

		
	QHSSE REGULATIONS FOR SUBCONTRACTORS (QUALITY, HEALTH, SAFETY, SECURITY AND ENVIRONMENT) CIVIL WORKS BENELUX	FORM JDN.SF.04.05.C.e REVISION 03

SCOPE

- 1.1 Reference is made to the legal agreement between Jan De Nul Group, or any of its companies, (JDN) and the other party (the subcontractor) in connection with agreed upon works or services, which are in turn part of the legal agreement between JDN and the client.
- 1.2 A subcontractor is a party that performs part of the scope of the legal agreement between JDN and the client.
- 1.3 The regulations for subcontractors in terms of Quality, Health, Safety, Security & Environment (QHSSE regulations), as defined below, apply to all works and services performed and provided by the subcontractor, including all works and services outsourced by the latter and relating to the legal agreement between JDN and the subcontractor.
- 1.4 The QHSSE regulations for subcontractors, as defined below, apply to all works and services performed and provided by the subcontractor, including all works and services outsourced by the latter, in and on:
 - all corporate buildings and premises owned, let or rented by the client;
 - JDN's corporate buildings and premises (whether owned, let or rented), such as construction sites, vessels, temporary storage facilities, containers;
 - all corporate buildings and premises of the subcontractor (whether owned, let or rented), such as depots and workshops, including all areas where personnel working for or on behalf of JDN carries out activities, including access roads to the workplace.
- 1.5 The subcontractor must take all necessary and mandatory actions to create and maintain safe working conditions at the workplace, as described in section 1.3. The subcontractor is responsible for coordinating all QHSSE matters for all executed works, including all outsourced works or services, without thereby compromising the QHSSE regulations for subcontractors. The requirements set out below are considered to be minimum requirements. More stringent requirements should be applied whenever this is deemed necessary
- 1.6 All personnel carrying out works for or on behalf of the subcontractor is part of the subcontractor's workforce. This also includes – without any limitation – subcontractors of subcontractors, suppliers, vendors, etc.

ORGANISATION OF QHSSE MATTERS

- 2.1 All communications and documentation relating to QHSSE matters must be available in the language agreed with JDN.
- 2.2 The subcontractor will strictly adhere to all relevant local, national and international laws, regulations, standards and codes of conduct, and observe the QHSSE regulations for subcontractors described in this document. The subcontractor may apply stricter measures. If the client's QHSSE regulations would differ from the standards applied by JDN, the subcontractor must comply with the most stringent requirements. If the subcontractor, including its employees, or employees of the subcontractor's own subcontractor would fail to comply with any obligation imposed by these QHSSE regulations for subcontractors performing on-site works, as described in section 1.4, JDN will be entitled to suspend the works until the situation has been rectified. This may include removing the relevant employees from the site. All costs for resulting delays will be at the subcontractor's expense.
- 2.3 The subcontractor undertakes to submit an HSE plan, including a job hazard analysis, prior to executing works.
- 2.4 The subcontractor undertakes to communicate the hazards and control measures to the employees accessing the site. The subcontractor must keep a record of such communications and make it available upon JDN's request. JDN will assess the HSE plan within a reasonable term. Any delays incurred as a result are not at the expense of JDN.
- 2.5 Upon JDN's request, and if available, the subcontractor must provide its most recent certification relating to QHSSE standards.
- 2.6 Each subcontractor must designate a safety officer, who must be present on the construction site during the activities.
- 2.7 The subcontractor undertakes to send all employees to the (project) introduction or to provide all employees with the HSE information communicated during the (project) introduction in the appropriate language. The subcontractor must retain corresponding records to demonstrate the communication on the (project) introduction.
- 2.8 The subcontractor undertakes to organise periodical meetings related to the work activities, or – as the case may be – to be present at such meetings organised by JDN.
- 2.9 The subcontractor must regularly check and inspect the workplace and the services rendered by it or its own subcontractors in terms of QHSSE matters. Its findings must be registered. Such audit and inspection reports must be submitted to JDN at its request.

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2.10 Everyone has the authority and responsibility to stop works that are being carried out in an unsafe manner. The subcontractor must encourage employees to Stop & Rethink works whenever deemed necessary. This principle applies to all employees and subcontractors of JDN, regardless of their rank or position.

CSR requirements for subcontractors

2.11 JDN expects from its subcontractors that they respect JDN's Corporate Social Responsibility values and principles, in particular that:

- they comply with the applicable (international, national or regional) legislation concerning CSR matters, including labour practices, human rights, fair business practices in the supply chain, ethical issues and community involvement and development, and they must ensure that their own subcontractors do so as well;
- they protect the environment by behaving responsibly and ensuring operational excellence;
- they create and maintain healthy and safe working conditions for all their employees;
- they strictly adhere to the ban on child and forced labour;
- they enforce clear guidelines to promote business ethics and prohibit any form of discrimination;
- they avoid conflicts of interest in their organisations;
- they ensure that all relevant environmental requirements are complied with, including those relating to waste management and exhaust gases.

The subcontractor is responsible for the implementation of these requirements in its supply chain.

Alcohol and Drugs Policy

2.12 The subcontractor must ensure that none of its employees or representatives working on the site are in possession of drugs or alcohol, or use drugs or alcohol during the works. The subcontractor must have a written internal policy or plan as regards to drug abuse or, upon such absence, subscribe to JDN's alcohol and drugs policy. This includes, amongst others, random tests on the use of alcohol or drugs upon any suspicion and testing of personnel that is involved in an accident or serious near-miss.

2.13 JDN reserves the right to perform (un)announced alcohol and drugs tests on JDN premises as well as tests after an incident in view of ascertaining its causes. It may also have these tests performed by a third party. In order to keep the workplace safe, JDN reserves the right to search for and check on the possession of alcohol or drugs.

Facilities

2.14 Employees of the subcontractor working on JDN premises may only enter those places that are necessary to carry out their work.

2.15 At JDN's request, a site survey will be carried out before and after the works. JDN reserves the right to recover all damage incurred by it, if any, from the subcontractor.

2.16 The subcontractor must provide to its employees the health facilities required by law and keep them tidy. Meals may only be consumed in rooms provided for that purpose. If JDN provides these facilities, the subcontractor will be responsible for their maintenance.

2.17 Subcontractors are not entitled to use JDN equipment on the premises unless this has been mutually agreed in writing.

2.18 Sufficient lighting must be provided to enable the proper and safe execution of the works.

2.19 The subcontractor is responsible for the equipment used by it on the site. The equipment must be marked so that it can be identified.

2.20 The subcontractor must ensure that its work equipment is suitable for the works to be executed and that it is regularly tested by a qualified person in order to ensure their safe operation. Instructions for use and safety instructions must be submitted to JDN at the latter's request.

2.21 The subcontractor must clean the areas on JDN's premises where it is executing works at least every day and remove all waste in accordance with local legislation and regulations. If the subcontractor fails to clean the work areas, JDN reserves the right to clean them or have them cleaned at the subcontractor's expense.

2.22 Certificates concerning the disposal of hazardous waste must be handed over to JDN personnel upon such request.

2.23 Efforts should be made to reduce the impact of waste generated at the workplace. It is not entitled to incinerate waste at the workplace.

2.24 Roads, passageways and stairs must at all times be kept free from obstacles. Make sure that flexible pipes or cables do not obstruct passageways. If they pass through a passageway, they must be protected against damage.

		
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- 2.25 All materials must be stacked in an orderly and stable manner, protected from water, and in the designated rooms.
- 2.26 Preventive measures must be taken against soil, air and water pollution.
- 2.27 The noise, vibration, radiation and dust levels must be kept within the agreed limits and may never exceed the limits laid down in legislation.
- 2.28 The subcontractor must ensure that smoking is only done in the designated areas.

QHSSE REQUIREMENTS FOR SUBCONTRACTORS

Risk management

- 3.1 The subcontractor must manage the risks related to its works as described in section 1.4. The subcontractor must adhere to the prevention principles, giving priority to collective protection measures over individual protection measures.
- 3.2 It is at all times forbidden to remove collective protective equipment such as handrails without installing other equivalent protective equipment.
- 3.3 Both at project and task level, the subcontractor has – for all its works – risk management tools in place to identify hazards and control measures and to communicate about them.

Permit to Work

- 3.4 JDN has identified a number of tasks that could potentially pose serious hazards. Although the subcontractor is responsible for the on-site implementation of QHSSE measures, it must, when planning tasks that might endanger JDN equipment or personnel, consult with JDN prior to the commencement of tasks for which a Permit to Work (PTW) is required.

Such tasks include but are not limited to:

- entering or performing works in a confined space;
- critical lifting operations with single cranes (> 80% of the crane's power);
- lifting works with two or more cranes;
- works in a place where a person may fall from a height of more than 2 metres due to a lack of collective protection;
- activities carried out above water (excluding standard company activities);
- working from an elevated man basket or boatswain's chair;
- all kinds of works using or generating heat outside a designated hot works area;
- works during which sparks or other sources of ignition may be generated outside a designated hot works area;
- works on high-voltage installations;
- works near electrical cables / installations, pipelines;
- works on a system with stored energy or a system under pressure (see LOTO);
- diving works;
- works with hazardous substances, including asbestos, radioactive material/radioactive sources and explosives.

Training & competence

- 3.5 The subcontractor must ensure that all employees working for it or on behalf of it have the required training/professional skills and physical capabilities to perform the tasks assigned to them, including responsibilities in a safety-related position, and to use and operate the corresponding equipment in a professional and safe manner. The subcontractor must provide JDN with the required documents attesting to this when requested by JDN. This may include but is not limited to: driving licence, operating and training certificate, seaman's book, certificate of basic safety training, certificate of medical fitness, welding certificate.

Emergency procedures

- 3.6 The subcontractor must ensure that all employees are familiar with the emergency procedures and that sufficient first aiders, first aid equipment, rescue equipment, fire fighters, fire extinguishers are available, unless it has been mutually agreed that JDN's arrangements are to be shared (in whole or in part).
- 3.7 The subcontractor must have arrangements in place with medical facilities and emergency services such as ambulances and fire brigades.
- 3.8 The subcontractor must participate in all exercises or initiatives undertaken by JDN to test and validate the emergency response plan.

		
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Incident management

- 3.9 The subcontractor must inform JDN of all accidents, incidents or damage within the scope of its activities on the premises; it must submit a written incident report to JDN on the day that the incident occurs. The subcontractor must provide all other reports as imposed by local legislation or requested by JDN (i.e. accident investigation report) in a timely manner. The subcontractor remains responsible for the further follow-up of the investigation and bears all costs related to the investigation.
- 3.10 The subcontractor must provide JDN with a copy of all reports communicated to public authorities or insurance companies regarding any accident, injury or incident at the workplace that occurred during the subcontractor's works.

Security

- 3.11 The subcontractor must obtain permission from JDN to enter JDN's premises before starting the works. The subcontractor must notify JDN when leaving JDN's premises. If required or requested by JDN or applicable legislation, e.g. ISPS, the subcontractor must control the access to the site to prevent unauthorised access. Personnel entering JDN premises must carry identification + a "Checkin@work" badge. Entry passes may be made mandatory.

PPE (personal protective equipment)

- 3.12 All persons entering JDN's premises must wear PPE as imposed by applicable legislation and in accordance with the site regulations drawn up by JDN or the client.
- 3.13 The subcontractor must provide its personnel and/or visitors with all required PPE at its own expense. The subcontractor must ensure that the PPE is in a proper state of maintenance and must check it regularly and replace it if necessary.
- 3.14 The subcontractor must ensure that all workers on the site use the PPE correctly and store it safely after use, in accordance with their training and the instructions given to them.

Lock out / Tag out

- 3.15 The subcontractor must have a lock out/tag out system in place to protect employees against any unexpected start-up, movement, activation, energy release, etc. of or from plant/machine parts during assistance, maintenance or inspection activities.

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Lifting operations

3.16 The subcontractor must ensure that:

- the lifting equipment and tools brought onto JDN's premises have a valid test certificate. A copy of the test certificates must be handed over to JDN if so requested;
- the SWL (maximum workload) is never exceeded;
- safety installations can never be bypassed;
- all persons are removed from under suspended loads;
- all employees participating in lifting operations are competent to perform their task, taking into account the local requirements;
- all employees participating in lifting operations are guided away from any crushing hazard. Where necessary, auxiliary tools such as taglines must be used;
- the wind speed and visibility are assessed before starting lifting operations.
- When several cranes are used, there must be agreement on the priority rules.

Works with open flame

3.17 The subcontractor must ensure that:

- signs are in place to warn that works with an open flame are taking place in that area;
- welding shields or barriers are used to protect nearby persons and property from sparks or flames;
- fire extinguishers are available nearby;
- the equipment is inspected and approved before it is used;
- gas cylinders are stored outside, upright, secured and protected from the sun;
- full cylinders are kept separate from empty cylinders;
- the mandatory distance between gas cylinders is observed, e.g. 3 m distance between oxygen/acetylene in storage areas;
- valid flame arresters are mounted immediately behind the regulators and the torch, both on oxygen and acetylene gas cylinders.

Confined space

3.18 The subcontractor must ensure that:

- the atmosphere in the confined space is tested before entering and at regular intervals during the works in the confined space;
- a communication system is agreed between the watchman / person on stand-by and the person in the confined space;
- portable safety lighting with a very low voltage is available;
- sufficient ventilation is available;
- a plan and the necessary equipment are available to rescue personnel from the confined space.

Working at heights

3.19 The subcontractor must ensure that:

- collective protective equipment (CPE) against falls is in place for all works carried out at a height of more than 2 m. If no CPE can be used, a safety harness and fall protection must be used;
- the work area is fenced off or supervisors are present;
- openings / hatches are secured or covered to prevent people from falling;
- ladders are in a good state of maintenance (undamaged and stable) and properly secured when they are used as access ladders or when the ladder has more than 25 rungs;
- working from a ladder is avoided.

Scaffolds

3.20 The subcontractor must ensure that:

- scaffolds are equipped with suitable top railings, intermediate railings and skirting boards. The components of the work floor must be mounted in a close-fitting way without leaving any gaps between them.
- the work floor is accessed by a staircase (tower) or ladder;

		
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- before the scaffolding is put into use, it is inspected by a qualified agent of the subcontractor. The scaffolding must then be inspected at least twice a month or whenever changes have been made to it.
- upon such request from JDN, the calculation notes for the scaffolds are submitted to JDN.
- employees who work on scaffolding have been trained in accordance with the applicable legislation and regulations. If the scaffolding must be modified in order to carry out works (e.g. moving work platforms), this may only be done by employees who have had appropriate training for this. After modifications have been made, the scaffolding must be inspected by a qualified agent of the subcontractor.
- at the request of JDN, the necessary training certificates for working on, (dis)assembling, adapting and releasing scaffolds can be submitted. It is the subcontractor's responsibility to organise adequate training courses for its employees.

Electrical installation

3.21 The subcontractor must ensure that:

- the electrical installations have been approved by a recognised body in accordance with the applicable legislation and regulations;
- only suitable and undamaged electrical equipment, which can be connected to correct and safe sockets, is used on the site;
- electrical cabinets are always closed. They must be connected using suitable cables only. All equipment (cables/sockets/...) must be suitable for use in humid conditions;
- cables are always suspended and/or protected against potential damage;
- the electrical installation is protected against infiltrating water;
- cables do not pose a risk of falling, tripping & slipping;
- cables are not exposed.

Hazardous substances

3.22 The subcontractor must ensure that:

- all hazardous substances on the site are labelled in accordance with the applicable legislation and regulations. The use of flammable, toxic or other hazardous products must be reported to JDN. The relevant material safety data sheets must be submitted to JDN before the start of the works;
- hazardous substances are stored, processed, transported and used, and their packaging is disposed of in accordance with the applicable legislation and regulations;
- appropriate warning signs (e.g. no smoking, no open flames) must be displayed on storage facilities;
- substances that may leak into the environment are retained in secondary soil containment systems that, in the event of a leak, are capable of holding at least 110% of the capacity of the largest container;
- if works are carried out during which harmful or irritating fumes / gases are released, this is reported to JDN, and that appropriate measures are taken to extract the fumes / gases in a safe and effective manner (extraction system, etc.);
- no materials containing asbestos are used or installed on JDN's premises. The subcontractor may be asked to submit a corresponding certificate.

Bunkering

3.23 The subcontractor must ensure that:

- no bunkering operations are performed without JDN's prior consent;
- joint bunker samples are taken;
- spill absorbing materials are available.

Working alone

3.24 The subcontractor must ensure that:

- when working alone, no activities are carried out as described in section 3.3;
- when an employee is working alone, he/she has appropriate means of communication and there is a system in place to ensure regular contact.

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Vehicles and heavy equipment

3.25 The subcontractor must ensure that vehicles and heavy equipment meet the requirements that are specific to the site. This may include but is not limited to:

- a seatbelt for the driver and all passengers;
- a rotating and flashing beacon;
- an acoustic alarm device;
- a UHF radio.

Traffic

3.26 The subcontractor must adhere to the following:

- separation between pedestrians – light vehicles – heavy equipment;
- on-site signposting;
- speed limits;
- no use of mobile phones while driving / operating;
- sufficient distance must be kept from machines;
- wherever possible, vehicles must be parked in the designated parking zones.