

## 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 (Contractor) in relation to the work activities or services that have been agreed.
- 1.2 A Contractor is a party that undertakes a legal agreement with JDN to provide a scope of work.
- 1.3 The Quality, Health, Safety, Security & Environment (QHSSE) rules for Contractors as specified below apply to all work activities and services performed by the Contractor, including all outsourced work activities and services, in relation to the legal agreement between JDN and the Contractor.
- 1.4 The QHSSE rules for Contractors as specified below apply to all work activities and services performed by the Contractor, including all outsourced work activities and services on:
  - JDN premises (whether owned, rented or chartered) such as vessels, temporary storage areas, containers, etc.; or
  - All Contractor 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 Contractor's 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 Contractor 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 Contractors 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 Contractor employees include all personnel that carry out work of any kind for or on behalf of the contractor. This includes but may not be limited to subcontractors of the contractor, suppliers, vendors, etc.

## 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 Contractor 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 Contractors outlined in this document. The Contractor may apply more strict measures. The subcontractor may apply more strict measures. In case Client QHSSE requirements differ from the JDN standards, Subcontractor shall comply with whatever is the strictest. In the event that the Contractor, including any of its employees or subcontractor's personnel fail to comply with any obligation outlined in these QHSSE Rules for Contractors 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 contractor.
- 2.3 The contractor 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.
- 2.4 On request of JDN and if available, the subcontractor shall present the latest certification against QHSSE standards, such as OSHAS 18001 / VCA.
- 2.5 The Contractor organises and commits himself to communicate the hazards and controls to the employees accessing the site. The Contractor shall keep records of this communication and make them available to JDN upon request.
- 2.6 When the Contractor's onsite employee total (total number of employees of Contractor and all sub-/lower tier contractor employees working on the site) is less than 50 individuals, the QHSSE representative from the Contractor may have other responsibilities. In case the Contractor's onsite number of employees exceeds 50 individuals, a full time QHSSE professional (person who by education, experience or a combination has gained extensive knowledge in QHSSE) shall be full time assigned to the work activities and services related to the legal agreement between JDN and the Contractor. JDN reserves the right to request additional QHSSE professionals, or replacement or removal of any QHSSE representative.
- 2.7 The Contractor commits himself to organise periodical meetings related to the work activities, or be present at such meetings organised by JDN, if any.
- 2.8 The Contractor shall undertake regular audits and QHSSE inspections of the work location and services they or their subcontractors are performing and shall record their findings. Such audit and inspection reports will be provided to JDN on request.

- 2.9 Everybody has the authority and the responsibility to stop unsafe tasks. The Contractor shall encourage employees to execute the Stop & Rethink authority when necessary. This authority is valid for all employees and Contractors of JDN, irrespective of rank or position.

### CSR requirements for Contractors

- 2.10 JDN expects the Contractor to follow JDN's Corporate Social Responsibility values and principles, in particular:
- To comply and ensure compliance by their own subcontractors 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 Contractor shall take responsibility for deploying these requirements throughout their supply chain.

### Alcohol and Drug Policy

- 2.11 The Contractor shall ensure that all its employees and representatives performing work at the site are not under influence nor in the possession of drugs or alcohol. The Contractor 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.
- 2.12 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

- 2.13 The employees of the Contractor at JDN premises are only allowed to access those places that are necessary for carrying out their works.
- 2.14 On request of JDN, a dilapidation survey shall be held before and after the works. JDN reserves the right to repair any damage sustained at the Subcontractor's expense.
- 2.15 The Contractor is compelled to provide for the employees the legally required health facilities (mess room, sanitary facilities ...) and to keep them in a proper state. Meals should be eaten only in the facilities specifically provided by the Contractor for this purpose. In case it has been agreed that JDN provides these facilities, the Contractor is to ensure their maintenance.
- 2.16 The use of JDN equipment at the premises by Contractors is forbidden, except when mutually agreed upon in writing.
- 2.17 Sufficient lighting shall be provided to conduct the work activities.
- 2.18 The Contractor is responsible for the equipment used onsite. The equipment shall be marked to ensure it is identifiable.
- 2.19 The Contractor 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.
- 2.20 The Contractor 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 Contractor's expense if the latter fails to do so.
- 2.21 Certificates from disposal of Hazardous Waste must be handed over to the JDN staff at their request.
- 2.22 Efforts shall be done to limit the impact of waste generated on the work site, and waste shall not be burned on the work site.
- 2.23 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.
- 2.24 All material must be stacked orderly and stable, protected against weather influences and in the appropriate areas.

- 2.25 Preventative measures must be taken to prevent soil, air and water pollution.
- 2.26 Noise, vibration, radiation and dust levels must be kept within the agreed limits and never exceed limits detailed in the legislation.
- 2.27 The Contractor shall ensure that smoking is only done in designated areas.

## QHSSE REQUIREMENTS FOR CONTRACTORS

### Hazard Management

- 3.1 The Contractor is responsible to manage the risks related to their work activities as described under 1.4. The Contractor 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 Contractor 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. Although the Contractor is responsible for the implementation of QHSSE at the site, 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 be 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 Contractor ensures that all personnel working for or on behalf of the Contractor 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 Contractor will submit the required supporting evidence upon request of JDN. This may include, and may not be limited to: Driving License, Operation Training Certificate, Seamans Book, Basic safety Training Certificate, Medical Fitness Certificate, Welding certification, etc.

### Emergency Procedures

- 3.6 The Contractor 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.
- 3.7 The contractor shall have arrangements in place with medical facilities and emergency services such as ambulances and fire brigades, unless it has been mutually agreed that JDN's arrangement (partially or entirely) will be shared.
- 3.8 The Contractor shall participate in any exercise or initiative undertaken by JDN to test and validate the Emergency Response Plan.

### Incident management

- 3.9 The Contractor shall inform JDN about every accident, incident or damage within the scope of his activities at the premises 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 Contractor in due time. The contractor remains responsible for further follow up of the investigation, and shall bear the costs involved in the investigation.

- 3.10 Contractor shall provide JDN a copy of all reports made to government agencies or insurance companies relating to any worksite accident, injury or incident during Contractors performance at work.

### Security

- 3.11 Security control on contractor premises shall be organised by the contractor. This includes, but may not be limited to access control, fencing, etc.
- 3.12 The Contractor shall seek and obtain approval by JDN to access JDN premises prior to commencement work. The Contractor shall inform JDN when leaving the JDN Premises. Where required or requested by JDN or by legislation e.g. ISPS, the Contractor 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)

- 3.13 The Contractor shall have a strict and clear PPE policy in place.
- 3.14 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.
- 3.15 The Contractor shall provide all required PPE to its personnel and/or visitors at its own expense. The Contractor shall ensure PPE is in good condition and shall check PPE at regular intervals, and, if necessary, replace them.
- 3.16 The Contractor 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

- 3.17 The Contractor shall have a 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

- 3.18 Contractor 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.
  - Agreement shall be in place on the priority rules when multiple cranes are in use.

### Hot Works

- 3.19 Contractor 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 shall be available 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

- 3.20 Contractor 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

3.21 Contractor 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

3.22 Contractors 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 Contractor, 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

3.23 Contractor 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

3.24 Contractors 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 Contractor may be asked to provide certification;
- For ships built, and for major repairs, refitting, and dry-docking, an Asbestos-free Declaration and relevant supporting documentation are provided in the required format as per SOLAS Reg.II-1/3-5 Declaration of Conformity for both material, equipment and components as well as an overall declaration for the unit built.

## Bunkering

3.25 Contractors 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

3.26 Contractors shall ensure that:

- No activities as described in section 3.1 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

3.27 Contractors 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

3.28 Contractors 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.