

## SAFETY REQUIREMENTS INDONESIA PROJECT

# Contractor Safety Requirements

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**1. Project Goals and Basic Requirements.**

- The safety goal for this project will be
  - Zero fatalities
  - Zero recordable accidents: Medical Aid, Lost Time and Restricted Work cases
  - No property damage incident over IDR 50 Mn
- The contractor should have written safety goals (“Zero injury as an expectation”) for this project that are in line with the requirements of this document. These requirements should be posted where all employees can have access to them and should be reviewed as part of the weekly communication process.
- All contractors will have passed through the pre selection process. In bidding for any contracts the safety budget for the project should be presented as a separate item.
- A senior company manager should be available to attend the performance review meetings that are held as required depending on the nature and duration of the contract. Details of interval and of who this will be should be submitted as part of the safety plan
- There will be a pre contract start safety review where we will review each contractor’s site set up and safety plan.
- Each company will participate in safety audits and housekeeping tours.
- Each contractor should detail what will be his safety training programme during the course of this contract
- All contractors will comply with the laws of Indonesia and Approved codes of practice.
- Contractors will comply with all local and Cargill Health and Safety rules. These will be specified in the Health and Safety plan
- The senior company manager should sign the contractor Health and Safety policy.
- The contractor should properly resource the project to be able to meet the requirements of this document.
- The contractor must develop a Health and Safety plan for the project. The plan should address all of the issues raised in this document and comply to with Indonesian Legislation.

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**2. Pre-qualification:**

The contractor must comply with the following performance criteria to be qualified for to work:

Health and safety performance criteria guidance for qualifying contractors are as follows:

- Total Recordable Injury Frequency Rate of 4.0 or lower.
- No fatalities in last three years.
- For locations that have access to contractor US worker's compensation ratings, Experience Modification Rates (EMR) is to be 1.0 or less.
- EMR threshold rates may be set based on locally available information for other countries.
- Documented assessment of a contractor's safety management systems
- Review past Cargill experience.
- Meet all other EHS contractual requirements and pre-bid qualification criteria outlined in the bid package.

Sub-contractors must meet these same requirements.

Under emergency or special circumstances, where contractor resources available to a location cannot or do not satisfy all established performance criteria, a contractor may be approved by exception by Built Project Manager.

Under these circumstances, the contractor will not be placed on the qualified list but will instead be considered "Approved by Exception". Authorization for work should be limited to the length of the project.

The Built project manager verifies safety performance by visiting contractor workshop, other project. If needed additional safety resources are added to the contractor.

The contractor will provide a written safety improvement plan with specific actions that will be taken, dates and accountabilities. The Build Project Manager, CSS or local Cargill safety representative will review the corrective action plan to ensure adequate progress is made.

This approval is documented in writing. (email/other document)

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**3. Manpower and Resources.**

- Each contractor will appoint a safety officer for this site who will be present at all times. Depending on the manpower present on site (including sub-contractors), the safety aspect of this person's role may not necessarily be his only role, e.g. it may be combined with some job supervision or other site task. However his primary role will be one of safety supervision and management and he must be provided with the resources to make this his priority. As the manpower numbers increase this role will become a full time role. Depending on the contract this could be a full time role with only a small crew on site.
- A resume will be submitted for this full time safety officer detailing specifically his safety experience and qualifications and he will not be replaced once approved without the agreement of the Cargill Safety Manager.
- For a manpower level in excess of 30 (including sub-contractors) the requirement will be a full time safety officer. Above 50 personnel there will be two full time safety officers assigned to the site. For every 50 additional manpower of contractors/subcontractors, one full time safety officer is added. The safety manpower level for between 30 and 50 will depend on the complexity and nature of the works.
- Every contractor safety officer must attend the 10-hours Safety Training or equivalent.
- Safety / job supervision must be maintained at an appropriate level to ensure safety procedures are followed. This level of supervision is in addition to the designated contractor safety manager and more reflects the safety supervision at an operator task level.

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**4. Safety Monitoring and review meetings.**

- All sub-contractor safety officers/managers will attend the weekly contractor safety meeting.
- Each sub-contractor company will hold its own safety meeting with their employees each week. A copy of the agenda for this meeting and a signed copy of those attending will be sent to the Cargill Safety Manager.
- Each company will conduct a weekly site safety inspection; the result of this inspection will be kept on file. The Cargill safety manager may join in on this safety tour.
- Cargill will conduct audits, which will focus on how well the contractor is implementing and documenting his site safety programme.
- If a contractor is found to be falling short of our requirements this will be formally discussed at the weekly review meeting. The contractor will provide a written safety improvement plan with specific actions that will be taken, dates and accountabilities. Where sufficient progress on implementing the improvement plan cannot be made the contract may be terminated.
- If appropriate there will be an end of term contract safety review meeting.

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**5. Safety Training.**

- All contractor employees used on site must be Inducted and also go through various training. At the start of each week there will be a Toolbox talk. The topic of this talk will be either an issue that needs communicating on a week-to-week basis or from the contractor company's own agenda, or perhaps a high-risk task that is being carried out that week. A record showing all those present at the toolbox talk and the contents of the talk should be made.
- All employees will undergo a safety training briefing each week, the topic of the week will be determined by each contractor company or if the situation requires a relevant topic following perhaps an incident
- Documentation must show that all safety, regulatory, trade skills as well as tools and equipment training is in order for all employees (Including sub-contractors). This will be open for inspection by Cargill.
- Dedicated safety notice boards will be erected in the project offices and messing areas for use by Cargill and Contractor for the display of safety notices and safety publicity posters. Contractors are expected to actively support the poster programme but consult the Cargill Site Manager prior to implementation.

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**6. Induction and Site Set up**

- All contractors must attend a site safety orientation programme and successfully complete a knowledge assessment before start working.
- All contractor employees (Including sub-contractors) must complete any necessary trade or regulatory requirement training before starting any applicable work. Documentation of this training should be kept on file on site and be available for inspection.
- All new employees to the site must identify to the Cargill safety manager before arrival at site. Induction must be completed before starting work on site and confirmation that induction has been completed by the end of the first working day. No one under the age of 18 years is allowed to work on site.
- All employees will receive the Cargill induction information as well as the specific induction information from the contractor employer.
- Induction records will be kept on file. The record will state the content of the induction and should be signed by the inductee and Contractor supervisor giving the induction.
- The contents of the induction will follow the outline in Appendix 1 in addition to any items required by the contractor company's own procedures.
- Each inductee will be required to answer a short questionnaire after induction to ensure that they have achieved a suitable level of comprehension.
- After 3 days on site there should be a formal review with the inductee to ensure any early safety issues are answered. We should sign off that this process has been completed.
- General statutory notices will be displayed where applicable within the site project offices. Contractors are responsible for the display in appropriate locations notices applicable to their specific construction operations and processes e.g., abrasive wheel regulations.
- Contractors are responsible for the provision and display of sufficient safety signs applicable to the construction operations/processes being undertaken and appropriate to the anticipated hazard.

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**7. Safety Procedures and Rules**

- Specific safety procedures will be in place for the following subjects and all employees will have received training in these areas.
  - Working at heights
  - Use of Pre Job Hazard Assessments.
  - Safe use of power tools.
  - Confined space entry.
  - Housekeeping standards.
  - All Crane and lifting operations
  - Vehicle and traffic safety.
  - Handling of Hazardous Substances
  - Electrical Safety on a construction site.
- The contractor must inform Cargill if they bring onto site any flammables in excess of 500 litres and any toxic or carcinogenic substances.
- The minimum standard for PPE is hardhat, safety glasses and safety shoes or boots. It is envisaged that hand protection will be required for most tasks. Full face visor or goggles for all tasks with hazards for the eye and ear protection or earplug for noisy tasks and areas.
- All contractors will operate a communicated discipline system for their employees. For serious breaches of safety rules employees will be removed from site immediately. For minor breaches there will be a system to allow for improvement before removal from site is implemented.
- The disciplinary system will follow the specific Cargill penalty system
- This type of approach is a last resort and not our primary approach but it is an approach that will be taken if employees are not following basic safety requirements



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**8. Pre-mobilization Meeting and Pre Job Hazard Assessment**

- Prior to the beginning of construction work, the contractor company owner (or approved representative), Superintendent, Supervisors and safety Representative will be required to attend an Owner Pre-Mobilization Meeting.
- In addition to this meeting, the contractor must submit a Site Safety Activity Plan, Fall Protection Plan and Major Activity Job Safety Analysis (and Pre Job safety Assessment) for all major activities on site.
- Method statements will need to be produced for particularly high-risk activities. These will be decided during the course of the project but will always include the following
  - Working at heights
  - All Crane usage
  - Lifting work
  - Excavations
  - Demolition
- The required work permit must be signed off by all those concerned prior to the beginning of the following hazardous works:
  - Cutting, Welding and Hot Work
  - Confined Space Entry

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**9. Emergency Procedures**

- Each company will follow Cargill's emergency procedure and must have their own roll call procedures
- Each contractor will on hearing the site evacuation alarm proceed to the designated Muster Point and wait for further Instruction.
- Chemical material safety data sheets shall be kept on file and be readily available to first aiders and the emergency services.
- Each company must have first aid personnel and system in place. Any first aid incidents will be recorded in the contractors own accident book or in the Cargill accident book if attended to by the Cargill first aid team. First aid treatments must be reported to the Cargill project safety manager on the day they occur.

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**10. Incident Reporting**

- Each contractor company will have in place an incident reporting system, which must be easily available to all employees.
- All incidents will be reported, immediately to the Cargill safety manager. A verbal communication is required in the first instance
- All near misses, first aid cases, medical aids and lost time accidents as well as any environmental incidents must be reported, investigated and the basic causes communicated to all employees together with the corrective action.
- Defective equipment and unsafe conditions are also safety incidents and must be handled as a safety incident.
- Any employee can report Incidents or concerns directly to the Cargill safety manager on +628119208372 or Project Built manager on+62-8111844465]
- It will be the responsibility of the employer (contractor) to notify the **Cargill Safety and Security manager** and submit the prescribed report form in the case of a reportable incident

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**11. Required Safety Reporting.**

Each contractor will provide a safety statistics report by the 3<sup>rd</sup> working of each month. An example of the information required is shown below.

	NOV	DEC	JAN
Number of employees on site	10		
Man Hours worked	2000		
Medical Aids	0		
Lost time Accidents	0		
First Aid cases	0		
Restricted work or Job transfers	0		
Total Man days away from work	0		
Tool box talks	26		
Weekly safety meetings	4		
Statutory inspections completed	5		
Nos of Safety incidents reported	5		
Safety incidents investigated / resolved	5		
Near miss reported and investigated?			
Total cost of Incident (\$)	4000		

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**12. Housekeeping**

- Contractors will be required to maintain their work areas in a clean state. The area will be brought back to standard as soon as is practicably possible.
- Good housekeeping is key to maintaining a safe site, there should be a daily tour to monitor and maintain housekeeping standards.

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**13. Working procedures.**

- Each contractor company should have safe working policies or follow Cargill's Working policy in the following areas:
  - If the contractor uses their company safety policies and procedures they need to have written approval from Cargill.
  - Working at heights, fall protection and equipment used for working at heights
  - Emergency and First aid procedures
  - Welfare facilities, Washing, eating etc
  - Pre Job Hazard Assessment (PJHA)
  - Use of hand and power tools
  - Confined space entry
  - Excavations
  - Use of cranes and lifting equipment of any other kind
  - Scaffolding procedures
  - Cutting, welding and Hot work
  - Housekeeping.
  - Hazardous substances and Hazard Communication.
  - PPE
  - Incident and unsafe condition reporting.
  - Lock out tag out standard
  - Use of ladders.
  - Protection from falling materials
  - Waste disposal procedures
  - Work equipment testing and certification
  - Provisions for handling flammable materials
  - Disciplinary procedures
  - Safety supervision / Forman roll in safety enforcement
  
- All safe-working procedures should be readily available for all employees to read. A suitable location should be made to ensure this happens

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**14. Sub Contractors**

- If sub-contractors are to be used at any stage they will undergo the same quality of selection process as the main contractor. The Cargill safety manager will be fully involved in this process using the same selection criteria as used for the main contractor. The main contractor will be responsible for the management of this process with the Cargill safety manager reviewing the various stages of the selection process.
- The project safety team must approve all subcontractors before they can work on site.
- The main contractor should in effect treat sub-contractors in the same manner as he would manage and treat his own employees. Cargill will make no distinction between the main contractor and any subcontractors he may use.
- Sub-contractors are not permitted to sub contract out their work.
- Sub-contractors should work under the same safety systems as the main contractor; there should be no dilution of the safety programme with the use of sub-contractors.
- The main contractor's safety supervisors should conduct safety meetings, toolbox talks, risk assessment briefings etc as though he were with members of his own company. These duties should not be delegated down to the sub-contractor management team to deal with alone.

**15. Declaration**

This company is committed to completing this project with zero injuries or property damage. In achieving this goal I will comply with all Cargill safety requirements, procedures, guidelines and applicable government regulations.

Company: \_\_\_\_\_

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

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**Appendix I : Induction**

Induction will comprise of the following areas.

- Site access, boundaries and security
- Emergency procedures.
- Environmental Issues
- Site safety contacts and safety organisation.
- Cargill safety expectations
- Safety enforcement.
- Drug and Alcohol.
- Permit procedures and Risk assessments
- Pre Job Hazard Assessment
- Housekeeping standards.
- Electrical Safety
- Elevated work practices
- Personal protective equipment
- Hazard identification reporting.
- First aid procedures

Accident and incident reporting

**Appendix II : Reference:**

**Cargill Contractor Safety manual:**



Construction Safety  
Guidelines