



**Safety, Health and Environment ANNEX
for works performed on Buyer's site
("Annex J.1")**

**BUYER SAFETY, HEALTH, FIRE-PREVENTION AND ENVIRONMENTAL
REQUIREMENTS**

to

CONTRACT
[Date/Contract Number/Parties]
("Contract")

Date:

SAFETY, HEALTH, FIRE-PREVENTION AND ENVIRONMENTAL REQUIREMENTS

1. Definition

- 1.1. For the purpose of this Annex J, "Supplier" embraces all employees of the given individual or legal entity, as well as sub-suppliers and their employees, leased labour or individuals acting on the behalf of the given individual or legal entity, its suppliers, lower tier suppliers and their employees on Buyer site.
- 1.2. "Employee" means any individual, which is in civil, legal or labour relationship with the Supplier.
- 1.3. "SHE Specification(s)" means a set of site-specific requirements applicable to the project or work to be conducted as part of Annex J.
- 1.4. Whenever this Annex J refers to "machine", "equipment" or similar expression, it is herewith clarified that these references are solely referring to installation equipment, not to Equipment forming part of the Supplier's scope of supply in the sense of the definition used in the Contract.

2. General SHE Requirements

- 2.1. The Supplier undertakes to comply with local (including EU regulations (norms) legislation for safety, health, fire prevention, the environment and internal requirements of the Buyer (site-specific annex and SHE Specification[s])). The Supplier has the duty to inform the Buyer of the status of their compliance before start of work as required by the Buyer. The Buyer has the right to review the compliance of such regulations at any time. The procedures in the event of a non-compliance or incident are described in this document.
- 2.2. The Buyer has the right to provide the Supplier with site specific (internal) SHE requirements, which can differ from site to site and can go beyond the requirements addressed in this Annex J, when agreed by Parties. The Supplier has to comply with such requirements.
- 2.3. The Supplier shall provide the Buyer with proof of OHSAS18001 or equivalent certification before starting any works or services for the Buyer. Where appropriate, the Buyer may, at his discretion, audit the Supplier's compliance with the Buyer's SHE requirements. Such audits are limited to the Supplier's activities in connection with this Contract and at Site only. This audit relates to this project may replace the above stated certification requirements where the certification would not be appropriate (e.g. due to the size of the Supplier). The Supplier shall also provide the Buyer with its current SHE policy and the SHE performance of the last 5 years calculated from the effective date of the Contract.
- 2.4. The Supplier will describe and define the line and staff responsibilities for the project safety, health and environmental programme by appointing a responsible person (the „Supplier Manager“) who will be entrusted with the safe management of work. The Supplier Manager selected shall:

- a) to prepare a SHE plan according to the requirements of the Buyer (site-specific annex and SHE Specification[s]) in which the Supplier shall describe how SHE issues are addressed to ensure zero harm. The SHE plan shall, inter alia, include a reference and a statement of compliance with the Suppliers own SHE requirements and procedures, Buyer's requirements and rules, any site specific procedures, instructions and work methods and will demonstrate compliance with local SHE legislation. The SHE plan will also schedule a weekly leadership safety walk-through, safety audits and regular safety meetings
 - b) be technically competent to carry out the work;
 - c) have the commitment, resources and management structure to work according to Buyer's requirements;
 - d) have appropriate safety training programmes for his personnel;
 - e) demonstrate that Supplier's employees have the necessary skills to carry out the contracted work in a safe manner;
 - f) be fully aware of the SHE aspects of the project with respect to the work to be conducted;
 - g) have properly maintained equipment and work materials and keeps appropriate records thereof;
 - h) ensure that all requirements of the Supplier SHE plan, Annex J and SHE Specification(s) are adhered to for the full duration of the work;
 - i) have a system in place to ensure that the Supplier fully complies with any relevant legislation, compensation for any change of legislation after signing of the Contract will be agreed by both Parties;
- 2.5. The Supplier will also appoint at least one dedicated SHE professional person (the "SHE Professional[s]") for 50 or more people employed for the work on site. Additional resources may be requested by the Buyer on a risk-based approach. The Buyer may request the replacement of the SHE Professional(s) if they are insufficiently qualified. In this case, the Supplier shall provide replacement of the SHE Professional(s) without delay.
- 2.6. Supplier shall ensure availability of its personnel for site specific SHE trainings including its sub-suppliers/leased labour to be conducted by the Buyer. The Supplier shall conduct basic training through an authorised and sufficiently qualified person before entering the premises of the Buyer. Proof of test and attendance will be provided by the Supplier to the Buyer prior to work commencing. In case of repeated working site entries during an agreed upon period, repeated training will be carried out if a change of the requirements of the Buyer occurs, however, at least once per contractual year. The Buyer retains the right to conduct the training in addition to the Supplier.
- 2.7. The Supplier will submit a list of employees with the respective qualifications for the activities that will be carried out by them on site before starting any works or services for the Buyer. Access cards authorising the holder to enter the premises and to conduct the work will be issued to the employees of the Supplier based on the passed safety training. Any other persons are not permitted to conduct any work on site. Sub-suppliers may not permit any work unless authorized by Buyer representative.

- 2.8. Supplier management shall lead in SHE (its employees, its sub-suppliers/leased labour), encompassing, inter alia, the following items: including the topic of SHE into the agenda of all meetings, participating in site safety audits, closing out safety actions identified by audits or incident investigations, reporting SHE incidents to the Buyer, communicating SHE issues to their teams, daily supervisor safety talks recognizing safe performance and integrating SHE into planning, competence and equipment facets of the project; including documentation of the aforementioned terms (which shall be provided to the Buyer upon request).
- 2.9. The Supplier will ensure that only best practice (including CE certification, EU directives, regulations and norm compliant, or as approved by Buyer) equipment is used on the project and that it is operated by competent and appropriately qualified personnel in accordance with the manufacturer instructions, local legislation and Buyer's requirements as communicated to the Supplier from time to time as agreed by both Parties.
- 2.10. The Supplier will identify its employees, including employees of all sub-suppliers/leased labour visibly with its commercial identification (company name) on working clothing or by using tags. The Supplier will identify all the facilities used by the Supplier on external doors or gates with its commercial identification (company name). The Supplier is responsible for all its employees and shall ensure that they stay only within the dedicated access roads and specified working sites and facilities in the premises of the Buyer. The Supplier shall also ensure that its employees do not stay within the Buyer premises out of their working hours and obey the instructions of the site security.
- 2.11. The Supplier must obtain the prior written approval from the Buyer for any sub-supplier and/or leased labour engaged on Site of Supplier before starting any works or services for the Buyer. Any changes including, but not limited to, replacement of any sub-supplier at Site, any change of agreed work method or equipment etc. need to be notified in writing to the Buyer. Any such change requires the Buyer's prior approval, changes of sub-suppliers are only to be approved, if the new sub-supplier is not listed in Annex T. The Supplier is responsible to ensure that all sub-suppliers and/or leased labour are fully briefed on the contents of the SHE plan and any other requirements on site (including any safety requirements).
- 2.12. The Supplier undertakes to identify the hazards and complete a risk assessment of his activities, processes or equipment used and Equipment installed including proper documentation thereof (which shall be provided to the Buyer upon request). Before starting any works or services for the Buyer, the Supplier shall implement effective risk reduction measures based on the hierarchy of controls and shall inform the Buyer thereof (including a brief description of these measures). The Buyer reserves the right to approve the methodology used and to require the Supplier to use a different methodology if, in the reasonable opinion of the Buyer, the methodology used is not sufficient.
- 2.13. Safe systems of work shall apply and they shall include, inter alia, standard operating procedures, instructions, work method statements and the use of work permits for hazardous work in accordance with the SHE Specification(s) of the Buyer.

- 2.14. The Supplier undertakes to provide its employees and all its sub-suppliers and/or leased labour with suitable personal protective equipment according to the individual professions of these employees and according to the activities and risks within the working site of the Buyer and compliant with the SHE Specification(s) of the Buyer and any requirements under the local legislation. Special requirements about the use of specific personal protective equipment should be based on best practices agreed by both Parties. The Supplier has the duty to train, check and ensure the correct use of the personal protective equipment before starting and during any works or services for the Buyer.
- 2.15. The Supplier has to be equipped with means for emergency preparedness and response as prescribed in the Buyer's SHE Specification(s), including sufficiently qualified first aiders.
- 2.16. The Supplier has to be equipped with means for safe handling and storage of non-hazardous and hazardous chemical substances and wastes, including spill management equipment as per Buyer's SHE Specification(s).
- 2.17. The Supplier undertakes to provide the Buyer with a monthly written summary of information on the completed working hours, lost working days and any injuries (including their classification) in the working site. All information has to be provided by the 2nd working day of the calendar month following the calendar month for which the information is submitted.
- 2.18. The Supplier shall notify the representative of the Buyer of any incidents, including, but not limited to, any injuries, damages and close calls within the Buyer's premises immediately and provide the representative of the Buyer with copies of all relevant documentation related to the incident in writing, subject to limitations set forth by applicable data protection laws.. Upon the Buyer's request, the Supplier shall carry out an investigation of the incident together with the representative of the Buyer or participate in the investigation conducted by the Buyer.
- 2.19. The Supplier undertakes to promptly notify the representative of the Buyer about all incidents that potentially affect the quality of water, atmosphere and/or other components of the environment (odour, noise, dustiness etc.).
- 2.20. The Supplier shall notify the Buyer immediately of all circumstances that could lead to any risks for the operation or the condition of the technical equipment and facilities during its activities in the working sites of the Buyer. However, such notification does not release the Supplier from its responsibility for any (potentially) incurred damages. If any employee of the Supplier and/or its sub-suppliers/leased labour notices any hazards or risk (or any indications of such hazards or risks) that could endanger the health or safety of persons and/or cause damages to the environment and/or cause operational accident (breakdown) has to interrupt the work (if such employee is unable to eliminate the risk by himself/herself) and to immediately report this fact to the responsible person who was appointed to manage the work and then to notify all persons who could be endangered by the possibilities of such risk.

- 2.21. The Buyer shall be entitled to stop any work performed by the Supplier if such work is creating a risk of injury or health to persons and/or damage to the environment. Any delays caused by such necessary interruption are at the cost and risk of the Supplier without any reimbursement of such costs from the Buyer. However, in case unsafe work has been caused by other than the Supplier's personnel or subcontractors/subsuppliers, the Supplier shall be entitled to be compensated for its additional costs arising therefrom, including extension of time.
- 2.22. The Supplier's employees and/or its sub-suppliers/leased labour must not be under the influence of, consume or be in possession of alcohol or drugs or any other addictive substances within the working site. The Buyer shall be entitled to test Supplier's employees for alcohol and/or any other addictive substance abuse. Any employee who notices any person under the influence of alcohol or any other addictive substances within the working site has to immediately report this to the responsible person who was appointed to manage the work and then to notify all persons who could be endangered by such behaviour. No weapons, ammunitions or explosives may be brought on site.
- 2.23. The Supplier will implement a disciplinary system for violation of the above mentioned rules and requirements defined in this Annex J.
- 2.24. Upon agreement with the Buyer, the Supplier shall implement a recognition system where the employees are rewarded with token gifts for a continuous safe performance.
- 2.25. The Buyer shall be entitled to stop any activity of the Supplier, including any works performed by the Supplier that is in conflict with the local legislation, the Contract and/or its annexures as well as the SHE Specification(s) and plans.
- 2.26. In the event of a violation of the Buyer's rules and requirements (i.e. the Contract and its annexes as well as the SHE Specification[s] and plans), the Supplier undertakes to pay the Buyer a contractual penalty as agreed in the local safety Annex (Annex J.2).
- 2.27. The Supplier will list all vehicles and machinery that will be used to access the premises of the Buyer and submit the list to the Buyer for approval before starting any on site works or services. The Supplier will be allowed to enter the Buyer's premises only based on the issued permission(s) and for the necessary activities required for completing the contractual works and services and only in accordance with the Buyer's SHE Specification(s).
- 2.28. The Supplier is also aware that the breach of safety related rules and provisions, in particular in case of continuous breaches, constitutes as breach of contract. The contractual consequences stated in the contract will be applied accordingly.

3. Specific requirements applicable to the Supplier

3.1. Hazard identification and risk assessment

- 3.1.1. The Supplier will list all activities that will be undertaken at the Buyer's site and identify the hazards associated with such activities prior to commencement of work.
- 3.1.2. The Supplier will assess the risks of such hazards using a risk assessment methodology, which rates the risks.
- 3.1.3. The Supplier will assess the risks and implement sufficient mitigating measures.
- 3.1.4. The Supplier will apply the hierarchy of controls to implement actions that reduce the risk to as low as reasonably possible.
- 3.1.5. The Supplier will present the completed risk assessment to the Buyer in written format before commencing work activities.
- 3.1.6. The Supplier shall ensure that pre-task assessments are conducted and completed prior to work commencing.

3.2. Safe systems of work

- 3.2.1. The Supplier will provide safe systems of work including formal standard operating procedures describing the safe completion of routine tasks.
- 3.2.2. The Supplier is obliged to have a permit to work issued for each work that will be carried out in the Buyer's premises in accordance with site specific requirements.
- 3.2.3. If and to the extent applicable and in addition to any other requirements the Buyer may have (as communicated to the Supplier from time to time), the Supplier shall obtain for any specific permit to work as may be required by any local legislation.
- 3.2.4. The Supplier shall ensure that all its employees and sub-suppliers are fully instructed and adequately trained in the safe systems of work and medically fit and able to work.

3.3. Lifting activities

- 3.3.1. All lifting equipment (including attachments) provided by the Supplier will be compliant with any local legislation and any of Buyer's site specific SHE Specification(s), and shall include in particular, but not limited to, the following details: respective evidence that the equipment is numbered, registered, and inspected by a competent and qualified specialist and found safe for use, identified and marked as safe for use (including the due date for the next inspection). The inspection records must be kept on site for easy reference purposes and shall be provided to Buyer upon request.
- 3.3.2. All crane operators and riggers shall be competent (i.e. licensed to operate such lifting equipment and rig loads and authorized by their respective managers to operate the respective equipment).

- 3.3.3. In case that the Supplier needs to use a crane owned by the Buyer for execution of work and provided that the Buyer gives his explicit prior consent for the use of such crane, the crane will be either operated by the Buyer or the Supplier will provide a duly authorized and licensed crane operator for the specific crane.
- 3.3.4. The respective rule on safe lifting under the Buyer's "Nine Safety Rules to Live By" applies to all lifting activities, as included in site SHE specification(s) in Annex J.2.

3.4. Energy isolation

- 3.4.1. All energy sources (including electrical, pneumatic, hydraulic, kinetic, gravity, heat, pressure, chemical etc.) that the Supplier will be exposed to, will be identified by the permit to work issuer and verified by Buyer representative.
- 3.4.2. All such energy sources shall be isolated (according to the SHE Specification[s]) including the use of a one-man-one-lock, tag and a test energy isolation approach that locks out the energy sources and including tests for effective isolation in accordance with the SHE Specification(s).
- 3.4.3. Pipe lines containing hazardous chemicals will be purged and drained before being isolated and cut or accessed according to the site specific SHE Specification(s).
- 3.4.4. Any site specific rules of the Buyer (as communicated to the Supplier), including any rules on energy isolation and on respective permits to work, apply to all activities involving energy sources.
- 3.4.5. Pre-task assessments must also consider the energy isolation issues according to permit work requirement(s).

3.5. Work at height

- 3.5.1. The Supplier will supply appropriate and good practice equipment to work safely at height in accordance with any site-specific rules of the Buyer.
- 3.5.2. All working at height equipment (f.e. ladders, scaffold, mobile elevating platforms, man cages, safety harnesses etc.) provided by the Supplier will be compliant with any local legislation and any site specific SHE Specification(s) of the Buyer and shall include in particular, but not limited to, the following details: respective evidence that the equipment is numbered, registered, and inspected on a regular basis; respective evidence that the scaffold was inspected by a qualified scaffold inspector and found safe for use and identified and marked as safe for use (including the due date for the next inspection). The inspection records must be kept on site for easy reference purposes and shall be provided to Buyer upon request.
- 3.5.3. Scaffold builders shall be competent (i.e. qualified and certificated). In case that scaffolding is required for the execution of works, the Supplier has to ensure that such scaffolding complies with the SHE Specification(s) of the Buyer.
- 3.5.4. The Supplier shall ensure that any scaffold constructions are built according to Buyer requirements and in accordance with the instructions of a qualified scaffold inspector. The scaffold plan (i.e. a design drawing of the scaffold) shall be available at the project site when required.

- 3.5.5. The Supplier shall ensure that all operators that work at height are trained in the correct use of full body safety harness and any other safe work at height equipment (i.e. self-retracting lanyards) if the use of such other equipment is agreed and the Supplier will supply any such equipment to his employees.
 - 3.5.6. Suppliers must ensure that all persons working at heights are medically fit for such work.
- 3.6. Work with hazardous substances (according to scope of supply, Annex C).
- 3.6.1. The Supplier shall implement systems for the adequate control of exposures to chemical, biological and asbestos hazards.
 - 3.6.2. A hazard assessment shall be carried out by the Supplier prior to bringing chemicals onto site for all existing and for any new chemical, biological and asbestos hazards. The risks of exposure must be adequately assessed and documented for all chemicals (including asbestos and biological agents which present a significant hazard) prior to the commencement of any on site works or services.
 - 3.6.3. Exposures to chemicals, including asbestos and biological agents shall be minimised in accordance with international industry best practice standards and shall in all cases be kept below the occupational exposure limit (“OEL”). All areas where OEL levels are exceeded shall be demarcated as compulsory protection zones by using appropriate marking and symbolic signs.
 - 3.6.4. The Supplier shall develop procedural controls which include the identification of chemical and biological agents in the workplace by using markings in accordance with the relevant local legislation on the labelling of chemical and biological agents and on safety signs at the workplace. Appropriate material safety data sheets shall be available at the place of work. Asbestos shall be decontaminated and disposed of according to international best practice standards and any legal requirements.
 - 3.6.5. In addition, any of the Buyer’s rules on hazardous chemicals as prescribed in the Buyer’s SHE Specification(s) shall apply.
- 3.7. Use of mobile plant
- 3.7.1. All mobile plant provided by the Supplier shall be compliant with any local legislation and all Buyer’s site specific requirements (which will be notified to the Supplier), including, in particular, but not limited to, the following details: respective evidence that the equipment is numbered, registered and inspected by an independent certified 3rd party, or competent and qualified party and declared safe for use, identified and marked as safe for use (including the due date for the next inspection). All mobile plant shall be inspected prior to the start of each shift and the record of such inspection shall be kept in a logbook, which shall be provided by the Supplier.
 - 3.7.2. All vehicle operators will be medically fit and competent (i.e. licensed to operate the mobile plant and authorized to do so by their respective managers).
 - 3.7.3. The Buyer’s rules on mobile plant as prescribed in the Buyer’s SHE Specification(s) shall apply to all mobile plant activities.

3.7.4. The Supplier carries out and ensures safe loading and unloading, distribution and proper storage of all materials and equipment required for the proper performance of the work at its own responsibility and expenses.

3.8. Entry to confined space

3.8.1. Any entry to confined space must be under the permit to work conditions and unauthorized entry must be prohibited.

3.8.2. All personnel in confined space have to be equipped with calibrated individual gas monitors if required according to Permit to Work requirements on a risk-based approach. Gas testing shall be executed according to local conditions and strictly complying with prescriptions given in the Permit to Work.

3.8.3. It must be ensured that a stand by person is present at all times at the entrance to the confined space to control the access to the confined space and to initiate an emergency response.

3.8.4. Between the stand by person and the working team(s) respective communication means need to be in place.

3.8.5. Sufficient emergency plans shall be implemented in accordance with the requirements under Buyer's SHE Specification(s).

3.9. Exposure to moving and rotating equipment

3.9.1. The Supplier shall ensure that:

- a) before using portable tool or putting in operation (including commissioning pre-activities) any fix equipment all safety guards must be in place and fitted correctly;
- b) protective devices and emergency stops are in working order and tested regularly;
- c) no equipment will be used if any guards or protective devices are missing or faulty or if there is any risk that the operator or other persons may come into contact with any moving or rotating parts;
- d) any dismantled or removed guarding or safety equipment will be replaced after conducting the work (if such dismantling or removal of any guarding or safety equipment is necessary to conduct the work).

3.10. Powered Tools

3.10.1. Powered tools include, but are not limited to:

- a) chainsaws;
- b) compressed air tools;
- c) high pressure water washing equipment;
- d) cartridge operated and portable electrical tools;
- e) grinding machines and portable angle grinders.

3.10.2. All such powered tools used by the Supplier shall meet all statutory requirements, in particular those for guarding, speed of operation and labelling.

3.10.3. The number of cartridge-operated tools on site shall be kept to a minimum and tools and cartridges shall be kept secure when not in use.

- 3.10.4. All powered tools operated by the Supplier shall be identified and registered as controlled work equipment. Before using such powered tools, a risk assessment shall be carried out in order to assess and evaluate all hazards possibly connected with such tools, including any hazards for human health and the environment.
- 3.10.5. Job methods and/or Supplier's operating instructions (as issued by the manufacturer) for the use of such powered tools shall be specified in accordance with best international industry standards, any national code of practice and Buyer's SHE Specification(s). These instructions shall define precautions including any need for personal protective equipment and a permit to work.
- 3.10.6. The powered tools shall be fit for purpose, sufficient for the respective task, constructed according to best industry standards, in good technical condition and shall have, if relevant, appropriate guarding.
- 3.10.7. Powered tool operation shall only be possible through the manual action of the operator.
- 3.10.8. Powered tools shall be used only by competent persons that are provided with the necessary training and validation.

3.11. Falling Objects

- 3.11.1. Protective measures must be provided to ensure that equipment, tools and other objects do not fall from heights. Such measures include, but are not limited to:
 - a) wrist straps;
 - b) buckets and containers for small tools and equipment;
 - c) suitable material for placing over grating and openings to prevent tools and equipment falling through gaps;
 - d) toolboxes;
 - e) lifting cages;
 - f) safety latches on lifting hooks;
 - g) suitable means for slinging loads;
 - h) securing of equipment to prevent movement in high wind conditions;
 - i) fire blankets to prevent welding slag or cutting and grinding sparks from falling to levels below.

3.12. Housekeeping

- 3.12.1. The Supplier shall ensure that all work areas (in its responsibility) are maintained in a clean, tidy and safe and healthy condition at all times.
- 3.12.2. Sufficient waste disposal containers must be placed throughout the work areas and emptied on a regular basis as contractually agreed between the Buyer and the Supplier.
- 3.12.3. .
- 3.12.4. If the Supplier fails to clear and/or clean the project site or fails to clear and/or clean it within the agreed period of time, the Buyer reserves the right to clear and/or clean the site at the expenses of the Supplier.

- 3.13. Personal protective equipment (“PPE”)
- 3.13.1. PPE is the last line of defence between personnel and the workplace environment and stressors, and should only be considered after elimination, substitution, engineering and administrative controls have been provided for.
 - 3.13.2. Work areas and tasks shall be assessed for potential exposure to environmental and/or physical stressors and, when necessary, appropriate PPE, shall be selected.
 - 3.13.3. Those persons who are required to wear PPE are provided with suitable information, trained and tested in the applications, use and limitations of the PPE prior to exposure to the potentially hazardous work area and/or task.
 - 3.13.4. Face shields shall be worn when operating angle grinders.
- 3.14. Occupational Health
- 3.14.1. The Supplier ensures that appropriate health assessments are carried out prior to employment of its employees and shall present confirmation of such assessments to the Buyer prior to commencing work.
 - 3.14.2. The Supplier shall verify that the state of health of all his employees is suitable for the work to be conducted and areas to be worked to.
- 3.15. Fire and explosion prevention
- 3.15.1. The Supplier is responsible for fire prevention safety during performance of hot works including consequent supervision after completing the work (for at least 30 minutes). The supervision of such works may be carried out by the Supplier’s shift leader (i.e. leader of the shift during which the works with exposed flame were carried out) or by an employee authorised by the Supplier’s shift leader.
- 3.16. Emergencies
- 3.15.2. The Supplier shall develop SHE emergency preparedness and respective response plans for each project in co-operation with the Buyer and have such plans documented, accessible and clearly communicated to the Buyer before starting any works or services for the Buyer.
 - 3.15.3. Such plans shall be based on the assessed risks and shall include plans for any possible project specific emergencies. The plans shall be alligned to the Buyer’s emergency response plans and shall contain the following elements:
 - a) Organisational structure, responsibilities and authorities of the Supplier;
 - b) Communication procedures;
 - c) Procedures for mobilisation of personnel and equipment;
 - d) Procedures for assessing essential operational and environmental information;
 - e) Procedures for interfacing with other companies and external emergency response organisations;
 - f) Procedures for notification, evacuation, search and rescue, all-clear and re-entry;

- g) Post-emergency follow-up requirements (including reporting, investigation, remediation, corrective action);
- h) Information about the emergency response teams (including their establishment, training and testing);
- i) Suppliers and other persons are trained in emergency plans and aware of their roles and responsibilities in an emergency.

3.15.4. The Supplier shall have the necessary first aid and fire extinguishing equipment available on site.

3.17. Environmental protection

- 3.17.1. The Supplier shall ensure that all materials brought to site or used at site do not affect the environment and comply with any local environmental requirements.
- 3.17.2. The Supplier will provide a list of all chemicals brought to the Buyer's site, including the relevant material safety data sheets prior to bringing such chemicals onto site.
- 3.17.3. The Supplier will demarcate, store and handle chemicals in accordance with the requirements and standards as defined by the relevant material safety data sheets.
- 3.17.4. The Supplier will demarcate, store and handle waste including wastewater as defined by the respective site specific requirements as instructed by the Buyer and any local legal requirements.
- 3.17.5. The Supplier will demarcate, store and handle hazardous waste (for hazardous materials brought by the Supplier to Site) as defined by the relevant material safety data sheets, any site specific requirements as instructed by the Buyer and local legal requirements.
- 3.17.6. Any costs incurred to rectify any environmental damage will be borne by the Supplier, provided the Supplier can be held legally liable for such environmental damage.

4. Equipment safety requirements for Suppliers

- 4.1. The Supplier will ensure that all equipments / machines supplied are in compliance with the design specifications and any relevant legislation before they are shipped to the Buyer's site.
- 4.2. The Supplier will support a Process Hazard Analysis ("PHA"), as and when required.
- 4.3. The Supplier shall ensure that all tools and equipment brought onto Buyer's site are safe and in a technically accurate condition. Damaged equipment and tools shall be removed from the Buyer's site immediately. Tools and equipment shall be used exclusively for the purpose which they are designed for and only in accordance with the respective operating instructions and/or manuals. The Supplier is obliged to prove the accurate technical condition by submitting relevant technical documentation (where required) such as maintenance records, inspection records, etc. to the Buyer prior to bring the tools and equipment on site.
- 4.4. Any knife with sectional type blades and homemade knives are fully forbidden to be used.
- 4.5. The Supplier ensures that the equipment does not generate static electricity which could lead to the inflammation of the substrate, equipment parts or peripheral equipment.

Definitions

SHE - hereinafter referred to as well as "HSE" or "HES" or "H&S"

Supplier – includes the main, all sub-suppliers, the supplier of equipment, machines or products, on each level of supply chain and leased labour

Buyer – Mondi Site or Mondi Operation or Mondi business unit, division or group

MSDS – Mondi Sustainable Development Standards

Appendixes to the Annex J.1:

1. Annex J1.1 - Penalties
2. Annex J1.2 - Example of Risk Assessment
3. Annex J1.3 - Mondi Risk Assessment FORM
4. Mondi Scaffolding Safety and Best practice
5. Mondi Safe Angle Grinding Guidance Note
6. Mondi Safe High Pressure Cleaning Requirements