



McAsphalt Contractor Orientation

Health, Safety and Environmental Policy Statement

- McAsphalt's Health and Safety and environmental policy statement is intended to reflect how we as a company are to manage health, safety and environment in our workplace.
- It demonstrates the overall attitude towards HSE and the steps, arrangements and systems the company has in place to ensure for the compliance with the appropriate HSE, legal and other requirements.
- McAsphalt will ensure that all employees are made aware of our HSE policy statement by ensuring that it is reviewed during the required new and returning employee orientation.

**ADVANTAGE**



A CULTURE OF EXCELLENCE



Health Safety & Environment Policy

Policy Statement

McAsphalt Industries Limited is committed to protecting the earth's vital resources and providing a safe and healthy work environment for the prevention of work-related injuries and ill-health. Our guiding principles incorporate Health, Safety and Environmental performance into the business operating strategy to ensure we are accountable to our employees, customers, key stakeholders and the communities from which we operate within. As part of our commitment to the health and safety of our employees and to the environment, McAsphalt will maintain a Health, Safety & Environmental Management System that conforms to both ISO 14001 and 45001 standards and applicable codes, guidelines, and standards.

GUIDING PRINCIPLES

Leadership
Through actionable commitment, management will provide the direction and ongoing support for our health, safety & environmental performance, including safe practices in ship operations through the development and implementation of a written safety management system that applies to all levels of the organization including all shore-based locations. In order to meet our objectives in safety and environmental protection, the Company requires total commitment and consultation from all personnel who are directly involved in Company operations.

Accountability
By defining levels of authority and lines of communication throughout all levels of the organization. Both management and employees are responsible and accountable for the effectiveness of our health, safety and environmental management system and are required to work in a safe and sustainable manner, which includes but not limited to regularly evaluating hazards and reporting unsafe behavior, working conditions and unplanned events that result in an injury, loss or impact to the environment.

Conservation
To improve the efficient use of natural resources, including energy and to utilize innovative design and engineering to reduce the environmental impact of our processes and products. These impacts shall be assessed throughout the consecutive and interlinked stages which make up the life cycle of our products and services, such as design, production, transportation/delivery and final disposal.

Prevention
Eliminate pollution, generated at the source and prevent the release of substances that can cause harm to air, water, land, in particular the marine environment, including oil pollution prevention equipment and procedures. Evaluate, control and or remove all foreseeable hazards, to ensure safety at sea, which may result in accidents, personal injury/illness, fires, security losses or other property damage.

Compliance
McAsphalt is committed to all applicable health, safety and environmental laws and regulations, standards and requirements. Contracted personnel must meet or exceed all health, safety and environmental laws, regulations and company requirements applicable to their scope of work including instructions and procedures to ensure safe operation and protection of the environment in compliance with relevant international and flag state legislation.

Continual Improvement – Goal Zero
McAsphalt will integrate the concept of Living Goal Zero within its processes and activities. By focusing on the core risks to the employee well-being, we will reduce the likelihood of any Serious Injuries and Fatalities (SIF). Similarly, by ensuring that our internal audit program is implemented and corrective action process is robust, we will ensure that a continual improvement process is consistently maintained. This will provide growth for the Health, Safety and Environmental performance.

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ISO 9001/14001/45001

Health, Safety and Environmental Policy Statement (Cont'd)

- The policy statement will be reviewed annually by the Health, Safety and Environment Department. Once the review has been completed, the statement will then be re-signed by the executive management member, HSE manager and facility department manager.
- The statements will then be re-released at the beginning of each calendar year.



Contractor Information

- Prior to being admitted into McAsphalt property to conduct work and receive payment for work, all contractors must meet the safety pre-qualification status of approved or conditionally approved. Along with completed conditional documentation.
- All contractors must submit all relevant HSE approvals, permits or documents as identified on the contractor HSE pre-qualification form.
- Contractors are financially responsible for onsite environmental health and safety remediation actions resulting from incidents involving their employees and subcontractors.



FORM A: CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE

Contractor shall complete all sections and provide additional information as required.

SUBMIT COPIES TO: * FACILITY MANAGER AND/OR PROJECT ENGINEER AND
* HEALTH, SAFETY & ENVIRONMENT DEPARTMENT

SECTION I – COMPANY INFORMATION

Company Name: _____

Company Address: _____

Contractor Owner/Manager: _____

Phone: _____ Fax: _____ Email: _____

Contractor Designated HSE contact: _____

Phone: _____ Fax: _____ Email: _____

Description of
Contractor Services: _____



FORM B: CONTRACTOR AUTHORIZATION AND ACKNOWLEDGMENT

Does Contractor plan to use
Unsupervised Subcontractors
at any time?
Yes ☐ No ☐

Contractor Qualification Status	Comments
<input type="checkbox"/> Contractor Prequalified	
<input type="checkbox"/> Prequalification Waived	OFFICE USE ONLY

SECTION I: COMPANY INFORMATION

Company Name: _____

Company Address: _____ Tel #: _____

Owner/Manager: _____ Fax #: _____

SECTION II: AUTHORIZATION TO START SIGNATURES

Facility Manager: _____ Date: _____

HSE Manager: _____ Date: _____

SECTION III: CONTRACTOR GENERAL ACKNOWLEDGMENT

General: to be completed by contractor annually

	Yr 1	Yr 2	Yr 3	Yr 4
Contractors shall contact the Project Engineer or Plant Manager prior to start of work and view and sign off on the HSE Orientation for Contractors video				
Contractors shall provide a Certificate of Insurance (Commercial General Liability – Premises/Operations, products/complete operations, broad form property damage and personal injury-bodily injury and property damage, fire damage, single limit \$5,000,000)				
During regular production hours all contractors are required to sign in with the Plant Manager, after hours and weekends all contractors will be required to make other				

Contractor Information (Cont'd)

- All contractors must review and initial the items listed on the contractor's authorization form, indicating they understand and agree with McAsphalt Industries Limited Health, Safety and environmental policies.
 - This process will be required on an annual basis until the end of the contractor services, if work exceeds more than one year.
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Working as a Contractor At McAsphalt

- During the regular production hours, all contractors are required to sign in with the plant manager. After hours and weekends, all contractors will be required to make other arrangements to enter the facility.
- It is your responsibility to review and understand all of the site's emergency procedures, evacuation routes, meeting areas, emergency contact numbers and location of fire extinguishers, first aid kits, eyewash stations and emergency showers.
- The contractor must ensure that all their employees have all necessary training as it relates to the specific requirements of the contractor services.



Working as a Contractor At McAsphalt (Cont'd)

- Ensure you and your employee understand McAsphalt's HSE policies and work instructions prior to starting work.
- Contractors must review the work and associated hazards with the facility manager or site contact and complete work permits before the start of each workday:
 - Hot work
 - Working in confined space
 - Work requiring individuals to de-energize (lockout) equipment/machinery at the point of operation.
- Any exception must be obtained in writing from the facility manager or HSE manager.



Personal Protective Equipment

- Contractors shall provide their own personal protective equipment (PPE) and must wear at minimum the following while working on site:
 - Steel Toe Safety boots
 - Hard Hat
 - High Visibility Clothing
 - Clothing which covers all limbs (Long pants and sleeves)
- Other PPE must be worn according to the process being worked
- Any McAsphalt employee may interrupt contractor activities that violate facility policies and/or all legal requirements.



General Site Rules

- Compressed gas bottles, full or empty, must be secured in an approved area and replaced in an upright position. All propane bottles, full or empty, must be stored outside.
- Smoking is not permitted anywhere on McAsphalt property.
- The possession, storage and or consumption of alcohol or illegal drugs on any McAsphalt property are strictly prohibited.



Incident Reporting

- It is extremely important to report unsafe conditions and all accidents or incidents to the terminal manager or site contact immediately.
 - A **written report** of the accident or incident is also required to be submitted, which must include a detailed description of what happened
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Hazardous Waste

- All hazardous waste generated at the worksite and unused hazardous chemicals and other materials must be properly labeled, removed, transported and disposed of in accordance with facility policy and legal requirements.
 - Discharge to drains, sinks or sewers without prior approval from the HSE Manager is strictly prohibited. Spills and other releases to the environment must be immediately reported to the plant manager or site contact.
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Environment Management

- McAsphalt has implemented an environmental management system focusing on pollution prevention, compliance with all environmental guidelines, standards and regulations, and continual improvement of our environmental performance through regular review and evaluation of our facilities and departments Aspects Impacts Inventory Matrix
 - This review will include both direct and indirect aspects. The HSE manager will identify the processes and areas to be evaluated. Using the site plan as a guide, the HSE manager will evaluate all of McAsphalt's new processes, products, activities and services.
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Environment Management (Cont'd)

- All environmental aspects will be identified using the environmental aspects evaluation or significant impact form. The initial form will assess the aspect, the impact, the aspect category, the process activity, product or service.
 - The HSE manager will then assign each aspect and impact a rating based on frequency, severity, area impact and duration of impact to determine the Risk Priority Number (RPM). A risk priority number of 60 or greater means the aspect and associated impact is significant.
 - This review will assist in establishing McAsphalt's Risk Control Projects (RCP), which may include activities that have a positive environmental impact. For example, recycling, conservation of natural resources, etc.
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**Thank you for reviewing the
McAsphalt HSE Orientation!**

**Please complete our Orientation Quiz
online by clicking the link below:**

Orientation Quiz