



**Point Lisas Industrial Port Development
Corporation Limited**

CONTRACTOR HSE HANDBOOK
**HEALTH, SAFETY AND ENVIRONMENTAL
REQUIREMENTS FOR PLIPDECO's CONTRACTORS**

Rev 3

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1. Disclaimer

The intent of PLIPDECO's Contractor Health, Safety & Environment Handbook is to provide a written overview of PLIPDECO's minimum policies and processes with respect to Health, Safety and Environment (HSE). This Handbook does not address all HSE issues which may arise during completion of work nor is this Handbook intended to address or replace the Contractor's duties and requirements with respect to regulatory compliance and best practices, and in conducting work in a manner that creates a safe and healthy environment.

It is the responsibility of the Contractor to operate in compliance with all applicable legislation and regulations that may pertain to its activities. Compliance with this Handbook does not relieve the Contractor from any liability that may result from the Contractor's actions or from failure to act in accordance with applicable legislation. Where applicable, PLIPDECO may provide to the Contractor additional HSE policies and processes, relating to the specific site or job requirements, which the Contractor shall comply with. This Handbook may be modified at any time at PLIPDECO's discretion.

2. Introduction

This handbook has been developed to provide a minimum set of expectations for all Contractors, consultants and other vendors (referred to herein as "Contractors") engaged in work on behalf of The Point Lisas Industrial Port Development Corporation Limited (PLIPDECO). It outlines the responsibilities and requirements for meeting PLIPDECO's commitment to health, safety and environmental management.

The focus of this handbook is on the proactive management of risk and the prevention of incidents. Compliance with the requirements of this handbook will support PLIPDECO and its Contractors in fulfilling their health, safety and environmental obligations, including duties outlined in the Occupational Safety and Health Act, 2004 (referred to herein as OSH Act).

The intent of this handbook is to ensure PLIPDECO's HSE expectations are communicated to Contractors. This handbook forms part of your contract with PLIPDECO. It is a requirement of your contract with PLIPDECO that you and all of your personnel comply with this handbook. By continuing to perform services for PLIPDECO, you are taken to have read, understood and agreed to comply with this handbook.

Violations of these guidelines and requirements may result in temporary or permanent removal from PLIPDECO's premises. While the contracting company is responsible for job safety and compliance with all local statutory and regulatory requirements this document is intended to inform you of PLIPDECO's requirements that may be unique to your work area. Any doubt concerning Health, Safety and Environmental procedures and guidelines should be referred to PLIPDECO's HSE Department.

3. Rules and Regulations

The following outlines some general rules and regulations that Contractor's and their employees are required to comply while conducting work at any of PLIPDECO's premises. Non-adherence to these rules and regulations can result in the stopping of operations and removal of entry rights to the Corporation's premises.

- Follow all safety protocols provided to you at the pre-engagement and orientation processes.
- While on site, you are required to wear identification badges issued by PLIPDECO. Badges must be worn above the waist and be visible at all times.
- Minimum PPE to operational areas include Hard hats, steel toe boots and Hi Vis clothing.
- Speed Limits- Port 15km/hr, Industrial Estate 50km/hr.
- Any person on the Corporation's premises can be subject to onsite drug and alcohol screening.

The following are prohibited:

- Smoking:
 - In all enclosed buildings and facilities including offices, washrooms and accommodations.
 - Within 25 feet of any of PLIPDECO's building entrances and exits.
 - In Corporation vehicles and equipment.
 - All operational areas including berths, workshops and yards.
 - Within 50 feet of any area where flammable materials are handled or stored.
 - On the Estate roadways specifically where buried natural gas lines exists.
 - In close proximity to product lines such as ammonia, methanol and natural gas.
 - Smoking is not encouraged in non-operational areas such as outside buildings and carparks, due to the potential hazards of neighbouring high risk areas.
- The use of illegal drugs, alcohol and work under the influence of these substances while on the Corporation's premises.
- Possession or use of alcoholic beverages, regulated drugs not prescribed by a physician, explosives, firearms, ammunition, knives and any other weapons.
- Sexual harassment and bullying of any individual or group is strictly prohibited.
- Illegal dumping, handling or disposal of hazardous material.
- Destruction or removal, without written permission, of any property belonging to PLIPDECO, the property owner, employee or other Contractors or employees.

- Abuse, defacement, or destruction of property as well as posting of unauthorized signs, notices or solicitations.
- Intimidating, threatening, harassing, impeding or interfering with an HSE Officer, Security Officer, Customs Officer or other PLIPDECO employees.

4. General Requirements

Contractors are responsible for the actions, health and safety of their workers and; for ensuring that they perform their day to day tasks safely. In addition, you are responsible for ensuring that no harm occurs to the environment resulting from your activities. You must read, become familiar with, and follow the contents of this handbook and consult with PLIPDECO's contact as provided if you have any questions about the contents. The requirements detailed in this handbook represent PLIPDECO's minimum expectations and are intended to supplement, not replace, your own Health Safety and Environment Management System. If PLIPDECO's minimum requirements differ from yours, the more stringent requirements should be followed.

PLIPDECO's primary objective is to ensure that we keep all our people and the public safe through the duration of our work and to minimise our impact on the environment. It is important that we take all reasonably practicable steps to achieve this objective. As such, all Contractors and their workers and sub-contractors who perform work for or on behalf of PLIPDECO must:

4.1 HSE Management Systems

All contractors and sub-contractors must have a HSE program in place that is compliant with current legislation and is appropriate to the size of the business and the nature of the risks and hazards arising from its work. Contractors should be actively using that system to identify hazards, assess the risk, and develop and implement controls to eliminate or minimise those risks. Upon request from PLIPDECO, contractors must submit evidence of a comprehensive HSE program and other specialized plans may be required.

4.2 Site HSE

All Contractors must:

- Ensure each person regardless of position accepts his or her safety responsibilities and will be held directly responsible and accountable for accidents and injuries.
- Designate an HSE representative who will be responsible for ensuring that all HSE requirements are followed at all work sites including monitoring, inspection and supervision.
- Ensure that work is performed in a safe and efficient manner that is in compliance with PLIPDECO's HSE procedures and other applicable laws and regulations.
- Hold safety briefing (daily tool box safety meeting) covering the precautions to take for that day's work.
- Collaborate, consult and communicate with PLIPDECO on shared health and safety matters.
- Provide PLIPDECO with an HSE plan detailing the work to be undertaken, the risks identified and the controls to be put in place to eliminate or mitigate the risk.

4.3 Emergency response and Incident Investigation

All Contractors must:

- Familiarize themselves with emergency response procedures and risk control actions applicable to the environment.
- Develop procedures to deal with any foreseeable emergencies that may arise.
- Report all incidents and injuries in a timely manner to both PLIPDECO and the relevant authorities.
- Immediately stop unsafe work or where there is potential for harm to workers, the public or the environment.
- Investigate incidents, identify the causes and take corrective actions to prevent reoccurrence.
- Maintain a comprehensive register of HSE risks and incidents.

4.4 Training, Licenses and Certifications

All Contractors must:

- Have all appropriate professional training, licenses and certifications required for the work being performed.
- Provide acceptable proof of qualifications, safety training or certifications.
- Ensure that all plant and equipment used by workers, contractors or sub-contractors is arranged, designed, constructed and maintained so that it is safe to use.
- Provide information to workers and sub-contractors about where all necessary safety and environmental clothing, devices, equipment and materials are kept for normal work or for emergencies.
- Ensure that their employees and the employees of their sub-contractors, if any, receive appropriate training and instructions and are both competent and able to perform the work in a healthy, safe and environmentally acceptable manner.
- Ensure all their employees are fit for duty.

4.5 Personal Protective Equipment (PPE)

Contractors are responsible for conducting job assessments to determine the appropriate PPE necessary for the work being conducted and are responsible for its provision. Contractors must also be able to demonstrate that their employees have been trained in and conducted proper inspection, maintenance, and safe use of that equipment.

4.6 Housekeeping

The Contractor is to maintain a clean and orderly work area. Contractors are to clean and remove all non-hazardous solid waste and recyclables at regular intervals throughout the shift and at the end of each shift. Required waste containers are to be provided by the Contractor. Clear access is to be maintained to and in contractor working areas. Access to electrical

panels, fire extinguishers, safety showers and eyewash stations, fire hydrants and points of egress are to be kept free and clear of all obstructions unless written approval is obtained from PLIPDECO.

4.7 Behaviour

All contractors are to conduct themselves in a professional manner. Behaviour which violates PLIPDECO's policies or has the potential to endanger the safety and well-being of any of the employee or member of the public is grounds for removal from the site.

5. Pre-Engagement and Orientation

5.1 Pre-Engagement

Depending on the nature of the work and the level of risk involved, Contractors who are engaged by PLIPDECO will be required to undergo a pre-engagement process to ensure that their business meets or exceeds PLIPDECO standards. Pre-engagement activities will vary depending on the nature or the contract, assignment and/or task(s) involved. It will include at a minimum, a site visit, the sharing of relevant information, scope of works, prestart checks of relevant certifications for workers (including sub-Contractors and agreement of health, safety or environmental documentation, procedures and monitoring, for the duration of the contract.

5.2 HSE Orientation

All Contractors, it's employees and sub-Contractors required to be on PLIPDECO's Premises for the duration of the contract **must** complete PLIPDECO's HSE Orientation as determined by the task being performed, or the site being visited. This orientation must be completed before entry is granted to commence any work. Contractors are required to liaise with PLIPDECO's assigned contact o arrange sessions with PLIPDECO's HSE Department.

Orientations are valid for one (1) year. Contractors with contracts extending for more than one (1) year will be required to renew and update their orientation status annually.

6. Hazard Awareness

It is the Contractor's responsibility to be aware of all dangers or hazards associated with the work performed and the work environment and to remove and / or control the hazard or danger prior to commencement of work.

The following summarises possible hazards that can impact PLIPDECO's operations and which require specific response and recovery procedures.

6.1 Operational Hazards

Operational hazards may arise from all core and associated activities conducted in the execution of the main business function of handling cargo. The following operational hazards are capable of causing an impact at PLIPDECO's premises:

- Operating/Movement of Heavy Equipment
- Suspended/Overhead Loads
- Simultaneous Operations
- Slip/Trip/Falls
- Manual Handling

6.2 Technological Hazards

Technological Hazards generally refer to hazardous materials, petroleum, natural gas, and other toxic chemicals at fixed facilities or in transport. The following technological hazards are capable of causing an impact at PLIPDECO's premises:

- Chemical spills/Gaseous Releases
- Hazardous Cargo
- Fuel Fires

6.3 Natural Hazards

Natural Hazards are defined as naturally occurring events - such as flooding, hurricanes, tropical storms, earthquakes, brush fires and pandemics- that have the potential to harm people, property or the environment. The following natural hazards are capable of causing an impact at PLIPDECO's premises:

- Hurricanes and Tropical storms
- Flooding
- Earthquakes
- Sea swells and Tsunamis
- Contagious Diseases

6.4 Man-made Hazards

Man-Made Hazards generally refer to hazards which are caused by humans, either accidentally or intentionally. These could include, but are not limited to, security threats, cyber threats, civil unrest. The following man-made hazards although not high risk are capable of causing an impact at PLIPDECO's premises:

- Power Outages
- Communication Failure
- Access breaches
- ISPS Threats

Should Contractors have questions regarding site hazards they can contact their PLIPDECO contact. All potential or existing dangers or hazards observed by the Contractor shall be reported to their PLIPDECO contact. Any danger or hazard observed beyond the control of the Contractor is to be reported to their PLIPDECO contact immediately and the Contractor is to avoid the hazard or danger until it is eliminated or controlled. The Contractor may not conduct any work that may result in a danger or hazard to people, environment or property. Where an existing danger or hazard is present, or where the Contractor reasonably believes that an imminent danger or hazard is present, the Contractor has the right to stop work so that the danger or hazard is eliminated or safe work practices are incorporated.

7. Permits to Work

Dependent on the work to be performed, PLIPDECO may require a detailed Permit to Work. At a minimum, Contractors must consider the work type and risks to produce a permit to work. Contractors must have in place procedures or processes that detail how tasks are to be performed for all routine work.

7.1 Requests for Safe Work Approval

All jobs conducted by Contractors at any of PLIPDECO's premises must be reviewed and approved by HSE prior to commencement. PLIPDECO's Supervisor planning the job must submit via email at least 48 hours prior to the start of the scheduled job the following for review by HSE:

- Scope of Work
- Risk Assessment
- Job Hazard Assessment
- Standard Work Procedures
- Any other documents to support the safety of the job

All issued permits must be kept on site in the work area to which the permit was assigned, and must be available upon request. Any permit issued by PLIPDECO is only valid for one working day unless stated otherwise. New permits must be issued if work is to continue for more than one day. A New Permit or renewal of permit must be sought if the work extends beyond the time as stated on the issued permit.

7.2 Work Activities

The following outlines a non-exhaustive list of work activities that requires a permit or approval from PLIPDECO's HSE Department before commencement:

- Hot Work- Any work that generates heat, spark or open flames including welding, cutting, grinding or handling materials at elevated temperatures.
- Excavations- Any breach of the surface material more than two (2) feet.
- Work at Height- Any work above six (6) feet.
- Electrical Installations and High Voltage repairs.
- Confined space entry.
- Working on fire protection/ detection systems or emergency systems.
- Work that requires the engagement of utility providers including electricity, water, telecommunications or natural gas.
- Lock out tag of equipment.
- Chemical Applications including painting.
- Using a gas, diesel, or LP (propane) powered engine indoors.

- Mobilization and demobilization of heavy equipment including cranes and elevated platforms.
- Any work that requires entry into or above open water.
- Any work that requires operations to be stopped or redirected.
- Any work that produces excessive fumes and dust.
- Any work that have the potential cause environmental degradation.

8. Risk Management

PLIPDECO requires that all Contractors have in place, as a minimum, processes for:

- Identifying health, safety and environmental hazards
- Assessing the risks presented by those hazards
- Putting in place controls to effectively manage the risks and control hazards, firstly by eliminating where reasonably practicable, then by minimising the risk following the hierarchy of control.
- Monitoring and reviewing the effectiveness of the control measures

During the project planning phase, the Contractor shall conduct and document a generic or project specific risk assessment of the operations, facilities, and equipment applicable to the work to be performed. All work activities identified with “High” risk must be controlled and the elimination of such activities is to be considered.

8.1 HSE Management of Change

Contractors should have a process in place for the management of change (MOC). This process should include identification, assessment and management of all HSE risks associated with the change. PLIPDECO requires the Contractor to consult and inform all relevant parties including PLIPDECO during the MOC process where the change may have a direct impact on PLIPDECO's operations.

The types of change that a Contractor must consider include:

- Processes
- Procedures
- Regulatory
- Organisational
- Technology
- Management systems
- Materials
- Plant and equipment/Assets
- Vehicles and mobile equipment

8.2 Standard Work Procedures

Any Contractor undertaking work for or on behalf of PLIPDECO is expected to have in place processes and safe work procedures where applicable based on the nature of the jobs to be executed, that meet or exceed legislative requirements for the management of the following activities:

- Work at Height- including EWP, Ladders and Scaffolding
- Hot Work
- Task based PPE Selection
- Handling and Disposal of Hazardous Materials
- Excavation
- Hand and Power Tools
- Compressed Cylinders
- Confined Space
- Lone Work

8.3 Site Inspections / Corrective Actions / Post Job Evaluations

PLIPDECO requires the Contractor to have a Site Safety Plan and to take corrective actions on observed hazards or potentially hazardous conditions when such hazards are identified through site inspections.

- The Contractor shall conduct and document periodic site inspections to identify and correct any observed or potentially unsafe or environmentally unacceptable conditions.
- Documented periodic site inspections to be made available to the applicable PLIPDECO representative or any of their representatives upon request.
- The Contractor shall promptly correct any observed or potentially hazardous conditions at the Contractor's expense if the condition is of their making and notify PLIPDECO if the condition was not caused by the Contractor.
- The Contractor shall collaborate with and contribute to post Job Evaluations as required.

8.4 PPE

PLIPDECO requires the Contractor to ensure proper maintenance of and to wear the appropriate PPE for the work.

The Contractor is responsible for ensuring that PPE identified during the generic risk assessment is available to and worn by employees who will perform the work.

- Perform inspection to determine if PPE is fit for purpose and whether they have no cracks, damages, wear or any other functional defects.

- Employees shall be appropriately trained in the proper use, maintenance and storage of PPE.
- Contractor's employees shall dress appropriately for the work being performed and for the prevailing weather conditions.
- Adequate eye protection shall be worn whenever the potential for eye injury exists
- Appropriate footwear shall consist of, at a minimum, steel toe boots or shoes
- Hard hats shall be worn whenever there is a danger of being struck by falling objects, striking the head on a hard or sharp surface
- Neckties, loose clothing, jewelry, long hair, and any kind of accessories, such as chains watchbands, rings, and earrings shall not be worn when working near equipment

8.5 *Barricades, Signs & Perimeter Guarding*

All work areas must be appropriately barricaded and signage posted where required so that all workers and the public are aware of the dangers in the workplace.

Contractors are responsible for providing signs, cones, plastic sheets, guardrails and other materials to create an effective barricade to isolate the work environment and to prevent unauthorized access. All barricades shall be appropriate for the application, visible, legible, and able to withstand any adverse conditions present at the work site and comply with all applicable laws and regulations.

If the work restricts traffic on a roadway, warnings such as signs, cones, flags, sign /traffic worker(s), traffic lights, or other means of communication as appropriate shall be provided. Proper precautions shall be taken to communicate the restrictions and re-direct the traffic accordingly.

Any requirements to block means of egress, fire, life or other safety equipment must first be approved by the PLIPDECO contact. Signs and barricades may not be removed until the work is completed and all hazards are eliminated.

Where work being conducted could affect the health, well-being or comfort of the building occupants (e.g. paint fumes), the Contractor shall inform the building occupants through PLIPDECO's contact prior to the start of work.

Personnel, having to work in an area where guards, warning signs and / or controlled access are being established by another contractor, shall be aware of the hazard, take necessary precautions and follow all necessary steps to get access to and work on the subject site if granted permission and if safe to do so.

8.6 Work in Inclement Weather

The Contractor should not underestimate the danger of inclement weather and should adopt a flexible approach and give consideration to employees' safety both in the workplace and during their journeys to and from work.

PLIPDECO requires the Contractor to:

- Stop work at places with risks of falling objects or fall of persons and avoid operating cranes etc.
- Remove or secure loose materials.
- Secure plant, tools, material and equipment.
- Not perform work at height that cannot be safely performed.
- Resume work only when conditions improve.

8.7 Safe Operation of Mechanical & Electrical Equipment

PLIPDECO requires the Contractor to manage the risks associated with its use by identifying machinery and equipment hazards in the workplace and eliminating or reducing the risk of those hazards than can cause harm.

- The Contractor shall instruct and train its employees in the safe operating procedures and hazards of all mechanical and electrical equipment.
- The Contractor shall provide evidence of the certification as related to its Heavy Equipment including forklifts, excavators, elevated work platforms or any other mechanical and electrical equipment.
- All mechanical and electrical equipment shall be operated and maintained according to the manufacturer's recommendations.
- All mechanical and electrical equipment shall be inspected before each use. The equipment shall not be used unless it is found to be free of defects that would affect its safe use.

8.8 Rigging and Crane Operations

PLIPDECO requires the Contractor to take measures to eliminate dangers associated with rigging.

- Rigging equipment shall be adequate for the type of lift.
- Rigging equipment shall be inspected at a frequency stipulated by the manufacturer (more frequently if specified locally) and prior to each use.
- Employees shall be trained in the proper use of rigging equipment.
- Crane operators shall be trained and certified
- Documentation of training and licensing/certification shall be made available upon request.

- The crane operator shall inspect the crane, rigging and the area of the lift before commencing operation.
- Take precautions to maintain clearance distances from power lines.
- The crane operator shall identify the work zone by marking boundaries and not operate the equipment past those boundaries.
- A pre-lift meeting shall be held all parties involved in the lifting operation
- A single person should be designated to direct all operations during the lift.
- A signal person for a mobile crane shall be provided where:
 - The load travel or the area at load placement is not in full view of the operator,
 - When the equipment is traveling, the view in the direction of travel is obstructed
 - Due to site specific safety concerns, either the operator or the person handling the load determines it is necessary.
- Signal persons shall be trained.
- A lifting plan shall be prepared and made available for all lifts.
- Loads are never to be hoisted or moved over workers within the crane's swing radius.
- All personnel shall be kept clear of loads about to be lifted and of suspended loads.
- The area within the swing radius of the crane's superstructure shall be barricaded.

8.9 Tools and Equipment

Contractors are responsible to provide their own tools, equipment and vehicles and are required to conduct the work in a safe manner in accordance with all regulatory requirements. All Contractor tools and equipment must be labeled with the Contractor's name. Contractors are responsible for the safe operation of any equipment brought on location and must be able to demonstrate that all operators of said tools and equipment are trained and qualified to do so. Contractors are also responsible for the inherent integrity of the tools and equipment itself and must be able to demonstrate that the equipment has been properly maintained and is safe for use.

Unless written authorization is obtained, Contractors may not use PLIPDECO owned or leased tools or equipment. If the Contractor wishes to use PLIPDECO owned tools and equipment, written authorization must be obtained and discussed during pre-engagement activities. The Contractor must also provide copies of training records / certifications required to operate the specific tools and / or equipment.

8.10 Electrical Safety

PLIPDECO requires the Contractor to have an electrical safety program and procedures as required.

- The Contractor's procedures shall include steps for ensuring that equipment with hazardous energy is not inadvertently released while someone is working on it.
- Before commencing work, when possible, systems should be de-energized and appropriate lock-out/tag-out (LOTO) procedures followed.
- The Contractor shall provide evidence of the certification and training as related to its electricians.
- Low voltage tools or isolating transformers shall be used if required by local regulations.
- The Contractor shall not use electrical equipment or tools in wet areas. If the skin of a worker is wet for any reason (rain, sweat, standing in a puddle of water), the works should be stopped.
- Portable electrical hand tools shall be double-insulated or grounded.
- Extension cords shall not be damaged, taped, or repaired.
- The Contractor shall not place any materials such that they create obstruction and limit access to electrical panels on any PLIPDECO's premises.
- Electrically insulated tools, fire retardant clothing, or insulating matting may be required, depending on the job requirements and local regulations.
- All Electrical work must be approved by PLIPDECO's Electrical Supervisor.

8.11 Overhead Power Lines

PLIPDECO requires the Contractor to plan the work near overhead power lines to eliminate the danger.

- The contractor and subcontractors' employees shall exercise extreme caution when working with aerial lift devices, cranes, and other equipment that is operating near overhead electrical lines.
- The Contractor's HSE Representative shall be made aware of any site-specific hazards such as voltage of electrical utility overhead power lines, adverse weather conditions, vehicle and pedestrian traffic.
- The work site shall be barricaded with appropriate signage and perimeter guarding
- A minimum safe distance from electrical utility overhead power lines and un-insulated, exposed and energized parts (e.g., transformers and capacitors) shall be maintained at all times.
- If the minimum distance listed above cannot be maintained, the Contractor's HSE representative shall specify the appropriate procedures and precautions that may include:

- A pre-job meeting shall be held before each work shift to make sure all options to ensure safety are covered and that all personnel on the work site are informed as to the work safety plan and understand how to comply with it.
- The use of insulating gloves, blankets, or covers.
- An observer when equipment is within the touch potential of exposed energized overhead lines

8.12 Working at Height

It is the Contractor's responsibility to select the appropriate fall protection measures for the work to be performed. When working at height, the area below is to be cordoned off as the work area protection requires. Contractors must be able to demonstrate that all equipment has current inspection certificate and is maintained as per regulatory requirements and that all personnel have current and appropriate training. Contractors are required to have an appropriate fall rescue plan for the work to be performed. The Contractor shall engage only properly trained and certified climbers who are fully aware of and knowledgeable about the inherent dangers of working at height

Where personal fall arrest systems are required, the Contractor shall provide:

- A competent person on the work site who is able to recognize fall hazards and take necessary corrective actions.
- A full body harness, shock absorber, lanyard or lifeline, double-locking hardware, and other equipment suitable for the nature of the work.
- Training to all fall protection system users.
- Inspection of Personal Fall Arrest System components shall be conducted prior to each day's use; defective equipment shall not be used and shall be recovered and withdrawn.

8.12.1 Ladders

All Contractor ladders must be labeled with the Contractor's name. All ladders are to be maintained in good condition at all times and inspected prior to use. Employees using ladders must do so in a safe and responsible manner. Any defective ladders are to be tagged as such and removed from site. The correct ladder for the task must be used, must be certified and all labels intact and legible.

8.12.2 Scaffolding

All scaffolding is to be erected, maintained and inspected in accordance with all applicable regulations, codes and engineering practices. The Contractor is to ensure competent supervision of any modification process and have written approvals of such modifications. Precautions must also be taken to ensure that each scaffold does not exceed structural or design limits.

8.12.3 Industrial Powered Vehicles, including Lifting Devices

All Contractors operating industrial powered vehicles must be trained and certified in the operation of the particular equipment to be used.

8.13 Fire Protection

PLIPDECO requires the Contractor to take appropriate precautionary measures for fire extinguishers.

- Suitable fire extinguishers shall be available for hot work operations capable of starting a fire, such as welding, torch cutting, riveting, use of fuel powered machinery, saw cutting, grinding, soldering, brazing, etc.
- Fire extinguishers should be inspected regularly and maintained and used as per manufacturer's recommendations
- Access to wall mounted fire extinguishers and fire alarm / pull stations shall be maintained free of obstruction.
- Keeping fire doors open and disabling fire alarms / panels, smoke detectors, heat detectors and sprinkler systems is not permitted unless authorized by the PLIPDECO HSE Department
- A work permit system is required for hot work.

8.14 Chemical Management

PLIPDECO requires the Contractor to manage and handle such substances in a proper manner.

- All chemicals used in the course of the work shall be included in the risk assessment.
- The Contractor is responsible for ensuring that all users are properly trained in the safe use and disposal of any hazardous material or chemical involved in or related to the project.
- Chemicals and other hazardous materials must be properly labelled
- Appropriate PPE shall be used when handling chemicals.
- Safety Data Sheets must be readily available.
- Appropriate means of secondary containment must be available.
- Chemicals and other hazardous materials shall be properly stored according to the manufacturer's recommendations.

8.15 Confined Space Entry & Rescue

PLIPDECO requires the Contractor to identify the hazards and establish a Confined Space Entry and Rescue Program to enter confined spaces.

8.16 Excavation and Trenching

PLIPDECO requires the Contractor to have adequate protections in place by identifying excavation and trenching hazards.

- The Contractor shall identify any potential hazards, including, but not limited to, the location of existing underground utilities, and obtain all required approvals before beginning any excavation, trenching, or other digging operations.
- Appropriate warning signs, barricades, and other perimeter guarding shall be used to prevent workers and members of the public from falling into the excavation
- Excavation in areas outlined in the general site drawings as environmentally restricted areas is prohibited unless approved in writing by PLIPDECO.

8.17 Motor Vehicles

All Contractors operating motor vehicles are to have and maintain a valid driver's license and a responsible driving record. Contractors must exercise due caution when driving on PLIPDECO premises.

8.18 Lighting

Contractors shall ensure that proper and adequate workplace lighting is provided in accordance with applicable requirements

9. Emergency Response

9.1 Plans and Procedures

Contractors will be required to comply with PLIPDECO's Emergency Response Plans (ERP) provided to you as part of the pre-engagement or orientation process. A copy of relevant ERP's can be requested from PLIPDECO's HSE Department.

All Contractors performing work for PLIPDECO must however also have in place a robust ERP that, as a minimum, considers all foreseeable emergencies that may arise while performing work for PLIPDECO. Task/project specific ERP may be required depending on the type of work and location. We will advise you if we require you to provide us with specific ERP's.

9.2 Emergency Situations

The following outlines possible emergency situations that can occur at PLIPDECO's premises:

- Fires and Explosions
- Chemical release from cargo or petrochemical plants
- Collision Incidents
- Medical Emergencies
- Environmental Incidents

9.3 General Responses

Emergency Type	Expected Initial Response
Fires	<ul style="list-style-type: none">• Move upwind and to the designated muster point• Conduct headcounts and report to the HSE Department
Chemical Release	<ul style="list-style-type: none">• Move upwind or shelter in place at designated safe havens
Collisions	<ul style="list-style-type: none">• Activate equipment shut down protocols• Cordon off area• Report to HSE Department
Medical	<ul style="list-style-type: none">• Administer first aid if trained personnel are on site• Report to the HSE Department• Ambulance Service may be afforded to you once agreed upon in the pre-engagement process
Environmental	<ul style="list-style-type: none">• Activate your onsite spill contingency plan• Cordon off the area• Deploy spill containment materials

9.4 Incident Management

Contractors and their employees are required to comply with PLIPDECO's Accident and Incident Procedure provided to you as part of the pre-engagement or orientation process. All Contractors must report immediately to their PLIPDECO contact and the HSE Department the occurrence of any of the following:

- Serious injury or illness
- Damage to property or equipment
- Environmental spill/release/contamination
- Near misses that may have resulted in serious injury or illness, damage to property or equipment or environmental spill/release/contamination
- Any unplanned or uncontrolled fire, explosion or flood, as well as any collapse or failure of a building or structure
- Any unsafe act or condition
- Stop work situations

PLIPDECO requires all Contractors to:

- a. Report all incidents that occur during the course of works being performed for, or on behalf of PLIPDECO in a timely manner. Reporting requirements will be provided to you as part of the orientation process.
- b. Ensure that sufficient information about each incident is disclosed to enable emergency response
- c. Comply with its health and safety obligation.
- d. Implement any corrective actions identified through the investigation process.
- e. Have in place a procedure for the accurate reporting of health, safety and environmental regulatory compliance incidents.
- f. Conduct investigations in a thorough and professional manner.
- g. Cooperate with any PLIPDECO employee who is assigned to support a Contractor investigation.
- h. Participate in joint investigation if PLIPDECO decides that process is necessary.
- i. Ensure that investigations are undertaken by competent persons.
- j. Have processes in place to ensure compliance to their legal obligations for reporting 'Reportable Incidents as defined by OSHA.

9.5 *Emergency Contact Information*

PLIPDECO HSE Department	363-3981 or 636-2201 ext 2092
PLIPDECO Security Department	636-2201 ext. 2156 or 679-7233 (SAFE)
PLIPDECO TRU	775-8545
Couva Police Station	636-2333
Couva South Fire Station	636-4418
Couva District Hospital	636-4024

10. Environmental

Contractors are expected to have processes and procedures in place that consider environmental compliance requirements, including identification, management and monitoring of those requirements. The process should also include identifying any environmental aspects and associated impacts.

Contractors unless otherwise agreed upon are responsible for the management and disposal of wastes generated from the project.

Where applicable Contractors must be able to provide the following:

- Spill Contingency Plans
- Chemical Storage Guidelines
- Waste Management and Disposal Plans
- Handling and Disposal of Hazardous Wastes

10.1 Spills and Releases

It is the Contractor's responsibility to have an appropriate spill response plan and required equipment in place. Any releases or spills that results in a requirement to contact a regulatory authority must be investigated and reported.

10.2 Discharges to Storm Water Drainage Systems

The following types of water discharges may be discharged to the PLIPDECO's storm water drainage:

- Uncontaminated ground water
- Water from foundation drains and footing drains
- Air conditioner condensate without added chemicals
- Uncontaminated portable water
- Water line, sprinkler system and fire hydrant flushing
- Discharge from fire fighting
- No hazardous materials, chemicals or petroleum products may be disposed of to a sanitary sewer without prior approval from PLIPDECO's HSE Department.

10.3 Pollution Control

PLIPDECO requires the Contractor to have when applicable an Environmental Management Plan for the works to be performed

- The Contractor shall observe and comply with the Environmental Management Authority's (EMA) Air, Water and Noise Rules.

- The Contractor shall undertake environmental protection measures to reduce the environmental impacts arising from the execution of the works. In particular, he shall arrange his method of working to minimise the effects on the air, noise, water quality as well as nuisance of waste within and outside PLIPDECO's Premises, on transport routes and at the loading and dumping areas.
- The Contractor shall design, construct, operate and maintain pollution control measures to ensure compliance with the contract provisions as well as the environmental ordinances and their regulations. The Contractor shall also conduct compliance monitoring following a programme as agreed with the Engineer, and submit the monitoring results to the Engineer.
- The Contractor shall take every precaution to prevent earth, rock or debris from depositing on public or private rights of way as a result of his operations including any deposits arising from the movement of plant or vehicles. In the event of any earth, rock or debris from construction works being deposited on public or private rights of way then all such earth, rock or debris shall be immediately removed and the affected rights of way restored to their original state by the Contractor.
- In the event of any spoil or debris from construction works being deposited on adjacent land or seabed or any silt washed down to any area, then all such spoil, debris or material and silt shall be immediately removed and the affected land or seabed and areas restored to their natural state by the Contractor.

10.4 Open Burning

Open burning of debris on company property is strictly prohibited without written approval by PLIPDECO's HSE Department.

11. Contractor Acknowledgement



Point Lisas Industrial and Port Development Corporation Limited (PLIPDECO)

PLEASE COMPLETE AND RETURN TO YOUR PLIPDECO REPRESENTATIVE UPON RECEIVING HANDBOOK

I acknowledge that I have read and understood the contents of PLIPDECO's Safety Handbook (herein called "Handbook"). While working in PLIPDECO, I will ensure that my employees as well as myself follow the procedures and guidelines in the handbook. I understand that failure to follow the safety procedures and guidelines in this booklet may result in disciplinary action and /or termination of services. In the event of such PLIPDECO reserves the right to recover any costs incurred resulting from disciplinary action and/or termination of services and/or your breach of any of the said safety procedures and guidelines as stated the said handbook.

I hereby certify that I am duly authorized and do hereby accept by signing below for and on behalf of:

_____ (AFFIX COMPANY STAMP)

Company (Block Letters)

Project ID

Name (Block Letters)

Signature

Designation

Date