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Benthic Survey

Annex 5 - Section V

Health, Safety and Environment

Doordewind Wind Farm Zone

Colophon

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1 General requirements

1.1 Introduction

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 aim is to ensure there are no incidents and no accidents to personnel, environment and equipment.

This document sets out the minimum standards, which the CLIENT requires in respect of HSE behaviour for the Benthic site investigation surveys to be carried out for the WIND FARM ZONES in the Dutch Exclusive Economic Zone (EEZ).

1.2 Compliance with HSE policy

The CONTRACTOR shall ensure that the health and safety of all employees involved during the field investigations working offshore and onshore, contractors, subcontractors and all members of the public, are protected at all times.

The CONTRACTOR shall demonstrate the departmental structure of the company with regards to (i.e., multiple health and safety managers, history of HIRAs, and examples of safe working cultures onboard vessels).

The CONTRACTOR shall be responsible for all management of processes to ensure full compliance with both statutory and procedural requirements, including those set out in this document.

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 Annex [5] 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.

2.2 HSE Management plan

The CONTRACTOR shall prepare a project-specific Health, Safety and Environmental Management Plan (HSE Management Plan) for the tender, 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.

The HSE Management plan shall, as a minimum, address the requirements that are detailed later in this document, including at least:

- A description of the CONTRACTOR's HSE Management System
- Full details of all key CONTRACTOR personnel
- Method Statements including all necessary considerations regarding all granted permits and exemptions
- Emergency Response Plan
- Overview of:
 - Organisations, roles and responsibilities
 - Occupational health and safety procedures
 - Incident notification, investigation and reporting procedures
 - Risk Management processes
 - Environmental Management processes
- A Risk Assessment and Risk Register (HIRA)
- A copy of all certificates for vessel(s), crew and equipment
- A copy of permits/approvals for site survey works
- Lifting Plan
- Vessel Safety Plan; to include muster drills
- Collective Protection Measures
- Appropriate certificates

Where a fully developed plan is not appropriate at the Tender stage, CONTRACTOR shall prepare an outline (schedule) 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.

2.2.1 *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 HSE Management Plan is to be completed and submitted for approval before the technical kick-off meeting or 2 weeks prior to the planned mobilisation date. Offshore

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

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 5 working days before the start of the mobilisation.

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).

2.3 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.

3 HSE Requirements

3.1 Requirements to vessels, crew and equipment

3.1.1 *Certificates, rules & regulations*

The CONTRACTOR shall demonstrate compliance through valid certificates and permits for all vessels, personnel, equipment and survey activities. All required certifications, medical certificates and permits shall remain valid throughout the execution of the WORK and shall not require renewal that could interfere with the WORK. Where recertification cannot be undertaken without impacting the WORK, certification shall remain valid until at least three (3) months after the planned completion of the Offshore WORK.

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:

- ISO 14001 or equivalent for environmental management;
- ISO 45001 Occupational Health and Safety.

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

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 implement a Permit to Work system requiring authorization from the vessel bridge before commencing hazardous activities, including but not limited to hot work, confined space entry and working at height.

The CONTRACTOR shall provide a detailed launch and recovery plan to ensure the safe deployment and recovery of personnel and equipment.

CONTRACTOR must comply with HACCP, Food Hygiene Regulations 2006 and MLC 2006. CONTRACTOR to provide Garbage Management Plan and Garbage Record Book; Regulatory requirement: MARPOL. Water quality must be monitored weekly with checks for microbial contamination (E.Coli, Legionella, Campylobacter), as well as pH, chlorine residual, and corrosion related metals (Pb, Cu Fe): Regulatory requirement: MLC 2006.

3.1.1.1 *Vessel Assurance: CMID*

CONTRACTOR to provide Common Marine Inspection Document (CMID) and its electronic version (e-CMID), or similar (RVO to approve), to include a visual assessment of the internal integrity of vessel hull and watertight compartments and assessment of safety of vessel's personnel and protection of environment.

This document will address key aspects onboard but CLIENT may request further certificates of any items within this document, such as Bridge, Navigation and Communications Equipment details or Towing, Mooring and Lifting Equipment or Life Saving Appliances details (SOLAS).

3.1.2 *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 is 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 WORK.

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).

3.2 **Organization, roles and responsibilities**

The CONTRACTOR shall show an organisational chart, and ensure that the HSE organisation is clearly defined.

The CONTRACTOR shall organise inductions as soon as possible (prior to starting to work or at least within 12 hours after arrival onboard the vessel) to staff, subcontractors and visitors, addressing relevant HSE objectives, hazards, risks, controls and behaviour.

The CONTRACTOR shall organise a muster drill as part of the mobilisation phase.

The CONTRACTOR shall record, acknowledge and investigate, where appropriate, 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. CONTRACTOR shall notify CLIENT and representatives of HOC's.

3.3 **Occupational Health and Safety**

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.

3.3.1 *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;
- The CONTRACTOR shall provide a Method Statement for the transfer of personnel and supplies; to include location, weather status, load capacity.
- The CONTRACTOR shall identify all potential incidents, emergency situations, and security threats along with their HSE impacts.
- A complete list of personnel, health and safety certificates, including but not limited to all relevant training and medical certificates, shall be maintained.

3.4 Risk management

The CLIENT and the CONTRACTOR shall always co-operate in seeking to reduce the potential impact of risks and to exploit opportunities to avoid or mitigate risks during the execution of the WORK and regularly communicate findings during operations.

3.4.1 Deliverable Requirements: Risk Management Process

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

- 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;
- A description of personnel training on the risk management processes;
- A record of onboard personnel signatories that have been inducted in all of the above.

3.4.2 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 the hazard and its cause (including weather and dropped objects).
- 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.

3.4.3 Risk Communications

The CONTRACTOR shall organise a risk management meeting to discuss a Hazard Identification and Risk Assessment (HIRA). The HIRA is part of the pre-survey preparations and finalised prior to mobilisation (Project Plans, refer to Annex [5] – Section IV Scope of Work).

Risks will be discussed during toolbox talks and weekly progress meetings and during the interfaces of the Offshore phase. At these meetings the CONTRACTOR and the CLIENT shall discuss and agree on changes to the Risk Register. Any Management of Change impacts to HSE will also be raised at daily toolbox talks and weekly progress meetings.

3.5 Incident Notification, Investigation and Reporting

The CONTRACTOR shall ensure that incidents can be investigated by a multi-function team with participation from appropriate levels of management from both the CONTRACTOR and the CLIENT.

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 approved by the CLIENT.

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

3.5.1 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 minimum:

- 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.
- An incident investigation report format, including as minimal
 - Identification of root causes.
 - Identification and prioritisation of corrective and preventive measures.
- A lessons-learned register example format.

3.6 Emergency response

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

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.

3.6.1 Deliverable requirements: emergency response procedure (ERP)

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

- A communication flowchart including contact details, as well as roles and responsibilities for all relevant parties, including hospitals, coast guard, other authorities and subcontractors in responding to emergencies.
- Proof that the Emergency Response Procedure is tested and signed off by the CLIENT representative(s) and the CONTRACTOR.
- The ERP will include plans that define responses to foreseeable scenarios (including, but not limited to Medical Evacuation, Dropped Objects, fire, man-over-board, entanglement of towed equipment, running aground, power outage, sinking, spoofing & jamming, vessel incursion, vessel adrift,

hazardous onboard chemical spills or hazardous waste/objects recovered to deck.

3.7 Environmental Management

The CONTRACTOR shall implement appropriate measures to identify, assess, and minimise environmental impacts, and shall strive to execute the WORK in a sustainable manner. Environmental performance data, such as fuel consumption and cycle times, shall be recorded. Any loss of equipment during offshore operations shall be reported.

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. CONTRACTOR to notify CLIENT should any oil spills occur.

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.

3.7.1 Deliverable requirements: environmental management processes

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

- 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.