



Health, Safety, Security and Environmental (HSSE) Requirements for Contractors

The undermentioned outlines general HSSE Requirements for Contractors which are designed to protect Angostura Holdings Limited and its subsidiaries, (hereinafter known as 'the Group') and Contractors from loss and damage to personnel, equipment and property whilst conducting works on behalf the Group. It serves to ensure safe working operations through compliance with the Group's related HSSE policies and procedures.

The Contractor shall ensure the Contractor Group (i.e. its employees and/or its subcontractor(s) and their employees) is aware of and comply with all relevant HSSE legal requirements and with the Group's HSSE policies, procedures, rules and guidelines (hereinafter known as the 'procedures').

Any breach of HSSE legal and/or Group's requirements on the part of the Contractor Group which has been brought in writing to the Contractor and is without rectification after fourteen (14) days may result in termination of the Contractor's services by the Group. The services of the Contractor may be terminated immediately in the event of an irremediable breach in the execution of services. This clause shall be superseded by the contract terms and conditions.

The Contractor shall ensure:

1.0 Programs and Procedures

- Members of the Contractor Group attend the Group's HSSE Orientation ("Orientation") before starting any works.
- Their HSSE plans comply with the Group's HSSE requirements for Contractors. Any exceptions must be authorised.
- Copies of the Contractor Group's HSSE related documentation, including but not limited to procedures are provided upon request by the Group.

2.0 Authorisation

Authorisation is obtained from the Group before:

- Engaging sub-contractors.
- Using equipment belonging to the Group (or other contractors).
- Connecting equipment to the Group's site utilities (electricity, compressed air, water, etc).
- Mobilising any work equipment or materials/chemicals onto the site.
- Deviating from the agreed and planned scope of works.

3.0 Personnel and Responsibilities

- Members of the Contractor Group are adequately trained, skilled and competent and are properly managed in the performance of the work.
- A Performing Authority is assigned to supervise the work undertaken by the Contractor Group and ensure adherence to the Group's HSSE policy and procedures.
- Members of the Contractor Group remain within their authorised work areas at all times.
- The Group is notified in advance of any changes in the staffing of the Contractor Group.

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- HSSE toolbox meetings are executed at least once per week with all work teams.
- The Contractor Group maintains high standards of hygiene in connection with the performance of the Work and where required, carry out any such training to provide awareness.

4.0 Classification of Contractors

In accordance with Angostura’s Contractor Management Procedure, contractors are classified into three (3) categories:

- C1 Contractors – Low-risk exposure
- C2 Contractors – Medium-risk exposure
- C3 Contractors – High-risk exposure

Table 1 below provides a classification matrix:

Table 1 – Contractor Classification Matrix

		DURATION OF WORKS		
		Non-Routine Contracted works with duration not exceeding one month (not recurring)	Routine Contracted works with duration more than 1 month but less than one year (recurring intervals or continuous)	Resident Contracted works with duration more than 1 year of continuous work at the site
RISK EXPOSURE	Low hazard exposure Activities involving only common, simple, day-to-day hazards that may result in minor incidents such as first aid cases, minor spills (i.e. deliveries, auditors, etc.).	<input type="checkbox"/> C1	<input type="checkbox"/> C1	<input type="checkbox"/> C2
	Medium hazard exposure Activities involving less common workplace hazards that may result in injury/illness requiring offsite medical attention. (e.g., using powered equipment, industrial chemicals, SIMOPS by multiple teams, large spills [controlled]).	<input type="checkbox"/> C2	<input type="checkbox"/> C2	<input type="checkbox"/> C2
	High hazard exposure Activities that involve any of the following hazards that may result in critical/fatal injuries/illness, loss of limbs, and major spills: <ol style="list-style-type: none"> 1. Work at height > 2m 2. Hot work 3. High-hazard electrical work 4. Confined space entry 5. Hazardous Chemicals/ Line breaking 6. Machine intervention (Mode 4) 7. Critical lifting 8. Excavation 9. Demolition 	<input type="checkbox"/> C3	<input type="checkbox"/> C3	<input type="checkbox"/> C3

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5.0 Permit-to-Work (PTW)

According to the Group's PTW procedure (HSSE-PR-15), a permit-to-work is required each day before commencing any job for all C2 and C3 level activities.

6.0 Risk Management Procedures

- A suitable and sufficient health, safety and environmental risk assessment of the work to be undertaken is performed (considering the nature of work, the work site and simultaneous activities in the environment) prior to its commencement and submitted in advance to the Group for review and approval.
- Relevant procedures and safe systems of work are implemented in light of satisfying the HSSE legal and the Group's requirements.
- Good housekeeping practices are adhered to at all times to prevent accidents.
- Before the commencement of works each day:
 - Carry out pre-work HSSE meetings.
 - Contractor shall accordingly inform Group about any circumstances that significantly impact or may impact the working environment.

7.0 Tools and equipment

- Tools, equipment and vehicles are supplied and maintained in a safe and operable condition and reduce negative potential impacts on the environment (i.e. any emissions/releases must comply with legal requirements).
- Tools and equipment and vehicles are utilised by competent, authorised persons and where required – licensed and certified.
- Routine inspections and daily pre-start checks are carried out on plant, equipment and vehicles prior to operating. Any identified defects must be rectified prior to use.
- Inspection records are maintained in a central location and handed over to the Group's representatives when requested.
- Testing tools are calibrated and maintained in good working condition.
- Equipment and raw materials should be stored in designated areas and away from natural watercourses.

8.0 Chemicals

- Safety Data Sheets are to be made readily available onsite (this can be electronic or hard copy). These must accompany chemicals in transit to the Group's site.
- Spill response equipment and materials are to be maintained by the Contractor for response to chemical spills from chemicals stored, handled and/or transported to/from site.



9.0 Methods of Work & Personal Protective Equipment (PPE)

- Safe access equipment for work at height (e.g. scaffolding, platforms) is provided. Scaffolds must be inspected after any changes (and at least once a week) by a competent person and tagged.
- Work equipment is always stopped before any intervention, and that any work involving disassembly (including removal of guards) is done under lock-out/tag-out, using a 1-person, 1-lock approach.
- The supply of its employees and adequate personal protective equipment (PPE) at its own expense and ensure personnel wear the required PPE in accordance with the risk assessment.

10.0 Incidents, Near Misses & Unsafe Conditions

- Its activities do not cause, permit, or tolerate a hazardous, unsafe, unhealthy, or environmentally unsound condition or activity over which it has control at the work site. The Group shall direct the Contractor to cease, or not to proceed with the unsafe work should the Group observe or be made aware of any unsafe act or condition by the Contractor.
- Work is stopped immediately in the following circumstances and contact the Group's site contact:
 - New risks are identified
 - Hazardous or environmentally unsound condition is encountered
 - Uncertainty in how to proceed safely
- All injuries, illnesses and near misses are reported immediately to the Group's site Supervisor immediately for investigation.

11.0 Contractor Performance

- Its performance is monitored during the execution of the work by assessing compliance to the agreed safe way of working and compliance to the site's HSSE procedures.

12.0 Environmental Considerations

- Noise during normal operation should **NOT** exceed 75 db.
- Air pollution guidelines to be followed as stated by the EMA regulations.
- Consideration shall be given to the use of energy-efficient equipment as far as reasonably practicable.
- Appropriate measures are implemented to prevent or reduce the generation of waste (i.e. reuse and recycling methods).
- Handling, storage, treatment, transportation, and disposal of waste is conducted in accordance with all statutory requirements, all applicable Laws and Group HSSE management system requirements.



- Hazardous waste (such as but not limited to lead acid batteries, waste oils) are stored separately from non-hazardous waste streams. Arrangements for disposal of any hazardous waste off-site are to be performed in an environmentally friendly manner with supporting chain of custody documentation submitted to the Group.
- Non-hazardous solid waste (such as but not limited to general waste, inert construction waste) are adequately secured to prevent access to vermin or to allow litter to spread on the ground.
- Any work materials or goods executed or brought thereon by the Contractor for the purposes of the Works is removed from the site.

13.0 Emergency Response and Medical Treatment

- The Contractor Group complies with the Group's Emergency Response Plans and Procedures whilst working on the Group's sites.
- The Contractor is responsible for the identification of all health, safety and environmental emergency conditions arising from their activities and must ensure adequate provisions are implemented and maintained for their effective control.
- The medical welfare of all members of the Contractor Group. Contractor's employees may access the onsite Health and Wellness centre for first aid treatment in the event of minor injuries.
- Medical treatment is provided for the Contractor Group (for serious/major injuries) at the contractor's expense.

14.0 Security

- The Group's assets, product or waste items are not removed from the premises without due authorization.
- Pictures of any part of the Group's premises are not taken unless authorized by AHL Management.
- Illegal drugs and weapons are strictly prohibited.
- No firearms are allowed onto the Groups premises.
- All vehicular accidents and other security related incidents are immediately reported to the AHL Host Manager and Security.
- Members of the Contractor Group comply with security guidelines and appropriate dress code and behaviour as outlined in the Food Safety, Environmental, Health and Safety Orientation booklet.

Please note the following:

- All contractors to the site shall be interviewed by Security upon arrival and subject to search upon leaving the premises.
- All vehicles entering and leaving the compound will be subjected to search.
- Contractors parking on the facility must be authorized by Security.
- All contractors must be in possession of an AHL issued HSSE orientation identification card and national ID prior to entry.
- Entry can be denied to a contractor if they are unauthorised to enter the facility.



15.0 Site Entry Permit

A Site Entry Permit (SEP) is required for all contractors to enter the facility. The contractor is required to submit the information outlined in Table 2 to their site contact for processing of the site entry permit based on the contracted activity classification.

Table 2 – SEP Documentation Requirements

C1 Contracted Activities	C2 and C3 Contracted Activities
1. A Completed Risk Prediction Form (see Appendix 1)	<ol style="list-style-type: none">1. A Completed Risk Prediction Form (see Appendix 1)2. A Completed Risk Understanding and Method Statement (RUMS) Form (see Appendix 2).3. A completed risk assessment for the contracted activity. Angostura's Contractor Risk Assessment (ACRA) template (see Appendix 3) is available for use, however, any other risk assessment format provided must meet or exceed the expectations provided in the ACRA template.4. Relevant competency records for workers expected to execute the activity.5. Relevant equipment certifications.6. Statutory insurance and inspections for any vehicles expected to enter the facility.7. An emergency response plan to address emergencies that may arise throughout the course of the job.8. Additional documents as outlined in Section 16 for high-risk activities.

16.0 Requirements for High-Risk Activities (C3-Level)

If any contractor is expected to execute any of the following high-risk specific documentation is required as outlined in Table 3:

1. Work at height > 2m
2. Hot work
3. High-hazard electrical work
4. Confined space entry
5. Hazardous chemicals/ line breaking
6. Mode four (4) Machine intervention
7. Critical lifting
8. Excavation (>300mm)
9. Demolition (where material can fall from a height > 2m)



TABLE 3 – STANDARD DOCUMENTATION FOR HIGH-RISK ACTIVITIES

Hazard	Supplementary Description	Standard Subject Matter-Specific Documents Required
<p>Work at Height</p>	<p>Any job where people could fall >2m</p> <p>The 2m height of potential fall is measured from floor level to footrest area. A PTW is normally required for work from mobile work platforms but NOT for work from a fixed safe location, or for the use of a secured ladder to reach such a location. “Fixed safe locations” should be:</p> <ul style="list-style-type: none"> • Designed for the designated service load. • Equipped at all edges with toe board, knee rail and guardrail. 	<ul style="list-style-type: none"> • Risk Assessment to consider: overhead obstructions, dropped objects, weather conditions, fall protection arrangements. Evidence of certification for fall protection arrangements must be uploaded e.g. harness, lifeline etc. • Competency Records: staff resume's, previous projects, relevant working at height certification. Certification for scaffolding crew, scaffolding inspector, manlift/ aerial lift operator. • Medical Records for the working at height crew i.e. fit-to-work or equivalent within the last 12 months. • Rescue Plan • Site Visit to consider: obstructions, working at height zone, methodology for access (e.g. fixed, mobile, aerial lift), adequacy of equipment reach/ load/ size capacity, access control, SIMOPs, weather conditions • Ladder(s): Ladder inspection record to meet OEM specification (internal inspection checklist will be accepted). • Scaffolding Materials: Certificate of conformity for all scaffolding equipment/ material • Aerial Platform/ Manlift: Certification record for lift, inspection checklist for lift to demonstrate functionality of emergency stops and availability of fire extinguishers.
<p>Hot Work</p>	<p>Any job that could create a source of ignition</p> <p>Examples include jobs that:</p> <ul style="list-style-type: none"> • Use or could generate heat or sparks (e.g., welding, flame cutting, cutting and grinding). • Could generate sparks in areas where explosive/ flammable atmospheres could occur. 	<ul style="list-style-type: none"> • Risk Assessment to consider: provisions for fire prevention, fire rated PPE, ventilation, detection, suppression, SIMOPs. • Competency Records: staff resume's, previous projects, relevant certification (which can include welding crew certification, fabricator certification) • Site Visit to consider: fire prevention controls, isolation of nearby equipment, creation of a habitat • Emergency Response Plan to consider: provisions for burns, fire response equipment/ personnel e.g. fire blanket, fire extinguisher, fire watch • Welding/ Cutting/ Grinding Equipment: Certification of equipment must be submitted e.g. certification for welding plant, inspection for tools, equipment (hoses, regulators, gauges, cylinders).



TABLE 3 – STANDARD DOCUMENTATION FOR HIGH-RISK ACTIVITIES (CONTINUED)

Hazard	Supplementary Description	Standard Subject Matter-Specific Documents Required
High-hazard Electrical Work	<p>Any high-hazard electrical works</p> <p>Examples include jobs that involve work:</p> <ul style="list-style-type: none"> • On electrical equipment or systems >480V (energised or de-energised). • On-or-near exposed energised conductors > 50VAC or 120VDC. • On energy storage equipment where hazardous stored energy may be present (e.g., power factor correction capacitors and UPS battery systems). • On electrical systems in areas where explosive atmospheres could occur. <p>“Electrical work” includes installation, repair, modification and diagnostics of electrical systems. It does not include operation of electrically powered equipment, i.e., starting and stopping machinery.</p>	<ul style="list-style-type: none"> • Risk Assessment to consider: electrically rated PPE (e.g. arc flash suits, insulated gloves, face shields), insulated tools, arc flash, shock, grounding, LOTO-T provisions. • Competency Records: staff resume's, previous projects, relevant certification. This should include certification and qualifications of the electrical workers. • Site Visit to consider: provisions for isolation, LOTO-T, grounding, established clearance and boundaries • Emergency Response Plan to consider: provisions for CPR, AED, burn kit, rescue hook
Confined Space Entry	<p>Any entry into a permit-required confined space</p> <p>Permit-required confined spaces are those with enclosed nature or restricted access, in which there is a risk of serious injury or illness from hazardous atmosphere, asphyxiation, entrapment or engulfment. Examples include closed tanks, chambers, vessels, silos, hoppers, ducts, sewers, vats, basins, open-topped tanks, trenches and pits.</p>	<ul style="list-style-type: none"> • Risk Assessment to consider: ventilation requirements, atmospheric conditions and monitoring equipment, specialized PPE requirements (e.g. air-supplied respirators, breathing apparatus etc.), illumination. • Competency Records: staff resume's, previous projects, relevant certification. This should include certification for entrants, attendants, rescue personnel. • Rescue Plan • Medical Records for the entry crew e.g. fit-to-work or equivalent within the last 12 months • Declaration of any special medical conditions e.g. cluster phobia • Certification and calibration of air monitoring equipment • Certification of rescue equipment (e.g. harness, slings, shackles)



TABLE 3 – STANDARD DOCUMENTATION FOR HIGH-RISK ACTIVITIES (CONTINUED)

Hazard	Supplementary Description	Standard Subject Matter-Specific Documents Required
Hazardous Line Breaking	Any opening to atmosphere of a line or system which might be hazardous	<ul style="list-style-type: none"> • Risk Assessment to consider: contents of the line, access to the line and SIMOPs. • Competency Records: Resume's, previous projects, relevant certification. • Site Visit to consider: isolation points, depressurization/purging requirements, LOTO-T devices, accurately identified/labelled line, line contents (e.g. temperature, flammability, toxicity, corrosiveness, pressure etc).
	Examples include systems which, <u>under normal operating conditions</u> , contain liquids, gases or powders that are: Very hot or very cold (e.g., >60°C or <-6°C); OR Flammable, combustible, corrosive, toxic, etc.	
Use of Hazardous Chemicals	Any chemical which can cause a physical or health hazard	<ul style="list-style-type: none"> • Risk Assessment to consider: safe storage, handling, labelling, use, PPE, and emergency spill procedures • Competency Records: staff resume's, previous projects, relevant certification. • Safety Data Sheet(s): SDSs must be no more than three (3) years. If the SDS is older than three (3) years, please note that a letter from the manufacturer must accompany the SDS indicating that it is the most up to date SDS.
	Hazardous information can be found on the chemical's safety data sheet.	
Machine Intervention (Mode 4)	Any intervention on work equipment requiring hazardous energy	<ul style="list-style-type: none"> • Risk Assessment to consider: minimization of personnel exposure, access restriction, SIMOPs. • Competency Records: Resume's, previous projects, relevant certification, certification for persons expected to enter and jog the machine. • Site Visit to consider: proximity of emergency shut off devices, tools and equipment required, access restrictions, SIMOP • Safe operating procedure for machine intervention
	Mode 4 machine intervention refers to any task which needs hazardous energy to remain present during the intervention into a machine. Examples include interventions for fault finding and adjustment which require the machine to be on.	
Critical Lifting Operation	Any non-routine heavy lifting operation	<ul style="list-style-type: none"> • Risk Assessment to consider risks involved in this activity. • Competency Records: Resume's, previous projects, relevant certification e.g. certification for operator, banksman, rigger. • Lift Plan: A lift plan is required if there are overhead utilities, high-traffic areas, the load is greater than 75% of the equipment lifting capacity, presence of lifting constraints (e.g. clutter, congestion). The lift plan must consider contingencies for any deviation to established lift plan, and access control restrictions. • Site Visit to consider: lay down area, lifting zone, landing location, adequacy of equipment reach, obstructions, ground stability and weather conditions • Certification of lifting equipment • Certification of rigging equipment e.g. slings, shackles, hooks are rated for the lift load
	Examples include positioning or operation of tower or mobile cranes, and lifting of loads near service lines, buildings, processing equipment, etc.	



TABLE 3 – STANDARD DOCUMENTATION FOR HIGH-RISK ACTIVITIES (CONTINUED)

Hazard	Supplementary Description	Standard Subject Matter-Specific Documents Required
<p>Excavation</p>	<p>Any ground disturbance >300mm</p>	<ul style="list-style-type: none"> • Risk Assessment to consider: the depth of the excavation, PPE required around moving equipment, consideration for run-off of excavated material/ silt, change in weather conditions, ventilation and shoring. • Competency Records: staff resume's, previous projects, relevant certification. • Rescue Plan • Site Visit to consider: provisions for buried utilities, safe access, overhead hazards, traffic management and location of spoil piles • Equipment Listing to show provision for: <ul style="list-style-type: none"> ○ Controls to prevent collapse e.g. shoring board/ metal ○ Safe access and secondary access points e.g. ladder ○ Adequate ventilation and associated equipment available e.g. blowers, exhaust fans ○ High-visibility apparel near moving equipment ○ Provisions for the control of water build-up in the trench from ground or surface water e.g. sump pump, dewatering systems • Calibration certificate for air monitoring equipment
	<p>Examples include excavation, drilling or pile driving. The purpose is to prevent undermining nearby structures, damaging underground services, and creating unsafe excavations. If services are believed to be at a depth <300mm, the criteria may need to be stricter.</p> <p>On construction sites, the Area Authority may demarcate “Free Dig Areas”, free of underground services and nearby structures. In such areas, ground disturbance only requires a PTW if >1500mm.</p>	
<p>Demolition</p>	<p>Any demolition where material could fall >2m</p>	<ul style="list-style-type: none"> • Competency Records: staff resume's, previous projects, relevant certification. • Site visit/ Engineering survey to consider prevent collapse during demolition, determine utility disconnection requirements (e.g. electrical, water, gas, steam, alcohol, sewer) • Demolition plan/ methodology for demolition works including consideration for structural integrity of floors, walls and proper bracing. • Identification of dust control measures e.g. wet methods, vacuums, barriers • Certificate of inspection/ clearance of asbestos material. • Waste management plan identifying the safe storage of hazardous or combustible materials, segregation and disposal. • Traffic management plan with provisions for barricading and signage of demolition zone • Inspection certificates for equipment and machines
	<p>A PTW is required for both manual and mechanical demolition works.</p>	

Approved by:

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