



# The Petroleum Institute Health Safety and Environment (PI HSE) Council Charter

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Approval Date: 27-11-08

Effective Date:

## Introduction

The role of the Petroleum Institute Health, Safety & Environment (PI HSE) Council is to support and advise Petroleum Institute Management concerning HSE-related matters arising out of the operation of the Institute, working under the umbrella of the Abu Dhabi National Oil Company (ADNOC). Furthermore the Council shall advise management concerning the impact of those activities and operations on employees, contractors and the communities in which the PI operates.

## Responsibilities

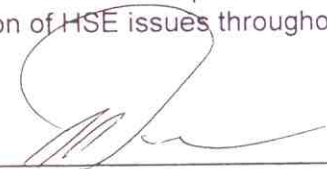
The principal roles of the PI HSE Council are to:

- Advise and support PI Management in the development and implementation of new HSE policies, clearly setting out the commitments of the Institute to manage HSE-related matters effectively.
- Support the implementation and quality assurance of a structured HSE Management System which meets ADNOC guidelines.
- Represent the HSE concerns and needs of employees and other stakeholders to management.
- Work closely with the HSE Office to achieve the PI's commitment to health, safety and the environment.

Specific tasks include:

- Review PI HSE mission statement annually and modify as required.
- Review all HSE policy statements and mandates annually and propose changes and additions as appropriate.
- Perform an annual review and audit of PI HSE activities, and the HSE Management System.
- Coordinate external audits of the HSE Management System.
- Coordinate with the PI Management to contribute to budget exercises to ensure that appropriate resources are available for the effective management of HSE.
- Participate in the evaluation and selection of candidates for HSE posts at the PI.
- Establish a safety culture and promote the inclusion of HSE issues throughout the curriculum.

  
\_\_\_\_\_  
PI HSE Council Chairman

  
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PI (Acting) President



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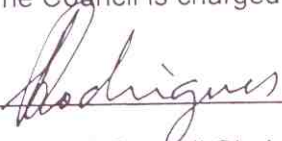
- Form ad-hoc or standing committees of Council members and others as required to investigate specific issues, and to propose corresponding new HSE policy. These committees typically meet weekly.
- Participate in internal audits where appropriate.
- Promote the involvement of students and other stakeholders in HSE.
- Hold regular meetings (at least once a month or more frequent if required) to review progress against objectives and assign new tasks to Council members.
- Make presentations of HSE Council work to appropriate group meetings as needed (e.g. Governing Board, Faculty Assemblies, AMM, EMM).
- Review Council membership on a regular basis (at least annually) to ensure members are able to participate as required and to contribute effectively to the work of the Council.
- Monitor the performance of the PI with respect to the implementation of an HSE Management System designed to ensure the commitments made in the policy are being met and that HSE-related risks are being assessed, eliminated, avoided or controlled where appropriate.
- Review and recommend targets for HSE performance and assess progress made by the PI towards those targets.


The HSE Council's role is distinct from that of the HSE Office which primarily includes:

- Implementing the PI HSE policy and providing feedback to the Council.
- Supervising day-to-day HSE issues (training, drills, incident response and reporting, awards, HSE supplies, etc.).
- Managing the HSE Management System and implementing changes as required.
- Advising and recommending HSE issues and initiatives to the PI HSE Council.

## Structure of the PI HSE Council

- The PI HSE Council is a PI-wide body and reports to the President.
- The Council shall comprise of an appropriate number of individuals representing a cross section of PI constituents. The Council shall have a minimum of 5 members.
- The Council is charged with implementing the PI HSE Council mandate.

  
\_\_\_\_\_  
PI HSE Council Chairman

  
\_\_\_\_\_  
PI (Acting) President



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## Structure of the PI HSE Council (continued...)

- Changes to the PI HSE Council will be proposed by the existing Council and approved by the President.
- The President is an ex-officio member of the Council.
- Council Member's participation shall be considered part of their service to the Institute, and rewarded accordingly.

## Procedures of the PI HSE Council

- The Council shall meet once a month or as required.
- The PI HSE Council may invite other faculty or staff to participate in meetings. It may also require any employee of the PI to attend meetings for the purpose of making presentations, conducting investigations or participating in discussions.
- A quorum shall comprise of a majority (> 50%) of Council Members or their designated alternatives and will include the HSE Manager.
- Where significant scheduling conflict may occur that could prevent attaining a quorum for a given meeting or under other special circumstances, The Council, may conduct business (discussions, voting... etc.) via e-mail.
- An agenda shall be prepared by the HSE Manager for each meeting and distributed in advance of the meeting.
- Minutes of each meeting shall be prepared and circulated to HSE Council Members after each meeting. The Council's approved minutes shall be archived electronically in a designated electronic folder with a copy forwarded to the President's Office.
- The HSE Office shall provide assistance to the Council in the preparation of agenda and minutes of meetings and will provide secretarial support to the Council.
- The Council may seek advice or assistance from external advisors or consultants if required to enable the Council to fulfill its role.

  
\_\_\_\_\_  
PI HSE Council Chairman

  
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PI (Acting) President



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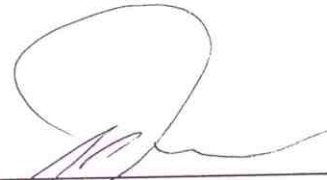
### Approval and Review of the Charter

The PI HSE Council Charter is approved by the Petroleum Institute Board of Governors. The PI HSE Council shall review the bylaws each year to ensure its relevance and the effectiveness of the PI HSE Council and make recommendations for any amendments to the PI Management.

### Approval

This mandate is approved by:

  
\_\_\_\_\_  
PI HSE Council Chairman

  
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PI (Acting) President