



CONTRACTORS' ENVIRONMENTAL, HEALTH AND SAFETY (EHS) REQUIREMENTS

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2 INTRODUCTION

WasteServ Malta Ltd is committed to achieving high standards in environmental protection and health and safety practices. The company extends this requirement to all its contractors and expects them to carry out their activities in a manner consistent with company's policy, and that they ensure that their employees and subcontractors, demonstrate consistent compliance with the legal provisions on Occupational Health and Safety (OHS) applicable to their activity and those established in this document.

Wasteserv shall have the authority to verify, at any time of the contract it deems appropriate, compliance with the obligations and requirements related to EHS.

NOTE:

A copy of the Wasteserv's policy for each respective site is available on the company website at www.wasteservmalta.com.

3 EHS REQUIREMENTS

4.1 Risk Assessment Method Statement (RAMS)

All contractors are required to prepare a Risk Assessment Method Statement (RAMS) for all tasks which they will be carrying out throughout the duration of their contract.

Contractors will **NOT** be allowed to start any works unless the RAMS have been duly approved by the Senior Manager - Health & Safety (SMHS) or his delegate.

4.2 Personnel

Contractors shall be required to provide a list of personnel who will be involved in delivering the contract. The list shall include the designation for each employee.

Contractors are responsible for ensuring all their employees and subcontractors are trained with regards to environmental, health, and safety, also are competent and fit to perform their job functions safely.

Contractors may be required to demonstrate evidence of competence for their personnel upon request. They may also be requested to provide fitness for work certificates issued by a Medical professional for the personnel performing the necessary works.

Personnel who need to perform works and/or access Wasteserv's facilities are required to attend EHS induction training prior commencement of works. Such training will be delivered by a member of Wasteserv's Health & Safety department.

NOTE:

- *New Contractor's personnel joining the works shall receive training prior accessing Wasteserv's facilities.*
- *Additional training on specific company procedures may be required depending on the works being conducted by the Contractor.*

4.3 Children and Young Persons

On no account should a contractor or a contractors' employee bring a person (under the age of 18) onto the site.

Where a young person i.e. someone between 16 and 18 years of age is employed by the contractor, a specific risk assessment is to be provided to Wasteserv Ltd. This must be carried out in line with S.L. 424.10; Protection of Young Persons at Work Places Regulations.

The young person will only be allowed to work onsite after the risk assessment has been reviewed by the SMHS or his delegate and an approval has been granted by WasteServ Ltd.

4.4 Signing in and Out

All contractors' personnel shall be required to sign in and out of site. This sign-in/sign-out shall be used during an emergency to assist in roll call.

4.5 Parking / Traffic

All traffic rules must be obeyed while on Wasteserv's facilities including stop signs, yield signs, parking restrictions, pedestrian crosswalks, and posted speed limits.

4.6 Emergency Preparedness and Response

Contractors shall be required to familiarise themselves with the site's Emergency Response Plan. Training to contractor's personnel shall be given during the EHS induction training mentioned in point 4.2 above.

Contractors may be required to train its staff in emergency response, including first aid, firefighting and spill response.

Where any work is to be carried out which will necessitate interference with fire appliances, alarms, warning systems or wiring the contractor must inform the Officer In Charge of the Contract and seek permission to disable alarms or warning systems before work commences.

Contractors shall not remove or obstruct fire extinguishing equipment or other emergency equipment.

4.7 Work Equipment

All work equipment used by contractors throughout the execution of the contract shall conform to statutory requirements (and in particular S.L. 424.35 Work Equipment (Minimum Health and Safety Requirements) Regulations), European standards and shall carry the CE mark. Any safety devices and guards must be maintained operational and effective throughout the lifetime of the equipment.

Contractors are required to obtain authorisation from the OIC and the H&S Department prior to deliver any work equipment to any facility. Wasteserv may request copies of documentation related to work equipment, including but not necessarily limited to:

1. Certificate of Conformity
2. Manufacturer's Operating Instructions
3. Certification of Equipment

Wasteserv reserves the right not to authorise the use of such work equipment unless the necessary documentation has been duly submitted and approved by the H&S Department.

Contractors are responsible for their equipment onsite and under no circumstances shall the equipment be left out where there exists the possibility of it being interfered with by staff or visitors.

4.8 Lockout / Tagout

Wasteserv implements a lockout / tagout procedure in order to ensure that dangerous machinery are properly shut down and not able to be started up again prior to completion of maintenance or cleaning works. Wherever necessary, contractors shall be required to adhere to **ADM HS03 Lockout / Tagout Procedure**.

4.9 Chemicals

The contractor must carry out a Chemical Assessment of all hazardous substances to be used on site, in line with the requirements of S.L.424.24: Protection of the health and safety of workers from the risks related to chemical agents at work regulations, S.L.424.22: Regulations on the protection of workers from the risks related to exposure to carcinogens or mutagens at work.

All chemicals used on Wasteserv sites must be pre-approved by the SMHS or his delegate before brought on Wasteserv's facilities. The Contractor shall be required to submit the Safety Data Sheets (SDS) together with details on handling, storage and emergency arrangements made. SDSs for chemicals must be kept available at point of storage and use.

Chemical containers shall be duly labelled and spill containment must be provided for all chemicals in liquid form.

4.10 Dust and Fume Control

All operations that produce dust (e.g. disc cutting, chasing, high speed sawing etc.) must be controlled since these activities fall under S.L.424.24; Protection of the Health & Safety of Workers from the Risks Related to Chemicals Agents at Work regulations.

Dust producing equipment is to be controlled at source with local exhaust or dust suppression tools to the satisfaction of the SMHS.

All work areas are to be suitably sealed against dust breakout to other areas.

Working areas must be cleaned immediately by the contractor by means that does not promote dust transfer.

4.11 Compressed Gas and LPG Cylinders

Contractors shall follow the precautions detailed in the manufacturer's literature on the storage and use of compressed gas and LPG and site safety requirements.

All cylinders shall be transported and stored in the upright position. Cylinders must be kept secured and be placed in a position that will not cause danger or obstruction.

All cylinders must clearly indicate the contents and current state, i.e. full, in use or empty and stored in areas as indicated by Wasteserv Management.

4.12 Housekeeping

The Contractor shall be required to maintain a high level of housekeeping throughout the duration of the project. To this extent, storage of equipment, materials and any waste generated throughout the works shall be agreed upon together with the OIC at the beginning of the contract. The Contractor shall adhere to such storage arrangements.

4.13 Work in Confined Spaces

Any works in confined spaces must be duly authorised by Wasteserv personnel as outlined by **ADM HS05 Confined Space Entry Procedure**.

4.14 Hot Works

Any hot works carried out on site is to be duly authorised by Wasteserv personnel as outlined by **ADM HS06 Hot Works Procedure**.

4.15 Smoking, Alcohol and Drug Abuse

Smoking is only allowed in designated smoking areas. The drinking of alcohol and drug abuse is strictly prohibited on all WasteServ Ltd. facilities. Any cases of non-compliance will be treated as a serious offense and disciplinary action will be taken in accordance with Section 4.26.

4.16 Work at Heights

Contractors shall ensure that work at heights is conducted safely.

If there is a risk of falling from a height that exceeds two metres, contractors shall be required to install robust physical barriers (wherever possible) to minimise the risk of working at heights.

All works at height shall be carried out in compliance to **ADM HS11 Working at Heights Procedure**.

4.17 Work in ATEX Zones

Some areas within certain Wasteserv sites are classified as ATEX zones in accordance with Directive 99/92/EC. Access to these areas will only be given to authorised personnel only, or else via a permit-to-work system.

Contractors working in ATEX zones will ensure that only EX-rated equipment complying with Directive 94/9/EC will be used in these areas. Furthermore, workers shall only wear anti-static clothing conforming to EN 1149 when accessing such areas.

THE USE OF MOBILE PHONES IN ATEX ZONES IS STRICTLY PROHIBITED.

Any work in ATEX Zone shall be carried out in compliance to **ADM HS09 Work in ATEX Zone Procedure**.

4.18 Personal Protective Equipment

Contractors shall comply with the company's rules with respect to the use of personal protective equipment. As a minimum, personnel accessing Wasteserv's facilities are required to wear the follow equipment:

- long trousers,
- hi-visibility clothing conforming to EN ISO 20471, and
- S3 safety shoes conforming to EN ISO 20345

Other types of personal protective equipment may be required depending on the nature of the work, as deemed necessary by the RAMS.

4.19 Incident Reporting

Incidents (including near misses) are to be immediately reported to the Officer in Charge (OIC). Wasteserv's H&S department shall participate with the contractors in the investigations of incidents resulting in injury/illness and/or damage or loss of property including near misses.

Evidence of actions taken to correct any gap and/or prevent the recurrence of an incident shall be kept and made available to Wasteserv's health and safety department.

4.20 First Aid

The contractor is responsible for providing first aid to his personnel and any material in compliance with S.L. 424.13 Workplace First Aid Regulations.

4.21 Waste Disposal

Contractors are responsible to remove all waste materials generated by themselves while on wasteserv's facilities (i.e., hazardous or non-hazardous waste, liquids, aerosols, tools, equipment, etc.). If applicable, contractors may utilize the Wasteserv waste processing facilities for disposal of recyclable materials, as agreed with the OIC.

4.22 Discharge to Drains

Contractors shall be responsible for managing the waste water generated during the works. No discharge to drains is allowed within the premises. In case of accidental spillages, action shall be taken as per Section 4.26.

4.23 Constructions project

Where a construction project is to be performed on Wasteserv's facilities, the contractors shall comply with S.L. 424.36 Workplace (Minimum Health and Safety Requirements for Work at Construction Sites) Regulations and S.L. 513.06 Avoidance of Damage to third Party Property Regulations.

4.24 Insurance

Contractors may be required to provide evidence of appropriate employers liability insurance and public or third party liability insurance.

4.25 General Site Facilities

The contractor's staff are expected to treat the organisation's buildings, facilities and furniture with respect and should observe the company's regulations.

The canteen may be used by the contractor's staff. At the canteen clean clothing must be worn. Food and drinks are not to be consumed in work areas.

Sanitary conveniences: Toilets are available for contractor staff working onsite. These facilities are shared with the organization's staff and are to be kept clean and tidy. Any contractor working offsite are to make arrangements for portable sanitary conveniences close to the worksites and cleaned regularly.

4.26 Disciplinary Action

Wasteserv reserves the right to take disciplinary action and legal measures against personnel who:

- i. Disregard statutory regulations;
- ii. Do not comply with the company policies, rules and/or procedures;
- iii. Do not follow the requirements of the submitted and approved RAMS;
- iv. Do not follow good practices in EHS.

In such cases Wasteserv may order such personnel to leave site immediately, and may prohibit such personnel from entering a Wasteserv site for the whole duration of the contract.