



Lageland B.V.

Health, Safety and Environment Requirements for Contractors

Lageland B.V.

Inhoud

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1	10-06-2026	Concept versie 1	S. Meijer
0	12-05-2026	Concept (draft)	S. Meijer
Rev.	Datum	Beschrijving	Auteur

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1 General HSE Requirements

1.1 Compliance with Laws, Regulations and Lageland requirements

CONTRACTOR shall comply with all applicable Health, Safety and Environmental (HSE) laws and regulations, which are applicable to the WORKSITE. CONTRACTOR shall comply at all times with the requirements as set forth by LAGELAND in its Health and Safety Management System (HSMS), site and LAGELAND Safety Rules, policies, and any special instructions (which shall be available upon request), and all other requirements stipulated in this CONTRACT whichever and/or whenever applicable as determined by LAGELAND (hereinafter referred to as LAGELAND's HSE Requirements"). These requirements are intended to supplement any known or ought to be known laws and regulations applicable at the WORKSITE. LAGELAND shall have the right to conduct its own HSE inspection/audit at the WORKSITE to ensure CONTRACTOR's compliance to LAGELAND's HSE Requirements throughout the performance of the CONTRACT. CONTRACTOR shall take all necessary HSE precautions related to or arising out of the performance of the CONTRACT in order to protect the work, the personnel and property of LAGELAND, CONTRACTOR, SUB-CONTRACTOR, all third parties and public from the hazards and risks associated with the work.

1.2 VCC (VCA)

Contractor shall have a sound Health and Safety Management System in place. CONTRACTOR must be at least VCC certified (e.g., VCC*, VCC** or VCC-P). If this cannot be met, at least Annex A of the VCC checklist must be met (see appendix 1). CONTRACTOR must then demonstrate by providing evidence that the requirements in Appendix A are met.

1.3 Contractor's Written Policy/ Organization

CONTRACTOR shall acknowledge commitment to LAGELAND's HSE Requirements and affirms that it has a written HSE policy which is of a standard acceptable to LAGELAND HSE policy. CONTRACTOR shall further affirm that its HSE policy is applied and exercised by all its personnel including SUB-CONTRACTOR's personnel ("Personnel") when performing WORK.

1.4 Protection of Workers, Public, Environment and Assets

CONTRACTOR shall protect the safety and health of the Personnel, LAGELAND's personnel and third parties living or working near the activity from potential hazards and risks related to and/or arising out of the performance of this CONTRACT. CONTRACTOR, without cost to LAGELAND, shall take all necessary precautions and mitigation measures to protect its personnel, LAGELAND's personnel and third parties as well as to minimize disturbance and inconvenience to the public related to and/or arising out of the performance of this CONTRACT. CONTRACTOR shall execute the WORK and conduct all operations in such a way as to minimize any impact upon the natural environment including compliance with all laws, regulations and rules applicable to the WORKSITE. CONTRACTOR shall agree to

indemnify LAGELAND and consultants of LAGELAND for all claims, damage costs and penalties relating to any environmental damage or loss or non-compliance with any laws or regulations arising out of CONTRACTOR and/or SUB-CONTRACTOR performance of WORK.

1.5 Right to stop Work

LAGELAND shall have the right to stop commencement of WORK or to suspend any WORK in progress if the equipment, machinery, personnel or work conditions are considered at LAGELAND's discretion to be unsafe or not to be in compliance with any applicable rules, regulations and procedures in LAGELAND including the LAGELAND's HSE Requirements. Suspension of the WORK shall be at CONTRACTOR's expense until CONTRACTOR has satisfactorily rectified such defects and unsafe conditions. In the event of serious or repeated infringements, LAGELAND shall be entitled to terminate the CONTRACT without compensation.

1.6 Maintain Equipment, Tools and Machinery in a Safe Condition

CONTRACTOR shall ensure that all CONTRACTOR's machinery, tools, equipment, facilities and other items in any way associated with or utilized in the work are fit for use and maintained in a safe and good working condition. Certificates of Fitness, Calibration Certificates, etc. where applicable shall be provided whenever requested by LAGELAND.

1.7 Risk Management and Hazards Identification

CONTRACTOR shall make assessment of the HSE risks involved in the execution of the WORK. The focus of the assessment should be to evaluate the inherent hazards in conducting the work and the potential adverse consequence of an accident to its personnel, LAGELAND's personnel, third parties and the environment, LAGELAND assets and reputation. CONTRACTOR shall take appropriate preventive and mitigation measures to prevent incidents from occurring and to minimize the consequence of an event should it occur. CONTRACTOR shall conduct HSE inspections and audits to ensure that such preventive and mitigation measures are in place and implemented. CONTRACTOR shall promptly take actions on all recommendations made pursuant to the said inspections and audits.

1.8 Competent Personnel

CONTRACTOR shall ensure that its personnel are fully trained, certified and competent to carry out the task of operating all machinery, equipment, and tools. Certificate of competency shall be provided where applicable and whenever requested by LAGELAND. CONTRACTOR shall provide an adequate level of technical and HSE related training conducted by a recognized training institution for all relevant personnel in connection with the work. All CONTRACTOR supervisory personnel shall attend relevant HSE training including, but not limited to, in hazard identification and risk assessment. CONTRACTOR shall ensure that all CONTRACTOR and SUB-CONTRACTOR's personnel engaged in the WORK are healthy and fit, and possess the experience and skill required to perform the WORK safely.

1.9 HSE Awareness

CONTRACTOR shall be responsible for maintaining and enhancing the HSE awareness among its personnel and SUB-CONTRACTOR's personnel, including but not limited to arranging safety induction, toolbox meetings, regular HSE meetings and emergency exercises and drills. Findings of hazard identification and risk assessments including Job Safety Analysis shall be communicated to CONTRACTOR's and SUB-CONTRACTOR's personnel. Copies of minutes of CONTRACTOR safety meetings shall be submitted to LAGELAND whenever requested.

1.10 Incident Reporting and Investigation

CONTRACTOR shall report to LAGELAND immediately of the occurrence of any incident or accident including near misses while engaging with LAGELAND assets or properties as per LAGELAND incident reporting requirements. CONTRACTOR shall also alert relevant authorities in relation to the incident whenever necessary. All incidents that result in or have the potential to cause serious injury or property damage shall be reported to LAGELAND and CONTRACTOR shall provide full cooperation and support to any investigation initiated by LAGELAND. CONTRACTOR shall maintain accurate incident and injury records and shall comply with LAGELAND's requests for information relating to accidents, injury or illnesses and/or near misses.

1.11 Housekeeping

CONTRACTOR shall ensure that good housekeeping is maintained continuously throughout the duration of the work. Due regard shall be paid to proper disposal of all types of wastes especially hazardous/scheduled wastes, tidiness, and clear access ways and emergency exits. Access and egress of all exits, fire and safety equipment, and work areas shall be kept clear of obstructions at all times. Special attention shall be given to among others, maintaining clear walkways, removal of slippery and tripping hazards, securing or removing of loose materials at height, and proper storage of materials. All housekeeping costs shall be borne by CONTRACTOR.

2 Specific HSE Requirements

2.1 H&S Coordination

In the event that CONTRACTOR is designated by LAGELAND as the executing party as described in the Occupational Health and Safety Decree Section 2, Chapter 5 (bouwproces) CONTRACTOR shall ensure compliance to all articles applicable to them.

2.2 Site Health & Safety Supervisor (SHSS)

The executing party must ensure expert and proactive safety supervision. The supervisor appointed by the contractor shall be at least VCA VOL certified. If the supervisor does not have additional safety training (MVK / HVK), the contractor shall ensure that the supervisor is supported by a person with the aforementioned safety diploma.

Number of employees on the project	3-5	6-10	11-20	21-35	>35
Number of hours of safety supervision contractor	8 hours/ week	16 uur hours/ week	32 uur hours/ week	40 hours/ week	More than 1 full-time SHSS

2.3 Project H&S Execution Plan (V&G- plan) uitvoeringsfase

- 1) In the event that CONTRACTOR is designated by LAGELAND as the executing party as described in the Occupational Health and Safety Decree Section 2, Chapter 5 (bouwproces), CONTRACTOR shall prepare and submit a specific H&S plan to LAGELAND as per Article 2.28 of the Working Conditions Decree containing at least the following:
 - HSE policy, targets and requirements
 - Prevailing laws and regulations
 - CONTRACTOR HSE policy
 - All legal provisions that are minimum necessary for the realization of a structure of this size
 - Working hours, access control, registration of personnel including all legal obligations
 - A complete and detailed description of the activities in the various project stages with a detailed Risk Assessment per construction phase
 - All measures regarding chain liability with regards to (foreign) personnel.
 - CONTRACTOR's organization including positions for HSE manager and SHSS
 - HSE responsibilities of CONTRACTOR key personnel
 - Risk assessments including preventive and mitigating measures
 - Description and schedule of HSE activities

- Which method is applied for giving information and instruction to workers on the construction site.
- Incident reporting and investigation
- Emergency response plan
- Method of security
- Location (drawing) of park, parking facility, muster- / first aid points, etc
- Logistics and transport plan on the construction site
- Registration and issue of work permits and their coordination

Risks for specific activities are to be further determined and included based on the relevant RI&Es.

The Employer and/or his representative has unlimited access to the construction site and is authorized to issue additional instructions regarding safety on the construction site. The complete HSE plan must be submitted to the Employer for approval before construction will commence.

2.4 Equipment, Tools and Machinery Inspections

- 1) Prior start of work, all equipment, tools and machinery related to the work are inspected and fit for the work.
- 2) HSE inspections throughout the WORK are to be maintained and performed continuously by the CONTRACTOR. All recommendations made by the inspectors are promptly implemented without delay.
- 3) LAGELAND has right to conduct its own HSE inspection and/or audits at site and the CONTRACTOR shall comply with all the recommendations made.
- 4) CONTRACTOR shall ensure only certified competent personnel are allowed to operate and/or maintain equipment, tools and machinery.

2.5 Personal Protective Equipment (PPE)

- 1) The application of PPE is based on residual risks. CONTRACTOR shall enforce the use of PPE to all its personnel including the SUBCONTRACTOR's personnel and supply adequate PPE, donning training and maintenance of PPE at its own cost. Depending on the activity to be performed, additional PPE may need to be applied
- 2) See Appendix 2 for required basic PPE.

2.6 Inspection and Tagging of Mechanical Equipment

- 1) CONTRACTOR shall ensure that relevant information regarding test and inspection reports will be available upon request.
- 2) The equipment will include but may not be limited to the following:
 - Cranes
 - Forklifts
 - Compressors
 - Temporary Electrical Distribution Boards
 - Scaffolding equipment
 - Rigging equipment
 - Aerial Work Platforms
 - Welding machine
 - Grinding and cutting machine
 - All electrical equipment
- 3) 5.3 Any inspected equipment which requires remedial work (or replacement) shall be at CONTRACTOR's costs.

2.7 Working in Confined Space

- 1) Prior entering Confined Spaces, Permit To Work shall be granted by the Master.
- 2) CONTRACTOR shall take adequate precautions and mitigation measures of gas/oxygen tests, PPE requirements, respiratory protection equipment (RPE), isolation of connections to confined space, provision of ventilation equipment and preparation of confined space for safe entry, standby person, availability of rescue equipment.
- 3) The SHSS or entry supervisor shall ensure that all necessary precautions and mitigation measures are implemented.
- 4) CONTRACTORS shall ensure their personnel are medically fit to work in confined space.

2.8 Permit to Work (PtW)

Where work is to be performed that may have a particular risk to the safety and health of workers, a work permit system shall be applied in accordance with article 2.42a of the Working Conditions Decree. This applies at least to the following activities:

- Simultaneous activities taking place, at the same workplace
- Working in confined spaces;
- Working in areas with explosion hazard;
- During commissioning.

Or when required by client based on new insights related to risks in work not clearly described in advance.

2.9 Tools and Equipment

- 1) CONTRACTOR shall ensure all purchased or rented machinery, tools and equipment, facilities, and other items related to WORK are maintained in a safe condition and to be operated by competent operators.
- 2) Tools shall only be used for the job they were designed to perform.
- 3) All guards shall be always fitted and in good condition.
- 4) All electric cables shall be industrial type
- 5) All defective tools and equipment shall be prohibited from used.

2.10 Compressed Gas Cylinders

- 1) CONTRACTOR shall ensure that;
 - Compressed gas cylinders stored or used shall be in an upright position and secured to some substantial object or structure by a chain or other suitable means capable of supporting the weight of the cylinder. This applies to all empty or full cylinders.
 - Cylinder valves shall be closed and hoses depressurized when cylinders are not in use.
 - Cylinders shall have protective valve caps in place while they are being transported / stored.
 - Cylinders shall be kept promptly to a suitable storage area after use and shall not be left unattended at any work site. Cylinder storage areas should be kept away from general traffic paths and shall not be adjacent to vehicle paths.
 - Flammable gases and oxygen cylinders shall not be stored in proximity unless separated by a non-combustible wall.
 - Cylinders shall be color coded in accordance with International or respective national standards.
 - Gas welding cylinders shall have hose check valve (non-return valves).
 - Flashback arrestors shall be installed to quench flashback flames and cut off the gas flow automatically, in both oxygen and fuel gas outlet lines.
 - If a combined capacity of more than 125 liters, then PGS 15 must be complied with

2.11 Welding and Cutting

- 1) CONTRACTOR shall ensure that;
 - ONLY competent and authorized workers are allowed to handle welding and cutting equipment.
 - Suitable precautions and mitigation measures against exposure of welding hazards i.e. excessive ultraviolet radiation, fire, welding fumes, and dusts are in place.
 - Welding and flame cutting in the flammable vicinity or near the combustible substances/materials shall only be done in accordance to PTW procedures.
- 2) CONTRACTOR shall ensure adequate number of suitable fire extinguishers at the sites nearby the hot WORK area.

2.12 Abrasive wheels

- 1) CONTRACTOR shall ensure ONLY trained and competent personnel are permitted to work with grinding machines and abrasive wheels.
- 2) CONTRACTOR shall ensure that personnel working with grinding machines and abrasive wheels are provided with the safety protections i.e. goggles, shields and/or

hearing protection devices and the handle which shall be used at all times during work.

- 3) When changing discs on a portable grinder, it is imperative that a suitable replacement disc is fitted and installed as per maker's instruction.

2.13 Use of chemicals

- 1) CONTRACTOR shall declare to Client on any hazardous chemicals used for work.
- 2) CONTRACTOR shall ensure all requirements for use, storage, handling and transportation of chemicals including wearing a proper personal protection as outlined in the Material Safety Data Sheet (MSDS) are strictly followed.
- 3) The MSDS for all chemicals shall be made available in Dutch.
- 4) When in doubt concerning these requirements, CONTRACTOR shall consult with LAGELAND's Superintendent or Safety Officer.
- 5) Flammable chemicals such as solvents and cleaning agents shall not be stored or used in unventilated areas or in close proximity of any sources of ignition. These chemicals shall be stored in a designated area whenever they are not being used.
- 6) All chemical containers shall be properly labeled accordingly.
- 7) CONTRACTOR shall ensure that smoking and any other actions which may cause ignition i.e. welding, cutting, grinding and hot work are STRICTLY PROHIBITED in the vicinity of any such chemical.

2.14 Use/ Handling of Asbestos or Asbestos-Containing Materials

- 1) The use of any asbestos or asbestos-containing materials is STRICTLY PROHIBITED.
- 2) However, for work that requires handling/removal of asbestos or asbestos-containing materials at site, CONTRACTOR shall take necessary precautions to ensure the personnel and others are protected from the exposure of asbestos fibres as per Dutch legislation.

2.15 Barricade, Platforms and guardrails

- 1) CONTRACTOR shall provide adequate barricades, covers, guardrails, signal flag persons or other appropriate warning devices to protect personnel near any hazardous operations or overhead work.
- 2) Temporary covers for floor openings shall be firmly fastened and clearly identified by warning signs. All permanent and temporary elevated work areas, walkway, platforms shall be protected by an approved guardrail and shall provide a secure working space.

2.16 Scaffold

- 1) Safe means of access shall be provided for any work to be carried out as a fall hazard in the presence of risky conditions, openings in floors, or if there is a risk of falling 2.5 meters or more. If a suitable permanent access is not available, a well-designed, erected, inspected and maintained scaffold will provide a safe mean of access and safe working areas.
- 2) When using steel scaffolding, the scaffolding guideline (steigerrichtlijn) must be always met.
- 3) All scaffolding materials and components shall comply with local or international requirement.

2.17 Office

- 1) will provide necessary construction site facilities such as offices, canteen, locker rooms, restrooms, toilets etc. This should consider the maximum number of workers on the construction site, including those of subcontractors. CONTRACTOR shall maintain comfortable working condition in the facilities:
 - Comfortable temperature 20 - 22°C
 - Adequate ventilation
 - No smoking policy
 - Adequate lighting Welfare facilities e.g. toilet and eating areas
 - Daily cleaning service
 - Passageways are cleared and tripping hazards identified and removed
 - Emergency plans for evacuation
 - Car park well lit
 - First aid boxes provided

2.18 Storage

- 1) CONTRACTOR shall provide appropriate storage facilities for the storing of material, chemical and fuel on sites. The requirements for storing shall include the following:
 - Written procedures on transportation, handling and disposal for all material shall be made available
 - Good housekeeping shall be practiced at all storage facilities
 - Adequate number of appropriate fire extinguishers shall be made available at strategic locations at all storage areas and warehouses.
 - All personnel shall wear approved PPE whilst working in storage areas.
 - Flammable and combustible liquids shall be stored separately in different storage locations.
 - Storage areas shall be constructed to meet the specified fire-resistant rating suitable for their use

- Approved safety cans/cabinets/containers shall be used to store and transfer flammable and combustible liquids, with the name of the material clearly stamped
- “No Smoking” signs shall be posted at strategic locations in storage areas and warehouses which stores flammable and combustible liquids.

2.19 Housekeeping

CONTRACTOT is responsible for maintaining a clean and tidy work area. At a minimum, the following rules must be met for this purpose:

- Designate an area for rubbish and waste
- Stack and store materials safely
- Maintain a safe work area
- Keep access routes clear
- Put tool away when finished
- Set a tidy example
- Cable Management
- Avoid fire risks

2.20 Driving safety

- 1) CONTRACTOR personnel traveling to and from work site shall use proper means of transport that comply with the regulatory requirements.
- 2) The allowable speed limit shall be set by the CONTRACTOR, and suitable road signs shall be placed at the work site.
- 3) CONTRACTOR shall enhance the awareness of safe driving amongst its employees and SUBCONTRACTORS. Training shall include wearing of seat belt, observing the speed limit, maintain good vehicle condition, and possess valid driving license.

2.21 Transportation

- 1) All travels or shipment by air, land or sea, CONTRACTOR shall provide safe means of transportation for personnel and equipment.

2.22 Lifting

- 1) All cranes supplied by CONTRACTOR shall possess valid certificate of fitness issued by Class or local authority.
- 2) All cranes and associated lifting equipment i.e. all wire ropes, chains, and slings shall be inspected, and tested to ensure they are in safe working conditions.
- 3) All defective cranes shall be taken out of service, repaired or replaced if necessary. Whenever there is any doubt on the integrity of the crane, load test shall be performed

- 4) All inspected and tested lifting appliances shall be tag or marked in color coded.
- 5) CONTRACTOR is responsible to ensure that ONLY competent and authorized operator can operate any lifting device. CONTRACTOR shall also designate a signal man to signal the operator as necessary to properly place and control the loads.
- 6) Prior to performing any lifting operation, the operator shall determine the weight of the object being lifted and ensure that cables, lifting device, slings, wire ropes, chains etc. used are of a sufficient strength to support the weight of the load.
- 7) Preliminary investigation (bearing capacity of the substrate, turning range, etc.)
- 8) No personnel or person shall be allowed to walk or stand under the load. Tag lines shall be used to guide and control the load where excessive movement is possible.

2.23 Heavy Machinery

- 1) All CONTRACTOR vehicles on any site shall have proper insurance and maintained in safe operating conditions.
- 2) All heavy machineries shall be operated by competent and certified operators. They shall be operated in a safe manner and at a speed suited to the terrain and weather conditions.
- 3) All cranes, stringing trucks, heavy tracked equipment and machinery, welding rigs and all vehicles shall be fitted with reverse alarms.
- 4) Any vehicle with restricted vision shall not operate in the vicinity of workers, except under the direction of a designated worker who is ensuring that the pathway is clear and safe.

2.24 Working at height

CONTRACTOR shall **first assess the risks**. Factors to weigh up include the height of the task, the duration and frequency, and the condition of the surface being worked on.

Before working at height, CONTRACTOR shall work through these simple steps:

- **Avoid** work at height where it's reasonably practicable to do so;
- where work at height cannot be easily avoided, **prevent** falls using either an existing place of work that is already safe or the right type of equipment
- **minimize** the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

For each step, CONTRACTOR shall always consider measures that protect everyone at risk (collective protection) before measures that only protect the individual (personal protection).

Collective protection is equipment that does not require the person working at height to act for it to be effective. Examples are permanent or temporary guardrails, scissor lifts and tower scaffolds. Personal protection is equipment that requires the individual to act for it to be effective.

Furthermore

- 1) When carrying out work involving a risk of falling, safe scaffolding, platforms or work floors have been provided if possible, or the danger has been countered by the installation of effective railings, handrails or other such facilities.
- 2) In any case, there is a danger of falling if there are risky conditions, openings in floors, or if there is a danger of falling 2.5 meters or more.
- 3) If temporary work at height cannot be carried out safely and under appropriate ergonomic conditions on a suitable work floor, the most appropriate work equipment shall be selected to ensure and maintain safe working conditions. To achieve this:
 - Collective safety measures take precedence over personal safety measures
 - Are the dimensions of work equipment:
 - tailored to the nature of the work to be performed;
 - tailored to the expected loads;
 - and such that passage is possible without danger.
- 1) The most appropriate means of access to the temporary workplace at height are selected depending on the traffic, the required height and the duration
- 2) the chosen means of access allows for evacuation in the event of imminent danger
- 3) limit the use of ladders and stairs as workplaces at height to circumstances in which the use of other, safer work equipment is not justified because of the low risk involved

2.25 Risk Assessment (RA)

- 1) Prior to performance of WORK, CONTRACTOR shall implement RA as a safety precaution to eliminate or guard against hazards of a specified job. The RA methodology shall include the following:
 - Study the job and develop basic job steps
 - Identify the hazards for each job step
 - Identify the safety precautions and mitigation measures to be taken for each job step
 - Record the RA and brief all workers on the hazards, precautions and mitigations to be taken.

2.26 HSE Inspection/ Audit

- 1) Prior to commencement of WORK, CONTRACTOR is required to inspect the work site and equipment to ensure that WORK can be performed safely.
- 2) In addition, CONTRACTOR shall perform HSE inspection/audits throughout the WORK and shall promptly implement all recommendations made pursuant to the said inspection/audit.
- 3) LAGELAND shall have the right to conduct its own HSE Inspection/audit at the work site and CONTRACTOR shall comply with all recommendations arising from such inspection/audit.

2.27 HSE Induction

- 1) CONTRACTOR Own Induction Program
 - CONTRACTOR shall implement HSE site induction and identify its employees who need to attend the HSE induction program. The induction briefing which is applicable to all CONTRACTOR's and SUB-CONTRACTOR's employees shall be done at site prior to the commencing of the WORK.
 - All cost incurred shall be borne by the CONTRACTOR.

2.28 Toolbox Meeting

- 1) CONTRACTOR shall ensure that his appointed WORK supervisor hold 'TOOL BOX' Meeting daily or prior to each shift.
- 2) Specific topics shall include hazards relevant to current work, review of accidents, near misses and deficiencies and/or any new equipment or machinery.
- 3) CONTRACTOR shall maintain records of attendance and submit to LAGELAND as and when required.

2.29 Occupational Health

- 1) CONTRACTOR shall ensure that all its employees and SUB-CONTRACTOR's employees engaged in the work are medically (physical and mental) fit for the job and healthy.
- 2) CONTRACTOR shall ensure that its personnel and SUB-CONTRACTOR's personnel maintain a high standard of hygiene during execution of the work. The CONTRACTOR shall provide where necessary sufficient hygienic drinking fluids and hygienic toilet facilities to meet health and related regulatory requirements.

2.30 Health Risk Assessment

CONTRACTOR shall identify the health hazards and create an inventory at the workplace, assess the risk to health associated with exposure to these agents, decide on the control measures required (if any), and remove or reduce the risk to health to a level "As Low As Reasonably Practicable" (ALARP).

2.31 Drugs and Alcohol

- 1) The use, sale, dispensing or possession of drugs, narcotics and alcoholic beverages is STRICTLY PROHIBITED on the sites and at any place where the work is performed.
- 2) CONTRACTOR shall ensure that its personnel do not at any time, during the performance of the work, partake, bring onto the work site, or be under the influence of any alcoholic liquor, drug or other intoxicating substance. This prohibition shall also cover all legal or prescription drugs which may impair an employee's ability to perform his job safely.
- 3) LAGELAND reserves the right to randomly require CONTRACTOR's or SUB-CONTRACTOR's employees, to undergo drug and alcohol tests at any time which shall be arranged and borne by LAGELAND.
- 4) Shall any incidents or accidents occurred, the drugs and alcohol tests shall be conducted immediately at CONTRACTOR's own cost.
- 5) CONTRACTOR shall ensure that each and every person engaged by it or on its behalf to perform any element of the work (including SUB-CONTRACTOR) are advised on the local laws relating to the usage, selling, dispensing, importation and/or possession of drugs.

2.32 Environmental Management

- 1) CONTRACTOR shall establish and implement an Environmental Management Plan that details the practices, procedures and control measures for effective management of environmental aspects and impacts, as required by the relevant authority and LAGELAND.
- 2) Environmental aspects include, but not limited to:
 - Use of resources, e.g. chemicals, water, energy, fuel, etc.
 - Air emissions

- Waste water discharges
 - Public nuisance, e.g. noise, odour, dust, etc.
 - Wastes generation
- 3) CONTRACTOR shall develop a waste management plan in accordance with any requirements from LAGELAND and the relevant authorities. This plan shall inventorise all types of wastes and states their method of disposal and make available before the commencement of any work. This plan shall be regularly updated as conditions change. CONTRACTOR shall handle, sort and dispose all types of wastes in conformance with the relevant procedures and requirements.
 - 4) CONTRACTOR shall ensure spill prevention is practiced and in place, where necessary. E.g. chemicals/fuel is stored in durable containers, secondary containment at the chemical/fuel storage area and during handling of chemicals/fuel, etc. which are labeled properly.

2.33 Emergency Response Preparedness

- 1) CONTRACTOR, at its own cost, shall ensure there is adequate emergency response capability at site, which shall include at least the following;
 - Emergency response procedures
 - Firefighting equipment
 - Fire prevention program
 - First aid medical personnel and facilities
- 2) CONTRACTOR personnel shall be trained and competent in the use of firefighting equipment. CONTRACTOR shall also ensure its first aiders are trained and competent to render such services.

2.34 CONTRACTOR Training Records

- 1) CONTRACTOR shall provide adequate training to all its personnel to ensure that they have sufficient knowledge and skill to undertake the assigned tasks.
- 2) CONTRACTOR shall establish a document control system to maintain their training records.

2.35 Incident Notification and Investigation

- 1) Any incident involving LAGELAND, CONTRACTOR or any third-party personnel, plant or equipment, shall be immediately reported to LAGELAND, irrespective of whether there is injury to personnel or damage to plant or equipment.
- 2) All incidents that resulted in or have the potential to cause and escalate serious injuries or property damage shall be suitably investigated and analyzed by CONTRACTOR and reported to LAGELAND.
- 3) CONTRACTOR shall keep a copy of all incident reports at site.
- 4) CONTRACTOR is required to investigate and report any major accident to local authority in accordance with the local regulatory requirements. The investigation and report shall not preclude any similar investigations and reports required by the governmental authority in accordance with any relevant laws and regulations and may be handled concurrently with them.
- 5) CONTRACTOR shall prepare a close-out report of its HSE performance complete with Incidents statistics when requested by LAGELAND.

2.36 HSE Statistics

The contractor is expected to provide an overview of at least the following information at a frequency imposed by LAGELAND:

- HSE Targets for the project
- Manhours worked (as LAGELAND's request)
- Total number of incidents
- Total number of Loss Time Incidents
- Total number of Observations
- Total number of Site Safety Inspections
- Records/minutes of workplace Health & Safety meetings/tool box meetings

In addition, the following shall also be maintained by the Contractor and made available on request:

- Records/minutes of workplace Health & Safety meetings/tool box meetings
- Records of any complaints received and action taken
- safety equipment records
- Induction and training records

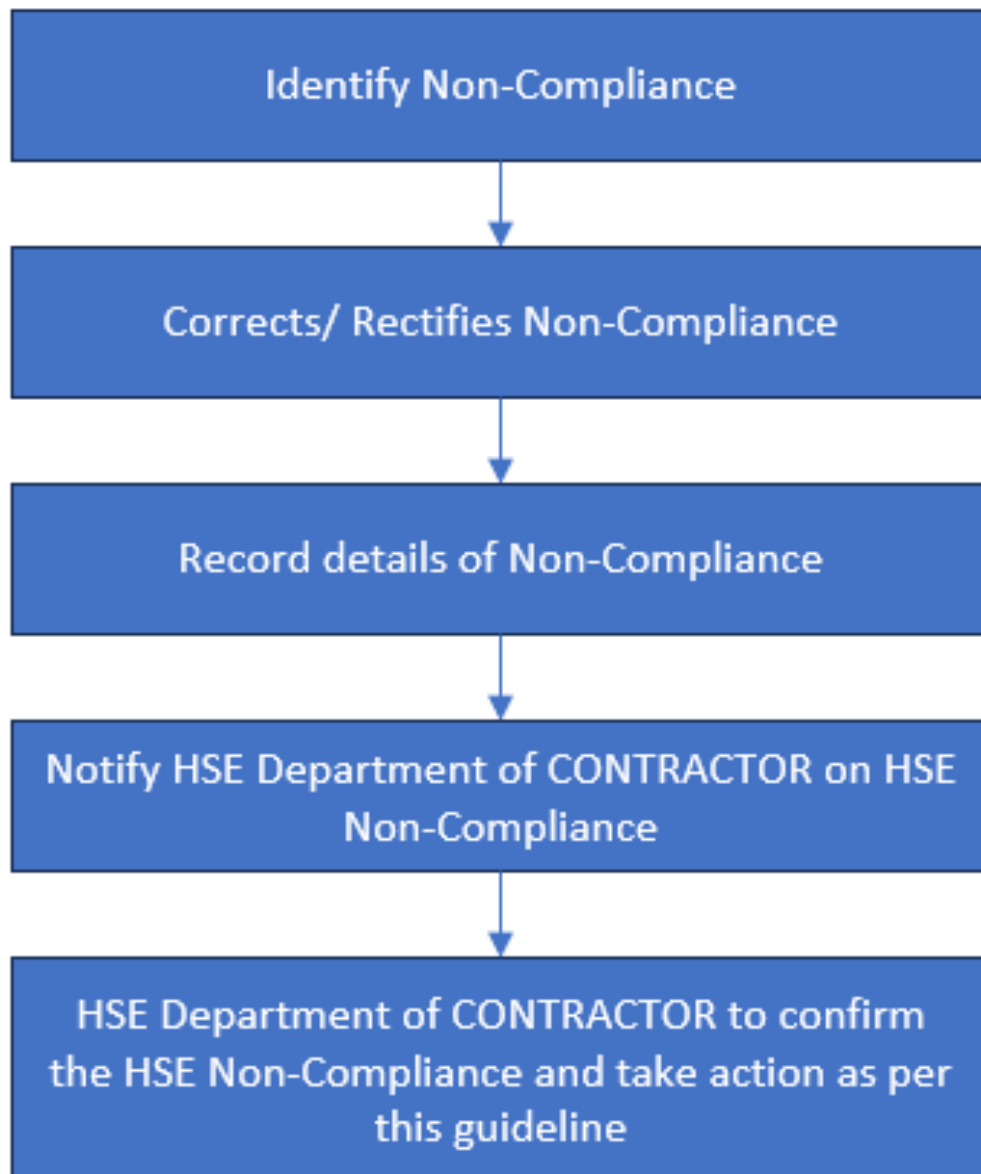
- Reports of accident/incident investigations
- Inspection reports, audit reports and any non-conformances identified

3 Consequence Management for HSE Non-Compliance

3.1 Consequence Management for HSE Non-Compliance

Type of Non-Compliance	Contractor's Personnel	Remark
Minor	1 st offence: Verbal warning/ Counseling 2 nd offence: 1 day suspension from LAGELAND site 3 rd offence: Suspension up to 7 days from entering LAGELAND site	Repeated Minor offence for more than 3 times will escalate to Major offence
Major	1 st offence: Suspension up to 1 month from entering LAGELAND site 2 nd offence: Ban from entering LAGELAND site	

3.2 Process Flow on Consequent Management for HSE Non-Compliance



4 Attachments

1: Appendix A VCC (VCA)

4	SHE awareness	4.1	Does the company conduct SHE consultations? At least four toolbox meetings throughout the year attended by all operational employees, including the company's own and temporary employees, discuss the following issues: › relevant SHE issues; › changes to regulations and instructions; › issues requiring attention following investigations of notifications of SHE incidents and inspections.
7	SHE inspections	7.1	Do operational supervisors carry out periodic workplace inspections?
8	Company health service	8.2	Have specifications been drawn up of the employees in positions and with tasks at specific workplaces who must be offered a periodic medical examination in view of their exposure risks?
9	Purchase and inspection of materials, work equipment and personal protective equipment	9.2	Are the work equipment and personal protective equipment inspected at periodic intervals?
2	SHE risk management	2.1	Does the company have an up-to-date SHE risk inventory and evaluation for all operational activities?
		2.2	Do task-risk analyses (TRAs) take place?
		2.3	Are Last Minute Risk Analyses (LMRAs) carried out before the commencement of the work?
3	Training, information and instructions	3.2	Do all operational employees have a Basic Elements of Safety SCC diploma?
		3.3	Do all operational supervisors have a Safety for Operational Supervisors SCC diploma?
		3.4	Do all employees have specific knowledge and expertise for the performance of high-risk tasks or work in a high-risk environment within the company?
		3.6	Do the company's own employees and temporary employees and the employees of the subcontractors receive instructions on the principal's internal regulations and procedures and on the content of the SHE project plan?
		3.7	Are communications pertaining to SHE issues made without language impediments?

10	Procurement of services	10.2	Are subcontractors who are frequently contracted to carry out work subjected to structural assessments of their SHE performance?
11	Notification, registration and investigation of incidents	11.1	Does the company have a procedure for the notification and registration of employee accidents resulting/not resulting in lost time, near misses and other SHE incidents?
		11.2	Does the company investigate accidents resulting/not resulting in lost time, near misses and other SHE incidents?

The main contractor can assure that the SCC requirements are met at the workplace in one of several ways (in connection with subcontracting, Question 10.1):

- ¹ The contractor demonstrably involves the subcontractor in the management system relating to compliance with the SCC requirements at the workplace, inclusive of the reporting.
- ² The subcontractor has SCC*, SCC** or SCC Petrochemical certification.
- ³ The subcontractor has demonstrably and verifiably implemented a system that confirms that the SCC requirements are met at the workplace (see the table above).
- ⁴ The subcontractor has a BeSaCC certificate (in Belgium)

2: Basic PPE

Type	Description	Specific code according NEN	Explanatory note
	Protecting clothing	EN 340 / ISO norm	No shorts
	High visibility jacket/ vest	EN 471 (high visibility)	
	Industrial safety helmet (no bumpcap)	EN 397	Use of bumpcap only after consultation and permission of client
	Safety shoes	NEN-ISO 20345	Type S3.



Energiebedrijf Groningen