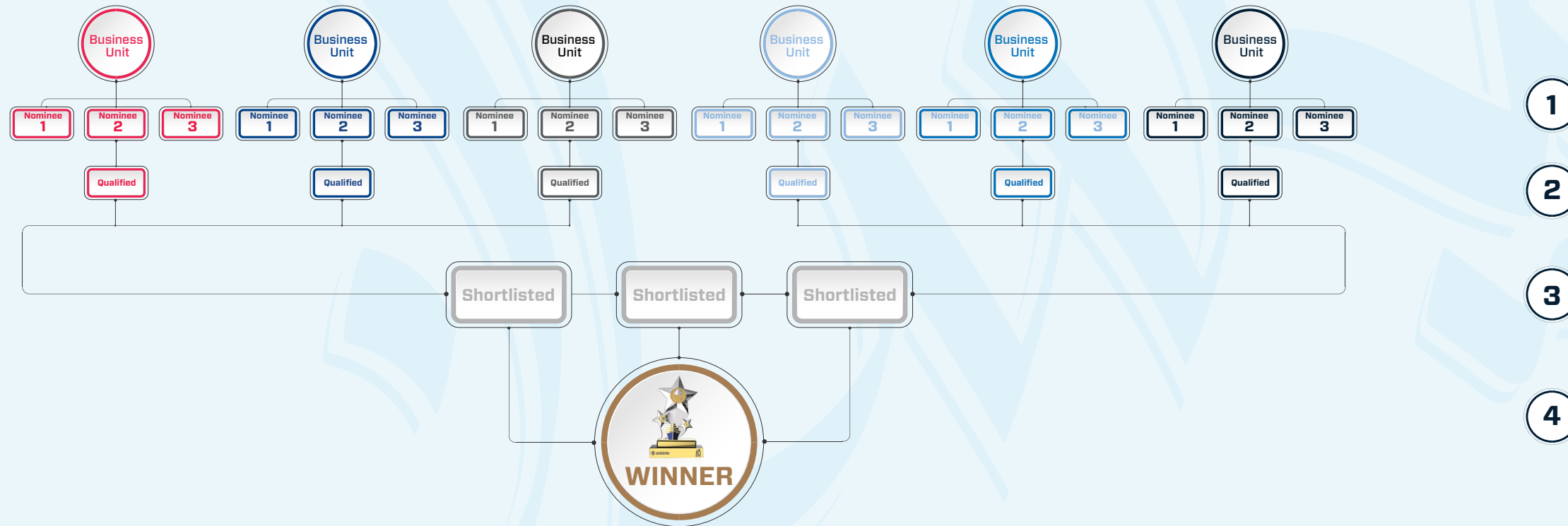
- Coordinate with all interested parties to maintain a record of all submissions.
- Recommend changes and update to NEESHAN guidelines and submission templates.
- Coordinate with HSE & Compliance Management to finalize the winner list, invitation and communication, committee meeting.
- Carry out the arrangement and formalities of NEESHAN award ceremony.

NEESHAN Committee (Judging panel)

- Approve guideline and submission templates.
- Approve schedule/ deadlines for submission.
- Approve evaluation criteria and evaluation process.
- Resolve any disputes or discrepancy that could arise.
- Approve the guest list of governmental entities for annual award ceremony.
- Review and evaluate all submissions shortlisted by NEESHAN HSE Team.
- Carry out individual interviews, if required.
- Finalize the Winners list for all NEESHAN Award categories.

NEESHAN Process Flow

1. Each Business Unit will nominate a maximum of three nominees for each Business Subsidiaries & Customer
2. NEESHAN HSE Team will select one Nominee from each Business Unit representing the top in his/her rank
3. NEESHAN HSE Team then will select three shortlisted nominees to be evaluated by NEESHAN Committee (Judging panel)
4. NEESHAN Committee (Judging panel) will evaluate the three short listed Nominees and select the winner



Evaluation Methodology

Annual Awards

NEESHAN judging panel will evaluate the last 12 months HSE & BC performance submitted by participants along with supporting evidences.

Applicants are eligible to participate in more than one NEESHAN award category.

One nominee will be announced a Winner for each Award Category.

HSE Award Committee shall be held responsible to announce Individuals, Business Subsidiaries and Customers winners based on the HSE Evaluation criteria.

Employee of the Month

The Area Owner in coordination with area HSE Manager shall be held responsible to select Individual based on the HSE award evaluation criteria.

Management Walkabout Award

Management Representatives carrying out the walkabout shall be held responsible to select Individual based on the best HSE act observed.

Celebration

The CEO will award the winners for the Annual NEESHAN Awards.

Categories of NEESHAN Awards



Monthly Award
Best HSE Performance



























Monthly Award
Best HSE Observation



Annual Award
Individual, Business Subsidiaries & Customer

1. Monthly Awards-Individuals

MONTHLY NEESHAN AWARDS (INDIVIDUALS)	Awards	
Categories (Employee of the month)	Certificate	Incentive
Employee of the Month- KIZAD		
Employee of the Month- Khalifa Port		
Employee of the Month- ZP & Other Ports		
Employee of the Month- Fujairah Terminals		
Employee of the Month- SAFEEN		
Employee of the Month- Programme Management		
MANAGEMENT WALKABOUT (INDIVIDUALS)	Awards	
Categories (Employee of the month)	Certificate	Incentive
Employee of the Month- KIZAD		
Employee of the Month- Khalifa Port		
Employee of the Month- ZP & Other Ports		
Employee of the Month- Fujairah Terminals		
Employee of the Month- SAFEEN		
Employee of the Month- Programme Management		

Individual Evaluation Criteria- Monthly Awards

NEESHAN is aimed at recognizing the contribution of individuals for their role in improving Abu Dhabi Ports' overall HSE performance, and to promote a competitive spirit in adopting the highest HSE practices.

Within NEESHAN award, Abu Dhabi Ports will honor deserving and outstanding employees under the Individual Awards category

Employee of the Month	Weight
• Participation in HSE Activities	30%
• Participation in reporting HSE Observations	30%
• Participation in HSE initiatives and suggestions	20%
• Conducting toolbox talk	20%
Total	100

Note: this award applicable to outsourced Contractors/ Employees

Best HSE Act observed during Management Walkabout	Weight
• Adhere to PPE guidelines	50%
• Aware of HSE rules and procedures	30%
• Adhere to HSE safe operation/ act	20%
Total	100

Note: this award applicable to outsourced contractors & other Port Users; e.g. Visitors/ Truck Drivers

2. Annual Awards - Individuals



A single Business Subsidiary will be selected for each award category; the winners will receive a certificate of appreciation and honorary plaque.

IBTIKAR Best HSE Suggestion will be awarded by IBTIKAR

Individual Evaluation Criteria- Annual Awards

NEESHAN is aimed at recognizing the contribution of individuals for their role in improving Abu Dhabi Ports' overall HSE performance, and to promote a competitive spirit in adopting the highest HSE practices.

Within NEESHAN award, Abu Dhabi Ports will honor deserving and outstanding employees under the Individual Awards category

Best HSE Performance

- Engagement in HSE Activities
- HSE Observation
- HSE Knowledge and Skills
- HSE Roles and Responsibilities
- HSE Initiative and Suggestion (IBTIKAR)
- HSE Training and Toolbox Talk

Weight

- 25%
- 10%
- 20%
- 30%
- 10%
- 5%

Total	100
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Best HSE Representative

- HSE Knowledge and skills
- Nonconformity, Corrective and Preventive Actions
- Communication and Consultation
- Engagement in HSE Activities
- HSE Training and Toolbox Talk

Weight

- 30%
- 20%
- 20%
- 20%
- 10%

Total	100
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Best Business Continuity Representative

	Weight
• BC knowledge and Skills	25%
• Communication and Consultation	25%
• Engagement in BC Activities	25%
• Training	25%

Total	100
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IBTIKAR Best HSE Suggestion

	Weight
• No. of HSE initiatives submitted through Ibtikar	30%
• No. of HSE initiatives contributing to Sustainability	10%
• No. of HSE initiatives contributing to cost reduction	5%
• No. of HSE initiatives contributing to revenue	5%
• No. of HSE initiatives approved	30%
• No. of HSE initiatives implemented	20%

Total	100
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Best HSE Observation Reporter

	Weight
• Observation Reported	30%
• HSE Observation Against Risk Rating	30%
• Close-out of the Observations	20%
• Nonconformity, Corrective and Preventive Actions	20%

Total	100
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Best HSE Auditor

	Weight
• HSE Knowledge and skills	30%
• Communication skills / Timely submission of Audit report	15%
• Conduct audit as per Audit Schedule (in timely manner)	15%
• Commitment and close-out of actions and tasks in timely manne	20%
• Provide support toward closing out the audit findings	10%
• Number of Audits Performed	10%

Total	100
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3. Annual Awards - Business Subsidiaries



IBTIKAR Best HSE Suggestion will be awarded by IBTIKAR

Business Subsidiaries Evaluation Criteria Annual Awards

NEESHAN is aimed at recognizing the contribution of various Subsidiaries for their role in improving Abu Dhabi Ports' overall HSE performance, and to promote a competitive spirit in adopting the highest HSE practices.

A list of "8" NEESHAN Awards are identified under the "Annual Subsidiaries Evaluation Criteria".

Best HSE Performance	Weight
• Incident Management	30%
• HSE Observations & Near Miss Reporting	10%
• HSE Projects & Initiative	10%
• Nonconformity, corrective and preventive action	15%
• Management walkabouts	15%
• Training and Toolbox talk	10%
• HSE Communication and Consultation	10%
Total	100

Best Business Continuity Performance

	Weight
• Active BIA & Estmrarya Cards	30%
• Crisis & Emergency preparedness	30%
• Crisis & BC awareness & trainings	15%
• Communication and consultation	15%
• BC Projects & initiative	10%
Total	100

Best Risk Management Frame Work

	Weight
• Valid and approved risk register	20%
• Evidence that all departmental activities and related hazards identified in the recorded risk register	10%
• Evidence of Environmental aspects/ impact identified while developing the Risk Register	10%
• Risk Index maintained to medium and below	15%
• Evidence of management approval on risk assessment	5%
• No. of risk assessment reviewed as a result of incident and Investigation	10%
• No. of CARs initiated due to planned/ additional HSE Measures	10%
• No. of CARs closed due to planned/ additional HSE Measures	15%
• Evidence of risk assessment communication and consultation	5%
Total	100

Best Contractor Management

	Weight
• Contractor Management	55%*
• Contractor HSE Capability	45%*
Total	100

*Score breakdown available in the submission form

Best Management of Change (MoC)

	Weight
• No. of MoC initiated and approved	20%
• No. of risk assessment updated as a result of MoC	20%
• Evidence that applied changes has been communicated to affected department/ personnel	10%
• No. of CARs initiated as a result of MoC	10%
• No. of CARs closed in a timely manner	20%
• Evidence that changes positively contributed to HSE aspects	20%

Total	100
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Best Waste Management Performance

	Weight
• Waste Recycled/Reused	30%
• Collection/ Storage/ Segregation of Waste	30%
• Nonconformity, Corrective and Preventive Actions	20%
• Projects & initiative	20%

Total	100
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IBTIKAR Best HSE Initiative

	Weight
• No. of HSE initiatives submitted through Ibtikar	30%
• No. of HSE initiatives contributing to Sustainability	10%
• No. of HSE initiatives contributing to cost reduction	5%
• No. of HSE initiatives contributing to revenue	5%
• No. of HSE initiatives approved	30%
• No. of HSE initiatives implemented	20%

Total	100
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Best HSE Observation Close-out

	Weight
• No. of raised HSE observations	20%
• No. of observation closed-out.	20%
• No. of CARs initiated as a result of HSE Observations	20%
• No. of CARs closed as a result of HSE Observations	20%
• No. of HSE observation closed in a timely manner	20%

Total	100
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4. Annual Awards - Customer



Customer Evaluation Criteria- Annual Awards

NEESHAN is aimed at recognizing the contribution of Abu Dhabi Ports' Customers for their role in improving the overall HSE performance, and promoting a competitive spirit in adopting the highest HSE practices across Abu Dhabi Ports.

A list of "5" NEESHAN Awards are identified under the "Annual Customer Evaluation Criteria".

Best HSE Performance - Tenants

- HSE Objective & Continual Improvement
- HSE Communication and Consultation
- Risk Management
- Contractor Management
- Incident Reporting, HSE Observations & Near Miss
- Emergency Preparedness and Response
- Close-out of CARs

Weight

- 15%
- 10%
- 15%
- 15%
- 15%
- 15%
- 15%

Total	100
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Best HSE Performance - Construction / Project

	Weight
• HSE Objective & Continual Improvement	15%
• HSE Communication and Consultation	10%
• Risk Management	15%
• Contractor Management	15%
• Incident Reporting, HSE Observations & Near Miss	15%
• Emergency Preparedness and Response	15%
• Close-out of CARs	15%
Total	100

Best HSE Performance - Contractor

	Weight
• HSE Objective & Continual Improvement	15%
• HSE Communication and Consultation	10%
• Risk Management	15%
• Contractor Management	15%
• Incident Reporting, HSE Observations & Near Miss	15%
• Emergency Preparedness and Response	15%
• Close-out of CARs	15%
Total	100

Best Waste Management Performance

	Weight
• Waste Recycled/Reused	30%
• Collection/ Storage/ Segregation of Waste	30%
• Nonconformity, Corrective and Preventive Actions	20%
• Projects & Initiative	20%
Total	100

Best HSE Representative - Customer - Individual

- HSE knowledge and Skills
- Nonconformity, Corrective and Preventive Actions
- Communication and Consultation
- Engagement in HSE Activities
- HSE Training and Toolbox Talk

Weight

- 30%
- 20%
- 20%
- 20%
- 10%
- 100**

Total

Best HSE Performance Submission Form

BASIC INFORMATION						
Award Category	"Best HSE Performance"					
Application Date	Business Unit					
Nominee Name	ID No.					
Department	Contact No.					
EVALUATION CRITERIA						
Ref No.	Evaluation Criteria	Evidences Yes	No	NA	HSE Manger Evaluation	Max. Percentage
1	Participation in HSE Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		30
Evidences Narrative Description						
2	No. of HSE observation raised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
Evidences Narrative Description						
3	HSE knowledge and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
Evidences Narrative Description						
4	Familiar with his HSE roles and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
Evidences Narrative Description						
5	HSE initiative and suggestion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
Evidences Narrative Description						
6	Participation / conducting related HSE training and toolbox talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
Evidences Narrative Description						
Overall Percentage						100
Comments & Justification						
HSE Manager/ Head		Management of Business Unit				
Date		Date				

Definition	Score	Description
Exceptional	95 - 100	<ul style="list-style-type: none"> • Beats HSE award evaluation criteria, extreme compliance is evidenced • Extraordinary interview outcome • Outstanding HSE Knowledge capability demonstrated • Short Listed for HSE Award
Superior	90 - 95	<ul style="list-style-type: none"> • Exceeds HSE award evaluation criteria, great compliance is evidenced • Superior interview outcome • Intermediate HSE Knowledge capability demonstrated • Short Listed for HSE Award, qualified for recognition certificate
Good	70 - 89	<ul style="list-style-type: none"> • Meets HSE award evaluation criteria, compliance is evidenced • Good interview outcome • Satisfactory HSE Knowledge capability demonstrated • Disqualified from HSE Award
Adequate	50 - 69	<ul style="list-style-type: none"> • Meets HSE award evaluation criteria, compliance is low evidenced • Adequate interview outcome • Fair HSE Knowledge capability • Disqualified from HSE Award
Poor to deficient	20 - 49	<ul style="list-style-type: none"> • Meets HSE award evaluation criteria, however evidences were not proven • Disqualified from HSE Award
Unacceptable	0 - 20	<ul style="list-style-type: none"> • Disqualified for interview, due to unacceptable submission/ evidences • Disqualified from HSE Award

- A single winner will be selected for each award category; the winners will receive a certificate of appreciation, honorary plaque and monetary.
- If a number of applicants reach a score of Superior or Exceptional, the higher score applicant receives the Award.
- Other applicants with a score of Superior and Exceptional will be awarded with a Recognition Certificate.
- If no applicants reach a score of Superior or Exceptional as a minimum, then HSE Awards will be waived.
- Applicants scored Adequate and/ or below will be disqualified from HSE Award and HSE Awards will be waived.
- Istikar Best HSE Suggestion will be awarded by IBTKAR.

Link to the submission forms
 O:\13_Ports_HSE_Info\NEESHAN\Submission Forms

موانئ أبوظبي
ABU DHABI PORTS



YEAR OF
ZAYED





موانئ أبوظبي
ABU DHABI PORTS

