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Geophysical Survey IJmuiden Ver sites V-VI

Annex 6 - Section V

Health, Safety and Environment

IJmuiden Ver Wind Farm Zone

Colophon

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1 General requirements

1.1 Introduction

This document sets out CLIENTS requirements in respect of Health, Safety and Environmental (HSE).

This document sets out the minimum standards, which the CLIENT requires in respect of HSE behavior for the soil investigations to be carried out for the WIND FARM ZONES in the Dutch EEZ.

1.2 Compliance with HSE policy

It is CLIENT's policy to manage all of its activities, including those which involve (sub-) contracted services, in a responsible and effective manner. The primary objectives are:

- to ensure that the health and safety of all employees involved during the soil investigations working offshore and onshore, contractors, subcontractors and all members of the public, are protected at all times.
- to ensure that any impacts on the environment are kept to the minimum level.
- to ensure compliance with all applicable health, safety and environmental regulatory requirements.

The CLIENT requires that the CONTRACTOR'S HSE policy and procedures are compliant with CLIENT's HSE requirements as set out in this Section V.

1.3 Compliance statutory provisions

The CONTRACTOR shall observe and comply with all relevant and current statutory requirements, approved codes of practice and industry guidance on HSE matters relevant to the WORK.

The CONTRACTOR shall ensure that all components of the WORK comply with all appropriate statutory acts and regulations including, but not limited to, the latest revisions applicable and according to Dutch Law.

The CONTRACTOR shall be responsible for ensuring that all of the CONTRACTOR'S personnel and all of the CONTRACTOR'S supply chain personnel, i.e. subcontractors comply with all of the relevant HSE legislation and guidance.

2 HSE Management

2.1 HSE Management system

The CONTRACTOR shall be responsible for the specification and implementation of all HSE arrangements and obligations, which are necessary to complete the WORK as defined in Section IV – Scope of Work of this Contract. The CONTRACTOR shall include the CLIENT and all relevant stakeholders in the HSE arrangements and obligation, to jointly achieve the HSE objectives.

The CONTRACTOR shall be responsible for all management of HSE processes to ensure full compliance with both statutory and procedural requirements.

The CONTRACTOR shall have a HSE management system in place that is certified by an accredited body as recognized by European Co-operation for Accreditation (EA), or the International Accreditation Forum (IAF), with:

- OHSAS 18001 or equivalent for safety management
- ISO 14001 or equivalent for environmental management

The HSE management system of the CONTRACTOR shall address the 15 key processes as per International Safety Rating System (DNV, April 2019, 9th edition):

2.2 HSE Management plan

2.2.1 *Tender phase: HSE Management outlined*

The CONTRACTOR shall prepare a detailed, project specific Health, Safety and Environmental Management Plan (HSE Management Plan) covering all aspects of the WORK. The HSE management plan shall be demonstrated to form an integral part of the CONTRACTOR'S own HSE management system.

Where a fully developed plan is not appropriate at the Tender stage, CONTRACTOR shall prepare an outline of the HSE Management Plan which results in a clear description and schedule for completion of all requirements as stated in this section of the CONTRACT.

The CONTRACTOR shall provide:

- proof of relevant HSE certificates.
- insights in HSE Company policies.
- first insights on specific project relevant HSE observations. Insight in how the HSE Management Plan and all relevant appendixes, procedures and processes will be made final after CONTRACT AWARD and prior to the start of the mobilization.

2.2.2 *After Contract Award: full HSE Management Plan*

The CONTRACTOR shall, prior to any work commencing on the project, update and complete the original HSE Management Plan (as submitted with the original offer) to reflect the confirmed WORK, defined roles and responsibilities and nominated personnel, timing and resources to complete the WORK.

The CONTRACTOR shall ensure that the updated HSE Management Plan is provided to the CLIENT in time in order to allow for sufficient time for review and revision, taking into account the review periods detailed in Section VII of the contract. Offshore WORK

will not commence before written approval by the CLIENT on the HSE Management Plan.

The CONTRACTOR shall ensure that the addition of any project-specific details after contract award is included in the HSE Management Plan according to the time-bound plan as part of the CONTRACTOR's proposal. The HSE Management Plan is to be complete before the earlier of a technical kick-off meeting or 3 weeks prior to the planned mobilization date.

The CONTRACTOR shall ensure that any final amendments included into a final revision is provided to the client in time for final approval at least 3 working days before the start of the mobilization.

The CONTRACTOR shall update the HSE Management Plan, and/or all appendices referred to in the HSE Management Plan, as necessary throughout the duration of the project (e.g. change in the project plan, crew change, incidents, subsequent amendments).

2.2.3 *Deliverable requirements: HSE Management Plan*

The HSE Management plan shall, as a minimum, address the requirements that are set out in chapter 3 of this Contract Section V. Including as a minimal:

- A description of the CONTRACTORS HSE Management System
- A copy of the certificate to OHSAS 18001 or equivalent
- A copy of the certificate to ISO 14001 or equivalent
- Full details of all key CONTRACTOR personnel
- Method Statements
- Emergency Response Procedures
- COVID procedures
- Overview of:
 - Organizations, roles and responsibilities
 - Occupational health and safety procedures
 - Incident notification, investigation and reporting procedures
 - Risk Management processes
 - Environmental Management processes
- A Risk Register (HIRA)
- A copy of all certificates for vessel(s), crew and equipment
- A copy of permits/approvals for site survey works

The HSE Management Plan shall be prepared with inputs and critical assessment from all disciplines associated with the WORK and shall include reference to appropriate risk assessments where applicable. The risk assessment aims to identify all relevant Health & Safety risks related to the WORK together with any mitigating measure to reduce such risk to an acceptable level.

The HSE Management Plan shall provide details of all key CONTRACTOR personnel in a clear and legible organization chart together with proposed interface and contacts with THE CLIENT and any subcontractors.

2.3 **Method statements**

The CONTRACTOR shall prepare detailed Method Statements for all aspects of the WORK. A method statement should be a bridging document which includes requirements from Health & Safety and Environment, Quality and execution of the WORK.

The Method Statements shall include appropriate risk assessment and always assign maximum priority to the health and safety of those involved directly or indirectly with the WORK and on avoiding any impact on the environment.

CONTRACTOR shall prepare the safety of WORK in the Method Statements based on the hierarchy of controls for HSE hazards considering the elimination of hazards most effective and personal protective equipment least effective.

2.4 HSE Audits

The CLIENT (including all by CLIENT nominated representatives, either or not from third parties) reserves the right to inspect, monitor or audit the CONTRACTOR's HSE provisions and procedures in the execution of the WORK.

The CONTRACTOR agrees to give unrestricted access to CLIENT personnel (including all by CLIENT nominated representatives, either or not from third parties) to undertake such inspections and audits. Any inspection, monitoring or audit undertaken by the CLIENT shall not diminish the CONTRACTOR's responsibilities or liabilities in respect of this contract.

3 HSE Requirements

3.1 Organization, Roles and responsibilities

The following requirements apply to the organization, roles and responsibilities of the CONTRACTOR.

The CONTRACTOR shall ensure that the HSE organization is clearly defined; responsibilities are clearly identified, with resources commensurate with implementing the HSE requirements.

The CONTRACTOR shall ensure that all personnel assigned to the WORK are competent, aware and trained with all relevant and required HSE provisions to conduct their assigned activities and will receive sufficient HSE training to maintain their skills and competencies. The CONTRACTOR shall ensure that the competences of the personnel is regularly assessed.

The CONTRACTOR shall effectively communicate all HSE matters throughout the project organization including the client, CONTRACTOR project team and subcontractors, when applicable.

The CONTRACTOR shall consult staff and subcontractors related to HSE matters and include them in relevant decision making, as appropriate.

The CONTRACTOR shall organize inductions as soon as possible (prior to starting to work or at least within 12 hours after arrival) to staff, subcontractors and visitors, who have not been onboard the vessel in the last half year, addressing relevant HSE objectives, hazards, risks, controls and behavior.

The CONTRACTOR shall organize a muster drill not later than 3 days after start of the offshore campaign (departure from port) and as minimum after any crew change of relevant personnel, to be monitored by CLIENT REPRESENTATIVE.

The CONTRACTOR shall record, acknowledge and investigate, all internal and external Hazard Observation (HOC) / Safe Operation (SOC) and/or STOP cards related to HSE aspects. An open and transparent HSE regime including positive HOC/SOC and HOC/SOC including improvements is stimulated. In any case that a HOC/SOC or STOP card is seen as an incident, it's the CONTRACTOR'S responsibility to treat it as an incident.

3.1.1 Deliverable requirements: Organization, roles and responsibilities

The description of the HSE organization, roles and responsibilities, part of the HSE Management Plan, will include the following as a minimal:

- HSE accountabilities of staff and subcontractors must be identified, defined, documented, maintained, understood, and applied;
- HSE competences required for all positions shall be identified, documented, and periodically reviewed;
- HSE communication plan, including but not limited to: objectives, communication frequency, personnel involved and requirements to responses
- HSE feedback procedures regarding HSE observations: HOC, SOC, STOP Cards, drills and trainings
- Training needs and performance for staff and subcontractors shall be identified, prioritized, planned, documented, and monitored;
- Competence-based training programs and assessments for positions where critical HSE tasks / activities have been identified shall be implemented;

3.2 Occupational Health and Safety

The following requirements apply to occupational health and safety of the CONTRACTOR.

The CONTRACTOR shall ensure that personnel, including the personnel of subcontractors, is fit to perform their required duties. The CONTRACTOR shall ensure that appropriate controls are in place to provide protection from the hazards associated with the WORK.

The CONTRACTOR shall, where appropriate, assess staff and subcontractor to ensure their fitness to work. The CONTRACTOR shall conduct an occupational health and risk assessment for routine and non-routine jobs, tasks and work environments where there is a known risk of health and safety hazard exposures to staff and subcontractors. The CONTRACTOR shall adequately train staff and subcontractors to both understand the regulatory requirements and apply the necessary controls and preventive measures as described in the plans.

The CONTRACTOR shall identify all potential incidents, emergency situations, and security threats along with their HSE impacts. The CONTRACTOR shall implement controls appropriate and practicable for the level of risk assessed to the activities of the WORK.

The CONTRACTOR shall establish and maintain controls to protect staff, subcontractors, visitors and bystanders from identified hazards. The CONTRACTOR shall provide personnel protective equipment requirements and appropriate training where the applications of controls has not adequately reduced exposure from identified hazards.

The CONTRACTOR shall provide staff and subcontractors with, where required, properly maintained personal protective equipment and training in its use. The CONTRACTOR shall regularly assess the compliance and effectiveness of personal protective equipment requirements.

The CONTRACTOR shall provide staff, subcontractors and visitors access to medical and first aid services, as appropriate, to the location and nature of activities. The CONTRACTOR shall record, report, assess and review work related injuries and illness.

3.2.1 Deliverable requirements: occupational health and safety

The description of occupational health and safety, part of the HSE Management Plan, will include the following as a minimal:

- Occupational health and safety requirements shall be identified, documented, communicated, monitored, and complied with on all levels;
- A complete list of personnel, health and safety certificates, including but not limited to all relevant training and medical certificates, shall be maintained.

3.3 Risk management

The following requirements apply to Risk management of the CONTRACTOR.

The CLIENT and the CONTRACTOR shall co-operate at all times in seeking to reduce the potential impact of risks and to exploit opportunities to avoid or mitigate risks during the execution of the works.

The CONTRACTOR shall ensure that risk management is included in the HSE Management Plan which includes all processes and activities to identify, analyse and

control project risks. The CONTRACTOR shall ensure that the risk management processes form an integral part of decision making.

The CONTRACTOR shall prepare risk management processes which includes appropriate actions taken to manage risks to a level that is as low as reasonably practicable (ALARP). The CONTRACTOR shall establish responsibilities and deadlines for corrective actions to ensure timely close-out of risk-related follow-up actions.

The CONTRACTOR shall compile and maintain a risk mitigation plan for the scope of WORK. The CONTRACTOR shall issue an updated revision of the risk mitigation plan that was issued with the CONTRACTORS proposal. The CONTRACTOR shall notify the CLIENT when there is a change to the risk mitigation plan and provide the CLIENT with an up-to-date version.

The CONTRACTOR shall identify hazards and assess associated risks. The CONTRACTOR shall ensure that staff and subcontractors involved in the risk assessment are trained and qualified. The CONTRACTOR shall identify HSE critical elements (e.g. equipment, processes, personnel and procedures). The CONTRACTOR shall identify threats and risk to personnel, works and environments. The CONTRACTOR shall implement and manage actions and safeguard for identified threats and risk to personnel, works and environment.

The CONTRACTOR shall discuss risks during the weekly progress meetings and during the interfaces off the offshore phase. The CONTRACTOR and the CLIENT will ensure that during these meetings all explicit actions are agreed to ensure that all risks in view are tolerably mitigated.

The CONTRACTOR shall communicate risk and control measures to all relevant parties.

3.3.1 Deliverable Requirements: Risk Management Process

The Risk Management Processes, part of the HSE Management Plan, will include the following as a minimal:

- A procedure for identifying, evaluating, and prioritizing hazards and risks shall be implemented;
- A description on how formal risk assessments are planned and conducted before and, if required, during execution of the WORK;
- A description of mitigative measures and evaluation of residual risk
- A description on reporting and documentation requirements for risk assessments and risk management

3.3.2 Deliverable requirements: Risk Mitigation Plan

The Risk Mitigation Plan, part of the HSE Management Plan, will include the following as minimal:

- Assessment of hazards.
- Risk Register.
- Mitigative strategy and action plan.

The Risk Register includes all risks and opportunities that may impact on:

- Health and Safety.
- Environment.

The risks are defined in the risk register and include at least the following information:

- Description of and its cause.
- Likelihood of occurrence.

- Impact of hazards, split up into Health, Safety and Environment.
- Mitigation measures in order to reduce the risk.
- Residual likelihood and impact assessment of risk post mitigation.

3.3.3 *Risk Communications*

The CONTRACTOR shall organize a risk management meeting to discuss a Hazard Identification and Risk Assessment (HIRA). The HIRA is part of the pre-survey preparations and finalized prior to mobilization (Project Plans, refer to Annex 6 – Section IV Scope of Work).

Risks will be discussed during the weekly progress meetings and during the interfaces of the Offshore phase. At these meetings the CONTRACTOR and the CLIENT shall discuss and agree changes to the Risk Register.

3.4 **Incident Notification, Investigation and Reporting**

The following requirements apply to incident notification, investigation and reporting of the CONTRACTOR.

The CONTRACTOR shall notify CLIENT or its Representative as soon as reasonable possible after occurrence of any incident.

The CONTRACTOR shall report incidents and provide a draft incident report within 24 hours. The CONTRACTOR shall summarize all incidents as part of the weekly reports and, when in offshore phase, as part of the daily reports.

The CONTRACTOR shall prepare and implement an incident notification, investigation and reporting procedure.

The CONTRACTOR shall investigate incidents for cause and corrective actions and analyse for trending patterns. The CONTRACTOR shall take effective and corrective actions, with a focus on root cause and / or system failures. The CONTRACTOR shall share lessons learned with the CLIENT to reduce future injuries and losses. The CONTRACTOR shall include all lessons learned in a lessons learned register, which will be shared with the CLIENT and other interested parties after finalizing the WORK.

The CONTRACTOR shall ensure that major incidents will be investigated by a multi-function team with participation from appropriate levels of management from both the CONTRACTOR and the CLIENT organizations. The CONTRACTOR shall include a major incident procedure, including roles and responsibilities of the investigation team, in the HSE Management Plan.

The CONTRACTOR shall conclude and document incident investigation, including identification of root causes and preventive actions. The CONTRACTOR shall not resume the WORK until, sufficient corrective and preventive actions have been taken to reduce the risk of recurrence, and authorized by the CLIENT.

The CONTRACTOR shall analyse incident investigations to identify and monitor trends to improve standards, systems and practices.

3.4.1 *Deliverable requirements: incident notification, investigation and reporting*

The description of incident notification, investigation and reporting, part of the HSE Management Plan, will include the following as a minimal:

- A procedure for the timely reporting, investigation, mitigation, and appropriate communication of all HSE incidents must be implemented and maintained;

- A description of incident investigations plans to identify and prioritize corrective and preventive actions and must be aimed at eliminating or reducing the risk of incidents;
- A incident investigation report format, including as minimal
 - Identification of root causes;
 - Identification and prioritization of corrective and preventive measures
- A lessons learned register format.

3.5 Emergency response

The following requirements apply to emergency response of the CONTRACTOR.

The CONTRACTOR shall comply with all government and maritime security regulations.

The CONTRACTOR shall prepare, as part of the HSE Management Plan, an Emergency Response Procedure (ERP) for the offshore phase of the WORK. The CONTRACTOR shall ensure that the ERP is tested and approved at least 3 days before the start of the mobilisation.

The CONTRACTOR shall review the ERP as necessary on time basis or stimulated by a change to ensure that all information and contact details are up-to-date. The CONTRACTOR shall ensure that any subsequent amendment to the ERP by the CONTRACTOR is notified to the CLIENT.

The CONTRACTOR shall document, communicate and guarantee accessibility to plans that define responses to foreseeable scenarios. The CONTRACTOR shall ensure that all organizations which are involved in the WORKS and part of the Emergency Response Procedure have current and up-to-date versions of the Emergency Response Procedure.

The CONTRACTOR shall perform regular emergency drills and exercises. The CONTRACTOR shall document, communicate and incorporate lessons learned from emergency and security response drills into plans and resources

3.5.1 Deliverable requirements: emergency response procedure (ERP)

The Emergency Response Procedure, part of the HSE Management Plan, will include the following as a minimal:

- Proof that the Emergency Response Procedure is tested and signed off by a representative of the CLIENT and the CONTRACTOR
- The ERP shall act as a bridging document between any individual organization emergency response procedures and the specific ERP prepared for executing the WORK;
- The ERP shall have a clear order of preference and/or priority over any other emergency response procedure documents, which are referenced;
- The ERP will include plans that define responses to foreseeable scenarios.
- The ERP included roles, responsibilities, and authorities for staff and subcontractors in responding to emergencies.
- All necessary emergency services contacts including but not limited to local hospitals, coastguard etc., as well the principal contacts, with all relevant contact information for all organizations involved directly or indirectly with the WORK, and details of the CONTRACTOR'S representatives shall be detailed;
- Specific client contacts that will be given by the CLIENT.

3.6 Environmental Management

The following requirements apply to the Environmental Management of the CONTRACTOR.

The CONTRACTOR shall, as part of the HSE Management Plan, prepare environmental management processes. The CONTRACTOR shall identify environmental aspects and impacts from activities of the WORKS. The CONTRACTOR shall take and adequately manage measures to ensure that identified environment aspects and their impact are minimized.

The CONTRACTOR shall strive towards a most sustainable execution of the WORKS to minimize the impact on the environment. The CONTRACTOR shall document information related to environmental impact, such as fuel consumption related to cycle times. The CONTRACTOR shall identify and report any loss of equipment during the offshore WORKS.

The CONTRACTOR shall develop and maintain pollution prevention measures to eliminate, reduce, reuse, recycle, treat, or appropriately dispose of waste. The CONTRACTOR shall document evidence to demonstrate that hazardous waste has been managed in a responsible and appropriate manner. The CONTRACTOR shall identify, monitor and report environmental wastes, discharges, and emissions to ensure compliance with regulatory requirements.

The CONTRACTOR shall use biodegradable oils where there is a potential risk of spill into the environment. In the event biodegradable oil cannot be used due to technical limitations justification need to be documented within the procedures.

3.6.1 Deliverable requirements: environmental management processes

The environmental management processes, part of the HSE Management Plan, will include the following as a minimal:

- Identification and determination of the significance of environmental aspects and impacts of all activities;
- Establishment of monitoring procedures and developed initiatives to manage and improve environmental performance of significant aspects.

3.7 Requirements to vessels, crew and equipment

3.7.1 Rules & regulations

The CONTRACTOR shall comply with relevant Flag State rules and IMO conventions (for example SOLAS, ISM, MARPOL and STCW) for any vessel and crew deployed by the CONTRACTOR.

The CONTRACTOR shall proof compliance with valid certificates for vessels, crew and equipment (anchoring, crane(s), lifting, lifesaving, firefighting, etc.). The CONTRACTOR shall ensure all required certificates of the vessel, equipment and crew remain valid during the execution of the works and re-certification will not interfere with the works. Vessel, equipment and crew certification that cannot be renewed without interference with the works should be valid until 3 months after planned end of the Offshore works. The CONTRACTOR shall identify the likelihood of expiring certificates in case of revised Offshore work planning and plan recertification accordingly.

The CONTRACTOR shall proof compliance with valid permits for survey works within the field valid for the planned equipment. The certificated will have to be valid for the duration of the offshore works.

The CONTRACTOR'S shall ensure all personnel on the vessel are in possession of valid certification including medical certificates to perform their work.

3.7.2 Condition of vessel and equipment

The CONTRACTOR shall ensure that all equipment applied by the CONTRACTOR and subcontractors to carry out the WORKS is in good condition, safe to use and is suitable for the purpose. This shall be fully documented and checked frequently.

3.7.3 Accommodation and welfare facilities

The CONTRACTOR shall provide adequate welfare facilities to accommodate all marine crew, survey crew, subcontractors and client representatives on all vessels deployed by the CONTRACTOR as required by Flag State, national and international maritime legislation. This shall include sanitary and washing facilities. Facilities for rest, food preparation, accommodation clothing storage and drinking water provision shall also be provided by CONTRACTOR. This shall be fully provided prior to any works commencing at the site.

3.7.4 Suitability of vessels and equipment

The CONTRACTOR shall use suitable vessels for the WORKS, with maximum working limits to operate in the North Sea on the basis of the prevailing weather conditions as defined in Section III - Remuneration.

3.7.5 Vessel inspections

The CONTRACTOR shall provide to the CLIENT a recent (as a guideline for vessels new to the project the inspection report should not be older than 6 months), independent, representative and relevant to the work that the vessel if to perform vessel inspection report for each vessel deployed by the CONTRACTOR. The CONTRACTOR shall ensure that vessel inspections are performed by a competent, independent and experienced assessor who has a Seagoing Qualification at Management level or appropriate qualification for the Marine equipment type. The CONTRACTOR shall issue the Inspection Report to the CLIENT two (2) weeks before the start of the Offshore WORKS.

The CONTRACTOR shall give the CLIENT the rights to carry out an additional inspection before the start of the work (by an independent 3rd party). The CONTRACTOR shall notify the CLIENT at least two (2) week in advance on an appropriate moment for a possible additional inspection. If this survey concludes that the vessel, crew and or equipment is not compliant with the above, CLIENT will not allow the CONTRACTOR to start the work until the issues have been resolved. Any costs resulting from such action will be for the account of the CONTRACTOR.