



ASAHI EUROPE & INTERNATIONAL

# **AEI Policy**

# **Contractors' Health & Safety**

# **Code of Practice**

Health and Safety Requirements for Contractors Working on AEI sites  
(hereinafter referred to as the "Code of Practice")

This document Annex GLT.HS.A.0005-PS.0007 Contractor Code of Practice which is  
inseparable part of AEI Standard GLT.PS.0007 Contractor Management.

Applicable as of July 01, 2025

## PREAMBLE

Asahi Europe & International (hereinafter also referred to as “**we**” and “**AEI**”) works with a wide range of contractors. We recognize the critical importance of health, safety, hygiene, and environmental issues during contract work, not only for contractor employees but also for AEI staff, customers, visitors, and the wider community.

A contractor's approach to these areas is as important to us as the speed, cost, and quality. We expect all contractors to acknowledge and adhere to AEI's H&S policies, comply with AEI practices, and respect applicable legal regulations.

Health, safety, hygiene, and environmental considerations must be prioritized throughout all project phases, from planning to completion. This document, referred to as the “**Code of Practice**,” is designed to support that process, focusing on behavioural safety and safety inspections.

Contractors are expected to meet both regulatory obligations and ensure the safety of on-site personnel by diligently following these H&S requirements.

The **Code of Practice** is divided into two sections:

- Pre-work planning requirements
- Requirements during the project duration

Each section covers key aspects of health and safety management in line with AEI's H&S standards. **CONTRACTORS ARE REQUIRED TO COMPLY WITH THIS CODE, SITE-SPECIFIC RULES, AND LOCAL REGULATIONS.** This includes using proper documentation, adhering to work practices, and completing required records, reports, checks, and audits.

The appropriate documents must be identified and reviewed during the project planning phase. Failure to address these items could lead to incidents, accidents, and potential contract termination.

AEI expects all contractors to consistently follow these requirements while on AEI premises. This Code of Practice serves as a guide for contractors to take responsibility for health and safety during their work at AEI.

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## PART 1 – PRE-WORK PLANNING AND ADMINISTRATION

### SECTION 1

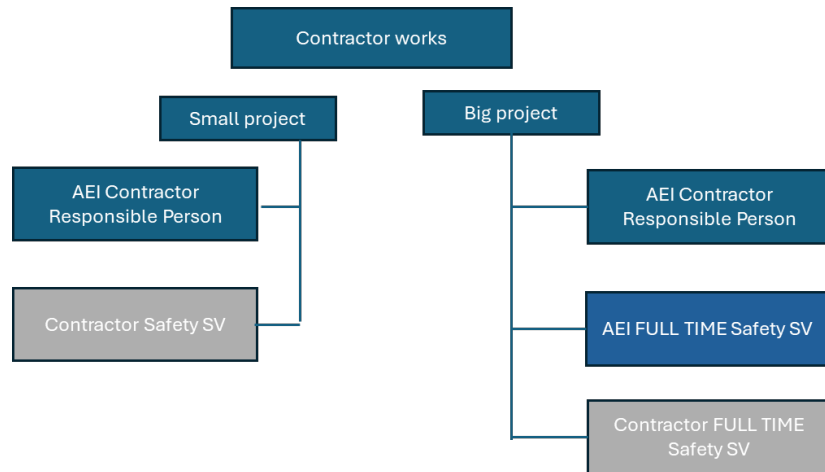
#### INTRODUCTION

#### 1.1 Application and Use of this document

- 1.1.1 **The purpose** of this document (also further on referred to as Code of Practice) is to give information and guidance to contractors and/or contractors' subcontractors engaged in projects controlled by AEI. It summarises the AEI H&S requirements applicable to contractors and what is expected of contractors while performing work on or for AEI sites. It also highlights the importance to comply with applicable legal requirements and local site rules for contractors.
- 1.1.2 This Code of Practice **applies to all contractors and subcontractors engaged by contractors performing work on or for the AEI site.** For the purpose of this Code of Practice, all references to **"contractors"** shall include both contractors and their subcontractors, unless explicitly stated otherwise. All contractors must ensure that the contents of the Code of Practice are known and understood and complied with by all their representatives performing work on AEI site.
- 1.1.3 **All contractors must carry out obligations imposed upon them by applicable law and by local AEI site H&S internal regulation.** If in doubt regarding the application of the Code of Practice, or any circumstances affecting safe working not covered by it, AEI legal department shall be consulted.
- 1.1.4 Where the provisions of this Code of Practice imply a less stringent obligation than those imposed by the conditions of applicable law or local AEI site H&S internal regulation, the contractor shall comply with the more stringent obligation.
- 1.1.5 **In the event of an inconsistency between the provisions of this Code of Practice and the provisions of the contract concluded between the contractor and an AEI entity based on which the contractor performs the work on AEI premises, the provision of the contract takes precedence over this Code of Practice.**
- 1.1.6 During contract negotiations all sections of this Code of Practice affecting the contract must be identified, any special arrangements identified by the contractor resulting from this review must be discussed with the Responsible Person. Where necessary, the arrangements arrived at, must be agreed in writing.
- 1.1.7 Any queries regarding the contents of this Code of Practice must be addressed to the Responsible Person or the appropriate AEI H&S department contact.

#### 1.2 Definitions

- 1.2.1 **AEI site** - AEI owned facilities / operations and those other facilities / operations where AEI has majority ownership or management control.
- 1.2.2 **AEI Contractor Responsible Person**– AEI representative responsible for managing/coordinating the work or service of a specific contractor. Depending on projects scale and scope it is possible that this can be the Project Manager. To be decided by AEI for every project/works.
- 1.2.3 **Contractor Safety Supervisor** – A contractor's representative responsible for managing H&S for the persons and tasks on site executed by the contractor.
- 1.2.4 **AEI Full time Safety Supervisor** – AEI representative with appropriate qualification and experience, appointed / hired depending on the risk and size of the project works and their skills, training, qualification, and experience.
- 1.2.5 **Contractor Full time Safety Supervisor** – Contractor representative with appropriate qualification and experience, appointed / hired depending on the risk and size of the project works and their skills, training, qualification, and experience.



- 1.2.6 **Authorized Person** - suitably trained, qualified (and, where required by regulation, licensed) individual nominated by AEI site to have authority over a task (e.g. work permit validation) or activity or may be nominated to take responsibility for the management of a project, critical task, tasks or other works.
- 1.2.7 **Competent Person** - a person who by virtue of their education, skill or experience is capable and authorized to fulfil a specific role or perform a specific task.
- 1.2.8 **Authority to Work** - The Authority to Work (ATW) is a document which formally authorizes contractor work to take place on a site where AEI is in control. It is issued by an Authorized Person who takes responsibility for the safe execution of the works on behalf of AEI. The Authority to Work is not to be confused with a Permit to Work.
- 1.2.9 **Permit to Work** - The Permit to Work is a document which formally authorises Safety Critical Tasks to take place on a site where AEI is in control. It is issued by an Authorised Person who takes responsibility for the safe execution of the critical task on behalf of AEI.
- 1.2.10 **Safety Critical Tasks** - is any task that involves a minimum one of the following: confined spaces entry, hot works, work at height, access to roofs, live working on electric equipment, high voltage, excavation, breach of building fabric, wall/floor penetrations, sources isolation, disabling any emergency or safety system, use of lifting equipment and cranes. For these activities a Permit to Work is required.
- 1.2.11 **Tie-in** - Temporary or final connection to any existing water, energy, steam or sewer system.
- 1.2.12 **Method Statement** - a written statement prepared by contractor which outlines the works to be undertaken, the associated hazards together with a summary of the way in which the work will be undertaken safely. It will also include a list of machinery, tools and equipment which will be used and the actions for controlling environment aspects and safety risks.
- 1.2.13 **Safety Plan** - The Safety Plan is a document detailing how the contractor will manage safety on a project
- 1.2.14 **Interlock** - a safety system that is designed to work together with hinged, sliding, or lift-off guards and barriers. When the guard is opened, the machine automatically stops.
- 1.2.15 **H&S** – means Health and Safety.
- 1.2.16 **Lock-out** - the placement of a lockout device on an energy-isolating device, ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the lock-out device is removed.
- 1.2.17 **Tag-out** - the placement of a tagout device on lock-out device to indicate that the energy-isolating device and the equipment being controlled may not be operated until the lock-out device is removed.

- 1.2.18 **LOTO** - lock-out-tag-out – a process based on the combination of Lock-out and Tag-out, plus testing the equipment is de-energised, used to avoid unexpected start-up of the machine, unexpected release of energy or hazardous substances.
- 1.2.19 **Safety Data Sheet (SDS)** - The Safety Data Sheet is a document prepared by the supplier of a chemical or preparation to assist with its safe handling at the workplace. It includes information such as physical data (melting point, boiling point, flash point, etc.), hazardous properties, toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures
- 1.2.20 **Powered Mobile Access Equipment** - Powered Mobile Access Equipment is a term used to collectively describe powered mobile work at height access equipment such as Mobile Elevating Work Platforms (MEWP) Genie Lifts, Scissor Lifts, Cherry Pickers, Heft-T-Hermans, Boom Lifts etc.

## SECTION 2

### PLANNING AND ADMINISTRATION

#### 2.1 Introduction

- 2.1.1 This part of the Code of Practice outlines relevant written procedures and administrative arrangements which should be considered and agreed by the AEI Representative and the Contractor's Representative before work commences. It is not intended to be exhaustive but to give guidance.

#### 2.2 Compliance with Legal and Other Requirements for H&S

- 2.2.1 All work must be carried in compliance to the relevant and applicable legal requirements.
- 2.2.2 Contractors must be aware of what is expected of them regarding H&S (incl. training, competencies, qualification and general behaviour in the workplace) from the start of their performance on the AEI site. To ensure a sufficient level of awareness, contractors may go through a competency evaluation process consisting of e.g. completing a questionnaire.
- 2.2.3 Where there is a digital platform in place, contractors are obliged to use such a platform for managing all H&S related tasks. This includes, but is not limited to, the H&S trainings, management of H&S Preparation of projects and the issuance and tracking of Permits to Work.

#### 2.3 Communication of the Code of Practice by the contractors to the personnel

- 2.3.1 Contractors are responsible to acknowledge their subcontractors with contractor's rights and obligations under this Code of Practice and ensure that they understand and agree to obey and comply to these while executing their assigned jobs.
- 2.3.2 Contractors must ensure that details of this Code of Practice are communicated to all individual members of their workforce who will be performing work on AEI sites, including subcontractors' personnel.
- 2.3.3 For the avoidance of doubt, this applies also to all new personnel engaged or brought on-site by a contractor while the work is in progress.

#### 2.4 Management of Health & Safety at Work

- 2.4.1 Contractors' works are categorised as low, medium or high risk based on the type of work performed or service provided. Cost and duration of works are not considerable criteria. The following matrix applies:



Low risk	Medium Risk	High Risk
<p>These works typically include indoor and outdoor housekeeping (including use of powered cleaners and floor scrubbers), security and guarding, regular maintenance of appliances, refills, carriers, catering, checks, tests and calibration, routine periodical maintenance of machinery, equipment and vehicles performed by competent contractor, craft works, including use of light hand-held powered tools (&lt; 1.5 kW), do not require LOTO of any equipment and any safety critical task.</p>	<p>This category includes light facility, maintenance of machinery, equipment, and vehicles maintenance, works and services that require vehicle use including heavy powered machine, e.g. cleaners, snowploughs, use of machines and large powered tools, working on electric equipment, pipe openings/ tie-ins, work with hazardous chemicals, waste generation, works that require access to a machine danger area in while in routine use. This category also includes any Low-Risk works performed by more contractors in the same area and those performed by mixed teams (contractors and AEI employees) and those performed by foreign contractors who do not understand the local language.</p>	<p>This category includes works and services that require: Safety Critical Tasks (confined spaces entry, hot works, work at height, access to roofs, live electrical testing &amp; troubleshooting, high voltage, excavation, demolition, breach of building fabric, wall/floor penetrations, access into machinery, that requires full isolation or a multiple people access to a machine while in routine operation mode, disabling any emergency and safety system, use of lifting equipment and cranes, work in rated areas (areas with explosive and flammable risks)</p> <p>This category also includes any Medium Risk works performed by more contractors in the same area and those performed by mixed teams (contractors and AEI employees) and Low Risk and Medium Risk works performed by foreign contractors who do not understand the local language.</p>

- 2.4.2 Any work that contractors undertake are subject to risk assessment. Contractors must provide a **Method Statement** to describe the works, methods and technologies applied, a **Risk Assessment** for the works in the Method Statement and a **Safety Plan** describing the control measures to manage the risks identified.
- 2.4.3 Method Statement, Risk Assessment and the Safety Plan **are discussed and agreed prior to works commenced** (e.g. project phase, works planning, etc), between AEI (e.g. Project Responsible Person, or Project manager or Contractor's Responsible Person) and contractor's appropriate representative, and validated by the person issuing the Authority to Work before commencing works.
- 2.4.4 These documents **are updated when relevant changes occur**. Depending on risk assessment and Method Statement methodology and templates used, the three elements above may be combined in one document.

## 2.5 H&S Induction and Access Control

- 2.5.1 Every member of contractor's personnel shall receive a H&S induction prior/upon entering the site. If required for the job, and training related to particular site's hazards, emergency requirements and preparedness, H&S requirements, expectations and programs. A test for understanding is part of the induction training process.

Contractors who have not passed the test or do not have a valid induction are not permitted on site.

- 2.5.2 Contractor's H&S induction training is valid for a fixed period determined by the respective AEI site, no longer than one year.
- 2.5.3 Access control to the site is in place to ensure that only approved contractors are permitted to enter the site, there is a Responsible Person assigned to them and access is within the allocated work time and area.
- 2.5.4 AEI reserves a right to conduct a daily control of contractor's personnel accessing the AEI site, to assure they have up-to-date H&S induction training.
- 2.5.5 Before commencing any works, as part of contractor's management process, contractors must provide evidence that all persons are trained, qualified and competent for the tasks to be performed on AEI premises.

## **2.6 Contractor Safety supervision**

- 2.6.1 All contractors with more than one personnel member working on-site organise their H&S supervision by designating a Contractor Safety Supervisor.

## **2.7 Full time safety supervision**

Based on projects size and complexity (see the table below), AEI may unilaterally decide to implement Full time safety supervision, executed either only by contractor or both by AEI and contractor. These are safety experts with appropriate qualification and experience, that are fully dedicated to project safety.

Full time Safety Supervisors will be appointed according to the following table:

	Projects Complexity	H&S Risk category	AEI H&S Supervision	Contractor H&S Supervision	Examples
1	Big, expansion projects / masterplan type	High	Full time Safety Supervisor	Full time Safety Supervisor	Greenfield Building a new warehouse Site Master Plan Turn-key projects
2	Several projects going on at the same time on the site, with several critical tasks in each	High	Full time Safety Supervisor	Full time Safety Supervisor	Installing a new boiler, install / revamp new packaging line, brewing line etc. Brewhouse upgrade, together with new CIP and upgrade of silo building.
3	Medium projects without critical tasks	Low	As per Contractor Management Standard	Contractor Safety Supervisor	
4	Several small projects with critical tasks	High	As per Contractor Management Standard	Contractor Safety Supervisor	For e.g. replacement of 1 machine in one area, revamping road in another, and a machine overhaul in third, etc.
5	Small projects without critical tasks	Low	As per Contractor Management Standard	Contractor Safety Supervisor	
6	Long-Term Service providers	Low	As per Contractor Management Standard	Contractor Safety Supervisor	Cleaning activities The maintenance contract for FLT
7	Large overhauls	Medium and High	As per Contractor Management Standard	Contractor Safety Supervisor	Large overhaul of a brewing department Large overhaul of a bottling line
8	Small overhauls	Medium and High	As per Contractor Management Standard	Contractor Safety Supervisor	Overhaul of a malt mill Overhaul of a bottle washer
9	Maintenance works	Low	As per Contractor Management Standard	Contractor Safety Supervisor	Troubleshooting of a labeller Repair of a pump
10	During all Critical tasks and High Risk categorised works	High	As per Contractor Management Standard	Permanent safety supervision by Contractor Safety Supervisor	Welding works in EA, access in CS, on roofs, repair safety systems etc. as per AEI Critical Task Standard

**NOTE:** In the case of projects (i) under row 1 in the above table, based on need, project, contractors, local legislation, and (ii) if AEI decides to apply a “turn-key” project approach, it is possible that AEI Representative decide, to hand-over the area of the expansion (development) under the full control of the project main contractor. In that case the contractor takes a full responsibility of the H&S execution and management on the project site. In this case a formal hand-over and acceptance protocol must be signed by both parties, particularly describing the hand-over of H&S execution of the project. The perimeter of the hand-over area must be clearly described and fenced and access under the control of main contractor. AEI keeps the right to perform regular visits, inspections, H&S toolbox meetings with the main contractor and their appointed Full time Safety Supervisors and other project responsibilities.

#### 2.7.1 The Contractor Site Safety Supervisor is responsible for:

- Managing the safety of the contractor and subcontractors under contractor’s control, while they are on AEI site
- Undertaking and documenting routine inspections of the work and the work practices of individuals
- Organising documented toolbox meetings for their contractor and sub-contractors. See frequency further in this document.
- Regular and planned communication with the Responsible Person and H&S Department of site

- Reporting contractor's H&S incidents and injuries, record and report contractor H&S performance and required H&S AEI contractors KPI and violations according to site rules.

#### NOTES:

- For works involving the presence of only one member of contractor's personnel on AEI site, the safety supervision is performed by the AEI Responsible Person.
- For civil works and other works, where requested by the regulator (legally required), a third party independent supervisor is sub-contracted.
- Continuous safety supervision (designated by the contractor) is required during any critical task
- Toolbox meetings are organized by contractor for Medium and High risk categorized works. Responsible Person, AEI Full time Safety Supervisor (when that is the case) and other relevant AEI representatives attend these toolbox meetings.
- Toolbox meetings are organized at least weekly for medium risk works and daily for high risk works.
- A good practice is to organize toolbox meetings for Low risk works too.
- The contractor site supervisor leads the toolbox meetings.

#### 2.7.2 **AEI Full time Safety Supervisor** is responsible for:

- Supporting project planning and execution from tender to hand-over, leading H&S aspects and their alignment with other project elements
- Review contractor's risk assessments and safety method statements prior project and during project when changes needed to ways of working.
- Coordinating Method Statements and risk assessments of contractors in areas where works overlap, or when changes occur, in or get to guarantee right sequence of activities and guarantee safety
- Supervise and monitor the implementation of the safety plan/contractor's site safety obligations set out in a contract concluded between parties.
- Ensure the sub-contractors and all persons working on-site are made aware of and comply with the Safety Plan/contractor's site safety obligations set out in the contract
- Hold daily toolbox meetings and weekly safety meetings
- Carry out a weekly site safety inspection with the Project manager and contractor's representatives and complete the inspection checklist
- Maintain the safety violation log
- Maintain H&S events records and lead/perform investigations of incidents arising in their area of control
- Prepare training programme, arrange for delivery and/or conduct trainings and maintain training records.
- Maintain register of the names and contact details of contractor and sub-contractor's safety responsible person(s) and specific Competent Persons, as well as copy of their qualification certificates.
- Attend meetings of project (s) and other site-specific meetings to report on project(s) H&S status, needs, concerns, as well as other site meetings as required
- Lead H&S Acceptance together with Project manager and contractors' representatives and prepare a report. Assure all findings re included in snag list and actions agreed to complete critical findings prior Start-up.
- Comply to any other country specific Legislative norms related to the role of Project H&S Supervisor.
- Hold any required by legislation, where applicable, certain qualification, training, and other legal certificates, with expiry of min. 6 months after scheduled project completion.

## 2.8 AEI contractor inspection and audit

- 2.8.1 Routine H&S inspections of the contractors' work area and practices are periodically conducted by both contractors and AEI representatives. Contractor's program for periodic H&S inspections is described in their Safety Plan and validated by the Responsible Person issuing the Authority To Work. AEI Contractor inspections follow the AEI Contractor Inspection Checklist.
- 2.8.2 A documented discipline process is in place (e.g. violation log), and used effectively by site, to record and address contractor nonconformances and violations that will result in individuals or contracting companies being removed and banned from the site.
- 2.8.3 If a contractor fails to maintain the minimum qualification criteria after the work has begun, the contractor takes appropriate measures to regain qualified status promptly or their access on site will be stopped.
- 2.8.4 Contractor's compliance with the H&S requirements is audited on regular basis. The contractors H&S audits are organized.
- 2.8.5 **Audit Frequency.** Once per year for permanent contractors and once per contract for special contractors whose contracts for work on AEI site exceeds 3 months.
- 2.8.6 The audit follows the AEI Contractor Audit Checklist. Results of the inspections and audits are used to assess contractors' Performance at the end of the works and during the annual contractor evaluation. Result of the assessment and evaluation are communicated to the Contractor.

**NOTE:** All AEI Managers and Supervisors have the responsibility and authority to check and follow-up on any defective safety arrangements or safety violations that they observe or are informed about by personnel. These must be recorded in AEI Contractor Violation Log. If a safety violation could endanger Contractor or AEI workers, then the Manager or Supervisor has responsibility and authority to immediately STOP the works and contact the Responsible Person, to take the necessary corrective action with the Contractor.

## 2.9 Provision of safety signs at contractor's work area

- 2.9.1 It is in the contractor's responsibility to secure the area used for contractor's performance and provide suitable signage to warn against potentially hazardous situations. Signage and signs must conform to relevant regulations.

## 2.10 Provisions of Personal Protective Equipment ("PPE")

- 2.10.1 All contractors must ensure that necessary PPE is provided and available to their personnel before commencement of work. Type of PPE and areas where it must be used corresponds to applicable regulation, AEI site-specific PPE and PPE zones and by the risk assessment and Method Statement for each task.
- 2.10.2 Regardless of task or project, on all AEI sites, the following PPE is mandatory:
  - High visibility vests must be worn in all outdoor areas.
  - Foot protection
    - Capped safety footwear complying with the relevant European Standard on safety shoes must be worn in all outdoor areas.
    - Capped and cut & puncture-resistant soles are obligatory at glass packaging and other areas where glass packaging and risk of cut/puncture are present.
  - Safety helmets complying with the relevant European Standard must be worn in all loading and unloading areas, in the proximity of stored in-height goods above 2 metres, in construction areas and anywhere else as imposed by signage.
  - Safety glasses / goggles in all glass packaging lines and areas, in the vicinity of hazardous substances and other areas with risk of eye injury as per site Risk Assessment

- Cut and puncture resistant gloves at all glass lines and during activities that involve glass handling
- Other obligatory PPE as per site's specific requirements and zones

**NOTE:** Additional requirements, exceptions and site-specific requirements related to PPE are communicated on-site via safety induction before commencement of any work.

## **2.11 Prescribed Notices, Registers and Certificates**

All contractors are required to fully comply with any legal obligations to:

- Display all relevant notices.
- Maintain all registers and certificates.
- Maintain on-site copies of all project-related documentation, incl. H&S documentation.

## **2.12 Welfare Facilities**

The contractor must verify the existence and availability of adequate welfare facilities for their personnel (e.g., rest- and eating areas, toilets, personal hygiene etc.) For projects where AEI cannot reasonably assure necessary welfare facilities, the contractor is responsible for assuring them.

## **2.13 First-Aid Facilities**

- 2.13.1 All contractors must familiarise themselves with local arrangements for obtaining help in the event of an on-site injury.
- 2.13.2 Contractors must provide first aid arrangements for their personnel. However, in many circumstances, AEI may provide arrangements for contractor's personnel that perform tasks similar to AEI personnel (operators, FLT drives, etc., and some categories of long-term/permanent contractors such as security, cleaning, or housekeeping). Depending on the contract specifics, AEI may require that contractor's personnel is ultimately trained at first aid.
- 2.13.3 Contractors are responsible for maintaining their first aid facilities and must ensure provision of first aid facilities remains appropriate.
- 2.13.4 All contractors must inform their personnel where the first-aid facilities are located and to notify them of the nominated person responsible for the first-aid facility. The facility must be visibly signed and names of first-aiders posted inside.

## **2.14 Reporting of H&S Incidents, Injuries and H&S Performance Indicators**

- 2.14.1 Contractors comply with the AEI site Incident Management procedure and report all H&S incidents, injuries, illnesses and dangerous occurrences accordingly.
- 2.14.2 The Site Incident Management procedure is communicated during induction and in detail by the Responsible Person and AEI H&S department before works start.
- 2.14.3 Contractors communicate with the site first before notifying the authorities of any prescribed notifiable H&S incident, or injury. AEI Responsible Person must be notified immediately of any such occurrence.
- 2.14.4 Contractors maintain a H&S incidents and injuries register in line with the AEI site procedures and definitions, additional to any required by regulators. The procedure enables the site to track relevant H&S performance indicators of the contractor.
- 2.14.5 Contractor incidents and injuries that meet the AEI H&S definition according to Incident Management procedure including the contractors' worked hours are collected and included in the site, country and AEI monthly reporting processes. Process for collecting of that data is established at the beginning of the project works between AEI & the contractor.

- 2.14.6 AEI reserves the right to perform its independent investigation on H&S incidents and injuries occurred about and related to contractor's activity on the AEI premises and always involve contractor's representatives in those.

## **2.15 Supply of tools, equipment and materials**

- 2.15.1 All contractors are responsible for providing all tools, equipment and materials necessary to carry out the works unless prior arrangements have been made or the terms of the contract state otherwise.
- 2.15.2 All tools and equipment provided by the contractor must be in good repair and adequate for the work to be undertaken. AEI reserves the right to inspect such tools and equipment at any time.

## **2.16 Provision of Firefighting Equipment**

- 2.16.1 Each location has local arrangements for the provision of firefighting equipment. The AEI site will either provide firefighting equipment without jeopardising the site's firefighting arrangements or require the contractor to supply the appropriate equipment. This must be discussed with the Responsible Person and agreed upon before the commencement of work based on a risk assessment.
- 2.16.2 Regardless of who supplies the firefighting equipment, the contractor must ensure that it is appropriate for the work-related risks involved, fully charged and serviced, and personnel should be sufficiently trained and competent to use it.
- 2.16.3 Certain work will require the provision of firefighting equipment (e.g. welding, brazing, burning, etc). Hot work permits always control such operations unless they are performed in a designated area (e.g. welding bay). Contractors must obtain approval from the site to define an area for hot works/welding bay. Hot works permits must be obtained from the site Authorised Persons before any hot work is started outside a designated area.
- 2.16.4 Contractors working on AEI premises must have appropriate insurances including third party liability insurance to a level not less than that one established by AEI.

## **PART 2 - PROJECT DURATION**

### **SECTION 3**

#### **SAFETY**

### **3.1 Introduction**

- 3.1.1 This section and subsequent sections cover some of the more practical implications of environment, health and safety arrangements while contractor work is in progress. Specific work, critical tasks, health and hygiene, the conduct of personnel, environmental management and security items are also included.

### **3.2 H&S Induction Training, Reporting on Arrival and Completion**

- 3.2.1 Before any new contractor's personnel enter the site, H&S induction training must be carried out.
- 3.2.2 Responsible Person will make necessary arrangements for H&S induction, on-site H&S training as required, Authority to Work, Permits to Work and other documentation and notify on-site personnel of contractor's arrival, as applicable.
- 3.2.3 Each day on arrival at the site, and at the end of each day, the contractor's personnel must first report via Security.
- 3.2.4 Responsible Person will coordinate necessary actions at the end of works and notify on-site personnel of contractor's departure, as applicable.

### 3.3 Housekeeping and tidiness

- 3.3.1 Good standards of housekeeping and tidiness must be maintained at all times. The area in and immediately adjacent to that in which the contractor is working must be checked and left safe by the Contractor at the end of each working day.
- 3.3.2 All contractors should expect the authorised AEI persons to inspect the work area at any time and the end of each working day.

### 3.4 Supervision

- 3.4.1 All contractors must provide supervisors who are competent and adequately trained to ensure that the work is carried out in a safe and world class manner. See chapters above.

### 3.5 Use of Personal Protective Equipment

- 3.5.1 All contractors shall ensure their personnel (both own and sub-contractors) permanently wear adequate and suitable Personal Protective Equipment ("**PPE**"), protective clothing according to 2.10 in this document.
- 3.5.2 Use of PPE is also checked by site persons during inspections of the work area. Misuse of necessary PPE leads to immediate works stop until compliance.

### 3.6 Manual Handling Operations

- 3.6.1 Where the work involves manual handling, all contractors avoid the need to carry out any activities where there is a risk of injury. Where that is not possible, the activity is appropriately risk assessed to reduce risks so far as is reasonably practicable, incl. ergonomic risks, and appropriate controls are in place.
- 3.6.2 All works that involve manual handling activities comply with applicable regulations and site-specific rules and requirements.

### 3.7 Machinery, Work Equipment and Tools

- 3.7.1 All tools, any machinery and work equipment used by the contractor must be in good technical condition, well maintained and compliant to applicable regulations. Machinery, equipment and hand tools used in places with specific conditions (e.g. Explosive Atmosphere, Confined Spaces, high humidity) must be compliant to applicable requirements and regulations. (e.g. ATEX, DSEAR).
- 3.7.2 The contractor maintains a register with all machinery, work equipment, tools used on site and their regular inspections, maintenance etc. and is presenting it during audits, inspections, etc.

### 3.8 Portable Powered Tools and Equipment

- 3.8.1 All portable powered tools, plant and machinery, must comply with the applicable European Norms and applicable local requirements and regulations.
- 3.8.2 All portable hand-held powered tools, and machinery must be low voltage, (maximum 240 Volt AC) or battery driven. Any other specialist equipment is to be agreed in advance with the Responsible Person.
- 3.8.3 The site is responsible to provide a source of electrical supply. It is the contractor's responsibility to provide standard sockets, plugs, extension leads, etc. Any temporary or final connecting (tie-in) to any existing water, energy, stem or sewer system must be decided and agreed in the project phase.
- 3.8.4 The contractor maintains a register with all portable powered tools and equipment used on site and their regular inspections, maintenance etc. and is presenting it during audits, inspections, etc.



### **3.9 Machinery and work equipment used for critical tasks:**

#### **3.9.1 Machinery and work equipment used for work at height ("WAH"):**

3.9.1.1 Machinery and Work Equipment used for WAH used by contractor on site must comply with the applicable European Norms and applicable local requirements and regulation.

Some minimum requirements are:

##### **3.9.1.2 Ladders**

- Ladders must only be used for short durations for low-risk work.
- All ladders must be soundly constructed, properly maintained and periodically examined. Prove of these must be presented at request.
- When in use, they should be placed on a level and firm base, angled one in four and securely fixed at the top.
- 3 Points of contact must be maintained during use of ladders.
- The painting of ladders is not allowed, since this could conceal defects.
- Metal ladders should not be used near overhead power cables.
- Wooden ladders are forbidden, unless explicitly approved during permit issue.

##### **3.9.1.3 Scaffolds**

All contractors supplying scaffolding must comply with the following:

- All scaffolds erected on site must be purposefully designed and built and comply with relevant and applicable legal requirements.
- All scaffolding used on site must be constructed from materials which are suitable, sound and of adequate strength.
- Scaffolding must be erected under the supervision of a Competent Person. Erection, alteration and dismantling of scaffolds must be done by competent and experienced workmen. Scaffolding is approved before use and after each substantial alteration by a Competent Person. Actual scaffolding tag must be present that notifies the scaffold is approved for use, by whom and for which period.
- Scaffolding must be properly maintained and regularly inspected by a Competent Person as agreed with the Responsible Person. Maintenance and inspections must be documented.
- During the erection and dismantling of tall or overhead scaffolds, a suitable barrier must be placed around it to avoid the risk of injury from falling objects.
- As per project requirements, where necessary a project for scaffold erection and dismantling must be in place.

##### **3.9.1.4 Travelling Scaffolds on Wheels and Skids**

- This type of scaffold must be constructed with due regard to stability, and the height of the tower must conform to applicable and relevant legal requirements.
- They must also comply with all applicable and relevant legislation.
- Guard-rails and toe boards must be provided, as well as safe access from one to another level.
- Scaffolds must be inspected in line with agreed regime within the Safety Plan.

#### **3.9.2 Machinery and work equipment used for hot works:**

Machinery and work equipment used for hot works by contractor on site must comply with the applicable European norms and applicable local requirements and regulation.

#### **3.9.3 Machinery and work Equipment used for access and work into confined spaces:**

Machinery, work equipment and rescue equipment used for access and works into confined spaces must comply with the applicable European Norms the applicable local requirements and regulation and site rules.

#### **3.9.4 Machinery and equipment used for lifting:**

- 3.9.4.1 Machinery and Work Equipment used for lifting such as cranes, hoists, lifts or other lifting equipment and their accessories used by contractor must comply with the applicable European Norms and applicable local requirements and regulations.
- 3.9.4.2 Cranes, hoists, lifts or other lifting equipment on site must not be operated by the contractor's personnel without the permission of the Responsible Person.
- 3.9.4.3 Persons who operate such equipment should have proof of competence to operate it.
- 3.9.4.4 Any such equipment supplied by the contractor must be of good mechanical construction, sound material and adequate strength and must be properly maintained.
- 3.9.4.5 The contractor shall provide adequate barriers where necessary.
- 3.9.4.6 Tandem or complex liftings must be accompanied by written lifting assessments compiled by a Competent Person.
- 3.9.4.7 All chains, ropes, slings and lifting tackle used by the contractor must be of sound construction, sound material and adequate strength and free from patent defect.
- 3.9.4.8 Current certificates and statutory examination reports of all above must be held by the contractor, and AEI reserves the right to inspect such reports.

### **3.10 Use of vehicles on-site**

- 3.10.1 Only vehicles listed in the Method Statement are allowed on-site. Approval for on-site access of any vehicle that is not listed into the Method Statement must be requested from the Responsible Person.
- 3.10.2 All vehicles employed on-site must be in efficient working order and good condition.
- 3.10.3 Contractors' personnel must follow all public and AEI site traffic rules (e.g. speed limits, traffic and road signs, use of seat belts, etc.).
- 3.10.4 All contractor's personnel required to operate any type of vehicles must have a valid license to drive for the particular type of vehicle machine.
- 3.10.5 All loads transported on site must be properly secured and must not be loaded in such a manner or to such an extent as to interfere with the safe operation of the vehicle.
- 3.10.6 No vehicle or load should be moved near the edge of an excavation or opening where it is possible to cause a collapse of the sides of the excavation.
- 3.10.7 Contractor's personnel must not enter any part of the AEI site other than those which are essential for the execution of the work. Agreed routes and parking places must be always used.

In the event of an abnormal load due to arrive at the AEI site, or goods requiring special unloading facilities, the Responsible Person should be contacted reasonably ahead, so that arrangements may be made for the passage of the vehicle and safe unloading.

- 3.10.8 Contractors or visitors are not permitted to eat, drink or smoke within vehicles on site.
- 3.10.9 The use of hand-held mobile phones while driving on AEI site is prohibited.

### **3.11 Construction of floors, passages, stairs, etc.**

- 3.11.1 Floors, steps, stairs, passages and gangways used by contractors during the works must be soundly constructed, properly maintained and kept free from obstructions and any substance likely to cause persons to slip or trip. Handrails must be provided.
- 3.11.2 Openings in floors must be securely fenced at the height of minimum 110 cm. Adequate warning notices must be posted and lighting provided in hours of darkness where necessary.

### 3.12 Structural steelwork and work on roofs

- 3.12.1 All work must be carried out by the relevant and applicable legislation and local AEI site-specific requirements.
- 3.12.2 Access to roofs and roof steelwork is controlled by the Roof Access Permit. The Roof Access Permit may only be issued by an Authorized Person as per relevant AEI site's Permit to Work procedure and contractors must comply with all aspects of such procedures. See 3.14 Safety Critical Tasks in this Code of Practice.

### 3.13 Safety of Means of Access and Place of Work

- 3.13.1 Safe means of access and exit must be provided to every place at which any person has to conduct work.
- 3.13.2 Every place of work must be made and kept safe for anyone working there.

### 3.14 Safety Critical Tasks

- 3.14.1 Tasks with a high level of risks are defined as a **"Safety Critical Task"**.

A Safety Critical Task is any task that involves a **minimum one** of the following:

- Confined Spaces Entry
- Hot Works
- WAH
- Access to roofs
- Use of Powered Mobile Access Equipment
- Live electrical testing & troubleshooting; working on electric equipment; High voltage
- Excavation, demolition, breach of building fabric
- Access into machinery, Isolation of energy sources (LOTO)
- Disabling any emergency or safety system.

- 3.14.2 Execution of any work that involves Safety Critical Tasks shall always be carried out under of a Permit to Work issued by an Authorised Person.

- 3.14.3 Responsible Person provides the necessary information and supports the arrangements for a contractor to obtain the necessary permits.

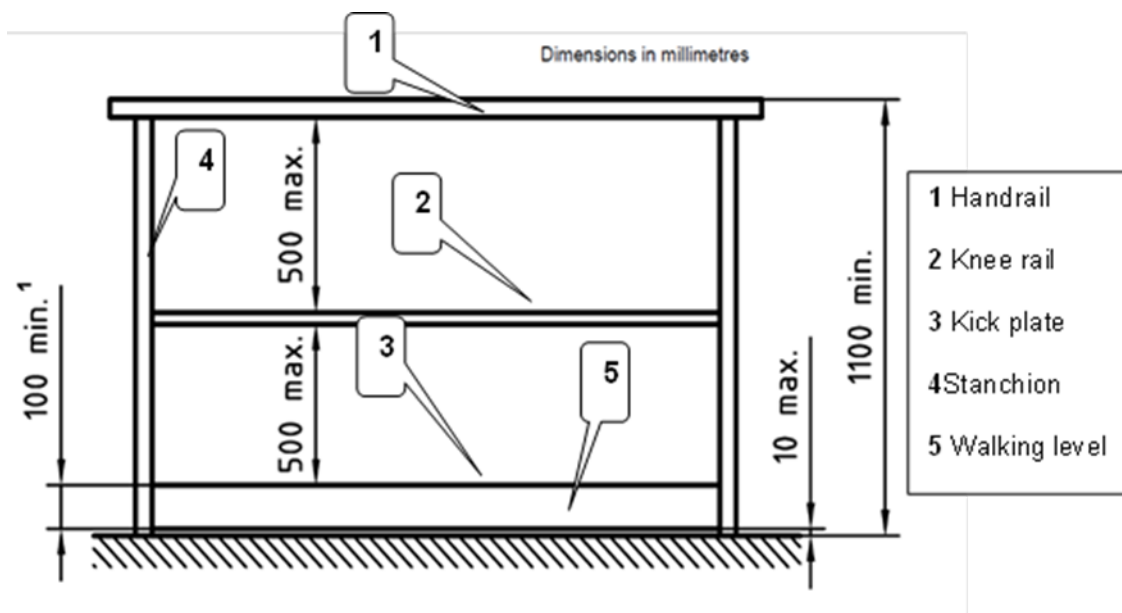
#### 3.14.4 **WAH:**

- 3.14.4.1 Unless local regulations impose a different limit or interpretation (in which case the strictest must prevail), WAH includes any work, or access to or egress from work, at the height of 1.5 metres or more above a normal standing surface. It also includes work near any pit or open drop of 1.5 metres or more.

- 3.14.4.2 Works at height and access to roofs are considered as critical tasks and are under the control of work permits.

- 3.14.4.3 In practice, when executing WAH or near pits, the following must be respected:

- Safety Guarding: Pits and abysses must be properly covered or screened (preferably by guardrails or solid fences).
- Protection of the area beneath the work area: If there is a risk for falling objects, the necessary precautions (safety net, shields) must be taken to prevent accidents and damage of goods.
- Platform Guardrails: Guardrails are installed on working platforms, they must meet the following technical specifications:



### 3.14.5 Work in confined spaces, vessels, drains and sewers

- 3.14.5.1 All confined spaces on site are inventoried and labelled.
- 3.14.5.2 Any entry into any tank, chamber, vat, pit, pipe, flue or similar confined space is possible only after authorisation by means of a permit to work in a confined space issued by an Authorised Person.
- 3.14.5.3 All persons who are required to enter a confined space or supervise confined space (attendants) work must provide evidence of formal training and work procedures compliant with AEI confined spaces requirements.

### 3.14.6 Hot works, welding, brazing, burning & use of naked flame

- 3.14.6.1 Any hot work (e.g. welding, brazing, cutting, burning) and any process creating heat/ sparks, or involving the use of naked flame requires a Hot Work Permit and clearance from relevant personnel unless the work is being carried out in a designated hot work area.
- 3.14.6.2 Gas welding equipment must be provided with a flash back arrestor system (evidence of regular inspection of the flashback arrestor is required).
- 3.14.6.3 Contractors must ensure that all their personnel involved in hot works familiarise themselves with the location and method of operation of firefighting equipment and make full and proper use of all equipment provided for the control of fire, (fire extinguishers, fire-retardant blankets, etc.). The contractor shall be requested to provide their own firefighting equipment.

### 3.14.7 Electrical work

- 3.14.7.1 Work on live electrical equipment except testing and troubleshooting must be avoided. It is never absolutely safe to work on live electrical equipment. Working on live electrical equipment can only be justified after it has been determined that it is unreasonable to work 'dead', and it is reasonable to work 'live' (no other alternative possible) suitable precautions are taken to prevent injuries.
- 3.14.7.2 Unless local regulations impose a different limit or interpretation (in which case the most severe restriction must prevail) a High Voltage supply system is > 400 V AC.
- 3.14.7.3 All electrical work and work involving the use of electrical tools and equipment must be carried out by all relevant and applicable legislation including the Electricity at Work Regulations.

Contractors working on electrical installation for AEI must prove their competency by relevant certificates and membership as required by applicable local regulations.

3.14.7.4 All electrical work must comply with the AEI site procedures and processes.

3.14.7.5 All electrical works are considered critical tasks and are under the control of work permits.

3.14.7.6 Electrical works may only be performed by Competent Persons.

#### 3.14.8 **Demolitions and Excavations**

3.14.8.1 Before any demolition work is started, the contractor must obtain the authorisation of the Responsible Person who will arrange for the issue of a permit to work.

3.14.8.2 Based on AEI site's asbestos surveys, contractors may not start work until they have seen relevant documents regarding the existence of asbestos. It is mandatory that a demolition asbestos survey is carried out before any demolition work takes place. Contractors may not start any work until a demolition survey has been completed. .

3.14.8.3 Contractors may not start any excavation work until they have received relevant and appropriate documents and permits.

3.14.8.4 Electrical cables, drains, gas or water mains, etc., likely to be affected by the work must be identified and located. Suitable steps must be taken to prevent damage. The contractor must consult the Responsible Person on all such matters. .

3.14.8.5 The work must always be carried out under the supervision of a Competent Person in demolition work.

3.14.8.6 All waste materials must be disposed of correctly. Responsible Person provides guidance. However dispose in a safe and approved by Environmental authorities manner, of construction and other waste generated at the project, is responsibility of the Contractor.

3.14.8.7 All demolition and excavation works are considered as critical tasks and are under the control of work permits.

3.14.8.8 Following good practices are in place to prevent airborne contamination of product and process equipment during demolition and excavation works:

- Concrete, bricks, soil exposed during excavation and the surfaces being worked upon, the debris produced and the exposed soil, must be kept wet by spraying with water at all times.
- On completion of work each day, spray the area worked upon and the debris with sodium hypochlorite solution - a concentration of one-part hypo to 100 parts water (1:100).
- When removing the debris from the site, keep the heap of debris and adjacent area wet using water. Apply hypochlorite solution (100:1) to the floor area after removal of the accumulated debris. Clear debris daily wherever practical.
- Drench with water before demolition commences and keep timber being worked upon wet at all times. Treat debris and adjacent site as detailed above.
- Secure doors and windows in vulnerable areas to minimize the risk of airborne contamination.
- Erect plastic sheeting protection where the excavation or demolition methods employed may generate dust which cannot be effectively controlled by the methods detailed above or where it is considered that additional protection is necessary.
- Always discuss the methods to be employed with the Responsible Person of any process area likely to be affected by the work.
- Work in some areas of the site may be deemed to be of low risk and not requiring precautions. Responsible Person will advise on this.
- The Responsible Person may request certain precautions to reduce or eliminate the creation of dust, particularly where this could be considered a nuisance to personnel, or emissions to neighbouring premises, or members of the public.
- Deploy appropriate PPE, like breathing protection and eye protection.

### 3.14.9 Isolation and LOTO

- 3.14.9.1 AEI has a documented systematic approach to manage specific practices and procedures to safeguard personnel and contractors from the unexpected energizing or start-up of machinery and equipment, or the release of hazardous energy during service or maintenance activities. This is accomplished by putting the machinery in a safe condition, isolating the energies and then placing locks and tags on the energy isolation devices before starting work.
- 3.14.9.2 Contractors must demonstrate a full understanding of AEI Control of Hazardous Energy management system and principles before commencing any work.
- 3.14.9.3 For equipment fully owned by contractors, they must follow a Hazardous Energy Control procedure that meets AEI requirements. Procedure has to be agreed in advance by AEI during Method Statement validation process. For every isolation applied, permission is required by mentioning it in the Authority to Work. Contractors must use their isolation and lock-out equipment.
- 3.14.9.4 For equipment under the control of AEI, contractors apply their locks and maintain individual control after the AEI equipment owner has applied theirs. A LOTO permit is required.
- 3.14.9.5 For every intervention, the need for isolation and type of isolation must be determined on the basis of assessment. For interventions that require isolation of more than three energy sources or anything else than cold water (<40 C degrees, compressed air or low voltage (< or = to 400 V) a LOTO (Isolation) permit must be obtained.
- 3.14.9.6 Only authorised persons are entitled to apply LOTO (Isolation).
- 3.14.9.7 Only authorised AEI persons are entitled to issue LOTO (Isolation) documents.
- 3.14.9.8 A valid copy of the LOTO (Isolation) document must be available at the place where works are executed.
- 3.14.9.9 For any work that requires isolation, the Responsible Person will provide instructions and guide contractors on how to obtain the permit.

### 3.14.10 Disabling any emergency or safety system

- 3.14.10.1 Disabling any safety system may increase the level of risk above the acceptable level. Operation of equipment or performing a process without safety systems is forbidden. Therefore, if no option is available, process or equipment must be stopped for the period that the system is not functional.
- 3.14.10.2 Disabling of any emergency and safety systems may be done only as a last resort when no other option is available and alternative emergency and safety systems are in place that assures an acceptable level of risk.
- 3.14.10.3 Disabling any emergency or safety system is considered as Safety Critical Task and is only to be done under the control of a Permit to Work.
- 3.14.10.4 For any work that requires disabling of any emergency and safety systems, Responsible Person will provide instructions and will guide contractors to obtain the adequate permit.

### 3.15 Permit to work

- 3.15.1 AEI has a documented systematic approach to managing Safety Critical Tasks (see clause 3.14) which involve the use of Permits to Work. It incorporates written procedures that cover, e.g. processes to ensure availability of materials to support the Permit to Work, training of individuals required to operate under the particular Permit To Work, monitoring and supervision to ensure compliance with Permit to Work requirements.
- 3.15.2 A Permit to Work must be obtained for each critical task to be performed. Contractors must address to Responsible Person and follow the local procedure to obtain and use the Permit to Work.

- 3.15.3 Contractors may not issue permits. Only AEI Authorized Persons are entitled to issue Permits to Work.
- 3.15.4 A valid copy of the Permit to Work must be available at the place where works are executed.
- 3.15.5 AEI reserves the right to cancel any Permit to Work and request for immediate stop of activities if the contractor does not respect environment, health and safety requirements.
- 3.15.6 Responsible Person will provide instructions and will guide contractors to obtain the adequate permit.

## SECTION 4

### OTHER GENERAL SAFETY REQUIREMENTS

#### 4.1 Compressed gas cylinders

- 4.1.1 All contractors must ensure that storage of compressed gas cylinders and all work involving compressed gas cylinders is undertaken safely.
- 4.1.2 The Responsible Person must be notified before any compressed gas cylinders containing flammable substances are introduced and stored on site. If these substances are not included in the Method statement until this moment and not considered in the Safety Plan, these must be changed, use and storage of the substances risks associated with them assessed, and appropriate controls put in place before works commencement.
- 4.1.3 All contractors must ensure that compressed gas cylinders are stored and handled safely, and all risks eliminated or minimised in line with relevant and applicable legislation and discussions with the Responsible Person.

#### 4.2 Storage of flammable liquids and gases

- 4.2.1 All contractors must ensure that storage of flammable liquids and gases and all work involving flammable liquids and gases is undertaken safely.
- 4.2.2 The Responsible Person must be notified before any flammable substances are introduced and stored on site. Only accepted flammable substances are those listed and treated within the Method Statement.
- 4.2.3 Storage must conform to legal and AEI requirements for safe handling and storage of flammable and explosive gasses.
- 4.2.4 Hot work on any equipment containing flammable liquids or gases is prohibited.
- 4.2.5 All flammable liquids must be stored in suitable securely capped containers and the contents marked.
- 4.2.6 Lighting and other electrical apparatus in areas where flammable substances are stored must be flameproof and intrinsically safe, and heating should not be used.
- 4.2.7 The contractor must ensure that suitable firefighting equipment has been provided before they start work.

#### 4.3 Storage and use of hazardous substances

- 4.3.1 All contractors must ensure that storage and use of hazardous substances and all work involving hazardous substances are undertaken safely.
- 4.3.2 The Responsible Person must be notified before any hazardous substances are introduced and stored on the site.
- 4.3.3 All such substances must be labelled by relevant applicable legislation.
- 4.3.4 Documented assessments, as required by local regulations, must be carried, one copy given to the Responsible Person and a copy to be available for inspection on site.

- 4.3.5 Any waste resulting from these materials must be disposed of according to Safety Plan and agreed with the Responsible Person.

#### **4.4 Storage and stacking of materials**

- 4.4.1 Materials, tools, and other objects are not to be thrown, tipped, or shot from heights other than in an enclosed chute.
- 4.4.2 Materials, tools, and other objects with risk of falling and causing incidents, damage or injury must be secured against falling from the working level.
- 4.4.3 Materials are not to be stacked insecurely in places where they might collapse, cause damage or obstruction.
- 4.4.4 Materials are not to be placed or moved near the edge of excavations and openings if this is liable to cause a collapse of the sides or otherwise endanger persons.

#### **4.5 Asbestos Management**

- 4.5.1 Asbestos might be present on AEI sites. Known areas are identified by labelling and signs and are recorded in a Site Asbestos Register. All work must be carried out by the applicable and relevant legislation and this Codes of Practice stipulations.
- 4.5.2 Before commencing any building/engineering activity (i.e. disturbing fabric of the building or intrusive works to plant and equipment) the Responsible Person will advise contractors of any known asbestos issues that may impact the works. Site Asbestos Management Plans are available on request from Site H&S Manager/Lead. The Plan should also be included in the Method Statement, Risk Assessment and Safety Plan for the work.
- 4.5.3 Any contractor who discovers material which is suspected of, or known to be asbestos, must cease work immediately, evacuate the area and advise their Responsible Person.

#### **4.6 Overhead Work and Working in the vicinity of electrical conductors**

- 4.6.1 No overhead work shall be carried out until effective measures have been taken by the Contractor to ensure the safety of persons below.
- 4.6.2 Working places, stairs, ladders, and gangways above or across vessels containing dangerous or scalding liquids shall be properly secured, of adequate strength and width and securely fenced.
- 4.6.3 No work shall be carried out in the vicinity of overhead electrical conductors without the authorisation of the Responsible Person.

#### **4.7 Noise Control**

- 4.7.1 Contractors must comply with the relevant and applicable regulatory requirements including the Control of Noise at Work Regulations and noise guides and site procedures.
- 4.7.2 All plant and equipment must be adequately soundproofed as far as reasonably practicable.
- 4.7.3 Contractor's personnel must comply with the AEI site hearing protection zone notices displayed at all sites.
- 4.7.4 Any work that may cause a noise nuisance to neighbours should be carried out with the authority of the Responsible person.

#### **4.8 Temporary Buildings**

- 4.8.1 Permission must be obtained from the Responsible Person to erect any temporary buildings within site, e.g., temporary offices, cabins, sheds, etc.



- 4.8.2 Such buildings must be at a suitable distance from other buildings as agreed with the Responsible Person. All forms of heating and lighting in use must be turned off at the end of each working day. On no account, open bar fires are permitted.
- 4.8.3 Storage of flammable and explosive substances in temporary buildings is prohibited. Arrangements should be made with the Responsible Person for the storage of these.
- 4.8.4 Keys to such buildings must be given to any personnel as agreed with the contractor.
- 4.8.5 The use of such buildings for sleeping accommodation is strictly prohibited.
- 4.8.6 Necessary approvals must be obtained from authorities if local regulations require so.

#### **4.9 Tie-ins**

- 4.9.1 Any temporary or final connecting (tie-in) to any existing water, energy, steam, or sewer system must be decided and agreed in the project phase.
- 4.9.2 Formal approval from AEI is required for any additional tie-in. Necessary approvals must be obtained from authorities if local regulations require so.

#### **4.10 Tidiness on Site**

- 4.10.1 Contractors shall be responsible for good standards of tidiness of their working site at all times.

#### **4.11 Standards of Materials and Workmanship**

- 4.11.1 The contractor must ensure that all materials and goods supplied are listed in the Method Statement, are of adequate quality and they comply with the relevant European Standard.
- 4.11.2 All work must be carried out to the highest standards of craftsmanship and safety.

#### **4.12 Faulty Equipment or Conditions**

- 4.12.1 Contractor's personnel are requested to inform the Responsible Person of any faulty or defective equipment or conditions found on site.
- 4.12.2 Contractors must not carry out work using faulty or defective equipment.

#### **4.13 Fire Escape and Fire Fighting Equipment**

- 4.13.1 All means of escape in case of fire must be kept free from obstruction.
- 4.13.2 Existing site firefighting equipment may be available to contractors in case of emergency. It must not be interfered with to reduce its effectiveness or removed.
- 4.13.3 Where there is no existing firefighting equipment, the Contractor will be responsible for its supply during the period of the works.

#### **4.14 Fire, Warning Procedure and Emergency Response**

- 4.14.1 All contractors and their personnel must obey the AEI site's local procedures concerning fire and emergency response.

#### **4.15 LPG Fired Bitumen Boilers, Mastic Asphalt Cauldrons, etc.**

- 4.15.1 Any use of this equipment should be operated according to Method Statement, in agreement with the Responsible Person, and by regulatory requirements.

#### **4.16 Machinery Guards and Fencing**

- 4.16.1 No guard of fencing may be removed from machinery or equipment without the previous permission of the Responsible Person. Where permission is granted guards must be replaced on completion of work.
- 4.16.2 All machinery and equipment brought on site by the contractor shall be fully guarded to comply with the relevant legislation and standards and protected to ensure the safety of all persons.

### **SECTION 5**

#### **HEALTH and HYGIENE.**

##### **5.1 Food Safety**

- 5.1.1 All contractors shall comply with all applicable and relevant food safety site requirements and legislation to ensure product safety.

##### **5.2 Occupational Health Conditions**

- 5.2.1 Contractors' personnel may not enter the site suffering from gastrointestinal illnesses or infections of the skin, eyes, ears and mouth or other highly infectious diseases. Contractors must contact the Responsible Person and on-site Occupational Health department if they have any infectious disease or have been in contact with anyone who does or maybe a carrier.
- 5.2.2 Contractor's personnel must cover all boils, cuts, burns or other open wounds with approved blue/food safety plasters.

##### **5.3 Protective Clothing in Production Areas**

- 5.3.1 Protective clothing required by local AEI's site must be worn in all process and production areas by all personnel, visitors and contractors.
- 5.3.2 All contractors must follow the site procedures, and any other instructions as agreed with the Responsible Person.
- 5.3.3 As a minimum, contractors must wear work wear, appropriate for their job and distinguishing them from own employees.

##### **5.4 Personal Hygiene**

- 5.4.1 All contractors must comply and must ensure that their personnel complies with the respective AEI site hygiene procedures and as agreed with the Responsible Person.
- 5.4.2 Hands must be properly washed and free from contamination before commencement of work, after visiting the toilet, after handling any waste, after smoking and both before and after eating.
- 5.4.3 Any other site-specific hygiene arrangements will be provided and trained to the contractors' personnel by relevant site employees.

### **SECTION 6**

#### **ENVIRONMENTAL MANAGEMENT**

##### **6.1 General**

- 6.1.1 All contractors operating on AEI sites must comply with the site and regulatory requirements regarding environmental management.
- 6.1.2 AEI operates an Environment management system which covers water management, land management, waste management, environmental risk, the duty of care and best practice. The system includes reference to the provision of a healthy and safe environment for all employees, customers, neighbours, and contractors and it is expected that all contractors apply similar due diligence practices.

## **6.2 Regulatory compliance**

- 6.2.1 Contractors must have all current regulatory licences, permits and consents required for their operations on AEI sites and these permits. Licences and consents must be available for inspection by AEI representatives at all times.
- 6.2.2 Contractors are expected to be aware of and comply with all legislation applicable to their operations, and particular attention should be paid to those areas of their operations which may directly or indirectly impact the environment.

## **6.3 Chemical storage and handling**

- 6.3.1 Contractors must ensure that chemicals are safely handled and stored in to prevent ground and water pollution and also in compliance with all relevant legislation.
- 6.3.2 Contractors are responsible to provide spill protection kits and bunds for chemicals they use.
- 6.3.3 All chemicals brought on site and used must be listed and assessed as part of Method Statement and risks control plans. Contractors' employees must be trained in safe and environmentally friendly use of these, as well as able to provide suitable first aid.
- 6.3.4 Contractors are expected to be aware of the environmental implications of incorrect procedures, releases to air, land, and controlled waters, of environmentally damaging materials.

## **6.4 Waste Management**

- 6.4.1 Contractors must handle all waste correctly and provide segregated skips and bins to contain any generated waste ready for disposal off-site. If required, the Responsible Person, in conjunction with the respective AEI site's H&S Manager/Lead will assist with any enquiries relating to correct procedures. The contractors must be aware of the waste classification, as disposal requirements vary with different wastes.
- 6.4.2 Contractors must responsibly act to support waste management system and align to implemented procedures and practices to achieve zero waste to landfill targets.
- 6.4.3 Hazardous waste must not be mixed with other but segregated, stored and disposed in a safe manner.

## **6.5 Pollution Control**

- 6.5.1 All contractors using oils and chemicals on site must supply any equipment required to ensure that spillages are contained, cleaned up, and correctly removed from site. Contractors are expected to handle oils and chemicals in such a fashion as to negate or reduce the risk of spillage to a minimum
- 6.5.2 Contractors must at all times, undertake their work without causing pollution to the environment.
- 6.5.3 Contractors must be aware of types of sewers on site and assure no hazardous substances, construction or other waste or by-product are allowed down the drains.
- 6.5.4 Any environmental incident or accident must be immediately reported to the Responsible Person.
- 6.5.5 All contractors must refer to site-specific procedure and discuss with Responsible Person on issues regarding noise
- 6.5.6 All contractors are expected to keep noise to a minimum level and ensure regulatory compliance of their operations or activities regarding noise.

## **6.6 Housekeeping**

- 6.6.1 Contractors must maintain all of their areas, compounds and operational, tidy. They must provide adequate storage facilities for equipment and ensure that materials for work in progress are kept to

a minimum at the point of use. Contractors are expected to regularly tidy up, at the end of each working day.

## **6.7 Dust and odours**

- 6.7.1 Any operations that generate dust and odours must be managed. In case of such operations generated / expected to be generated by the contractor, adequate provision must be made to ensure that work areas are kept free of dust and odours by implementing suitable reduction/abatement procedures. These must be part of the Method statement of the contractor.

## **SECTION 7 SECURITY**

### **7.1 Contractor's vehicles on-site**

- 7.1.1 Contractors must comply with respective AEI site's internal policy related to private cars access and parking. AEI site is obliged to provide such internal policy prior to commencement of contractors' works. AEI sites' will allow access only to authorized contractor's vehicles. AEI reserves the right to inspect any vehicle arriving on-site or leaving the site at any time. Persons who are not willing to undergo such an inspection may be barred from entering the AEI site.

### **7.2 Check of personal belongings**

- 7.2.1 AEI reserves the right to inspect any personal belongings brought onto the premises. Persons who are not willing to permit their belongings to be searched may be barred from bringing them onto the premises.

### **7.3 Removal of Materials from the Site or Premises**

- 7.3.1 No material, including waste, may be taken off the site or premises unless the appropriate authorisation is obtained.

### **7.4 Liability for loss or damage**

- 7.4.1 The contractors shall compensate AEI against any breach of their obligations of this Code of Practice, subject to limitations of the applicable civil law and any contract concluded between AEI and the contractor.
- 7.4.2 Unless mutually agreed otherwise in writing, AEI's liability for loss or damage to the property of contractors and their personnel will be limited to the maximum statutory possible extent.
- 7.4.3 The contractor shall be responsible for the safekeeping and security of their work area, equipment and materials left on-site at all times.
- 7.4.4 In the event of a breach of any contractor's obligations under this Code of Practice by the contractor or its personnel, the relevant AEI site can impose contractual penalties according to the AEI site's specific rules for each such breach, according to the intensity of such breach, with AEI site being entitled to seek compensation from the contractor in excess of the contractual penalties under the general rules of civil law.

### **7.5 Unauthorised possession or consumption of AEI-owned goods or products on the premises**

- 7.5.1 Any person discovered in the act of unauthorised taking or consuming of AEI-owned goods or products will be asked to leave the premises forthwith and AEI reserves the right to impose any reasonable measures preventing such behaviour from repeating, incl. preventing such person from entering AEI premises and terminating the contract.
- 7.5.2 The matter may be referred to the Police, and the contractor will be informed.

- 7.5.3 Notwithstanding criminal proceedings, the contractor and their personnel will be expected to indemnify AEI against any loss, damage or expense incurred by the AEI arising out of a criminal act or omission by the contractor and/or personnel.

## **7.6 Notification of details of work carried out outside of normal working hours**

- 7.6.1 The Responsible Person must be notified and agreed in advance of all work to be carried out outside normal working hours.
- 7.6.2 Details of the work should be given together with the number of men employed and the hours to be worked.

## **7.7 Drugs and Alcohol**

- 7.7.1 Contractors and their personnel must comply with the AEI Employee Alcohol Policy, especially with the obligation not to consume alcohol and recreational drugs on AEI sites during work for AEI.
- 7.7.2 AEI reserves the right to request and perform periodical and random alcohol or drug tests on contractor's personnel suspected to be under the influence of alcohol and recreational drugs while on AEI site or involved in an incident related to work on AEI site.

## **SECTION 8**

### **MISCELLANEOUS**

#### **8.1 Conduct of contractor's personnel**

- 8.1.1 The contractor's personnel must conduct themselves in an orderly manner. Persons conducting themselves in a manner unacceptable to AEI will be asked to leave the AEI premises immediately.

#### **8.2 Unacceptable persons**

- 8.2.1 AEI reserves the right to refuse admission to persons that are non-conforming to requirements set out in this Code of Practice at its sole discretion.

#### **8.3 Use of radios or television sets on-site**

- 8.3.1 The use of radios or television sets (or similar devices) on the AEI site or premises is prohibited.

#### **8.4 Use of AEI site's telephones**

- 8.4.1 Contractors are not permitted to use AEI site's telephones to make external calls except with the permission of the Responsible Person or in an case of emergency.
- 8.4.2 The contractor will ensure a communication method is in place between contractor's personnel and AEI.

#### **8.5 Smoking**

- 8.5.1 At all AEI sites, smoking is allowed only within the boundaries of designated smoking areas. Persons found smoking in prohibited areas will be asked to leave the premises immediately.

Owner: Marieta Yordanova AEI HS & BCM Director	Approver/Issued by: Issued by: Marieta Yordanova Approved by: David Budau	Policies Portal Administrator:	Effective from:
Signature:	Signature:	Signature:	
<b>Revision</b>			
No.	Date:	Change description:	Revised by: