



Performance team

HSE department

Yanbu Cement Company

CONTRACTOR SAFETY RULES

Yanbu Cement Company





INTRODUCTION

YCC policy is committed to maintaining highest standard of health, safety and environmental management for its employees and contractors.

YCC requires this standard to be maintained by all personnel working within its premises and sites. This booklet has been drawn up to assist contractors comply with the requirements YCC , health, safety and environmental standards, associated procedures and legislation.

These rules are not intended to restrict contractors or to relieve them of any of their legal obligations to ensure safe working procedures or contractual obligations.

ACCEPTANCE OF CONDITIONS

The contractors acceptance of the YCC instructions to carry out the work includes acceptance of these rules for contractors.

The attached declaration is required to be completed by the contractor as an acknowledgement of receipt and acceptance and a signed copy bearing the contractors official stamp must be handed over to the Company prior to the start of any work.

SAFETY INDUCTION

Every contractor and employees shall receive safety induction before starting work on any of the Company facilities.

The minimum period for the induction is two (2) hours and will depend on the risks of the job and will be required to sign a commitment and submit one passport photo for the identity card.

CONSULTATION

Before any work begins, the contractor must consult with the responsible Manager or his representative to discuss the safety aspects of the work to be done and to be advised of any local site rules. Should a problem arise during the course of the contract, which may have implications on the safe completion of the contract, the responsible Manager must be informed accordingly.



MANAGEMENT OF SAFETY AND GOOD WORKING PRACTICES

The contractor will provide the Company with a copy of its Health and Safety Policy and will also furnish evidence that adequate resources, in terms of time, funds, know-how and effort will be applied to ensure effective management of safety and good working practices throughout the work to be done

The contractor will also ensure:

(a) Competence

That all its employees have sufficient knowledge and experience to carry out the work using good working practices and to account for the risks to themselves in order that the work can be carried out in a safe manner. Certification of competence will be required whenever possible. In particular, where a statutory requirement dictates a training record or certificate is required, these need to be shown to the responsible Manager prior to commencing work.

(b) Information, Instruction and Training

That all its employees are informed of any hazards which may exist at the place of work and that they receive such training as may be necessary to carry out the work safely and satisfactorily.

(c) Supervision

That all work undertaken by the contractor is at all times adequately supervised by the contractor appointed supervisors or foremen.

SUB-CONTRACTING

The contractor must obtain approval from the Company or the Manager responsible for the contract and sign a commitment that he is responsible for the supervision of a subcontractor, prior to engaging a sub-contractor and the contractor must impose upon the sub-contractor YCC rules for contractors. To confirm this, the Contractors Rules booklet will be issued to all sub-contractors and the declaration completed, signed and returned to the responsible Manager before the start of the contract.

REPORTING OF ACCIDENTS

The contractor shall report accidents/incidents; near misses and dangerous occurrences to the responsible Manager immediately and work shall stop to protect the accident scene for investigation purpose. The manager shall help the contractor investigate the accident, review the risk assessment and share the learning with the team before the job commences. If the accident has caused permanent incapacitation the local relevant authority should be informed as per statutory requirement.



FIRST AID

Prior to the beginning of work the contractor must establish with the YCC all details of the first aid equipment available together with the contact persons telephone and hospital with casualty facility. In the absence of any provision by the Company, the contractor will make suitable arrangements consistent with the risks from the work to be done.

EMERGENCY MANAGEMENT

The contractor will ensure that any uncontrolled event that has the potential to adversely affect people or the environment shall be acted upon and reported in accordance with site rules immediately e.g. fire, explosion, physical injury, oil spillage. The Company has provided local emergency response management plan details. The contractor will ensure that all his staff and sub-contractors are made aware of local emergency procedures and drill requirements. The Contractor or Sub-contractor must present an H&S plan before commencement of work and all contractors and sub-Contractor must be trained on the H&S Plan.

PERMIT-TO-WORK & LOTOTO

Where permit-to-work and LOTOTO procedure apply, no contractor shall begin work without applying permit-to-work and LOTOTO procedure. The contractor must consult the supervisor to get proper authorization to apply permit-to-work and LOTOTO procedure.

PROTECTIVE EQUIPMENT AND STANDARDS

It is mandatory for all personnel working in YCC sites to wear protective safety footwear, The following personal protective equipment are mandatory on our sites:-

- **Safety helmet** for head protection, all contractors are require wear nonwhite Colour helmet at all time while working in YCC sites Standard EN 397.
- **High visibility** garments: This is yellow working garments /overall stitched with 3M High visibility reflective scotch light tape.
- **Eye protection** this include spectacles and goggles and face shield according to Standard EN 166.
- **Safety boots** Standard EN 20345
- **Seat belts** contractor employees operating mobile equipment are subjected use seat belts while driving on the road.



Site specific mandatory personal protective equipment

- Respirators Make 3M 8710 / 8825 Standard EN 149 FFP1 /2
- Hand gloves: There are different types gloves ie cotton polka, rigger, welding gauntlets, PVC etc v according standard EN 388
- Welding attires: Includes aprons, spurts and a welding suit
- Safety harness EN 361 Hearing protection includes Muffs EN 352-1 and Ear plugs EN 352-2
- Heat resistant aluminized suits

WORKING TOOLS AND EQUIPMENT

Contractors must ensure that all working tools and equipment are of sound construction and maintained in a safe condition. In the event that any tool or equipment becomes unsafe or defective it shall be removed from service immediately.

YCC reserves the right to remove any contractor working tools or equipment that it deems are unsafe for use.

All portable electrical power tools must only be capable of operating at a power supply voltage of 240 volts AC, single phase. The only exceptions are portable welding machines, which are permitted for operation at a power supply voltage of 415 volts AC, three-phase.

Maintenance and storage of contractors equipment and materials shall be the sole responsibility of the contractors. The Company will accept no responsibility for the theft or loss of contractors equipment or materials from the Company site.

HANDRAILS, GUARDS AND FENCING

The removal of handrails, guards, fencing and other protection devices from the Company equipment or machinery is both highly dangerous and illegal; it is therefore ***strictly prohibited.***

Guards, protection devices and other safety systems will only be removed from a machine with the agreement and consent of the Company and only after the machine has been switched off, isolated and locked out in accordance with the Company rules. Prior to any machine being re-commissioned, all guards, devices or systems will be replaced and secured in position.



CRANES, HOISTS AND LIFTING GEAR

The Company cranes, hoists and other lifting gear are not to be operated by contractors employees. Contractors will normally be expected to provide all the necessary lifting equipment required to complete the work for the Company.

Contractors who bring their own cranes, hoists and lifting gear to the Company sites will be required to comply with the statutory requirements relating to periodic testing and examination of such equipment and will provide copies of the appropriate documentation for checking by the Company.

ACCESS EQUIPMENT

The contractor must ensure that any form of access equipment e.g. ladders, step ladders, scaffolds, access platforms used or intended for use is of sound construction, fit for the purpose and properly maintained in a safe condition. Access equipment must only be used in accordance with recognized practices and procedures. Such equipment should be regularly inspected in compliance with statutory requirements.

WORKING AT HEIGHTS

Where it is necessary to work at heights of more than 1.8 meters , precautions must be taken to prevent persons falling, i.e. safe hand and foot holds, safety harnesses, etc. Wherever working platforms are provided, handrails and toe boards must be fitted. No person is permitted to go onto any Company roof, ceiling or roof void without formal work at height permission (WAH) from the YCC . Where scaffolding is required, it must be erected by a competent scaffolder according to the statutory standards. After erection, scaffolding will not be used until inspected by the YCC safety representative and a written approval issued for its use is displayed on the scaffolding. It is mandatory to use a safety harness when working on scaffolding.

All safety harnesses to be used by contractors employees must be provided by their employer and the harness must be of an approved type with twin tail lanyard with two hocks. The adequacy of the proposed anchorage should be confirmed with the responsible Manager.



MANUAL HANDLING OPERATIONS

Where there is a need for contractors staff to lift or move loads manually, the contractor will ensure that adequate consideration is given to the key elements of task, load, individual capability and the working environment to ensure that personnel are not put at risk by such operations.

WORK IN CONFINED SPACES

The term confined space has a wide definition and includes the following:

- Any closed tank, silo or vessel
- Large ducts
- Enclosed drains or sewers
- Kilns, mills, cyclones, separators and furnaces.
- Equipment housing
- Closed and unventilated rooms

The main risks to be considered with these are toxic, flammable or explosive gases, dust, fumes and vapors or an atmosphere deficient in oxygen.

The possibility of engulfment should also be considered, together with any need for secure isolation of any feed mechanisms or pipe work servicing such confined spaces.

This objective **will be achieved by personnel not entering any confined space until a Permit to Work** has been prepared and the necessary safe working procedure established with the Company well in advance of the work, which specifies the precautions, controls and relevant personal protective equipment. The agreed controls must be fully implemented.

ASBESTOS

Work with asbestos will not be permitted on any Company site under any circumstances. Should asbestos material be unexpectedly encountered, then work must CEASE immediately and the Company must be informed.

All asbestos waste / debris where encountered, must be handled and disposed off in the recommended manner.



CONSTRUCTION WORK (INCLUDING DISMANTLING AND DEMOLITION)

All building and construction work must fully comply with the statutory standards which have been laid down for such work to be carried out. Particularly contractors are required to provide any relevant information for the safety file related to the work they are involved with and to discuss with the Company representative on a regular basis during the course of such work.

EXCAVATIONS AND UNDERGROUND SERVICES

Prior to any excavation work on any Company site, the contractor must ensure that a written Permit To Work is prepared in consultation with the Company, indicating the location of any underground services such as electric cables, oil pipes, water pipes, gas mains, telecommunications networks, drains, sewers, etc. If the Company is not able to provide this information then the contractor must not proceed until he can demonstrate to the Company that such services are satisfactorily located and identified. Appropriate excavation precautions must then be taken throughout the work.

FIRE PRECAUTIONS

All contractors shall familiarize themselves and their employees with YCC firefighting equipment and precautions as well as emergency procedures.

Before leaving the sites, contractors must ensure that all naked lights and other ignition sources have been extinguished and electrical apparatus switched off.

The contractor and all its employees should be familiar on the YCC site emergency response plan.

WELDING AND FLAME/ARC CUTTING OPERATIONS

Prior to any welding or flame/arc cutting operation taking place, the contractor must demonstrate that risk assessment for flammable hidden hazards has been carried out and the precautions to be taken to prevent exposure to the hazards have been identified. Therefore, contractors are required to ensure that their employees are provided with personal protection and where necessary protective screens are erected.

In all instances where welding or similar work is taking place, the necessary Permit To Work conditions will be agreed with the responsible Manager beforehand. There will be readily available adequate means to fight a fire. Sufficient provision will be made for “end of work” checks for fire potential.



ELECTRICAL WORK

All work on electrical systems or equipment will be carried out “dead”, securely isolating the conductors to be worked on. “Live working” will not be permitted under any circumstances whatsoever.

If an electrical contractor is faced with exceptional circumstances outside the above criteria, which in his opinion requires work to be carried out “live”, he must consult with the responsible Manager who will make arrangements with the Company Electrical section for the appropriate action to be taken.

SUBSTANCES HAZARDOUS TO HEALTH

No contractor will be permitted to carry out any activity whatsoever which might use or create substances that may be classified as hazardous to health.

NOISE

Contractors who bring their own plant and machinery onto any site must be able to provide information on noise levels emitted by their machines. Noise levels from contractor activities must be fully considered in terms of their impact on contractor personnel, the Company’s staff and the neighborhood. If there is any doubt about the potential effects or the methods of control, the issues should be fully discussed with the Company.

The preferred method of control is by engineering means and contractors must ensure that this option is considered first. If this is not possible, then it may be possible to control exposure to noise by shielding or minimising the exposure time. The use of hearing protection must be seen as an absolute last resort.

Information on existing plant site noise levels will be provided by the Company. Where signs are located indicating “Ear Protection Zones”, then this means that noise levels exceed 85 dB(A) and suitable ear protection must be worn at all times when in those areas.

RADIATION

No radioactive substance may be brought onto any Company site or used by contractors in any process for conducting any tests unless notice of such intention is given in writing to the Company.

SITE VEHICLES

All site vehicles used on Company premises must be maintained in accordance with manufacturer’s instructions and must comply with company standards. The Company reserves the right to ask for details of the last maintenance record of the vehicle. Vehicles used on site and their method of use must conform to local site rules.



Contractors employees who drive on the Company's site must strictly adhere to the statutory requirements, rules and traffic signs existing on site and be fully aware of any transport routes which may apply, (e.g. One Way Road systems) and of any other Site Rules to which they must conform. Contractors and their employees, whether as drivers or pedestrians, must observe local site rules and should always observe caution when in the vicinity of site vehicles. Pedestrian access routes provided must be used whenever possible.

HOUSEKEEPING

Waste and other debris from the contractor's working site must be prevented from accumulating and waste materials must be removed daily. All floors, steps, stairs, passageways, gangways and fire exits shall be kept free from any obstruction. Spillage must be promptly and adequately cleaned up, and constant attention maintained to prevent persons slipping, stumbling or falling.

ENVIRONMENTAL MANAGEMENT

YCC has a responsible approach to the environment and operates to clearly define environmental policies. When operating on any Company site, contractors are expected to be similarly responsible and will be expected to provide evidence of effective environmental management.