| Procedure for Management of Contractors | Doc No.: HSEP-16 |
|---|---|
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## 0. Amendment History

| Rev# | Date | Page # | Section | Nature of Amendment |
|---|---|---|---|---|
| 01 | 01-04-2021 | All | | Incorporating the new company (Kurita AquaChemie FZE) name, its scope and all other information |
| 02 | 01-04-2022 | All | | Annual Revision |
| 03 | 01-04-2023 | All | | Annual Revision |

## 1. Purpose

This procedure shows the details of how the Contractor/Sub contractor will be controlled. This procedure has been prepared for the Contractors on how to communicate with KURITA AQUACHEMIE and implement the health, safety and environment procedures of KURITA AQUACHEMIE.

## 2. Terminology

**Contractor**

Contractor is a person, organization, their employees, or a nominated representative engaged to carry out a scope of work for the nominated entity in a contract for service arrangement.

## 3. Responsibility and accountability

**Managers & Supervisor** are responsible for

- The implementation of this standard in their area of responsibility and accountability or where they have engaged a contractor
- Pre contract assessment and approval (where granted) of contractor OHS management.
- Establishing an approved contactor list.
- the scheduling and completion of contractors OHS Induction.
- the management of contractors in relation to site specific hazards and ensuring contractor's proposed work methods do not place themselves and/or KURITA AQUACHEMIE employees at risk
- advising the relevant Manager/Supervisor when the work will be conducted in the workplace.
- Checking, monitoring and auditing contractor's performance and documentation.

**Employees** are responsible for

- not placing themselves or contractors at risk of injury
- assist contractors where required to develop, implement or work around safe work practices
- reporting noncomplying work methods of contractors to KURITA AQUACHEMIE management

**Contractors** are responsible for

- providing OHS information to KURITA AQUACHEMIE that is relevant to the contract when requested.
- developing site-specific procedures relevant to site hazards and work activities at the site
- successfully completing KURITA AQUACHEMIE 's OHS Induction
- not placing themselves or others at risk of injury
- working in accordance with KURITA AQUACHEMIE OHS standards, procedures and practices where required
- reporting any incidents, injuries, or non-compliances to KURITA AQUACHEMIE Management
- completing the Contractor Permit to Work for the corresponding activity
- taking part in KURITA AQUACHEMIE Contractor Audits

## 4. Procedure

### 4.1. Documented OHS Requirements

4.1.1. The written contract, or in short term cases, in a letter of engagement to carry out the specific task, both must include commitment to meet contactor's own OHS management standards and a reference to meeting KURITA AQUACHEMIE's OHS standards. In the case of a contractor not having their own OHS standards, a commitment to apply and meet KURITA AQUACHEMIE's OHS standards is satisfactory.

### 4.2. Insurances, Licenses, Registrations & Certificates.

4.2.1. The KURITA AQUACHEMIE manager or supervisor must ensure that contractor's or subcontractor's employees possess the insurances, licenses, registrations and certificates required by Federal, State or local legislation.

### 4.3. Supervision

4.3.1. The KURITA AQUACHEMIE manager must arrange for the work of the contractor or subcontractor to be monitored to ensure their compliance with contractor's documentations, safe work procedures, KURITA AQUACHEMIE standards and procedures, maintenance and correct use of tools or equipment and observance of good housekeeping.

### 4.4. Feedback

4.4.1. If the contractor or subcontractor is not working to expected OHS standards, the manager or supervisor must discuss the deficiencies with the persons concerned and work with the contractor to resolve the problems. At the completion of works or contract, where appropriate feedback is to be provided to the contractor on their OHS performance.

### 4.5. Reporting Incidents, Injuries and Property Damage

4.5.1. Contractors, subcontractors, or any other persons must be advised during KURITA AQUACHEMIE's OHS Induction that all incidents, injuries or damage to property must be reported to the relevant KURITA AQUACHEMIE person on site, e.g. manager or supervisor. Contractors who fail to meet the reporting standard will be subjected to KURITA AQUACHEMIE's disciplinary processes.

### 4.6. Emergency Procedures

4.6.1. Emergency procedures must be explained to contractors and subcontractors during KURITA AQUACHEMIE's OHS Induction. Contractors and subcontractors will be required to take part in practice drills should they occur when the contractor or subcontractor is on site. If the contractor is undertaking any tasks or brings onto site any tools/equipment or product that may affect the site's emergency management, KURITA AQUACHEMIE is to be notified prior to works to allow for a risk management strategy to be developed.

### 4.7. Safe Working Procedures

4.7.1. As well as ensuring that long term contractors are conversant with all relevant safe work procedures. It is essential that contractor's input is sought when procedures that relate to their work are to be changed or developed. Particular emphasis must be given to lockout and tag-out procedures or workplaces of high risk.

## 5. Records

| Record | Record Ref |
|---|---|
| Contractor Safety Checklist | HSE-MOCT-F01 |

