

SCOPE

- 1.1 Reference is made to the legal agreement between Jan De Nul Group, or one of its companies, (JDN) and the other party (Service Supplier / Third Party) in relation to the work activities or services that have been agreed.
- 1.2 Service suppliers / third parties is a party that performs a service / product / activity to JDN, under supervision of JDN.
- 1.3 The Quality, Health, Safety, Security & Environment (QHSSE) rules for the Service Supplier / Third Party as specified below apply to all work activities and services performed by the Service Supplier / Third Party, including all outsourced work activities and services, in relation to the legal agreement between JDN and the Service Supplier / Third Party.
- 1.4 The QHSSE rules for the Service Supplier / Third Party as specified below apply to all work activities and services performed by the Service Supplier / Third Party, including all outsourced work activities and services on:
 - § JDN premises (whether owned, rented or chartered) such as construction sites, vessels, warehouses, offices, temporary storage areas, containers, etc.;
 - § All Contractor and Subcontractor premises (whether owned, rented or chartered), such as yards, workshops, etc., including all areas where personnel working for or on behalf of JDN carry out working activities, including access and travel areas to the work site.
- 1.5 It's the Service Suppliers / Third Parties' obligation to undertake any action, which may be necessary or required to establish and maintain safe working conditions at the worksite as described under 1.3. The Service Supplier / Third Party shall be responsible for the coordination of all QHSSE matters for the whole of the activities performed, including all outsourced work or services, without compromising the QHSSE Rules for the Service Supplier / Third Party as specified below. The requirements as specified below are considered as the minimum requirements. More stringent requirements might be applied when deemed necessary.
- 1.6 Service suppliers & Third party employees include all personnel that carry out work of any kind for or on behalf of the service supplier / third party.

ORGANISATION OF QHSSE MATTERS

- 2.1 All QHSSE related communication and documentation shall be available in a language as agreed with JDN.
- 2.2 The Service Supplier shall be fully responsible for compliance with all relevant local, national and international laws, regulations, standards or codes of practice and the QHSSE Rules for the Service Supplier / Third Party outlined in this document. The service supplier / Third party may apply more strict measures. In case Client QHSSE requirements differ from the JDN standards, Subcontractor shall comply with whatever is the strictest. The service supplier / Third party may apply for / receive an exemption on topics from these QHSSE Rules based on the complexity and risks related to their activities.
- 2.3 In the event that the Service Supplier / Third Party, including personnel and outsourced personnel fail to comply with any obligation outlined in these QHSSE Rules for the Service Supplier / Third Party at the site as described under 1.4, then JDN has the right to suspend the work until the situation has been rectified. This may include removal of personnel from the site. Any delay sustained during such an event shall be at the cost of the Service Supplier / Third Party.
- 2.4 The Service Supplier / Third Party commits himself to submit an HSE Plan, including risk assessment of the works prior to conducting the works. The HSE plan shall be reviewed by JDN within reasonable timeframe. Any delay sustained shall not be at the expense of JDN.
- 2.5 On request of JDN and if available, the Service Supplier / Third Party shall present the latest certification against QHSSE standards, such as OSHAS 18001 / VCA.
- 2.6 The Service Supplier / Third Party organises and commits himself to communicate the hazards and controls to the employees accessing the site. The Service Supplier / Third Party shall keep records of this communication and make them available to JDN upon request.
- 2.7 The Service Supplier / Third Party commits himself to send all employees to the (project) introduction or to inform all employees in the appropriate language about the HSE information given at the (project) introduction. Records shall be kept as proof the communication on the project (introduction).
- 2.8 The Service Supplier / Third Party shall be present during meetings when requested.
- 2.9 The Service Supplier / Third Party shall cooperate when audits and QHSSE inspections are conducted.

2.10 Everybody has the authority and the responsibility to stop unsafe tasks. The Service Supplier / Third Party shall encourage employees to execute the Stop & Rethink authority when necessary. This authority is valid for all employees and the Service Supplier / Third Party of JDN, irrespective of rank or position.

CSR requirements for the Service Supplier / Third Party

2.11 JDN expects the Service Supplier / Third Party to follow JDN's Corporate Social Responsibility values and principles, in particular:

- § To comply and ensure compliance by their own Service Suppliers "/ Third Parties' with applicable laws (whether international, national or regional) relating to CSR matters, including labour practices, human rights, fair operating practices in the supply chain, ethical issues and community involvement and development;
- § To protect the environment by being responsible and by ensuring operational excellence;
- § To create and maintain healthy and safe work conditions for all their employees;
- § To comply with the prohibition of child and forced labour;
- § To maintain clear guidelines to promote business ethics and prohibit any kind of discrimination;
- § To avoid conflicts of interest across their organisations;
- § To ensure compliance with all relevant environmental requirements, including those related to waste management and exhaust gasses.

The Service Supplier / Third Party shall take responsibility for deploying these requirements throughout their supply chain.

Alcohol and Drug Policy

2.12 The Service Supplier / Third Party shall ensure that all its employees and representatives performing work at the site shall not be in possession of drugs and alcohol, nor consume drugs or alcohol during the work activities. The Service Supplier / Third Party shall have an internal written substance abuse policy/programme, or adopt JDN's drugs and alcohol policy when absent. This includes, but may not be limited to random testing upon any presumption of the use of alcohol or drugs; testing of personnel involved in an accident or serious near miss.

2.13 JDN reserves the right to conduct (un)announced drug and alcohol testing at JDN premises and causal testing following an incident. JDN reserves the right to search and inspect for the possession of alcohol or drugs in order to maintain a safe workplace.

Facilities

2.14 The employees of the Service Supplier / Third Party at JDN premises are only allowed to access those places that are necessary for carrying out their works.

2.15 The use of JDN facilities and equipment by the Service Supplier / Third Party is forbidden, except when mutually agreed upon in writing.

2.16 Sufficient lighting shall be provided to conduct the work activities.

2.17 The Service Supplier / Third Party is responsible for the equipment used onsite. The equipment shall be marked to ensure it is identifiable.

2.18 The Service Supplier / Third Party ensures that his work equipment is suited for the work to be done and regularly tested by a qualified person to guarantee its safe use. Upon request of JDN, the instructions for use and the safety instructions must be submitted.

2.19 The Service Supplier / Third Party must clean at least on a daily basis the places at the JDN premises where he is working and remove all waste according to local laws/regulations. JDN reserves the right to clean up the work areas at the Service Supplier / Third Parties' expense if the latter fails to do so.

2.20 Certificates from disposal of Hazardous Waste must be handed over to the JDN staff at their request.

2.21 Efforts shall be done to limit the impact of waste generated on the work site, and no waste shall be burned on the work site.

2.22 Roads, passages and staircases must be free of obstacles at all times. Flexible pipes and cables should not block a passage. If they cross a passage, they must be protected against damage.

2.23 All material must be stacked orderly and stable, protected against weather influences and in the appropriate areas.

2.24 Preventative measures must be taken to prevent soil, air and water pollution.

2.25 Noise, vibration, radiation and dust levels must be kept within the agreed limits and never exceed limits detailed in the legislation.

2.26 The Service Supplier / Third Party shall ensure that smoking is only done in designated areas.

QHSSE REQUIREMENTS FOR THE SERVICE SUPPLIER / THIRD PARTY

Hazard Management

- 3.1 The Service Supplier / Third Party is responsible to manage the risks related to their work activities as described under 1.4. The Service Supplier / Third Party shall use the hierarchy of controls: Elimination – Substitution – Isolation – Engineering control – Administrative control – Personal Protective Equipment.
- 3.2 Collective Means of Protections such as railings shall never be removed without placing substitute protection.
- 3.3 The Service Supplier / Third Party has implemented risk management tools to identify and communicate hazard and controls on both project and task level for all the work activities.

Permit to work

- 3.4 JDN has identified a number of tasks which are identified as potentially posing serious hazards, when planning to conduct such tasks, possibly placing JDN equipment or JDN personnel at risk, JDN shall be consulted prior to the commencement of these tasks for which a Permit To Work (PTW) may be in place.

These tasks may include, but may not limited to:

- § Entering or carrying out work in a confined space;
- § Critical single crane lifts (> 80% of the crane's capacity);
- § Dual crane lifts;
- § Work at a place where a person is liable to fall from a distance of more than 2 meters, due to the absence of collective protection;
- § Work carried out over water (not included are standard operational activities);
- § Working from an elevated man basket or a boatswain's chair;
- § Work of any type where heat is used or generated outside a designated hot work zone;
- § Work which may generate sparks or other sources of ignition outside a designated hot work zone;
- § Work on high voltage electrical equipment;
- § Work in the vicinity of power lines / equipment, pipelines;
- § Work on a system with stored energy or on a system under pressure (see LOTO);
- § Diving operations;
- § Works involving hazardous substances, including asbestos, radioactive materials / sources and explosives.

Training & Competency

- 3.5 The Service Supplier / Third Party ensures that all personnel working for or on behalf of the Service Supplier / Third Party have the necessary training/professional skills and physical fitness to carry out the tasks assigned to them, including responsibilities in a safety function, and to use and operate the corresponding equipment in a professional and safe manner. The Service Supplier / Third Party will submit the required supporting evidence upon request of JDN. This may include, and may not be limited to: Driving License, Operation Training Certificate, Seamen's Book, Basic safety Training Certificate, Medical Fitness Certificate, Welding certification, etc.

Emergency Procedures

- 3.6 The Service Supplier / Third Party must ensure that all personal are familiarised with the emergency procedures, and that sufficient first aiders, first aid equipment, rescue equipment, fire fighters, fire extinguishers are available, unless it has been mutually agreed that JDN's arrangement (partially or entirely) will be shared..
- 3.7 The Service Supplier / Third Party shall have arrangements in place with medical facilities and emergency services such as ambulances and fire brigades.
- 3.8 The Service Supplier / Third Party shall participate in any exercise or initiative undertaken by JDN to test and validate the Emergency Response Plan.

Incident management

- 3.9 The Service Supplier / Third Party shall inform JDN about every accident, incident or damage within the scope of his activities and submit a written incident report to JDN at the day it occurs. All further reports according to local legislation or requested by JDN (i.e. accident investigation report) shall be submitted by the Service Supplier / Third Party in due time.

- 3.10 Service Supplier / Third Party shall provide JDN a copy of all reports made to government agencies or insurance companies relating to any worksite accident, injury or incident during Service Supplier / Third Parties' performance at work.

Security

- 3.11 The Service Supplier / Third Party shall seek and obtain approval by JDN to access JDN premises prior to commencement work. The Service Supplier / Third Party shall inform JDN when leaving the JDN Premises. Where required or requested by JDN or by legislation e.g. ISPS, the Service Supplier / Third Party shall control the site access to prevent unauthorised entry. Personnel entering JDN premises shall hold proof of identification. Entry passes might be required.

PPE (Personal Protective Equipment)

- 3.12 Every person entering JDN premises shall wear PPE in accordance with the prevailing laws and in compliance with the rules on the sites set by JDN, or the principal.
- 3.13 The Service Supplier / Third Party shall provide all required PPE to its personnel and/or visitors at its own expense. The Service Supplier / Third Party shall ensure PPE is in good condition and shall check PPE at regular intervals, and, if necessary, replace them.
- 3.14 The Service Supplier / Third Party ensures that all employees on site, in accordance with their training and the instructions given, use the PPE in the appropriate manner and put them away safely after use.

Lock out / Tag out

- 3.15 The Service Supplier / Third Party shall adopt JDN's lock out / tag out system in place to protect employees from the unexpected start-up, movement, activation, energizing, release of energy, etc. of plant/machinery during service, maintenance, or inspection activities.

Lifting operations

- 3.16 Service Supplier / Third Party shall ensure that:
- § Lifting devices and lifting gear brought on the JDN premises hold a valid test certificate. A copy of these test certificates shall be handed over to JDN on request;
 - § SWL shall never be exceeded;
 - § Safety devices shall never be bypassed;
 - § All people are cleared from suspended loads;
 - § All personnel participating in the lift shall be competent to perform the task, taking the local requirements into account;
 - § All personnel participating in the lift are cleared from crush hazards. Where required, aids such as taglines shall be used;
 - § Winds speed and visibility shall be assessed prior to conducting the lift.
 - § Priority rules when multiple cranes are in use shall be adhered to.

Hot Works

- 3.17 Service Supplier / Third Party shall ensure that:
- § Signage is in place to alert the hot works area;
 - § Weld screens or covers are used to protect nearby persons and goods from sparks or flashes;
 - § Fire extinguishers are nearby;
 - § Equipment is inspected and found in order prior to use;
 - § Gas cylinders are stored outside, upright, secured and protected against the sun;
 - § Full cylinders are separated from empty ones;
 - § Separation distances for gas bottles to be adhered. E.g. 3m separation between Oxygene / Acetylene in storage.
 - § Valid flash back arrestors are fitted directly after the regulators and the torch, on both oxygen and acetylene gas cylinders.

Confined Space

- 3.18 Service Supplier / Third Party shall ensure that:
- § The atmosphere of the confined space is tested prior to entry and periodically during the occupancy of the confined space;
 - § A system of communication is agreed between attendant / standby person and entrants;
 - § Portable illumination is of the very low voltage safety lighting;

- § Adequate ventilation is in place;
- § A plan and necessary equipment is in place to rescue personnel from the confined space.

Working at height

3.19 Service Supplier / Third Party shall ensure that:

- § Collective Protective Equipment (CPE) against falling is in place for all works above 2m. If impossible to use CPE, then a fall harness and fall arrest system shall be used;
- § Drop zone is barricaded, or spotters are in place;
- § Holes / hatches are secured or covered to prevent people from falling;
- § Ladders shall be in good condition (undamaged and stable) and properly secured;
- § Works from a ladder shall be avoided.

Scaffolds

3.20 Service Supplier / Third Party shall ensure that:

- § Each scaffold as of 2 metres high is fitted with railings, intermediate railings and kickboards. The work floor must join tightly, this means that there are no dangerous gaps between the boards, and the railing must be sufficiently solid considering the loads;
- § The work floor is accessed by means of a staircase (tower) or ladder;
- § Before commissioning, the scaffold is checked by a competent person of the Service Supplier / Third Party, and thereafter on a bi-weekly basis or due to modification of the scaffold;
- § Calculation notes for scaffolds must be submitted to JDN on request.

Electrical Installation

3.21 Service Supplier / Third Party shall ensure that:

- § Electrical installations are approved by a recognised body in accordance with the legislation;
- § Only electric material which is well constructed and free from defects is used at the site and can be connected to the appropriate safe voltage outlets;
- § Fuse boards are closed at all times. Their connection is only allowed with adjusted plugs. All connections (plugs/ socket) must be suited for use in moist circumstances;
- § Cables must always be hung up and/or shielded against possible damage;
- § Water ingress protection shall be guaranteed;
- § Cables don't pose fall, trip & slip hazards;
- § Cables are not exposed.

Hazardous Substances

3.22 Service Supplier / Third Party shall ensure that:

- § All hazardous substances at the site shall be labelled according to the prevailing legislation. The use of flammable, toxic or other dangerous products must be reported to JDN by handing over the Safety Data Sheets prior to commencement of the works;
- § The storage, handling, transport and usage of hazardous substances and the removal of the packaging must be done in accordance with the prevailing legislation;
- § Appropriate warning notices (e.g. no smoking, no naked flames, etc.) shall be posted on storage facilities;
- § Substances that have the potential to leak into the environment shall be kept in secondary spill containment systems which can contain at least 110% of the capacity of the biggest container in the event of a spill;
- § If works are carried out during which damaging or irritating vapours/ gases are released, this must be reported to JDN and measures must be taken to discharge the vapours/ gases in a safe and efficient way (exhaust installation ...);
- § No Asbestos-Containing Materials (ACM) shall be used, nor installed on JDN premises. The Service Supplier / Third Party may be asked to provide certification;

Bunkering

3.23 Service Supplier / Third Party shall ensure that:

- § No bunkering takes place without approval from JDN;
- § Joint bunkering samples shall be taken;
- § Spill equipment shall be in place.

Working Alone

3.24 Service Supplier / Third Party shall ensure that:

- § No activities as described in section 3.3 are conducted when working alone;
- § When personnel are working alone, the person has suitable means of communication and there is a system established to ensure regularity of contact.

Vehicles and Heavy Equipment

3.25 Service Supplier / Third Party shall ensure that vehicles and heavy equipment comply with the site specific requirements. This may include, but may not be limited to:

- § Seatbelt for drivers and all passengers;
- § Rotating flashing beacon;
- § Audible reversing alarm;
- § UHF radio.

Traffic

3.26 Service Supplier / Third Party shall comply with:

- § Separation between pedestrians – light vehicles – heavy equipment;
- § Site signage;
- § Speed restrictions;
- § No use of mobile phones whilst driving / operating;
- § Maintain sufficient distance from machines;
- § Parking at designated parking areas where possible.