

Contractor HS Rules

To help us protect the safety and health of everyone on Sibelco sites, we expect the work of contractors to be managed to the same high standards as that of our own employees.

For the avoidance of doubt, no 'employer – employee - relationship' exists between Sibelco and the relevant contractor('s employees); accordingly, the contractor is and remains at all times (solely) responsible to inform its employees about all health and safety requirements, including those imposed by Sibelco. Sibelco reserves the right to review compliance of the contractor('s employees) with Sibelco's health and safety standards. Failure to comply with Sibelco's health and safety standards will be considered by Sibelco as a material breach of contract.

General

As a minimum we expect all contractors('s employees) to support the following key safety and health requirements:

- Compliance with all applicable safety and health laws and standards, plus any other Sibelco requirements that may apply (communicated below and/or during pre-engagement planning).
- Every contract worker must follow the formal sign-in and sign-out procedures on site. This requirement applies equally to all visitors at Sibelco plants.
- Like every visitor to a Sibelco site, every contract worker must attend a Sibelco Safety and Health Induction before commencing work on site.
- Every contract worker must be competent for the work they will do while on a Sibelco site.
- Contractors must provide competent supervision of their employees and any other person they bring onto site. A higher level of supervision is expected towards workers who are new to the job, as may be necessary to ensure their familiarity with the work, before allowing them to work unaccompanied.

Specific risks

Regarding prevention and control of general and specific health and safety risks on our sites, we expect all contractor('s employees) within these categories to comply with the rules given on the next page:

1. Mining (including mining services such as drilling, surveying)
2. Mechanical Repair & Maintenance (including hot work, e.g. welding & conveyor repairs)
3. Electrical Repair & Maintenance
4. Mobile Equipment Repair
5. Transport (road haulage, where on site activity. e.g. internal haulage and depositing into site storage, shredders, hoppers etc)
6. Mobile Equipment rental (i.e. road sweeper, water tanker, etc)
7. Building Repairs / Civils / Ground Maintenance
8. Security services
9. Engineering and construction contractors working within Sibelco's active operational areas and/or for which the Sibelco site manager remains ultimately responsible.

Note 1: These rules do not apply to engineering / construction contractors where it is defined in the contract that the contractors are entirely responsible for managing their own site and for putting in place their own systems for safety and health. (Normally this requires the contractors to be working within their own self-managed and self-contained compound, physically separated from Sibelco's active operational areas.)

Note 2: Labour hire temporary contractors will be managed, from HS perspective, the same as direct employees. While the principles of these rules will apply, responsibility for general risk management will be with Sibelco.

Subject: Contractor HS Rules

No. & Version: WI – HS – 0028

Date: 22/06/2020

Approved by: HS – OPS – Legal – PROC

Owner: Global HS function

Risk type	Contractors Rules
General risk management	<p>Contractors must nominate a contact person (eg foreman) to liaise with the Sibelco contract manager/supervisor on site. This contact person must speak local language and/or English.</p> <p>Contractors are responsible for their own risk assessments and Safe Operating Procedures (SOPs), which must:</p> <ul style="list-style-type: none"> - consider health hazards as well as safety hazards - be prepared with involvement of the workers who will do the work - be re-done when the work changes <p>“Last Minute Risk Assessment” is obligatory before commencing the task, to check that risk assessments / SOPs remain valid for the current situation.</p> <p>Training certificates / licences must be made available so that competence can be checked.</p> <p>Participation in Sibelco-organised safety briefings is mandatory.</p> <p>Safety signs must be obeyed, incl. smoking restrictions.</p> <p>Mandatory and task specific Personal Protective Equipment (PPE) must be worn. Contractors must provide the PPE themselves.</p> <p>Good housekeeping standards must be maintained at all times.</p> <p>Contractors must ensure they are fit for work and not under the influence of drugs or alcohol. Random drug and alcohol checks may be conducted without notice (where applicable, according to local legislation).</p> <p>Incidents must be reported to the Sibelco contract manager/supervisor.</p>
High risk activities and Permit to Work	<p>Contractors must comply with local Permit to Work systems. These systems will apply to all contractor activities, as defined by the local system and/or by the Sibelco contract manager/supervisor, including in particular specific high risk activities (eg hot work, work at heights, work in confined spaces, excavation work, pipe work, live electrical work, etc). When required by the local system, Permit to Work forms must be counter-signed by the Sibelco site manager/supervisor before work commences.</p>
Energy Isolation / LOTOTO (Lock-Tag Out-Try Out)	<p>Contractors must comply with the local LOTOTO system. Every individual worker must apply their own personal isolation padlock. A tag must be attached, giving contact details for the main person responsible for the job. Isolations must be tested to check their effectiveness before commencing the task. Live working must only be done under Permit to Work.</p>
Machinery Guarding	<p>Machinery guards must be replaced and secured in position. Missing/defective guards must be reported to the Sibelco contractor manager/supervisor.</p>
Mobile Equipment	<p>Contractors must obey the traffic and pedestrian rules defined in the site's Traffic Management Plan, where available, and by signage (including one way systems, speed limits, pedestrian walkways and “no go” zones, parking areas).</p> <p>Pre-start safety checks are mandatory for all mobile equipment.</p> <p>Mobile equipment owned/leased by Sibelco may not be used by contractors.</p> <p>Where mobile equipment is brought onto site by contractors, restrictions may be placed on where it can be used.</p> <p>Mandatory safety equipment:</p> <p>Service vehicles used in operational areas: Seatbelt. Flashing amber light and safety flag.</p> <p>Forklift trucks: Seatbelt</p> <p>Heavy plant: Seatbelt, which must be worn. All-round visibility must be ensured for the driver using mirrors, cameras etc where necessary.</p> <p>Requirements for additional safety devices on mobile equipment (eg reversing alarm, flashing amber light) may be specified according to the specific activities and areas of operation on site.</p> <p>Mobile phones: Always stop to take the call.</p>

Dust and RCS - Respirable Crystalline Silica	Most Sibelco minerals contain crystalline silica, so personal exposure to RCS must be considered in risk assessments and health surveillance protocols. Good practice dust control measures must be used (e.g. enclosure; water suppression; exhaust ventilation, air conditioning with HEPA filtration in mobile equipment, etc). Respiratory Protective Equipment must be provided by the contractors themselves and worn where exposure cannot be adequately controlled by other means.
Work at Heights	Work at height should be avoided where possible. If it cannot be avoided, it must be risk assessed and preventive measures implemented according to the hierarchy of controls. Certified portable ladders should be used for access only; not as a working platform. Work from an elevated working platform or dedicated access platform instead. Use fall arrest / fall restraint systems if a risk of falling remains. Barricades must be erected to prevent access to danger areas and areas where people are working above.
Emergency Response	Follow the site emergency plans. Raise the alarm in case of fire. Ensure adequate first aid provision.
Safe Mining	Mining contractors must obey the instructions of the site (quarry) manager, observing the requirements of mine plans, excavation and tipping rules, rules for explosives handling and storage etc. All mining contractors must be competent to work in a quarry. They must be able to demonstrate their knowledge and understanding of quarry activities, associated risks and control measures, including via reference to formal training and experience. Training certificates / licences must be made available so that they can be checked. Necessary inspection records must be provided to allow checks on contractors' machinery and work equipment. Communication systems (eg radios) must be used to ensure positive two-way communication between vehicles and mobile equipment.
Lone Working	Lone working should be avoided where possible. If it cannot be avoided, it must be risk assessed and controls implemented. eg. Regular check-ins; communication systems so that lone workers can raise the alarm and be located. Consider two-way radios with "man down" facility and GPS positioning.

Update frequency

This document will be updated on an annual basis.

Contact person

In case of questions, please refer to An Buttiens or Andy Price.