



CONTRACTOR

**HEALTH, SAFETY &
ENVIRONMENTAL
HANDBOOK**



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1. Introduction

PLIPDECO is dedicated in providing a safe and healthy working environment for our employees and contractors. PLIPDECO will demonstrate this commitment by the implementation of systems to ensure the health and safety of our employees, contractors, visitors and tenants and the minimization of impacts to the environment will be demonstrated.

Upon acceptance of contract, contractors are required to comply with the following requirements and guidelines.

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.

2. Contractor's Responsibilities

- Contractors shall be responsible for the actions of their employees while on PLIPDECO's premises. PLIPDECO's personnel shall monitor their performance and where necessary request the contractor to correct any non-conformance.
- It is the contractor's responsibility to ensure that work is performed in a safe and efficient manner that is in compliance with PLIPDECO's Health, Safety and Environment (HSE) procedures and other applicable laws and regulations. Work being performed in an unsafe or hazardous manner is unacceptable.
- Each person regardless of position must accept his or her safety responsibilities and will be held directly responsible and accountable for accidents and injuries.



- Contractors must familiarize themselves with emergency response procedures and risk control actions applicable to the environment e.g. chemical, fire extinguishers, respiratory equipment, and personal protective equipment.
- Ensure that only trained and competent persons are assigned to do work and maintain quality performance.
- Ensure that equipment, machinery, tools and vehicles owned and used by contractors on PLIPDECO's premises are maintained, inspected and serviced on a regular basis. The maintenance, service and inspection records should be readily available.

3. Emergency Reporting Instructions

In the case of fire, accident and/or environmental releases, or other emergencies, PLIPDECO must be informed immediately. Emergency dialling numbers can be accessed via PLIPDECO's Emergency Responses Plan (ERP). If evacuation is necessary report immediately to the appropriate assembly point. For an ammonia release please refer to the ERP for response procedures or refer to your PLIPDECO appointed supervisor.

A copy of the Emergency Response Plan (ERP) can be requested from the PLIPDECO supervisor assigned to you and must be returned on completion of works.

4. Accident, Incident and Injury or Illness

Work related accidents, incidents, injuries and illnesses must be reported immediately to PLIPDECO's appointed project/work supervisor. Contractors must inform PLIPDECO of any physical conditions suffered by him or his employees, which might reasonably be considered to affect the employee's ability to undertake any aspect of his job safely. All contractors must keep a well-stocked first aid kit at each workstation.



5. Identification Badges and Access

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.

6. Substance Abuse, Firearms and Ammunition

- PLIPDECO requires contract employees to undergo alcohol and drug abuse testing according to PLIPDECO's substance abuse policy.
- All contractors' personnel must provide evidence of substance abuse testing indicating a drug free condition, prior to reporting onto the jobsite.
- Any employee who is under the influence of alcohol, narcotics or dangerous drugs shall not be permitted to work or allowed on the Company's facilities.
- Possession or use of alcoholic beverages, regulated drugs not prescribed by a physician, explosives, firearms, ammunition, and other weapons are strictly prohibited.

7. General Safety and Security Rules

The following are some of the reasons contractors may be temporarily or permanently removed from PLIPDECO premises:

- Deliberate violation of PLIPDECO's safety or security rules.
- Smoking - In non-smoking designated areas

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- Use of illegal drugs or under the influence of alcohol
- Illegal dumping , handling or disposal of hazardous material
- Sexual harassment of any individual or group
- 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 inspector, customs officer, security officer or other PLIPDECO employees.
- Disobeying posted speed limits and other traffic signs.
- Using unauthorized entrances to the site or a building that have been identified by PLIPDECO's appointed project/works supervisor.
- Using emergency exits other than for emergencies.
- Falsifying reports, forms or using another person's identification (ID) badge.
- Falsely stating or making claims of injury or failure to report an injury on the day of occurrence.
- Failing to allow inspections of vehicle, parcel, locker, and gang box or lunch box while on PLIPDECO's property.
- Loitering, roaming, or leaving assigned work areas without authorization.



- Work must not be performed over the heads of people nor must tools or equipment left overhead.
- Jumping from an elevated platform.
- Your work area must be highlighted with safety markers, safety signs tape barriers or blinkers lights.
- Fighting, or creating a disturbance
- Horseplay.
- Careless, uncooperative conduct.
- Misuse or abuse of fire prevention and protection equipment.
- Unauthorized removal or destruction of any safety barricade, handrail, guardrail, warning sign, fall protection or other warning devices.

8. Safety Permits and Procedures

A permit or approval must be obtained through your PLIPDECO appointed supervisor/ HSE professional before commencement of the following work activities:

- Working on fire protection/ detection systems.
- Any burning, welding, cutting, soldering, grinding activities or other hot works.
- Working on any electrical circuits or electrical units
- Entering confined spaces (these will be identified by your PLIPDECO appointed supervisor).

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- Moving emergency equipment (fire extinguishers, first aid kits, etc.)
- Turning off any utility (electrical, compressed air system, steam etc.)
Each individual working on a system must install his or her own lockout device on the piece of equipment as directed by his or her supervisor. In addition, PLIPDECO through its operational staff will shut down and start up operating utilities.
- Installing temporary electrical services.
- Working with hazardous chemicals (including solvents and paints).
- Using power activated tools.
- Using a gas, diesel, or LP (propane) powered engine indoors.
- Operating a power vehicle or self-propelled work platform.
- Excavating/ Trenching.
- Using radioactive sources or conducting field radiography (x-ray).
- Working with asbestos -containing materials.
- Working on security systems.
- Working with compressed air/gases.
- Using a laser.
- Working on a fume or biological hood.
- Working on a solvent storage cabinet.
- Working on heating, ventilation, or air conditioning equipment.
- Working on a roof or any height greater than six (6) feet.



- Using a tar pot.
- Lifting or hoisting with cranes, derricks, hoists or helicopter.
- Performing blasting operations.

Particular care should be taken when performing hot works where combustible materials are exposed. For any hot works being performed the contractor must have an adequate amount of approved fire extinguishers within **10 feet** of the work area. Access to fire extinguishers, hose stations and other fire protection equipment must be kept clear at all times.

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 (8:00am - 4:00pm) 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.

ANY UNSAFE ACTS OR CONDITIONS MUST BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR.

9. Job Hazard Analysis (JHA)

JHAs are to be conducted on the following jobs:

- Jobs which have a high accident frequency rate, e.g. lifting, handling, jobs requiring the use of heavy or sharp tools; etc
- Jobs that have a high accident severity rate e.g. working on heights, with combustibles, with energy sources, in confined spaces, where the risk of fire is high; near to the edge of the water etc
- Jobs that are identified by PLIPDECO's HSE department as potentially hazardous e.g. non-routine jobs, jobs never performed before etc.



- New jobs requiring new machine; new material; a large work force etc
- Any other job recommended by PLIPDECO's HSE Department.

10. Environmental Issues

10.1 Hazardous Waste Management

Contractors are responsible for the safe use and disposal of any chemical brought on to a PLIPDECO site and are limited to the amount of hazardous chemical that may be stored on PLIPDECO property. Contractors that generate hazardous waste on site must notify PLIPDECO's Health, Safety & Environment Department for disposal directives. Prior to bringing any hazardous substance onto to the jobsite, Contractors shall submit a copy of the Material Safety Data Sheet (MSDS) to PLIPDECO's Health, Safety and Environmental Department. Contractors shall follow the following guidelines

- Do not store more than 55 gallons of hazardous waste or one quart of acutely hazardous waste without written approval from PLIPDECO's Health, Safety & Environment Department.
- Waste containers must be clearly labelled as to their contents. Waste must not be transferred between PLIPDECO facilities.
- Do not dispose of hazardous and chemical waste in company dumpster.
- The disposal of waste materials such as asbestos, lead paint, hazardous construction debris or contaminated soil resulting from demolition, excavation, or maintenance activities that are not the result of hazardous materials or petroleum products brought on site by a contractor must be approved by PLIPDECO.

10.2 Spill Prevention and Control

Use appropriate protective procedures such as double containment, employee training; overflow protection and other measures as part of activities involving



the use, storage or handling of petroleum products or hazardous materials on PLIPDECO's property.

Containers of hazardous materials and petroleum products should be properly secured and stored in a manner to prevent releases to the environment. This required selecting locations and methods to minimize exposure to rainfall, surface water and the ground. Enclosures, shelters and secondary containment should be used where appropriate.

- Prior to discharge of a containment system to the storm water system, inspect the primary container for signs of leakage and inspect the containment system by visual observation for colour, foam, outfall staining, visible sheens and dry weather flow. The discharge of a containment system that has evidence of containment is prohibited.
- The responsible contractor must maintain a log indicating the individual making the observations, description of accumulated storm water and the date and time of release. The log must be submitted to the HSE Department.

10.3 Discharges to Storm Water Drainage Systems

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

- Uncontaminated ground water
- Water from foundation drains and footing drains
- Air conditioner condensate without added chemicals
- Springs
- Uncontaminated portable water
- Water line, sprinkler system and fire hydrant flushing
- Discharge from fire fighting.

An unauthorized or un-permitted non-storm water discharge is considered a release and must be reported to you supervisor.

10.4 Erosion Control



Settling basins and or straw barricading around storm sewers is required for ground breaking or any condition that could cause silt to enter a storm drainage system.

10.5 Excavation in Environmentally Restricted Areas

Excavation in areas outlined in the general site drawings as environmentally restricted areas is prohibited unless approved in writing by PLIPDECO.

10.6 Open Burning

Open burning of debris on company property is prohibited without written approval by PLIPDECO's Health, Safety & Environment Department.

10.7 Disposal of Waste in Sanitary Sewers

No hazardous materials, chemicals or petroleum products may be disposed of to a sanitary sewer without prior approval from PLIPDECO's Health, Safety & Environment Department.

10.8 Asbestos

If asbestos-containing material is suspected or encountered, stop work immediately and notify PLIPDECO.

11. Biological / Chemical/ Radioactivity Hazards

Some contracted work for PLIPDECO may occasionally involve the use of biological, chemical, or radioactive material that can be hazardous if not handled safely. Areas where work with biological, chemical or radioactive materials is being performed must be marked with appropriate signs. It is the contractor's responsibility to advise their employees (and PLIPDECO) of the use of the hazardous materials or areas, the precautions and /or protective equipment required.

12. Hazardous Materials

Contractors must not handle or use hazardous materials without appropriate training and are responsible for the following:

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- No solvents, paints, or similar flammable, toxic or irritating materials may be used in enclosed areas occupied by PLIPDECO employees unless specifically approved in writing by an authorized PLIPDECO representative.
- Maintain adequate ventilation when paints or solvents are used.
- Use of proper and appropriate personal protective equipment.
- Exercise extreme caution with the use of flammable solvents and materials.
- Storage of flammable paints and solvents in approved flammable liquid storage cabinets if inside buildings.

The contractor shall ensure that proper means of disposing paints, solvents, or other chemical wastes are adhered to.



13. Compressed Gas Cylinders

- Valve protection caps must be in place when compressed gas cylinders are transported, moved or stored.
- Cylinder valves must be closed and replaced when work is completed and when cylinders are emptied or moved.
- Compressed gas cylinders must be secured in an upright position in a welding cart or to a solid object (using chains, straps or a rigid retaining bar.) Compressed gas cylinders must be secured on an approved carrier while being transported.



- Cylinders must be kept at a safe distance or shielded from welding or cutting operations.
- Cylinders must not be placed where they can contact electrical circuits.
- Oxygen and flammable gas cylinders regulators must be in proper working order and a wrench kept in close proximity on the acetylene valve when in use. If not manifolded together, the oxygen and flammable gas cylinders must be separated by 20 feet or a 5-foot high fireproof barrier.
- Cylinders that develop leaks inside of buildings, which cannot be immediately corrected, must be immediately moved to a safe location outside the building.
- Only use approved spark igniters to light torches.
- Cylinders must not be taken into or stored in confined spaces, including gang boxes, office/storage trailers or rooms.
- Cylinders must not be stored inside an occupied structure.
- Hoses and regulators must NOT be stored in unventilated or closed containers or areas.

14. Electrical Safety

Only qualified (certified) electricians are permitted to work on electrical systems and equipment that uses or controls electrical power.

- Do not operate electrical tools or equipment in wet areas where potentially flammable dusts, vapours or liquids are present, unless specially approved by HSE Department for the location.

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- In areas where water or moisture is present or likely to be present, use ground fault circuit interrupters (GFCI) on power circuits. If permanent plant power circuits are not GFCI, use a portable GFCI box with electrical tools and equipment. Test interrupters on a regular basis.
- Should a circuit breaker or other protective device “trip” ensure that a qualified electrician checks the circuit and equipment and corrects problems before resetting the breaker.
- Extension cords must be designated for “extra usage” and have at least 12 gauge conductors grounded (3 prong) plugs, be heavily insulated and in a safe condition. Flat electrical cord is prohibited.
- Inspect extension cords periodically. Damaged cords must not be used until repaired. Damaged cords must only be repaired with heat shrink material. Electrical tape is not acceptable.
- Never set up and / or operate equipment such as cranes, lifts ladders, or scaffolds within 10 feet of overhead power lines.
- Always lockout and tag equipment prior to working on it, in accordance with PLIPDECO’s safety procedures. Ensure utility services connections to the equipment have been disconnected prior to locking out. Be aware of “stored” energy (capacitive, hydraulic, etc.) which may be present. Test equipment prior to working on it. Before re-energizing equipment, inspect circuits and the work area to ensure tools, jumpers, grounds, etc. have been removed and that personnel are clear. Also ensure protective guards and covers are in place before re-energizing.
- PLIPDECO’s appointed supervisor will shut down and start up utility systems. **Violation of this procedure will result in immediate removal from PLIPDECO premises.**



- Do not wear rings, necklaces, or other conductive apparel. Erect barriers and post warning signs to ensure non - authorized personnel stay clear of the work area.
- Report hazard (lack of protective guards or covers, damaged equipment etc.) to your PLIPDECO supervisor immediately.
- Elevate electrical cords at least seven feet above the work area to protect them from damage.
- Do not leave electrical boxes, switchgear, cabinets or electrical rooms open when not directly attended. Insulate energized parts when covers have been removed or doors are ajar. Use of cardboard, plywood or other flammable materials to cover energized circuits is prohibited.

15. Working Safety Around Equipment

Before starting work on a piece of equipment, it is essential that you identify utility service connections and ensure they are disconnected, locked out and tagged in accordance with PLIPDECO's policies. PLIPDECO operations supervisors will shut down and start up affected utilities.

Before entering a tank or enclosed vessels, obtain a confined space entry permit and perform work on these areas in accordance with PLIPDECO policies.

Take care at all times when working close to equipment, especially if it is automated and may start without warning. You must ensure that the equipment has safety guards in place and, if required, erect a safety barrier around it.

Forklift trucks and other material handling vehicles are used in many areas in PLIPDECO's operations as such **you must be constantly be alert to vehicular traffic.**



16. Personal Protective Equipment

16.1 Clothing

In general, a shirt with sleeves and long pants must be worn at all times. Clothing must not have loose torn or dragging fabric. Wear suitable gloves when handling materials or equipment, and while performing operations that could be expected to cause injury to hands or fingers.

16.2 Hard Hats

An ANSI certified hardhat must be worn at all times in designated areas.



16.3 Eye and Hearing Protection

Safety glasses with side shields must be worn at all times when involved in work with potential for flying debris. Additional eye and /or face protection such as goggles, face shields and welding shields are required when performing operations such as grinding, chemical handling, burning, welding, operating power actuated tools, etc.

Wear approved hearing protection in designated areas in the facility and while working with or around high noise level equipment, machines and tools (above 83 decibels)

16.4 Respiratory Protection

Respirator equipment is required in areas where health hazards exist. Appropriate training and protective equipment must be provided to your employees.

16.5 Protective Footwear

Wear appropriate safety shoes in areas where safety shoe sign are posted. Appropriate protective footwear must be worn when working with corrosives, hazardous chemicals, or on dangerous construction operations. Athletic type shoes, sandals, high vessel and open-toe shoes are prohibited in non-public areas.



16.6 Fall Protection

A full body safety harness with shock absorbent lanyard (maximum length six feet) and double locking hooks is required for employees working at certain heights (in accordance with OSHA regulations) when not protected by guard rails, nets, catch platforms, or other acceptable methods. Safety belts and lanyards are not considered acceptable. The following are examples of areas where fall protection is needed:

- Sloping roofs
- Flat roofs without standard guard rails
- Suspended platform or stage.
- Scaffold with incomplete guardrail or decking
- While installing rebar, setting forms, placing concrete
- Cooling towers
- Setting steel, placing decking, etc.

This fall protection policy applies to everyone - *no exceptions*. Secure lanyards to anchor location capable of supporting 5400 pounds, with each tie of as short as possible. The maximum allowed free-fall distance is six feet.

17. Lifting

Use proper lifting techniques; use your legs and keep your back straight. Never try to lift more than you can handle safely; consider size, shape and weight. Ask for help when moving materials by hand.



18. Tools

18.1 Hand Tools

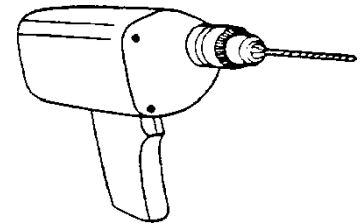
- Every tool is designed to do a specific job; use each tool only for its intended purpose only.
- Keep hand tools in good condition, inspected, clean, sharpened, oiled and not abused. Replace worn tools immediately.



- Do not force tools beyond their capacity through use of “cheater bar” or by using other shortcuts.
- Follow manufacturer’s directions and specifications for use and care of tools and equipment.

18.2 Power Tools

- Maintain power tools in good condition and ensure guards are in place before using. Electrical tools must be double insulated or properly grounded.
- Power tools must not be hoisted or lowered by the cord or hose. Use handlines.
- Do not use power tools unless you have been properly instructed in their use. Wear appropriate personal protective equipment when using power tools and ensure individuals in the immediate area do the same.
- Elevate cords and hoses at least seven feet above the work area to avoid creating a tripping hazard for employees or subject the cord/ hose to damage.
- Maintain good footing and use both hands when operating power tools. Be ready to release the power switch or trigger at the first sign of trouble. Do not use tools with a “lock on” type trigger.
- Install an approved check valve at the manifold outlet of each supply line for hand-held pneumatic tools.
- Disconnect electrical or compressed air sources before making adjustments or repairing tools.





- Closely monitor tool condition and check before each use. Tools with damage or loose parts, ineffective guards, or cut frayed power cords must be taken out of services and tagged.
- Gas and other flammable liquid containers must be safely containers (metal with spring loaded self-closing lids) labelled as to their contents.
- Do not wear loose clothing, rings or other jewellery around operating machinery.

18.3 Power-Actuated Tools

- Powered - actuated tools are not permitted in occupied PLIPDECO building without the approval of PLIPDECO's Health Safety & Environmental Department.
- If approval is granted, a hot work permit is issued by PLIPDECO, which must be obtained by you supervisor.
- Only employees with a valid license (credited) are permitted to use power -actuate tools.
- Post warning signs when using power-actuated tools. Wear earplugs or muffs and goggles over safety glasses. Do not leave power-actuated tools loaded when unattended.

19. Welding, Cutting and Burning

- Remove combustible materials from the area prior to beginning work.
- Use appropriate protective clothing and shield for the welder and helper.



- Use burning goggles for burning operations. Dark glasses are prohibited.
- Elevate oxygen/acetylene hoses seven feet above the work area to protect them from damage.
- Install anti-flash back (safety/check) valves in both the oxygen /acetylene hoses at the regulator.
- Shield adjacent areas with welding partitions.
- Have a second person stand by with an approved fire extinguisher for welding and burning operations. This person should remain in the area for a minimum of 30 minutes after the hot work is completed to ensure the site is cold.
- Obtain a permit from your supervisor for each separate operation. Permits are issued by PLIPDECO.
- Do not use damaged leads. Connections, including lugs on welding machines, must be insulated.



20. Ladders and Scaffolds

- Use only approved ladders in good condition and of the type suitable for the task.
- Ensure ladders are set level and have secure footing. Stepladders must be fully opened. Safety latched on extension ladders must be fully engaged and ladders tied off when working off them.
- Always face the ladder when climbing or descending. Work facing the ladder with both feet securely on the rungs. Never stand on the top



step or sit on the top of the ladder, fold up on lean stepladder, or work two people from the same ladder.

- Post warning signs when doing overhead work in traffic areas.
- Obtain permission from your supervisor before setting up a scaffold.
- Scaffolds must be designed, built, inspected and tagged by trained, competent persons in accordance with the latest OSHA requirements. Carefully plan each application to ensure that scaffolds are used where required, and that scaffolds conform to the applicable scaffold erection requirements. Ensure the safe working load is not exceeded.
- Scaffolds with any dimension of less than 45 inches (such as a Baker-type) must have standard guardrails in place when the working platform is four feet or higher. Outriggers are also required when the platform is four feet or higher.
- Regular scaffolding must have standard guardrails when the working platform six feet or higher or else fall protection must be provided and used.
- Do not climb on or work from scaffold guardrails or brace members. Do not ride on a rolling scaffold when it is being moved, unless it was designed for this purpose. Remove or secure materials on the work platform before moving.

21. **Powered Industrial Trucks (PITs)**

Powered Industrial trucks are defined as mobile, power driven vehicles used to carry, push, pull, lift, stack or tier material

Operators of powered industrial trucks must be trained and certified. PLIPDECO can request copies or documentation indicating that operators are certified in PITs such as forklifts. The follow are general “Dos” and “Don’ts” practices when operating a PIT:

DONTS

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- Pick up a load if someone is standing close
- Allow people to walk underneath the load
- Try to pick up an unsuitable load
- Leave a lift truck unattended with the engine running (25 feet or greater/or and obstructed view- truck **MUST** be turned off)

- Carry passengers
- Drive over cables or piping
- Operate with the load raised except at creep speed
- Drive forward if visibility is impaired by a load

DOs

- Always travel with the forks roughly 150 mm above ground level
- Travel slowly down slopes with the fork facing uphill
- Always use the hand brake when necessary
- Never travel across an incline
- Before you raise a load check overhead for obstructions
- Always check for traffic when dismounting
- Be aware of Pedestrians and give them right-of-way

22. Cranes and Rigging

Each crane, rigging or hose bought onto PLIPDECO property must have an annual inspection performed by a certified testing agency. Before operations begin on site, this documentation must be provided to PLIPDECO or its designee.

The operator is responsible for the proper placement of the crane in relationship to the load to be handled and the landing area so as to obtain the best-rated lift



24. Training

Contractors are expected to provide training for their employees in the relevant areas of health, safety and environment and may be required to provide evidence of their safety program.

25. Closing Statement

PLIPDECO has a duty to provide a safe workplace that is free of recognized hazards. Because of the number of contracted activities on PLIPDECO's premises, this handbook is being provided to contractors and their employees as part of its safety program to protect its people and property. It is the responsibility of the contractor to ensure that their employees perform work in a safe manner and in a safe work environment.

This manual is not intended to abdicate or assume responsibility that a contractor owes to its employees or other persons.

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Point Lisas Industrial and Port Development Corporation (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 to sign this acknowledgement for and on behalf of the company or organization named below.

(Print) Last Name

First Name

Signed: _____

Company:

Project:

Date: _____