

# Cargill EMEA Contractor Safety – contract addendum

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## **1.0 Contract and Basic Requirements.**

1. The safety goals for this contract will be:  
  
No lost time accidents  
  
No off site medical aid accidents.  
  
No property damage incident over € 25'000
2. The contractor must have written safety goals for this project that are aligned 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.
3. All contractors will have completed the safety pre selection process
4. In bidding for any contracts the safety budget for the project should be presented as a separate item.
5. 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 particular contract. Details of who this will be should be submitted as part of the safety plan
6. There will be a pre – mobilisation meeting where we will review each contractor's site set up and safety plan. The Contract Manager and Contract site supervisor must attend this meeting to ensure clear expectations are set for performance and behaviour on site and to review the site safety plan.
7. Each contractor company will be expected to participate in Cargill's' behavioural safety observation programme.
8. All contractor employees will be expected to take part in Pre Job Hazard Analysis ( PJHA )
9. Each company will have a safety recognition programme.
10. Each company will participate in safety audits and housekeeping tours.
11. Each contractor should detail what will be his safety training programme during the course of this contract
12. All contractors will comply with all country Health and Safety laws and Approved codes of practice.
13. Contractors will comply with all local and Corporate Health and Safety rules. These will be specified in the Health and Safety plan
14. The contractor will supply a signed copy of the current Health and Safety Policy.
15. The contractor should properly resource the project with manpower, time, money and materials to be able to meet the requirements of this document.
16. The contractor must develop a Health and Safety plan for the contract. The plan should address all of the issues raised in this document the specific hazards from the contract activity and the requirements of the national construction regulations.

## **2.0 Manpower and Resources**

1. Each contractor will appoint a safety supervisor 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.
2. For a manpower level in excess of 30 (including sub-contractors) the requirement will be a full time safety supervisor. Above 60 persons there will be two full time safety managers assigned to the site. The safety manpower level for between 60 and 90 will depend on the complexity and nature of the works. A resume will be submitted for this full time safety supervisor detailing specifically his safety experience and qualifications and he will not be replaced once approved unless there is prior agreement of the Cargill Site Safety Specialist.
3. Safety / job supervision must be described in the Site Safety Plan and 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.

## **3.0 Safety Monitoring and review meetings.**

1. All contractor safety managers will attend contractor safety meetings.
2. Each contractor safety manager will attend a periodic review of his company's safety performance. At this meeting we will discuss the various safety audit results.
3. Each 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 Site Safety Specialist.
4. Each company will conduct a minimum monthly site safety inspection; the result of this inspection will be kept on file. The Cargill Site safety manager may join in on this safety tour. For periods of high workload, or complex projects this frequency may be increased.
5. Cargill will conduct periodic audits and plant tours, which will focus on how well the contractor is implementing and documenting his site safety programme (documentation and field check to verify implementation).
6. If a contractor is found to be falling short of our requirements this will be formally discussed at the 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 contractor or contractor supervisor may be removed or replaced.
7. There will be an end of contract term or as a minimum an annual contract safety review meeting.

#### **4.0 Safety Training.**

1. All contractor employees used on site will hold appropriate safety passport training. Such as the SCC, CCNSG or the Safety Passport Alliance.( any equivalent safety training can be considered on a case by case basis).
2. 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 onsite incident.
3. 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. CSCS and CITB cards will meet these requirements.
4. Dedicated safety notice boards will be erected in the project offices and messing areas for use by Cargill and Contractor's for the display of safety notices and safety publicity posters. Contractors are expected to actively support the poster programme but consult the Cargill Site EH&S Manager/Coordinator prior to implementation.

#### **5.0 Induction and Site Set up**

1. There must be disciplinary procedures in place for failure to follow safety rules. Attention must be drawn to the Cardinal rules/Safety Absolutes. All contractors will be given a copy of these rules during site induction.
2. All contractors must attend a site safety orientation programme and successfully complete a knowledge assessment before starting work.
3. 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.
4. All new employees to the site must be identified to the Cargill Site 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.
5. All employees will receive the Cargill induction information as well as the specific induction information from the contractor employer.
6. 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.
7. The contents of the induction will follow the outline in Appendix 2 in addition to any items required by the contractor company's own procedures.
8. Each inductee will be required to answer a short questionnaire after induction to ensure that they have achieved a suitable level of comprehension.
9. 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.
10. 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.

## **6.0 Safety Procedures and Rules**

1. Specific safety procedures will be in place for the following subjects and all employees will have received training in these areas.
  - Working at heights ( where there is a risk of falling > 1.2 m )  
*- Cardinal Rule/ Safety Absolutes*
  - Use of Pre Job Hazard Assessments. ( PJHA)
  - Permits and LOTO - *Cardinal Rule/Safety Absolutes*
  - Safe use of power tools.
  - Hot work in risk areas ( flammables and dust ) - *Cardinal Rule/Safety Absolutes*
  - Confined space entry - *Cardinal Rule/Safety Absolutes*
  - Housekeeping standards.
  - All crane and lifting operations
  - Vehicle and traffic safety - *Cardinal Rule/Safety Absolutes*
  - Behavioural safety programmes
2. The contractor must inform Cargill if they bring onto site any flammables in excess of 500 litres and any toxic or carcinogenic substances.
3. The minimum standard for PPE is hardhat, safety glasses, overalls and foot protection. It is envisaged that hand protection will be required for most tasks. Additional specialist PPE will be required when identified in the Pre Job Hazard Assessment ( PJHA )
4. For grinding and hazardous chemical work – goggles and face shield are minimal required. Full body and feet protection might be additionally needed
5. 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.
6. This type of approach is as a last resort and it not our primary approach but it is an approach that will be taken if employees are not following basic safety requirements

## **7.0 Permit to Work (PtW) and Pre Job Hazard Assessment (PJHA)**

1. No work shall start unless the permit to work is completed and signed off by all those required. Each permit to work shall be accompanied by a current PJHA. For very complex jobs a detailed method statement will be prepared (eg lift plan for crane work)
2. The PJHA shall be read by those to whom it applies and each employee shall sign off on the PJHA to show that it has been read and understood.
3. The PtW and PJHA shall be on the job in a plastic folder for all to review during the course of the work
4. PJHA's and permit to work will be produced by each contractor company for their employees after discussion with the Cargill Engineer who is responsible for the installation
5. PtW and the PJHA will be produced at least one working day before work is required.
6. The onsite safety team will review all high-risk tasks before work commences. Eg roof work

7. 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
  - Crane and lifting work
  - Excavations
  - Demolition

## **8.0 Emergency Procedures**

1. Each company will have in place emergency roll call procedures
2. Each contractor will on hearing the site evacuation alarm proceed to the roll call point and roll call his employees.
3. Chemical material safety data sheets (MSDS) shall be kept on file and be readily available to first aiders and the emergency services. Before introducing chemicals to the site this should be discussed with the Cargill Site Supervisor, to analyse the risk on safety, environment and food safety. The Cargill Site Supervisor will involve his relevant colleagues when needed.
4. Each company must have first aid personnel and a suitable 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 at the security lodge. First aid treatments must be reported to the Cargill project safety manager on the day they occur.

## **9.0 Incident Reporting**

1. Each contractor company will have in place an incident reporting system, which must be easily available to all employees.
2. All incidents will be reported, as soon as is practicably possible to the Cargill Site EH&S manager (but certainly by the end of the working day) – no need to wait for a complete the incident report. A verbal communication is required in the first instance
3. 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.
4. Defective equipment and unsafe conditions are also safety incidents and must be handled as a safety incident.
5. Any employee can report Incidents or concerns directly to the Cargill Site Safety manager on \_\_\_\_\_ (Mobile number)

It will be the responsibility of the employer (contractor) to notify the country regulator about any incidents and accidents that require formal notification.

**Insert Contact details for local regulator**

## **10.0 Required Safety Reporting.**

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

	<b>M-3</b>	<b>M-2</b>	<b>M-1</b>
Number of employees on site			
Man Hours worked			
Medical Aids			
Lost time Accidents			
First Aid cases			
Restricted work or Job transfers			
Total Man days away from work			
Weekly safety meetings			
Statutory inspections completed			
Nb of Safety incidents reported			
Safety incidents investigated / resolved			

## **11.0 Housekeeping and orderliness**

1. 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. The site is to be left tidy at the end of each working day. Where site inspection shows that housekeeping standards are below expectations for a safe site no work permits will be issued until the site is clear. Cargill will not pay waiting time for this.
2. Good housekeeping is key to maintaining a safe site, there should be a daily tour to monitor and maintain housekeeping standards.
3. Materials shall be stored in an orderly way in a place agreed with the Cargill Site Supervisor
4. Waste shall be controlled and placed in appropriate containers for responsible disposal by the contractor. All waste disposal shall be at the Contractors cost. The Contractor is responsible to complete the required waste declarations and transfer notes for disposal.

## **12.0 Working procedures**

1. Each contractor company should have safe working policies in the following areas.
  - Working at heights, fall protection and equipment used for working at heights
  - Sub-contractor selection process
  - Emergency procedures
  - First aid procedures.
  - Welfare facilities, Washing, Eating, etc.
  - Permits and Risk assessments
  - Use of hand and power tools
  - Confined space entry
  - Excavations
  - Use of cranes

- Use of lifting equipment of any other kind
- Scaffolding procedures
- Hot work, welding and cutting
- Housekeeping.
- Safe use of chemicals / Hazardous substances.
- PPE
- Incident and unsafe condition reporting.
- Use of ladders.
- Protection from falling materials
- Waste disposal procedures
- Behavioural safety programmes
- Work equipment testing and certification
- Provisions for handling flammable materials
- Disciplinary procedures
- Safety supervision and role 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

### **13. Sub-Contractors**

1. 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 Site Safety manager reviewing the various stages of the selection process. The Cargill Site Safety manager must approve sub-contractors before they can work on this site. **The main contractor is responsible and accountable for the safety performance of any sub-contractor used during the contract.**
2. 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.
3. Sub-contractors are not permitted to sub contract out their work.
4. 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.
5. The main contractors' 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.

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 \_\_\_\_\_

## **Appendix 1A : Induction**

Induction will comprise of the following areas.

1. Site access, boundaries and security
2. Emergency procedures.( including site specific hazards )
3. Environmental Issues
4. Cardinal Rule/Safety Absolutes and disciplinary procedures
5. Site safety contacts and safety organisation.
6. Cargill safety expectations
7. Drug and Alcohol Policy.
8. Permit procedures and PJHA
9. Accident and incident reporting
10. Housekeeping standards.
11. Elevated work practices
12. Personal protective equipment
13. Hazard identification reporting.
14. Behavioral safety programme.
15. First aid procedures