

Guideline

Visitor and Contractor Safety

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Occupational Health & Safety (H&S) is a core value of HeidelbergCement and integral part of all our business activities. We are convinced that injuries, occupational illnesses and diseases are preventable. Therefore HeidelbergCement is continually striving to improve the H&S performance throughout the Group.

1 Purpose

The purpose of this guideline is to provide the responsible HeidelbergCement line managers and staff functions, such as HTC, CCM, CCR, Purchasing and Logistics/ Supply Chain, with guidance on H&S regarding visitors and contractors.

The document sets out the minimum general requirements. Additional local measures might be necessary to conform to established practices and must be implemented to comply with local laws and regulations concerning the management of visitors and/ or contractors which are more stringent than the minimum requirements specified in this guideline.

Although the prime responsibility for health and safety rests with the responsible management, it is the responsibility of all employees to comply with this guideline and to ensure their own and other's health and safety by observing safe work procedures and reporting potential hazards in their work areas.

2 Objective

The objective of this document is to implement suitable control measures related to site visits of visitors and to agreements for works undertaken by contractors.

This guideline is intended to ensure that

- 1) Visitors are appropriately informed about H&S requirements and risks at site and
- 2) Contractors fulfil their legal and contractual responsibilities for their employees' safe work practices and any sub-contractors they engage

These measures are necessary to secure the safety of visitors and contractor employees and others affected by their actions.

3 Scope

This guideline is applicable at all locations and operations where HeidelbergCement Group exercises management control (HeidelbergCement sites).

Applicable country laws shall be complied with when performing all work. In the event of any inconsistency between the provisions of this guideline and the applicable law, the more stringent requirement shall prevail.

This guideline does not claim completeness.

“Shall-, should- and can-” requirements are suggestive recommendations that need to be implemented unless there are equivalent measures in place.

4 Roles and responsibilities

The local HeidelbergCement line management is responsible for implementing this Group guideline and to arrange its translation into local language.

Local line management must ensure that appropriate and effective measures are in place and complied with. It is responsible to ensure that all relevant persons (incl. appropriate staff functions such as HTC, CCM, CCR, Purchasing, Logistics/ Supply Chain) are made familiar with these visitor and contractor safety requirements and that they are trained accordingly.

Contractors are responsible to ensure their subcontractors comply with all the requirements given below, even if subcontractors are not mentioned in this guideline explicitly.

5 Definitions

5.1 Visitors

Any person neither categorized as site employee nor as contractor/ subcontractor, but entering a HeidelbergCement site. Typical visitors are for example:

- HeidelbergCement employees visiting the site for business purposes, but not allocated to this specific site
- Customers, e.g. during pick up of goods, but not contracted by HeidelbergCement
- Suppliers, e.g. delivery drivers or couriers during delivering materials or collecting samples, but not contracted by HeidelbergCement
- Staff of administrative authorities
- Visitors coming on site for any reason, e.g. for guided plant tours
- Any other third party, coming on site with consent of site management

5.2 Contractor

Contractors include all individuals, firms or corporations contracted for performance of specified work on-site or off-site, either on a short-term (for a specific job) or long-term basis (such as drivers, maintenance crews). Also included are contractors engaged for specific projects like Greenfield or Brownfield constructions, site upgrade projects etc.

Contractors can be categorized based on their tasks. Different level of requirements must be covered by the contract.

	Tasks	Examples
Type 1	Companies or persons engaged to work within existing operations, under the supervision and responsibility of the local line management. Type 1 contractors are submitted to the same company rules regarding H&S as all own employees, plus additional requirements depending on the job and the workplace.	<ul style="list-style-type: none"> - Administration staff - Technical Consultants - Office cleaner - Office repairs - Catering services - Gardening services - Temporary-employment agency work - Supply of materials (no fuels or raw materials)
Type 2	<u>Big companies</u> (project \geq 400 hours) engaged to work within existing operations, temporarily and/ or permanently, including Greenfield or Brownfield projects.	<ul style="list-style-type: none"> - Building and construction works - Quarry and haulage - Process operators (Packing and Shipping, ...) - Mechanical / electrical maintenance - Industrial cleaner - Waste handling and processing
Type 3	<u>Small companies</u> (projects < 400 hours) engaged to work within existing operations, temporarily and/ or permanently.	
Type 4	Companies or persons engaged to work in areas separate from the existing operation (off-site).	<ul style="list-style-type: none"> - Transport services (road, rail, vessel, ...) - Product distribution - Supply of fuels and raw materials - Main equipment supply

6 On-site visitor safety

In general access to any HeidelbergCement site is prohibited for all non-authorized individuals. This has to be displayed by appropriate means, e.g. by warning safety signs.

Visitors entering a site must be guided by appropriate means towards the gate/ reception (or equivalent place) to register and to receive basic health and safety information. Depending on the local circumstances and site-specific risks, this safety information can be provided by appropriate signs, brochures or safety flyers, verbal or electronic induction or mixtures of these.

Whenever appropriate the visitor safety induction should be documented and archived. To avoid the need for recurrent safety inductions of visitors, frequently coming on-site, e.g. couriers, customer drivers, service providers, the introduction of a "visitor passport" or similar approach with a defined validity period should be considered.

The safety information should address at the minimum:

- General and site specific safety rules and regulations
- Information about on-site traffic conditions (traffic management plan) and rules
- Information about the requirements and use of Personal Protective Equipment
- Measures in case of any emergency
- Responsible persons on site and relevant telephone contacts

In general visitors should be accompanied and supervised by a designated contact person. If visitors are allowed to act independently on-site, this has to be addressed in their safety induction and documented accordingly.

Local line management has to implement appropriate measures to prevent any other third party from trespassing a site.

7 Contractor safety

Contractors of type 1 (see 5.2) are excluded from these requirements as (with regards to H&S) they operate under full authority of the local management and are managed in the same way as own employees.

7.1 HeidelbergCement contractor management – own measures

This chapter describes what measures the responsible management has to take to ensure good contractor H&S performance.

7.1.1 Contractor selection – pre-qualification

H&S criteria should be considered in the contractor selection process wherever practicable.

To evaluate the contractors' H&S performance the responsible HeidelbergCement line management should implement appropriate procedures, such as “approved contractor” lists, use of reliable third party certification systems, or any other suitable measures.

The pre-qualification check should consider already during the selection process the following:

- Type of contract work the contractor is approved to provide (construction, electrical maintenance, transport, fabrication, catering, etc.)
- Verification that the contractor has the competency and capability to perform the type of contract safely by ensuring that the contractor has:
 - Appropriate licenses, registrations, and permits appropriate for the type of contract work, particularly if it is hazardous work
 - Adequately trained/skilled personnel
 - A system to ensure reliable and safe equipment, tools and materials
 - Safety data that shows the contractor's previous and current safety performance
- Appropriate level of employer's and public liability insurance cover to minimise the risks to HeidelbergCement

7.1.2 Nomination of designated contact person

The local HeidelbergCement line management has to nominate for each contractor at least one contact person, who is responsible to manage on behalf of HeidelbergCement the measures described in this document.

Internal H&S project coordinators (working on behalf of HeidelbergCement) are requested for complex projects and should be part of the project team and organization from the very beginning. This is laid down in the project management guidelines¹ of HTC and CCM.

7.1.3 Pre-commencement phase

Prior to the commencement of any work, the responsible local HeidelbergCement line management should ensure that appropriate arrangements are in place to ensure the contractor is fully prepared to comply with the safety requirements of the contract. These arrangements include the following:

- Confirmation that the contractor has assigned adequate resources to safely coordinate and supervise all activities within the scope of work
- Confirmation that the contractor will maintain inspection and testing processes to ensure all equipment, tools and materials being used for the contract meet the minimum safety requirements

¹ HTC: http://unite.grouphc.net/ghtc/Pages/Guidelines_en-US.aspx
CCM: <http://unite.grouphc.net/gccm/GCCM%20Docs%20allgemein/Forms/AllItems.aspx>

- Means to implement risk control methods depending on tasks such as H&S planning, safe work procedures, risk assessment, use of work permits and H&S coordination plan in case several sub-contractors are involved in the work
- Means to fulfil the expected reporting requirements
- Means whereby any issues relating to safety performance will be resolved and communicated to the local HeidelbergCement line management

7.1.4 H&S inductions

The responsible local line management must confirm that all contractor employees received H&S induction trainings about the site-specific hazards and on the major hazards associated with the scope of work before commencing their work.

The training regarding site specific hazards can be done by the HeidelbergCement site staff or by the contractor. In the latter case, the local HeidelbergCement line management has to provide the contractor with all relevant site-specific hazard information and/or training materials

- The safety information should address at the minimum: general and site-specific safety rules and regulations
- Information about on-site traffic conditions (traffic management plan) and rules
- Information about the requirements and use of Personal Protective Equipment (PPE)
- Measures in case of any emergency
- Relevant telephone contacts/ contact information of the designated contact person

The H&S induction, given by the contractor company or the HeidelbergCement site staff, should be documented and archived. To avoid the need for recurrent safety inductions, the introduction of a “passport” or similar approach with a defined validity period should be considered.

7.1.5 Controls of contractor work

The contractors’ compliance with the contract terms and safe work conditions must be checked by HeidelbergCement. Non-compliance is not acceptable and requires immediately appropriate action.

- The frequency of controls depends on the type and risk profile of contracted work and should be defined beforehand
- Depending on the type of contract the designated contact person of HeidelbergCement has to check that H&S management processes are implemented, such as use of PPE, safe work permits, safety inspections, safety trainings, safety meetings, tool and equipment checks
- To control compliance with contractual requirements and to react to unsafe acts by individual contractor employees, an appropriate consequence management system should be implemented

The local line management has to establish procedures to control the site access of contractor employees to ensure that only appropriate trained contractor employees access the site and to be able to track the on-site contractor working hours.

- Passport or ID card systems are an effective and recommended way to track either the persons on site as well as to monitor their training records

7.1.6 Post work evaluation

After completion of the contractors’ work, the local line management should ensure that all safety arrangements are working and no new hazards have been introduced, including:

- All redundant material and equipment have been removed and the area is safe for use.
- All safeguards are operational and equipment being returned to service
- Safety barriers and general housekeeping levels have been restored
- Safety provisions are available and functioning as designed

All relevant documentation, records and information relating to safety must be handed over to HeidelbergCement, including where appropriate, relevant operational or safe work procedures, “as built” drawings or schematics and any testing records required by local legislation.

In case incentives or penalties were part of the contract terms, a post-contract review should be conducted to evaluate the contractors’ H&S performance.

The contractors’ H&S performance and evaluation should be considered in future selection procedures.

7.2 HeidelbergCement contract management – definitions, terms and conditions

This chapter describes what measures should be defined in contract with contractors to ensure the contractor is fulfilling its H&S responsibilities.

The responsible HeidelbergCement line management has to describe and define the work to be performed by the contractor and the potential site-related risks and correlating H&S requirements.

For contractors of type 4 (see 5.2) involved in off-site transport activities the requirements of the Group guideline “Driving safety” have to be followed.

For projects the corresponding Design Criteria and Standard documents with references to Health & Safety ² should be considered.

The tender package should at least include:

- The scope of work (range of activities, work areas and equipment involved)
- Risk assessments to be conducted by the contractor
- The range of contractor technical skills (e.g. employee trainings and competency certificates) and equipment required
- Expected duration of the contract
- If applicable, contract terms regarding incentives or penalties based on the H&S performance

Agreements for work by contractors at HeidelbergCement should include, amongst others, the following terms:

7.2.1 Basic requirements

- (a) The contractor will comply with all applicable laws and regulations as well as with all HeidelbergCement general and site specific H&S guidelines, standards and regulations
- (b) The contractor will demonstrate an adequate level of employer’s and public liability insurance
- (c) The contractor will indemnify HeidelbergCement site company for any losses, damages, or injuries resulting from its work
- (d) The contractor will provide employees with all necessary Personal Protective Equipment (PPE) and require employees to use the PPE as required
- (e) All PPE of the contractor will be in safe working conditions according to the manufactures’ specifications
- (f) All tools, equipment and materials used by the contractor to perform its tasks will be maintained in safe and serviceable conditions and, if applicable, having necessary certification
- (g) Provisions for contractor warning, suspension or termination and stopping of work if the contractor is not complying with these safety requirements

² HTC Design Criteria and Standard: <http://unite.grouphc.net/wok/cemop/Mastercontracts/Forms/DCS.aspx>
CCM Design Criteria: <http://unite.grouphc.net/gccm/AggregatesEngineering/Pages/default.aspx>

7.2.2 Nomination of designated H&S contact person

- (h) The contractor will designate at least one safety coordinator to take care for all legal, contractor and HeidelbergCement H&S requirements
- (i) The contractor H&S contact person acts as liaison to HeidelbergCement for any H&S matters and attend safety meetings as required by local HeidelbergCement line management

7.2.3 Risk assessment

- (j) The contractor must conduct a risk assessment (job Safety Analysis) taking the local circumstances and the scope of the contracted work into account. Depending on the results of the risk assessment the contractor should develop and document safe work procedures before commencing work
- (k) For medium to high risk activities and complex construction projects (Type 2 contractors, see 5.2) and if required by law, the contractor has to develop a project specific H&S management plan before starting work addressing at least the following issues:
 - Contractors H&S management team (with contact information)
 - Site access organisation
 - Contractor employee H&S training and induction
 - Risk assessment
 - Safe work procedures (including work permits processes)
 - Emergency preparedness plan including first aid
 - Use of Contractor's mobile equipment on HeidelbergCement property
 - Use of HeidelbergCement equipment
 - Work inspections (scope, content and frequency)
 - Communication processes
 - Reporting (scope, content and frequency)
 - Housekeeping

7.2.4 Contractor employee training

- (l) The contractor must provide its employees with training to meet the general expectations and requirements of the work as well as applicable laws and regulations
- (m) The contractor has to ensure that its employees received training regarding HeidelbergCement site specific hazards and H&S rules before starting work

7.2.5 Incident reporting

- (n) The contractor must report any incident involving bodily injury, fire, leakage or similar incidents to the designated HeidelbergCement contact
- (o) The contractor is required to keep all records for the job as required by applicable law and/or HeidelbergCement disciplinary measures
- (p) If contractor employees commit unsafe work practices, the contractor should take immediate corrective actions on its own or on request of HeidelbergCement
- (q) HeidelbergCement line management reserves its rights to take other actions, such as holding back payment or the removal of the respective contractor employees or the contractor from the site

8 Implementation process and control

A gap analysis against new requirements due to the revision must be performed within 3 months after publication of the revised version of this guideline. In order to fill any identified gaps, an action

plan with responsibilities and due dates must be set up immediately and implemented within the time frame defined in the action plan.

The implementation of and compliance with this guideline has to be checked in the future through appropriate measures, such as H&S Management system audits.

Contract forms should be reviewed by the responsible HeidelbergCement line management according to the requirements of this guideline and adapted as necessary and appropriate.

9 Further applicable documents

Further applicable documents such as a template of a gap analysis, the Group H&S Policy and Group H&S guidelines are available on UNITE: <http://unite.grouphc.net/wok/hs/Pages/default.aspx>

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