

HSSE Contractor Management Procedure

HSE-016

Version 5

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1.0 PURPOSE AND SCOPE

Speedcast seeks full co-operation from its own employees to achieve high standards of workplace safety and requires the same level of co-operation from its contract partners. It is expected that the standard of your plant and equipment and safe working arrangements will comply as a minimum with provisions laid down in local relevant legislation. This document contains basic guidance on health and safety procedures intended to reduce the risk of accidents/ incidents to all persons on sites. Specific attention is also drawn to legal and regulatory compliance (including any local authority requirements as may prevail at the time and place of the work activity), for pollution control and waste management. It is intended that a copy of this guide is issued to contracting site supervision so that all may be aware of Speedcast requirements.

This procedure establishes global **Health, Safety, Security and Environmental (HSSE)** guidelines for all contractors providing services for Speedcast.

This procedure is applicable to all contractors at all Speedcast facilities globally. For the purposes of this procedure, the terms “contractor”, “contracting organization”, “subcontractor” and “third Party” are the same.

2.0 HSE Policy

Speedcast’s HSE Policy (HSSE-001) as approved by the CEO states:

SpeedCast is committed to **Success through People and Safety**. To demonstrate and achieve this, SpeedCast will:

- Provide and maintain safe and environmentally responsible systems of work where hazards and associated risks are identified and effectively controlled.
- Promote responsible and accountable leadership that engages employees in the consultation of all matters pertaining to health, safety, security, and the environment.
- Empower all employees to stop any work they reasonably believe to be unsafe, without fear of reprimand or reprisal.
- Conduct our operations in a manner that meets or exceeds all applicable regulations, laws, customer requirements, and industry standards.
- Ensure that all HSSE-related Incidents are reported and investigated, and that corrective measures put into place to prevent future incidents from recurring.
- Require all companies contracted to SpeedCast to have a HSSE management system and validate that they can complete the expected scope of work in compliance with our own HSSE requirements.
- Provide a commitment to the prevention of pollution, the prevention of injury and ill health, and to the continual improvement and performance of our HSSE management system.
- Set HSSE objectives and continually review our performance against those objectives.
- Regularly measure and audit the compliance of our HSSE management system and business operations against our stated objectives and report those findings openly to relevant stakeholders.
- Provide education, instruction, and information to all employees and stakeholders while encouraging them to be accountable for their own safety as well as that of all other persons in their work areas.

Our employees are responsible and accountable for maintaining a safe, healthy, and secure work environment and for the continued effectiveness of our HSSE management system.

Our Senior Managers are responsible to ensure that this policy is communicated and understood throughout the organization, and is made available to the public on request

3.0 Quality Policy

Speedcast's Quality Policy (Q-001) as approved by the CEO states:

To ensure that the quality of products and services provided to our customers meets or exceeds their requirements, SpeedCast will:

- Operate and maintain an accredited Quality Management System (QMS);
- Set Quality objectives and targets to measure performance and identify opportunities for improvement.
- Respect commitments by supplying products and services that conform to applicable specifications and meets or exceeds all contractual and regulatory requirements.
- Improve operational standards by committing resources and training staff and contractors to act in accordance with this policy.
- Provide leadership and a work environment where process improvement is encouraged and rewarded.
- Audit, control, and review our management systems to ensure they are relevant and contribute to efficient and reliable business operations.
- Actively seek performance feedback from our customers, partners, and employees and quickly address any opportunities for improvement that are identified.

Our employees are responsible and accountable for maintaining the quality of work in their area and carrying out their duties in accordance with this policy.

Our success in effectively implementing this Quality Policy will be measured by increased business coming from existing and new customers.

Our Senior Managers are responsible to insure that this policy is communicated and understood throughout the organization, and is made available to the public on request.

4.0 GENERAL CONTRACTOR MANAGEMENT

4.1 Selection of Contractors

It is the responsibility of all Speedcast staff employing contractors to ensure that they meet legal and Company requirements. The selection process ensures that the contractor has provided the necessary documentary evidence and has reached the Company predetermined acceptance level to become an accredited Speedcast contractor. Furthermore it is the responsible of the Contractor for ensuring that a copy of the Health and Safety Guide (this document) is read and understood.

4.2 Supervision

All contracting organisations must appoint a competent person who will be responsible for all work and safety matters and act as their representative. Speedcast will use all available communication means to promote and enhance and appropriate and an ongoing culture among all parties. This include all periodic HSSE meetings, project meetings, trainings and orientations.

4.3 Competence of Personnel

Speedcast require that contracting organisations provide competent staff supported by necessary evidence confirming competence e.g. certificates, details of experience, etc.

4.4 Discipline

Contracting organisations are responsible for the behaviour of their employees and those of any subcontractors employed. However, the Speedcast representative also has the authority to require the removal from site of any personnel found working in a reckless or unsafe manner.

4.5 Contractor Mobilization

Prior to commencing Work on site each contractor **MUST**:

- Submit a Job Hazard Analysis (JHA) prior to commencement of Works for review;
- Submit or review detailed risk assessment(s) as appropriate to the hazards identified for the scope of work
- Complete a site induction where required
- Provide evidence on specialized training and certifications as needed;

4.6 Compliance with Legislation

Contracting organisations are required to provide plant and equipment and conduct all activities in compliance with the appropriate local Health & Safety Regulations.

4.7 Drugs and controlled substances

Contractors may be required to provide evidence of control substance testing prior to doing work at a Speedcast facility or at a customer site.

4.8 Post Job Review

Speedcast reserves the right to conduct post job review with contractor(s).

The **Speedcast representative** shall ensure that the above requirements are met.

5.0 SPEEDCAST FACILITIES AND CUSTOMER WORK SITES

5.1 Site Access

Speedcast will arrange for contracting organisations to be issued with identification passes, if necessary.

5.2 Vehicle Access and Parking

Contracting organisations must advise in advance if any special accommodations are needed for vehicle or machinery access and parking.

5.3 Deliveries

There may be restrictions on the timing of deliveries. Contracting organisations should check with the Speedcast representative to establish if any restrictions exist or if special arrangements need to be made.

5.4 Site Accommodation

Contracting organisations should notify the Speedcast representative if office or storage accommodation is required.

5.5 Site Services

If required by contracting organisations and approved by Speedcast and/or the client, standard site services (e.g. mains water and electricity) may be made available. Designated take off points will be clearly identified, with all connections being properly made. These may have to be of a type approved by Speedcast or the client. If so, the Speedcast representative will provide details. No part of any service may be isolated without specific permission from Speedcast or the client.

5.6 Welfare and First Aid

As part of the site induction, it is the responsibility of the contracting organization to establish what the welfare and first aid arrangements are for the site. Speedcast should be provided with Emergency contact information for the person on the site.

5.7 Good Housekeeping

Contracting organisations should keep both work and site accommodation areas clean, tidy and free of obstructions, slip or trip hazards. Under no circumstances must access to fire exits or emergency equipment be obstructed.

6.0 NOTIFICATION AND REPORTING

6.1 Health, Safety, Security and Environmental Incident Reporting

Speedcast must be made aware of any accidents or incidents, dangerous occurrences and potentially serious near-miss incidents which involve contracting staff and others arising from sub contracting activities as soon as possible after the event. Any event that resulted in an injury must be reported immediately, not to exceed 8 hours.

6.2 Warning Notices and Barriers

Unless other arrangements are made by the client or Speedcast, contracting organisations are responsible for supplying and displaying warning notices and erecting safety barriers as may be necessary to prevent persons from straying into danger. All notices and signage must conform to the Global Harmonized System or to health and safety legal standard for the country in which they operate

7.0 SYSTEMS OF WORK

7.1 Stop Work Authority

At Speedcast empowering people is important. Contractors have the right to executing Stop Work Authority to correct an unsafe condition and catch a potential unsafe action before it happens. Speedcast must be notified of all stop work authority actions including all outcomes.

7.2 Work Methods/Job Hazzard Analysis (JHA)

It is important that contracting organisations contact the Speedcast representative **before** work starts in order to confirm and review risk assessments, and method statements together with any specific rules and procedures that the client has in place.

With specific regard to risk assessments, method statements and safe systems of work contractors will be expected to confirm that full details have been communicated to and understood by respective operatives. It is also a requirement for all contractors to complete a Job Hazzard Analysis (JHA) before starting work for the specific task and condition at that time. The Speedcast Standard JHA or any comparable JHA provided or required by the contractor or the customer may be used. The standard JHA including the most common risk assessments will be provided by Speedcast prior to work.

The JHA is to be completed, communicated and signed by all participants prior to starting the work. Copies of all relevant documentation must be available for reference for the duration of the work. Contracting organisations must also ensure that those affected by their work activities are also informed and made aware accordingly. During the course of any work, the Speedcast representative is empowered to order an immediate cessation if it is considered that there is an imminent risk of an accident or incident.

7.3 Permits to Work

In situations where the Speedcast representative or the client considers there may be a significant risk of an accident or, the local legislations requires one, activities may be controlled by "Permit to Work" which must be completed.

7.4 Personal Protective Equipment (PPE)

Contracting organisations must ensure that their staff are provided with all necessary personal protective equipment - e.g. hard hats, eye protection, footwear, respiratory protection equipment, hearing protection, etc. Any equipment supplied must conform to the relevant standard. (i.e. ANSI, BSI, CE)

7.5 Fire Precautions

All flammable waste e.g. paper, rags, empty paint tins, etc - must be removed and disposed of in the proper way so as to prevent any build up that could pose a potential fire risk or general safety hazard.

8.0 TASK SPECIFIC

8.1 Overhead Work

Mitigating controls must be provided on platforms, pitched roofs and on flat roofs where access is required within 2 metres of the edge. Safety harness must be used if other precautions are impracticable. Suitable precautions - barriers, nets, etc., may be placed to protect personnel beneath the work area.

8.2 Electricity

Live working is not permitted and must be performed by a competent person. Where applicable the person must be licenced to do the work. Circuit isolation must be secured either by padlock on the breaker or withdrawal of fuses, and warning notices must be in place. (Lock out/Tag Out)

8.3 Lifting Operations

Contracting organisations are expected to check that the ground is suitable and plan such work so that lifts can be made safely without overloading lifting gear, contacting overhead power lines, endangering personnel or interfering with other site activities.

8.4 Hot Work

Fire precautions must be in place where blowlamps, welding, burning equipment, etc. are to be used, such precautions must be discussed and agreed with the Speedcast representative before the commencement of work. Precautions will always include the clearance or screening of combustible materials and the provision of suitable fire extinguishers. Particular care will be required if such work is to be done in furnished premises.

8.5 Confined Spaces

Every effort will be made to identify situations beforehand where work has to be carried out in confined spaces where dangerous fumes or gases may be present, this to ensure that suitable precautions are in place before the work commences. For activities such as welding, painting, using solvents or adhesives, etc., in an enclosed space, adequate ventilation must be provided. The risk assessment must determine where confined spaces are to be accessed and the control methods to be adopted.

8.6 Ladders and Working at Heights

Every effort will be made to identify situations beforehand where work has to be carried out at height to insure suitable precautions are in place before the work commences. As a rule, when working at or above 1.8metres (6 feet) fall arresting precautions must be met. The risk assessment must determine the proper control methods to be used.

9.0 TOOLS AND EQUIPMENT

9.1 Electrical Apparatus

Contracting organisations must ensure that all power tools and equipment are regularly inspected as per the recommendations of the local legislation and guidance on portable and transportable electrical equipment. Portable equipment in particular should be inspected frequently and necessary records kept, Speedcast reserve the right to inspect all records.

9.2 Abrasive Wheels

All grinding machines must be properly set up by a competent person in compliance with the abrasive wheel regulations. Operators must wear eye protection and adequate precautions be taken - by barriers or screens - to protect passers-by.

9.3 Welding and Cutting Gear

Equipment must be fitted with country specific standard hoses, permanent hose clamps, hose check valves and flash-back arrestors. Gas cylinders must be secured upright to a wall or structure if not trolley mounted. Hoses should not exceed 5 metres (16 ft) length for welding, 20 metres (65 ft) for cutting. It is preferable that gas bottles only are retained on site for the period of use. Where bottles are to be stored on site suitable storage acceptable to both Speedcast and the client must be agreed and provided.

9.4 Cranes and Lifting Gear

Prior notification will be required if a crane or other lifting plant is to be brought on site so that arrangements can be made for access. All mobile crane operations are to be carried out by a certified operator who is responsible for all risk management associated with the lift (Contract Lift). Speedcast employees and contractors may not operate cranes. All certificates must be available for inspection if requested. Lifting gear must have valid inspection certificates and in good condition. Equipment safe working loads must be clearly marked or labelled.

9.5 Scaffolding and Other Access Equipment

Access equipment must be erected in accordance with manufacturers instructions by a competent person and must comply with the local legislation. For mobile elevated work platforms, contracting organisations must plan the work and perform required safety checks.. Only those staff who are competent and have been formally trained and, where appropriate, are certified are allowed to use such equipment. Evidence of competence must be available and provided to the Speedcast representative upon request.

10.0 HAZARDOUS SUBSTANCES

10.1 Chemicals

Speedcast will require prior written notification of any hazardous substances to be brought onto site. Contracting organisations will be required to have undertaken a suitable and sufficient assessment of the risks posed to any persons during their use, any such assessments should include Safety Data Sheets (SDS) being available for scrutiny. It is a further requirement that contracting organisations instruct their staff on the safe use of the substances provided. Suitable personal protective equipment (PPE) must be provided to operatives and arrangements in respect of first aid provision must also be in place. All hazardous substances must be properly labelled and secured.

10.2 Asbestos

In the event of contracting staff discovering any material suspected of containing asbestos, or damaging anything that is marked as containing asbestos, work in the area must cease immediately and the Speedcast representative must be contacted straight away.

The client has a duty to inform Speedcast if it is suspected that asbestos containing materials may be present in any of the areas of the site. In turn Speedcast have a duty to inform contracting organisations of the location, and detail of any possible asbestos containing materials that may be present in the work area.

Where practical any areas containing asbestos material should be avoided and installations to be relocated where possible to avoid these areas.

Removal of asbestos must be undertaken by a specialist in asbestos removal.

11.0 ENVIRONMENTAL PROTECTION

11.1 Speedcast Quality, Health, Safety, and Environmental Policy

Speedcast has a policy designed to minimise the effect of its operations on the environment. As a matter of course all contractors are required to carry out the agreed work within the framework of this policy. Contractors shall adhere to local legislations related environmental protection.

11.2 Pollution Control

- **Air** - Any equipment used from which emissions to atmosphere are produced shall be maintained in good working order.
- **Land – Duty of Care (Waste Management)** -All waste and scrap materials generated by contracting organisations must be removed to designated disposal points as Should any hazardous waste be generated special arrangements must be made to keep it separate and secure.
- **Water** - Under no circumstances will materials be allowed to enter watercourses or drains. In the event of a major spill or other emergency, Speedcast representatives shall immediately be informed in order that an effective and speedy response can be formulated to satisfactory conclusion.
- **Recycling** - Where possible, recycling should be used to dispose of material including paper/cardboard, metal, wood, and e-waste. The contracting organization should inquire about any recycling arrangements available at the site and use the recycling services available.

11.3 Statutory Nuisance

- **Noise** - Contracting organisations must take such precautions as are reasonably practicable to keep noise levels to a minimum during work activities in order to reduce the risk of causing hearing loss and to minimise noise nuisance in the neighbourhood. In particular, portable generators, compressors and compressed air tools must be effectively muffled.

11.4 Chloro-Fluoro-Carbons (CFCs) / Hydro-Chloro-Fluoro-Carbons (HCFCs)

Contents of refrigeration and fire protection systems containing such substances must not be vented to atmosphere. They must be properly decanted into appropriate containers for controlled disposal.

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