 AESELSTA	Integrated Management System	
Doc.nr. 7.4.1.2	Overview	Minimum Contractor HSE requirements for performing work

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1. Introduction

This overview contains the minimum conditions that you should take into account when submitting an offer since it could represent additional efforts. The overview includes key topics derived from the AES Elsta EHS policies and AES Elsta relevant Health & Safety and Environmental Procedures and work instructions. Should you have any questions about the survey or the conditions mentioned, you may contact the applicant for the tender c.q. client. This summary refers to the Elstacogen website. The main Procedures and Work Instructions are on this website available for you. These can be found at:

www.elstacogen.nl password Elsta2013

2. EHS Policy AES Elsta

The latest version of our policy statement can be read on our website. The principles of the policy statement, among others, are that all accidents and unnecessary pollution could be prevented. Furthermore, safety and environmental protection is common task of all and we treat one other respectfully. However, we temporarily stop work (also of others) when we believe the work is performed in an unsafe manner.


3. Minimum Requirements for Obtaining a Command

Before work on Elsta is to be performed a pre-qualification of the company should be made. Depending on the risks and regulatory requirements for the work activities this may include you need to have a certified safety and / or environmental management system with scope corresponding to the works you will perform and/or specific certificates or licenses necessary for the execution of the work.

Regardless of the following requirements you should always meet the minimum requirements of the Dutch legislation.

4. Introduction Safety and Environment

All your employees need to follow an Elsta introduction to safety and environmental risks and rules prior to their first visit to Elsta with annually refresher course. This introduction ends with a test. If employees fail after several attempts, they can not be allowed on the Elsta site. The introduction is available in Dutch, English, French, Turkish, German and Polish.

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5. General Rules of Conduct

On Elsta site maximum service speed 15 km / h applies. Should one wishes to enter the operational area with vehicles, a vehicle badge is to be obtained at the control room.

Smoking is prohibited at Elsta, except in areas designated for this purpose.

All of your employees should be trained for the work they perform on the Elsta site.

We expect you to adhere to the agreements you have made with your contact person and which are included in the work permits. At Elsta the management and implementation manager monitor compliance with these agreements.

6. Specific Risks / Works at Elsta

For a number of specific risks, work instructions or procedures are established for you to read on our website.

Working in confined spaces. For working in confined spaces an entrance permit is required and also an outer guard. In consultation with your client to be determined who is responsible to hire guards.

Hot work. Since Elsta is a gas-fired plant, the hot work activities, such as welding, grinding and burning shall be sufficiently prepared. You will receive a so-called hot work permit. Minimally, you need to ensure an appropriate fire extinguisher with which a fire can be tamed. Specific requirements, as for firemen, will be made when hot work must be performed in a so-called ATEX zone (increased risk of explosion). In consultation with your client it is to be determined who will hire the firemen.


Areas with increased risk of explosion (ATEX zones). When working in these areas often additional requirements apply to reduce the risk of sparking. These areas should not be accessed by vehicles with combustion engines. If you need to carry out activities in these areas consult with your contact what additional requirements you must meet.

Electromagnetic Fields. On Elsta site various Electromagnetic fields exists of severe strength that might affect medical devices, working with magnetic fields or small current pulses. Should you want a person to work on Elsta site who, for example, has a pacemaker or neuro stimulator, please contact us prior to the work, in order to determined whether that person can perform his duties.

Energized systems On Elsta site you can find high and low voltage installations. These are protected arranged. You may only enter this deposited areas / buildings with the permission of your contact or Elsta Operations.

Hazardous Substances. If you want to bring hazardous materials on Elsta you should report this prior to your contact. These substances should be authorized for use in the Netherlands, labeled correctly. Also you must bring an MSDS for all materials and keep these in the immediate vicinity of the substances. Should hazardous substances not be directly used, you will have to store these in consultation with your contact. For loading and unloading hazardous substances and fuels specific instructions are drawn up, which should be followed. Transport of hazardous substances must comply with the requirements from the Dutch legislation. Prior to using, handling and transportation of hazardous materials, together with your contact is to be determinate how to deal in case an incident should occur and who will address each consequence.

Work at height. When working a possible danger exists of falling more than 1.8 meters, persons must be protected against the risk of falling. The use of scaffolding is preferred. The scaffolding should be built by a certified construction company and be inspected before use. Ladders, stairs and personal fall protection must carry a quality mark. The inspection must take place at least annually.

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If you are either welling down; bringing water drains into ditches, soil or sewer; performing excavation work; produce air pollution or excessive noise, you should report this prior to the work, so that we can provide timely notification to the licensing authority. If there are specific certifications required by the government for this work you must demonstrate to meet these requirements.

If the work permits issued by the authorities to Elsta, should be adjusted, the application is carried out by Elsta. You may be asked to provide documentation in order to document this request.

7. HSE Plans / Work Permits

If the client expects you to give a HSE plan before starting the work, you need to send this to Elsta at least one week prior to the work, in order to be assessed by your client.

In most cases, a work permit will be needed in order to be able and allowed to carry out your work. This license will be prepared by your contact. In the work permit measures will be worked out. You must pick up the permit yourself and check it in the Operations office. All employees who work under the license must follow a so-called pre-job briefing before starting work. At the end of the work or the end of the day the license shall be returned.

8. Use of Machinery

Fork lifts, cranes and cherrypickers. To operate these machines, you must be in possession of a valid operator's certificate or lifting evidence. The machines must comply with the requirements of the Commodities Act Decree machinery and are to be inspected periodically. The date of the test or expiration should be visible on the vehicle.

In person hoists for cranes and aerial platforms fall protection must be worn.

On trucks fitted with a belt, this should be worn.

It is prohibited to use a cell phone while operating a forklift, cherry picker, and/or crane.

Electrical tools should at a minimum be inspected annually. A label must be fixed to the equipment. This also includes new tools that are only one year old.

9. Use Personal Protective Equipment

Standard safety equipment for operational area exists in a safety helmet, safety glasses, safety footwear, clothing with long sleeves and legs, and hearing protection. Depending on your work it may be necessary to wear additional protective equipment. Refer to the procedure personal protective equipment or the MSDS when using hazardous substances.


10. Good Housekeeping and Waste

To keep our plant clean and safe, we adhere great importance to clean workstations, during and after the performance of work. It is up to you as a performer to achieve this.

Waste that is generated during your work, cannot and must not leave the field unless you have permission by your contact. Waste is collected separately in containers that can be found both in the plant and in the workplace. Hazardous waste is to be handed in to your contact.

11. Right to Stop the Work, Zero Tolerance and Prohibited Acts

On Elsta site everyone has the right and duty to temporarily stop or shut down the work and correct others in unsafe behavior. If you exercise this right / duty you must report this to your contact or the control room. The work will be resumed only when everyone is convinced that it can be safely performed.

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Besides the right to stop works, Elsta holds the right to refuse any person, or send off the job in case of unsafe acts that put people at risk or actions that may result in unnecessary damage to the environment. Annex 1 contains an indicative list of such acts.

If you believe that unsafe work is performed on Elsta site, but you do not want to or can not report it to the contact, you could make a reporting(anonymous) on the website should you wish:

www.AESSpeakingSafely.com

12. Incidents

If an incident involving injury to persons has occurred or could have occurred; or where environmental damage has occurred or could have occurred; or if there is a spill of hazardous products then you should report this immediately to the control room Elsta. In consultation with Elsta the incident will be contested. Elsta owns an emergency response organization that can be reached at (641 0115) 444.

Should you be involved at an incident, you must cooperate for the investigation.

13. Availability of Facilities

At its contractors disposal, Elsta has a canteen facility, changing rooms and toilets and showers available for use. We ask to clean everything up / take your belongings, if your work at Elsta is ready.

If you need tool containers to store parts, aggregates and similar, temporary on Elsta site, you must discuss this with your contact. In consult a safe installation site is made available. Where applicable, placed facilities will have to meet rural or provincial (local) requirements such as PGS 30/15.

14. Sanctions and Prohibited Acts


In the following overview you will find a list of prohibited acts and unsafe practices that could lead to removal of the Elsta terrain and denial to the site for a certain period.

Sanctions unsafe actions

- Working without the necessary authorization;
- If no use of the prescribed PPE;
- If not cleaned up materials and waste;
- Alcoholic beverages or drugs having on you, using or being under the influence of;
- Smoking outside designated areas;
- Entering confined space without permission from the outside guard;
- Hoisting work platform and using without expertise;
- No fall protection contribute to the risk of falling over 1.8 m;
- Scaffolding not customized by experts;
- If no check for securing happened (LOTO);
- Removing a lock or tag you have not placed;
- Earthen application or removal by non experts;
- Violating traffic rules.

Prohibited acts (environment-related)

- Wrong hazardous and non-hazardous waste handling (not according AES Elsta B.V. waste policy);
- Waste dump Elsta field;
- Mixing Elsta waste with other waste streams without the consent of Elsta;
- Overloading vehicles with hazardous (waste) substances;
- Overloading tanks with hazardous materials and (waste) containers;
- Failure to comply with laws and regulations (including direct acting) while working for Elsta;
- Perform Work without the necessary official permits and licenses (for example, license, ADR certificates, VCA, company registration for discharging waste permit for waste disposal);
- Deviation from plans and / or permits without express permission of AES Elsta B.V. and licensing authorities;
- Use of chemicals banned by Act;

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- Failure to report timely to AES Elsta B.V. leaks and other (potential) environmental incidents;
- Communication with authorities without the express permission of AES Elsta B.V. .;
- Sharing information with third parties about compliance with environmental regulations and projects without the express permission of AES Elsta B.V.;
- Open fire on the ground without Elsta issued hot work permit;
- Perform hot work in ATEX zones without a hot work permit;
- Smoking in places not designated.