

McAsphalt Industries Limited

CONTRACTOR ORIENTATION

Revision 1 of 2023



Health, Safety, Environment & Quality Policy

- The McAsphalt HSE Policy is intended to reflect how we as a company are to manage workplace risk and exposure.
- It demonstrates the overall attitude and Leadership Commitment towards HSE and the steps, arrangements and systems the company has in place to ensure for the compliance with applicable HSE, Legal and Other requirements.
- McAsphalt will ensure that all employees are made aware of our HSE Policy by making it publicly available through available means and also ensuring that it is reviewed during the required new and returning employee orientations.
- The Policy will be reviewed annually or when necessary by Senior Management. Once the review has been completed, the Policy will be re-approved by the President of McAsphalt, distributed and made available accordingly.
- McAsphalt subscribes to a combination of Health, Safety, Environmental & Quality Managements systems depending on the business unit needs including the applicable regulatory and legislative requirements.
- We foster risk-based thinking and knowledge sharing, which emphasizes our actionable commitment towards continual improvement while nurturing our corporate culture of excellence.
- The Policy's update and release will be in accordance with or as prescribed by the applicable Management System.

Health, Safety, Environment & Quality Policy (Cont'd)

Our Guiding Principles include:

- Leadership,
- Accountability,
- Compliance,
- Conservation,
- Prevention,
- Customer Focus and
- Continual Improvement.

This is complimented by our Company Values:



LIVING GOAL ZERO!



WORK SAFE – HOME SAFE

At McAsphalt, employee safety & wellbeing is at the core of everything we do.

We follow our Living Goal Zero Program to guide us to success in achieving Goal Zero. By embedding our Lifesaving Icons and everyday Behaviours in all our systems at work, we provide a common framework towards ensuring a safe working environment for everyone.

We encourage all visitors & contractors to report any Unsafe Acts or Conditions to the Responsible Manager or HSE Department for further investigation.

The program consists of 8 Core and 5 Supplementary Lifesaving Icons. These rules require that we all remain constantly vigilant about what we do and how that affects our wellbeing as well as those around us, thus maintaining a resilient culture of shared responsibility and a Zero Tolerance mindset.

These rules are shared and applied across all Colas Business Units around the world to ensure sustainability.

By adopting all Lifesaving Behaviours, we mitigate the risk of Serious Injuries and Fatalities (SIF)

Please watch the [Living Goal Zero](#) video and refer to more information below.

CORE ICONS



HAZARD CONTROL

Identify, evaluate, and control hazards before starting work.

A suitable plan must be in place that controls potential hazards in the workplace and the required controls must be communicated to each member of the workforce. Potential hazards and controls must be reviewed each day or for each new task to identify new or unforeseen hazards and amended controls must be agreed and authorized.



FALL PREVENTION

Protect yourself from falls.

Avoid working at height or use collective protection such as barriers or guardrails where possible. Work within a protective environment such as scaffold, man-lift or elevated platform or use fall protection equipment when working at heights. Always use three points of contact when accessing equipment, vehicles, and ladders. Fall hazards include elevated work, getting into or out of vehicles, working near exposed edges or around voids or fragile surfaces.



ROAD SAFETY

Drive and operate equipment safely.

This includes being qualified and authorized to drive a company vehicle on the highway, operating equipment on site, always wearing your seat belt, properly inspecting vehicles or equipment before use, obeying posted speed limits, and never driving or operating a vehicle or equipment while distracted. Road safety hazards include driving on the highway, on a work site and includes on-road and off-road vehicles.



ENERGY ISOLATION

Verify Zero Energy before work begins and use specified lock-out / tag-out equipment where required.

Hazardous energy includes equipment power sources such as electricity or fuels but also includes stored energy in the system such as electric potential, mechanical or kinetic energy, pressure, toxic materials, gases, chemicals, hot liquids, and gravity.



COMPETENCY

You must be adequately trained, experienced, and authorized to complete work tasks, or to operate equipment in the workplace.

Have a valid qualification, certification, or other authorization before you start the work task, or operate work equipment.



HEALTH HAZARDS

Protect yourself from health hazards.

These include exposure to materials, substances or environments that may cause life-altering injuries or conditions. Potential Health Hazards in our business can come from many sources, through inhalation, ingestion, contact, and from the environment. They can cause skin sensitizing/irritating, heat-related illness, and allergic reactions.



IMPAIRMENT

Never work or operate equipment while impaired.

Using alcohol or illegal drugs, or misusing legal drugs or other substances, will reduce your ability to do your job safely. A tired or fatigued worker may also be considered impaired.



LINE OF FIRE

Stay out of danger zones.

These include areas where there is a risk of being run over or backed over by a vehicle or mobile equipment, being struck by an object falling from height, ejected from a system or tool, or getting caught between an object and being crushed. Common activities where Line of Fire hazards are present include the moving/backing of vehicles and equipment, lifting or hoisting, tensioned lines, objects with potential to fall or roll, pressurized systems, electrical equipment, spring-loaded devices, and projectiles.

SUPPLEMENTARY ICONS



EXCAVATION

Before starting trenching and excavation work, ensure that authorization has taken place and that competent persons are in charge and responsible for operations.

Trenching and excavation may contain underground utility hazards, potential confined spaces, and have the potential for collapse of earth, walls and excavated materials.



CONFINED SPACES

Follow the confined space entry procedures before entering a confined space.

Confined spaces, such as silos, tankers, underground storage tanks, vaults, etc... may contain explosive gases, poisonous air, oxygen-deficient atmospheres, or other physical or environmental hazards. Spaces shall be permitted unless determined to not be required by the supervisor-in-charge. Authorized access will keep you safe.



SAFE LIFTING

Lifting activities must be planned, supervised, and carried out by competent people.

Lifting equipment and accessories must be certified and used in the manner for which they were designed. Hazards include failure or collapse of lifting equipment, loss of the load, which can fall on people nearby, or being trapped and crushed by parts of the lifting equipment or load.



OVERHEAD POWER LINES

Work activities must be planned to ensure equipment, objects or personnel do not enter the Minimum Approach Distance around any energized overhead line.

Hazards include electrocution or fire whenever the electricity finds a path to ground, touch potential of any object in contact with the line, or step potential where electricity is discharged in the ground. Electricity can jump a significant distance so direct contact with the line does not have to be made. In addition, lines can remain energized even when the power is turned off, so always treat any line as energized.



WORKING OVER WATER

Personal flotation devices should always be worn when there is a danger of falling into water.

When working near, or on water, wearing a personal flotation device (e.g., life jackets or buoyancy aids) protects you from drowning.

Contractor Compliance

- Prior to being admitted into McAsphalt property to conduct work and receive payment for work, all contractors must meet the 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 HSE remediation actions resulting from unwanted events and incidents involving their employees and subcontractors.
- The contractor will be responsible for compliance to site rules including but not limited to Personal Protective Equipment (PPE), designated smoking areas, general conduct and behaviour including parking practice.



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	Initials			
	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 arrangements for entry to the facility.				



Contractor Compliance (Cont'd)

- During regular production or business hours, all contractors are required to check in with the responsible manager. After hours and weekends, all contractors will be required to make the necessary arrangements to enter the work location with the responsible manager.
- It is the responsibility of the contractor to review and understand all of the site's emergency procedures, evacuation routes, meeting areas / muster points, emergency contact numbers and location of fire extinguishers, first aid kits, eyewash stations and emergency showers as made available by the Responsible Manager.
- 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

- Ensure you and your team understand our HSE Policies, Site Rules and Work Instructions prior to starting work.
- Ensure you and your team review all tasks and associated hazards with the Responsible Manager.
- Complete all required permits before the start of each workday and have them approved before the relevant task:
 - Hot Work
 - Confined Space Entry
 - Lock Out, Tag Out
 - Working at Heights
- All exception must be obtained in writing from the Responsible Manager.



Personal Protective Equipment (PPE)

- Contractors shall provide their own PPE and must wear at minimum the following while working on site:
 - Steel Toe Safety boots
 - Hard Hat
 - Safety Glasses
 - High Visibility Clothing
 - Clothing which covers all limbs (Long pants and sleeves)
- Specialized PPE must be worn as required by the activity performed.
- Any McAsphalt employee are permitted to stop any Unsafe Acts and Conditions, violations in Policy or Procedure or any breach in Legal Requirements.



Personal Protective Equipment

- Wearing of the proper PPE is mandatory. Failure to comply with this may lead to your refusal to enter our working area.
- Wearing of PPE is for your own safety as well as of others around you.
- If exposed to molten asphalt, completely submerge affected area in ice cold tap water or position the exposed area under running water.
- Do not attempt to remove the asphalt cement and seek immediate medical attention.



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ISO 9001/14001/45001

Suggested Treatment For Molten Asphalt Cement Burns

Completely submerge area in ice water.

DO NOT apply ice directly to affected area.

DO NOT ATTEMPT TO REMOVE THE ASPHALT CEMENT with products containing solvents or ammonia.

Natural separation will occur in about 48-72 hours.

If necessary for early removal, soak bandage in mineral oil and place over affected areas for 2 to 3 hours.

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First Aid For Molten Asphalt Cement Burns

Completely submerge affected area in ice cold tap water, or place affected area under running water. **DO NOT DELAY.**

Minor Asphalt Cement Burns - at first opportunity get victim to physician.

Serious Asphalt Cement Burns - as soon as possible get victim to hospital, clinic or physician's office,

Includes: Injury to the head, face or extremities; Injury when large amounts of asphalt cements are involved; Evidence of nausea or faintness.

Treatment for Shock:

1. Keep victim lying down and quiet.
2. Covered with a blanket or something similar to keep body temperature at normal 98F (37C).
3. Keep victim's head lower than feet to promote blood pressure to head and chest.

DO NOT ATTEMPT TO REMOVE THE ASPHALT CEMENT



Other General Site Rules

- Compressed gas bottles, including propane must be secured outside in an approved area and replaced in an upright position, full or empty.
- Smoking is only permitted in designated areas.
- No unauthorised repairs or maintenance on site.
- Cell phones are prohibited in process areas.
- McAsphalt has a ZERO TOLERANCE Policy for violence or harassment in the workplace.
- Back in all vehicles when parking.
- Wear required PPE as indicated by signage.
- The possession, storage and or consumption of alcohol or illegal drugs on any McAsphalt property are strictly prohibited.



Unwanted Events

- It is extremely important to report all Unsafe Acts and Condition, Incidents and Near-Misses to the Responsible Manager, or the nearest McAsphalt employee immediately.
- Anonymous Near-Miss reporting is available through our Digital HSE Platform, by scanning the QR Code with any mobile device fitted with a camera. For more details, speak to the Responsible Manager.
- Near-Miss reporting is encouraged as a proactive measure. Information and guideline is displayed around all work areas.



Hazardous Waste

- All hazardous waste generated at the worksite, unused hazardous chemicals and related materials including those contaminated must be properly labeled, removed, transported and disposed of in accordance with applicable Environmental Legal Requirements.
- Discharge into drains, sinks or sewers is strictly prohibited on a McAsphalt work location.
- Spills and other releases or impacts to the environment must be reported immediately to the Responsible Manager.
- Any clean up required in the event of accidental Environmental discharge will be coordinated by the Responsible Manager, and will most likely include action to be taken by the contractor responsible for the discharge, or at their expense.

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 Impacts and Aspects.
- This review will include both direct and indirect aspects where all identified processes and areas will be evaluated. This will include all new processes, products, activities and services.
- McAsphalt will include activities that have positive environmental impact, that reduce the impact of our activities to bolster acceptability including recycling practices, low carbon initiatives and conservation of natural resources and biodiversity.

An aerial photograph of a road construction site. In the foreground, a large asphalt paver machine is laying down a new layer of asphalt. Several construction workers wearing orange safety vests and hard hats are standing around the machine. To the right of the paver, a white van is parked. Further right, a red pickup truck is parked on a grassy area. In the background, there are residential houses, trees, and a clear sky. A large text box with a red border is overlaid on the center of the image.

**Thank you for reviewing the our HSE Orientation
information pack!**

**Please follow the below link to our online Quiz to
complete and validate your registration:**

[Orientation Quiz](#)