

<b>CONTRACTOR EHS REQUIREMENTS FOR ON-SITE WORK</b>				Issued by:  EHS
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## 1. INTRODUCTION

This document sets out the rules applicable to all contract companies and their personnel when working on a CF Fertilisers UK Limited (CF) site.

## 2. PRINCIPLES

- 2.1. It is the aim of CF that any site work shall be carried out without causing harm to any person, the environment or property.
- 2.2. To prevent harm, a suitable and sufficient risk assessment is required before work commences, establishing controls proportionate to the risks identified.
- 2.3. Contractors shall abide by all legal requirements, site policies and procedures. Some key aspects are highlighted in this document and specific aspects shall be agreed with CF via the job method/risk assessment.
- 2.4. Contractors shall comply with the requirements of the agreed method statement, risk assessment and permit to work documents as appropriate (where this is not possible, the work shall be stopped).
- 2.5. Both contractor and CF personnel have a responsibility for the safe completion of site work. Cooperation between the contractor and CF are required throughout.
- 2.6. Site work must be adequately supervised throughout.

## 3. REQUIREMENTS ON CONTRACT COMPANIES

- 3.1. The contractor shall, in respect of any site work by or affected by the contractor, observe and ensure that employees and any subcontractors observe:
  - All rules, regulations and procedures in force from time to time at the site (including, for the avoidance of doubt but without limitation, the CF permit to work system, drug and alcohol policy, mobile phone policy and searching of personnel and their vehicles by the site security staff); and
  - The laws (including, for the purpose of illustration but without limitation, the Health and Safety at Work etc Act 1974 and all applicable health and safety regulations). Such observance shall not remove or diminish any of the contractor's obligations under the contract.
- 3.2. In the event that the CF considers, in its sole opinion, that any such rules, regulations, procedures or applicable local laws have been breached by the contractor and/or any of the subcontractors or their employees, CF shall have the right to remove the relevant contractor, subcontractors and/or any employees from CF premises and prohibit them from returning.

- 3.3. The contractor shall have completed CF's pre-contract evaluation process without any major deficiency prior to award of contract. In exceptional circumstances, written authorisation from CF may be given to proceed prior to completion of satisfactory evaluation.
- 3.4. The contractor is responsible for nominating:
  - Their senior manager accountable for meeting all contractual and statutory obligations for the health and safety of his own and any sub-contractor's employees and other persons affected by the contract work.
  - The person(s) responsible to supervision of site work and the intended presence (i.e. work pattern) of that supervisor during the period of site work.
  - The contractor's source of competent health and safety assistance. This assistance may be provided either by a visiting or resident safety advisor. The decision to make the safety advisor site resident for the duration of the work shall be agreed with CF and commensurate with the level of risk and/or the number of contractor and sub-contractor employees on site.
- 3.5. The contractor is responsible for establishing and maintaining their management system for environment, health and safety matters and demonstrating this to CF. This shall take the form of ISO 9001, 14001, BSOHSAS 18001 or equivalent.
- 3.6. The contractor shall agree with CF whether CDM requirements apply to the work and, if so, the responsibilities for and the mechanisms by which those requirements will be met (e.g. health and safety plans, notifications and supervision). This is likely to apply to all demolition and extended project work.
- 3.7. On request from CF, contractors shall submit to CF their Environment, Health and Safety plan for the task, service or project.
- 3.8. Where the contractor is based on site or involved in extended duration work, regular site health and safety meetings shall be established. The form and frequency of these shall be agreed with CF. For site-based contractors, this typically requires attendance at the Site Contractors EHS Meeting.
- 3.9. The contractor is responsible for the medical fitness of all contractor employees (including sub-contract employees) working on site.
- 3.10. The contractor is responsible for the competence of all contractor employees (including sub-contract employees) working on site, including all necessary information, communications and training on Health and Safety matters. Confirmation of competence shall be provided to CF on request.
- 3.11. The contractor is expected to cooperate with site EHS initiatives, including CF's behavioural safety programme Think Safe Be Safe and delivering both CF and the contractor's own toolbox talks.
- 3.12. Contractors shall agree with CF any requirements for office, mess or changing facilities required for the duration of the work. Where the contractor provides their own buildings, the contractor is responsible for carrying out and implementing the findings of a fire risk assessment.
- 3.13. The contractor shall not sub-contract any part of the contracted works unless agreed with CF. In the event that any part of the work is sub-contracted, the

contractor is responsible for managing and supervising the sub-contractor(s) to the same standards required of the contractor (as per this document).

- 3.14. The contractor is responsible for monitoring and supervision of their employees while working on site. This responsibility remains with the contractor at all times, notwithstanding any supervision or checks that CF or its representatives may undertake.
- 3.15. The contractor shall report any on-site incident or accident immediately to CF personnel.
- 3.16. The responsibility for reporting any injury to contract personnel to Health and Safety Executive under RIDDOR lies with the contractor (i.e. the employer), however the contractor shall inform CF of the intention to report under RIDDOR and shall provide a copy of any RIDDOR report submitted.
- 3.17. The contractor is responsible for investigating any incident or accident involving their personnel in order to determine the root causes and appropriate corrective and preventive actions. Where the incident or accident involves both CF and contractor personnel, the investigation team and process shall be agreed between the contractor and CF. The contractor shall provide a copy of their report and confirmation of completion of any actions to CF.
- 3.18. The contractor is responsible for ensuring compliance with the working time directive for their employees.
- 3.19. The contractor shall supply their total hours worked and a summary of all incidents and accidents (including any lost time or restricted work) on site in each calendar month to the CF EHS Manager no later than the 3<sup>rd</sup> working day of the month following.
- 3.20. The contractor is responsible for providing CF with EHS performance reports and improvement plans as requested by CF.
- 3.21. CF retain the right to conduct monitoring and auditing of any on-site work, and may require changes to, suspend or prohibit further work as deemed necessary.
- 3.22. The contractor shall cooperate with CF monitoring of health and safety performance of contractors.
- 3.23. The contractor shall retain relevant health, safety and welfare records relevant to site work for a period of five years from completion thereof.

#### **4. SITE WORK REQUIREMENTS**

- 4.1. Contractors are required to comply with legal requirements and relevant site procedures. This document provides a summary and key points for site work, however where relevant, the CF contract manager will provide copies of the relevant procedures. Contractors are responsible for communicating these procedures to their employees and any sub-contractors and sub-contract employees.

- 4.2. Prior to any work on site, the contractor shall submit their job method and risk assessment to the CF contract manager. In particular:
- Unless agreed with the CF contract manager in advance, the risk assessment shall be submitted on CF's risk assessment template (available via the CF UK website).
  - The job method and risk assessment must be based on a site visit to the task location, and the date of this visit shall be recorded on the risk assessment.
  - The risk assessment must be specific to the task(s) to be undertaken on site – 'generic' risk assessments for the type of task will not be accepted.
  - Work on site may not commence until the job method and risk assessment are reviewed and accepted by CF personnel.
- 4.3. The Permit to Work system is an essential element of the safe system of work on site. In particular:
- Unless agreed with CF in advance, contractors shall nominate their site supervisor(s) for CF Permit Acceptor training which shall be completed prior to the work commencing. This is expected to take approximately 2 hours in addition to site induction.
  - The approved Permit Acceptor is responsible for accepting the permit to work on behalf of his team, briefing his team and ensuring that the requirements of the permit to work, risk assessment and method statement are adhered to throughout.
  - The approved Permit Acceptor(s) are responsible for accepting the permit(s) to work for the contractor's work each work day and handing the permit to work back to CF personnel at the end of each work day.
  - The Permit Acceptor(s) are responsible for communicating all requirements contained in the Job Method, Risk Assessment and Permit to Work package. This is confirmed by completion of the relevant Awareness sheet for those undertaking the work.
  - Prior to work commencing on each day or shift, the Permit Acceptor and team carrying out the work shall undertake a final risk assessment by completion of a Pre-job Hazard Checklist (or equivalent). This is intended to provide a final pause before work starts in order to make sure that the work can be safely undertaken.
  - During site work, the Permit Acceptor is responsible for the safe completion of work, site tidiness and the conduct of the team carrying out the work.
- 4.4. All personnel working on site shall:
- Cooperate with site access control requirements for personnel and vehicles, including any specific requirements established for the event or project where the work is taking place.
  - Undergo site induction and any additional induction agreed with the CF site contact (Site induction takes approximately 1-2 hours).

- Be aware of emergency alert and evacuation requirements in their work area, in particular, the relevant alarms and location of the nearest Fire Assembly Point and Toxic Gas Refuge.
  - Report any accident or incident immediately to CF personnel
  - Use safe means of access and egress to the workplace.
  - Work to the approved risk assessment, method statement and/or permit to work
  - Maintain a high standard of housekeeping at all times. All floors and walkways must be kept clear of materials in order that a secure footing can be maintained and to ensure that build-up of flammable, or other hazardous materials, materials does not occur.
  - Prevent releases of hazardous materials to atmosphere, drain or ground.
- 4.5. Smoking is not permitted on site except in designated outdoor smoking shelters.
- 4.6. Materials, tools and equipment required by the site work shall be specified in the job method and/or risk assessment.
- 4.7. Unless agreed in writing with CF, contractors are responsible for providing all materials, tools, plant and equipment (including PPE) required by their personnel while working on site.
- 4.8. The contractor must ensure that all equipment brought to site is in good condition, is maintained in good condition, complies with the requirements of the Provision and Use of Work Equipment Regulations and any other specific legislation and is used and/or erected safely. Contract personnel shall be competent to use the tools and equipment they require for the work.
- 4.9. Vehicles (including vans, forklift trucks, diggers, MEWPS, etc.) shall be operated by competent personnel according to the approved risk assessment. Operation of vehicles on site roads shall abide by the Highway Code including being maintained to road standards and abiding by site speed limits.
- 4.10. All electrical equipment, including hired and/or battery-operated equipment, shall be approved by CF personnel, subject to supplied certification and/or checks.
- Only Class I and Class II equipment is permitted on site, and must be further protected by Fusing or MCB.
  - The authorised operating voltage for transportable equipment is up to 110V 50Hz between conductors with a potential to earth of 55V. The use of higher voltage equipment must be authorised in advance by the site Electrical Engineer.
  - The use of generators powered by petrol is prohibited.
- 4.11. The use of cutting tools is restricted as follows:
- The use of knives and other handheld cutting tools is restricted and shall be clearly documented within the approved risk assessment. Knives shall not be used if an alternative tool is available which would do the job more safely.
  - Knives used for electrical work shall have non-conducting handles.

- Cutting discs or abrasive wheels shall only be used by competent operators. The use of large (9" diameter) portable handheld grinders is not permitted unless specifically authorised by CF personnel.
- 4.12. The use of tools equipment giving rise to hand-arm or whole body vibration shall be covered by the risk assessment, and adequate controls shall be specific by the contractor to prevent harm to users.
- 4.13. The contractor shall notify CF in advance of the requirement to bring on to site and/or use hazardous substances including, but not limited to, chemically or radiologically hazardous substances. The use of such substances must be adequately considered in the contractors risk assessment (e.g. via COSHH assessment).
- 4.14. Painted coatings, particularly on older equipment or structures, may contain lead. Before carrying out work which disturbs such coatings, the contractor shall consult CF's appointed competent painting contractor and implement any necessary measures to prevent exposure.
- 4.15. The minimum PPE requirements on site are:
- Safety helmet – non-vented and without gutter to BSEN 397
  - Safety Spectacles – BSEN 166:2002 Impact resistant light eye protection or over spectacles to BSEN 13034
  - Overalls - Chemical Splash Resistant Overalls / Coveralls to BS EN 13034 are standard for plant work. Any alternative standard more appropriate to the task shall be agreed with CF via the risk assessment.
  - Safety footwear to BS EN 345 S2
- 4.16. Additional PPE requirements for the work area (e.g. hearing protection) or the work itself (e.g. gloves, face-shield, RPE) shall be specified in the risk assessment and/or permit to work.
- 4.17. If work on site requires the use of tight face-fitting respiratory protective equipment (RPE), individuals involved shall be face-fitted for the relevant RPE and clean-shaven.
- 4.18. The management and disposal of any waste materials generated by the work shall be agreed with CF prior to work commencing.
- 4.19. Asbestos-containing materials are known to be present on CF sites. All contract personnel shall have received a minimum of Asbestos Awareness training prior to work on site (unless agreed by CF as not applicable).
- 4.20. If work on site involves entry to a confined space:
- All personnel required to enter shall have received Confined Space Awareness training.
  - All contractor work, equipment and materials used in a confined space must be specifically listed and considered in the risk assessment.
  - Compressed air or hydraulically powered tools are preferred in confined spaces.
  - The use of electrical tools and equipment (including lighting) in confined spaces is subject to site approval (due to working in a conductive location

with restricted movement). Where essential, electrical equipment shall be of low voltage and supplied from electrically separated transformer.

4.21. Site work involving excavation must be subject to site plan review and ground scanning prior to work commencing. Where the excavation is to be entered by personnel, the excavation must be adequately shored and approved by a competent person. Such entry is likely to be subject to confined space entry controls as above.

4.22. Hot work is subject to specific controls under the site permit to work system, and the task details, including proposed measures to prevent and mitigate any fire, shall be provided in the job method and risk assessment. Specifically, this applies when:

- The task involves taking in or using a potential source of ignition in a designated flammable hazardous area (this applies chiefly to the Ammonia plant but also in defined areas in other parts of the site).
- The task involves the use of naked flames or the generation of sparks in a plant area.

Suitable screens or mats must be used to limit or prevent the spread of by-products of hot working. The contractor shall have suitable and sufficient fire extinguishers or fire blankets which will be readily usable at the point of work.

Any equipment used for hot work (e.g. welding) shall be isolated safely stored at the end of each work period. This includes tools, hoses, electrical equipment and any gas cylinders.

On completion of hot work, a thorough inspection of the workplace shall be carried out to ensure that there is no smouldering or residual heat in any combustible materials.

4.23. Work at Height must be adequately controlled as follows:

- All personnel shall work within the confines of the safety barriers provided on any access equipment, including fixed platforms, scaffolds or any mobile platform.
- Work at height shall be carried out from fixed platforms wherever possible (e.g. permanent platform or scaffold).
- Scaffolding shall only be erected, altered or removed by CF approved scaffolding contractors. Scaffolds shall not be used for access or work unless a Scafftag is displayed which shows both that it has been inspected within the last 7 days and that it is appropriately rated for the loads involved in the task.
- The use of mobile elevated working platforms shall be approved via the job method and risk assessment. In plant areas, in order to prevent contact with CF plant or equipment, a banksman shall be present at any time when the platform is being moved (whether laterally or vertically).
- Working from ladders (including step-ladders) is not permitted unless specifically authorised by CF personnel.
- Personnel may not access roofs (including buildings, structures or tanks) unless specifically authorised in line with site procedures.

- Any created opening (i.e. hole) shall be protected by substantial and secure barriers to prevent inadvertent falls. Suitable visual warnings (signs or lights) shall be displayed.
- 4.24. Any lifting operations or use of cranes (whether installed on site or hired) shall be subject to risk assessment and specific lift plans.
- 4.25. Lifting tackle, lifting appliances (machines) and hoists, collectively described as 'lifting equipment', shall comply with the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and the Provision and Use of Work Equipment Regulations (PUWER). Recording of tests and inspections shall be in accordance with LOLER and provided to CF on request.
- 4.26. Wherever barriers, guards and screens are erected, suitable notices shall be displayed to denote the hazard within the restricted area. The contractor must not move any CF barriers, guards, screens or notices without the permission of CF personnel, unless the barrier has been erected by the contractor's employees or those of any sub-contractor in the course of their work.
- 4.27. If, at any time, there is any doubt about health or safety aspects of work on site, contractors shall stop work and consult CF personnel.