

HEALTH, SAFETY AND ENVIRONMENT (HSE) REQUIREMENTS FOR CONTRACTORS

Table of Contents

SECTION 1: GENERAL HSE REQUIREMENT	3
1. CONTRACTOR TO COMPLY WITH AND ENFORCE ALL HSE REQUIREMENTS	3
2. CONTRACTOR TO ENSURE COMPLIANCE BY ITS PERSONNEL WITH HSE REQUIREMENTS	3
3. CONTRACTOR TO ESTABLISH HSE REQUIREMENTS	3
4. EQUIPMENT AND TOOLS TO BE IN GOOD CONDITION	3
5. RISK MANAGEMENT AND HAZARD IDENTIFICATION	4
6. PROVISION OF SAFETY EQUIPMENT AND SIGNAGES	4
7. PROVISION OF PERSONAL PROTECTIVE EQUIPMENT	4
8. SITE INSPECTION AND CONDITION	4
9. COMPANY'S RIGHT TO STOP SERVICES ON HSE GROUND	4
10. CONTRACTOR RESPONSIBLE FOR HEALTH	5
11. CONTRACTOR MUST ADVISE COMPANY OF CHEMICAL USE	5
12. CONTRACTOR SHALL NOT DUMP OR DISPOSE OF WASTE INDISCRIMINATELY	5
13. CONTRACTOR SHALL MAINTAIN GOOD HOUSE KEEPING	5
14. CONTRACTOR SHALL MAINTAIN GOOD TRAFFIC MANAGEMENT PLAN (TMP)	5
15. INCIDENT REPORTING AND MANAGEMENT	5
16. CONTRACTOR SHALL REPORT SPILLS	6
17. EMERGENCY PREPARATION AND RESPONSE	6
18. COMPETENT PERSONNEL	6
19. WORKER EMPOWERMENT AND INVOLVEMENT	6
20. CONTRACTORS EVIDENCE OF IDENTIFICATION	6
21. HOUSEKEEPING	6
22. FAILURE TO COMPLY	7
23. RIGHT TO WITHHOLD PAYMENT ON SAFETY, HEALTH, AND ENVIRONMENT GROUNDS	7
SECTION 2: SPECIFIC HSE REQUIREMENTS	7
1. PROJECT/CONTRACT KICK-OFF (FOR PROJECT MORE THAN 6 MONTHS DURATION)	7
2. PROJECT/CONTRACT HSE TEAM (FOR PROJECT MORE THAN 6 MONTHS DURATION)	7
3. SAFETY TRAINING AND SUPERVISION	7
4. SAFETY MEETING (FOR PROJECT MORE THAN 6 MONTHS DURATION)	8
5. PROJECT/CONTRACT HSE PLAN	8
6. PERMIT-TO-WORK SYSTEM	8
7. EQUIPMENT, TOOLS AND MACHINERY INSPECTIONS	8
8. PERSONAL PROTECTIVE EQUIPMENT (PPE)	8
9. WORKING IN CONFINED SPACE	9
10. INSPECTION AND TAGGING OF MECHANICAL EQUIPMENT	9
11. COMPRESSED GAS CYLINDERS	9
12. WELDING AND CUTTING	9
13. ABRASIVE WHEELS	10
14. USE OF CHEMICALS	10
15. USE/HANDLING OF ASBESTOS OR ASBESTOS-CONTAINING MATERIALS	10
16. WORK AREA PROTECTION	10

17. SCAFFOLD	10
18. LIFTING	10
19. HEAVY MACHINERY	11
20. WORKING AT HEIGHT	11
21. HSE INSPECTIONS / AUDIT	11
22. ENVIRONMENTAL PROTECTION	11
Attachment – List of High-Risk Works (Common Telco High Risk Work)	12
Attachment 2 – Basic PPE Requirements	13

ARTICLE 1

HEALTH, SAFETY AND ENVIRONMENT (HSE) REQUIREMENTS FOR CONTRACTORS

In the performance of the work and/or services being provided (Work/Services) to Time Group (Time or Company), Contractor, its employees, representatives, agents and/or subcontractors (hereafter referred as "Contractor") shall give Health, Safety and Environment (hereafter referred as "HSE") the highest priority. The Contractor shall therefore take all steps to minimize and where possible eliminates safety and health risks in performance of the Works/Services. All Works/Services shall be carried out in a safe manner and free of any danger. The Contractor will ensure safe operations for the duration of the Works/Services, as specified and shown, including the following:

- i. In accordance with applicable regulations and generally accepted construction practices, the Contractor shall be solely and completely responsible for conditions of the location where the Work/Services are being carried out (Work Site), including safety and health of all persons and property during performance of Work/Services.
- ii. Full compliance with all Federal, State and local laws, ordinances, statutes, rules and regulations relating to the safety and health of the public and workers.
- iii. Compliance with all the requirements shall not relieve the Contractor from other obligations imposed elsewhere in Contract and/or by law and regulations.
- iv. Note that for the purpose of completeness, no sections or items in this article shall be removed.

SECTION 1: GENERAL HSE REQUIREMENT

1. CONTRACTOR TO COMPLY WITH AND ENFORCE ALL HSE REQUIREMENTS

Contractor shall comply with, abide by and enforce at its sole expense any laws, regulation and standard of Health, Safety and Environmental (HSE) including fire and security, which are applicable to Work Site, including but not limited to Occupational Safety and Health Act 1994 and any amendments thereof. Provide protection as provided in Time's published manuals, policies and special instructions unless otherwise required by applicable law.

2. CONTRACTOR TO ENSURE COMPLIANCE BY ITS PERSONNEL WITH HSE REQUIREMENTS

Contractor shall ensure that all Contractor's personnel assigned to provide Work/Services to the Company are briefed on the Company's HSE requirements prior to commencement of Work/Services. Contractor shall stress the importance of HSE to and shall instruct Contractor's personnel on HSE rules and ensure adherence hereto. Violation of any HSE rules will be cause for removal of Contractor's personnel.

3. CONTRACTOR TO ESTABLISH HSE REQUIREMENTS

Before commencing the Work/Services, the Contractor shall establish all necessary and appropriate HSE requirements related to the Work/Services, including but not limited to method statements, standard operating procedures (SOPs), and work instructions. The Contractor shall also consult with the Company to obtain its HSE requirements, ensuring that the Contractor's HSE framework incorporates these requirements accordingly.

4. EQUIPMENT AND TOOLS TO BE IN GOOD CONDITION

Prior to start Work/Services, Contractor shall ensure that all equipment, tools and other items used for the Work/Services, whether purchased, rented, or otherwise provided by Contractor, is inspected and are in a safe, sound and good condition, and capable of performing the functions for which they are intended. If any tool or other item or equipment is, in the judgment of Company, unsafe or incapable of doing the Work/Services for which it is intended, Contractor shall repair or replace the same with a safe and capable tool or item of equipment at Contractor's expense.

Contractor shall ensure that all fuel powered and electrical equipment working in the vicinity of flammable vapours is equipped with proper ignition protective devices.

Contractor shall ensure that only permitted personnel by way of previous technical training and familiarisation are allowed to operate and/or maintain equipment and machinery. The technical training of permitted personnel shall be at Contractor's expenses.

This equipment may include but is not limited to the following:

- Cranes
- Fork lifts
- Self-Loading Trucks
- Trailers and Prime Movers
- Compressors
- Temporary Electrical Distribution Boards
- Scaffolding equipment

- Rigging equipment
- Man-cages/Personal Baskets
- Aerial Work Platforms
- Welding machine
- Grinding and cutting machine

All remedial work (or replacement) on the inspected equipment shall be carried out at Contractor's own cost.

All equipment inspected and accepted for use on the Work/Services shall be clearly identified by a tagging system.

5. RISK MANAGEMENT AND HAZARD IDENTIFICATION

The Contractor shall conduct an initial assessment of HSE risks related to performing the Works/Services. This assessment should focus on identifying inherent hazards, evaluating potential adverse impacts on the workforce, the public, the environment, company assets, and the company's reputation. The Contractor must implement appropriate measures to prevent incidents and minimize the impact of any event that may occur.

The risk assessment register shall be established by following the Hazard Identification, Risk Assessment and Risk Control (HIRARC) methodology and shall be submitted to the company HSE Representative together with the method statement (MOS) and other relevant required documents that agreed upon execution process of project.

Contractor shall conduct HSE inspections and audits to ensure that such preventive measures are carried out. Contractor shall promptly conform to all recommendations made pursuant to the said inspections and audits.

6. PROVISION OF SAFETY EQUIPMENT AND SIGNAGES

The Contractors shall at its own expenses supply the proper, prominent and adequate signages and it shall be displayed at the Work Sites at all times to indicate that Work/Services is in progress and to warn of potential danger from the Work/Services.

7. PROVISION OF PERSONAL PROTECTIVE EQUIPMENT

Contractor is responsible to provide all the necessary Personal Protective Equipment (PPE) to its personnel to ensure the Work/Services can be executed safely at its own cost.

Other PPE shall also be provided as required depending on the nature of Work/Services to be carried out and the likely hazards encountered in the work environment e.g. respiratory and face protection (Attachment 2).

All PPE supplied by Contractor shall meet the minimum criteria set by the Company (Refer to Attachment 2). Contractor shall also provide other appropriate safety equipment for particular Work/Services where required to mitigate all known risks associated with the Work/Services as identified in the Job Safety Analysis (JSA) or Hazard Identification, Risk Assessment and Risk Control (HIRARC).

Contractor shall maintain good record of PPE issuance and provide to the Company whenever required.

8. SITE INSPECTION AND CONDITION

Before commencing any Work/Services operations, Contractor shall inspect the Work Site and the equipment involved to ensure that Work/Services can be executed safely. Contractor shall also comply with Company's Permit-To-Work (PTW) processes and procedures before initiating any Work/Services within the company compound.

Any damage, stains, scratches or markings shall be repaired to the Company's satisfaction at the Contractor's expense. Noise and vibration levels from the work shall also be kept within allowable statutory limits.

9. COMPANY'S RIGHT TO STOP SERVICES ON HSE GROUND

Any company's representative or his designated representatives shall have the right to prohibit commencement of Works/Services or to stop any Works/Services in progress if the equipment, machinery, personnel or Work/Services conditions are considered at company's discretion to be unsafe or not to be following any applicable rules, regulations and procedures.

Contractor shall remove the unsafe condition prior to seeking Company's permission to resume or commence Works/Services. Cost associated with addressing this unsafe or non-compliance matter will be at Contractor's expense.

The refusal or inability of the Contractor or Contractor's personnel to remedy the unsafe practice or to perform the required modification on any unsafe condition assessed by the Company within fifteen (15) calendar days of the notice shall constitute a breach of contract and the Company may in, addition to and without prejudice to any other right the Company may have, terminate the contract.

10. CONTRACTOR RESPONSIBLE FOR HEALTH

Contractor shall be solely responsible for the health of Contractor's Personnel at the Work Site and shall protect Contractor's Personnel and all third parties including their property from any hazards that may arise as a result of Work/Services.

11. CONTRACTOR MUST ADVISE COMPANY OF CHEMICAL USE

Contractor shall advise Company of its intention to bring into the Work Site any chemical required for Work/Services. Contractor shall provide Company the particulars for each chemical they intend to import into the Work Site for the Work/Services. Company retains the right to reject any chemical due to harmfulness to personnel or the environment and Contractor shall immediately source for alternatives at its own cost. Contractor shall promptly remove all disapproved chemicals from the Work Site as advised by Company.

12. CONTRACTOR SHALL NOT DUMP OR DISPOSE OF WASTE INDISCRIMINATELY

Contractor shall dispose of all waste in the manner set forth in Company's published manuals, policies and special instructions. Contractor shall provide containers in which all refuse is to be placed and shall dispose of such refuse in accordance with existing laws and regulations and at no additional cost to Company. Contractor shall ensure that all Contractor's personnel are fully aware of the above and Contractor shall enforce such regulation to the satisfaction of Company.

13. CONTRACTOR SHALL MAINTAIN GOOD HOUSE KEEPING

Contractor shall at all times throughout the duration of Works/Services, ensure proper and diligent upkeep house-keeping. All Contractor's tools, work material and equipment shall be arranged in a proper and tidy manner.

Due regards shall be paid to proper disposal of scrap material, tidiness, clearance of access ways and emergency exits.

Access and egress of all exits, fire and safety equipment, and Work Site must be kept clear of obstructions at all times. Special attention must be given to maintaining clear walkways, removal of slippery and tripping hazards, securing or removing of loose materials at height, and proper storage of materials. Oily or chemical soaked rags must be disposed of in a proper manner. All housekeeping shall be at Contractor's cost.

14. CONTRACTOR SHALL MAINTAIN GOOD TRAFFIC MANAGEMENT PLAN (TMP)

Contractor shall ensure the safety of workers, the public, and traffic flow during work activities near roads or traffic areas, all contractors must prepare and implement a Traffic Management Plan (TMP) prior to the commencement of any site works. A TMP is mandatory for all works conducted within or near public roads, pedestrian pathways, or high-traffic zones.

The TMP must comply with local authority regulations (e.g., JKR, DBKL, MBBJ) and traffic safety standards and shall be submitted for review and approval by the local authorities prior to start work.

Contractors must ensure the TMP includes, but is not limited to, the following elements, Project Information, Risk Assessment, Warning signage placement (conforming to standard road signs), Safety cones, barricades, and delineators, Flagman deployment (if necessary), Temporary traffic lights or diversions (if applicable), Work zone lighting (for night works), Pedestrian and Public Safety, Traffic Flow Management, and Communication Plan.

15. INCIDENT REPORTING AND MANAGEMENT

Contractor shall have an incident reporting and management process consistent with Company's expectations and all applicable regulations.

Contractor shall immediately notify Company of all incident including near misses, injuries, illnesses or incidents which involve its Personnel and all third parties while working at Company's Work Site or while doing Works/Services elsewhere on behalf of Company and/or incidents which affect Company's assets.

Contractor at its own cost, shall investigate and report to Company within 24 hours of incident or whenever safe to do so, followed by a full investigation report to Company within 10 days of incident or whenever safe to do so. If requested by Company, Contractor Management shall attend at Company's office to review the incident with Company Management.

Contractor shall comply with Company's expectations on case management which includes providing prompt medical care to its injured personnel and enforcing a return-to-work assessment by an approved medical examiner before allowing the personnel to return to Company's Work Site for normal duty.

16. CONTRACTOR SHALL REPORT SPILLS

Contractor shall report any oil, chemical or other hazardous waste spill incident on Work Sites owned/operated by Contractor site to the appropriate government agencies and immediately notify Company of such incident. Contractor shall bear full responsibility for reporting any spill incident, cleaning up any spill on Contractor's Work Site to the satisfaction of the government agencies, and indemnify Company against all claims and liabilities resulting from such a spill incident.

17. EMERGENCY PREPARATION AND RESPONSE

1. Contractor, at its own cost, shall ensure there is adequate emergency response capability at Work Site, which shall include at least the following.
 - a. Emergency Response Procedures (ERP)
 - b. Firefighting equipment
 - c. First aider
 - d. First Aid kit
2. Contractor workers shall be trained and competent in the use of firefighting equipment.
3. Contractor shall also ensure its first aiders are trained and competent to render such work during emergency situations.

18. COMPETENT PERSONNEL

Contractor at its own cost, shall ensure that competent personnel are fully trained and certified to carry out the task of operating all machinery, equipment, and tools. Contractor shall provide an adequate level of technical and HSE related training conducted by a recognised training institution for all relevant personnel in connection with the Work/Services. All Contractor's supervisory personnel shall attend relevant HSE training and be competent in hazard identification.

Contractor shall ensure that all its and its Contractor's personnel engaged in the Works/Services are healthy and fit, and possess the experience and skill required to perform the Works/Services.

[1]. TIME HSE Induction Briefing. Contractor shall ensure all Contractor's personnel are briefed on Company's HSE induction– only for first mobilization prior to arrival at Company Work Sites.

[2]. Workers behaviour. The Contractors agree that their employees shall not indulge in practical jokes, boisterous behaviour, horseplay, and the like and shall not permit the use, possession or sale of alcoholic beverages or illegal drugs while at the work site or other related premises.

19. WORKER EMPOWERMENT AND INVOLVEMENT

The Contractors shall take steps to maintain and increase the safety and health consciousness of its employees by means of immediate correction of unsafe practices and by means of regular safety meetings and discussions. Contractor shall stress to Contractor's personnel that it is each personnel's responsibility to STOP WORK when the condition is unsafe.

20. CONTRACTORS EVIDENCE OF IDENTIFICATION

In the interests of safety and security, The Company reserves the right to require the Contractor, its subcontractors their respective employees, servants and agents to produce acceptable evidence of identification such as a Passport or Identity Card for the purpose of entering any Company premises and the worksite. In addition, the Contractor, its subcontractors and their employees, servants and agents shall permit the searching of any package, toolbox, or suitcase in their possession. Any such party unwilling to comply with such requirement will not be permitted to continue undertake the Work/Services, entry into the Work Site or any the Company's premises and, consequently, The Company will not be liable for any costs arising directly or indirectly out of such circumstances. The Contractor, its Subcontractors and their respective employees, servants and agents shall also comply with such request prior to leaving the Work Site or any Contractor's premises. The Contractor shall immediately report any crime or offence to the Company.

21. HOUSEKEEPING

1. Contractor shall ensure that good housekeeping is maintained continuously throughout the duration of the Work/Services. Due regard shall be paid to proper disposal of all types of wastes especially hazardous/scheduled wastes, tidiness, and clear access ways and emergency exits.
2. Contractor shall also ensure its workers are adequately trained in hazardous waste management. A competent person/company appointed person shall be available at site (if applicable)

3. Access and egress of all exits, fire and safety equipment, and Work Site shall be always kept clear of obstructions. Special attention shall be given to among others, maintaining clear walkways, removal of slippery and tripping hazards, securing, or removing of loose materials at height, and proper storage of materials. All housekeeping costs shall be borne by Contractor.
4. To reduce the risk of fire, waste materials and garbage shall not be allowed to accumulate and must be disposed of daily and in an appropriate manner.
5. To minimize site hazards (such as trips, slips, and falls, etc.), access ways must be kept clear of electrical cables, wires, metal pipes, scaffold boards and other materials and equipment.

22. FAILURE TO COMPLY

Any failure by the Contractor to comply with the obligations specified in this document shall be regarded as a breach of contract. Notice will be served to the Contractor as follows:

- i. First Notice (usually comes after safety advice)
- ii. Second Notice (if no action taken after 14 days)
- iii. Stop work order (for 7 days / until the incompliance is resolve with written evidence to the Company or HSE department)
- iv. Contract termination (Contractor will be terminated within 24 hours, and will not be allowed to conduct any Work/Services with Time for 1 year)

Further, the Contractor shall indemnify and hold Time harmless from and against any and all losses, liabilities, costs, expenses, or claims (including reasonable legal fees) suffered or incurred by Time, whether directly or indirectly, arising from or in connection with the Contractor's failure to comply with

- (i) any provision of this document,
- (ii) any instructions, notices, or directions issued by Time and/or any relevant authorities, or
- (iii) any applicable health, safety, and environmental laws in force.

23. RIGHT TO WITHHOLD PAYMENT ON SAFETY, HEALTH, AND ENVIRONMENT GROUNDS

Company shall have the right to withhold any payment due to Contractor in the event Contractor fails to comply with any of the above requirements.

SECTION 2: SPECIFIC HSE REQUIREMENTS

The applicability of the clauses is dependent on the job that is being carried out, however for the purpose of completeness, no items shall be removed.

1. PROJECT/CONTRACT KICK-OFF (FOR PROJECT MORE THAN 6 MONTHS DURATION)

Prior to the commencement of physical Works/Services at Work Site, the Contractor's management shall arrange for a kick-off meeting to discuss the management of Health, Safety & Environment (HSE) during the Works/Services tenure. During this meeting, further clarification of the requirements can be ironed out and a contractor on-boarding awareness briefing will be conducted by the HSE department.

2. PROJECT/CONTRACT HSE TEAM (FOR PROJECT MORE THAN 6 MONTHS DURATION)

- 2.1 Where there is a necessity, the contractor is obligated to provide a Safety and Health Officer (SHO) or Site Safety Supervisor as per OSHA Act 1994. Otherwise, the contractor shall appoint a person responsible for Health, Safety and Environment who shall be the Company's point of contact in all matters relating to Work Site HSE requirements.

3. SAFETY TRAINING AND SUPERVISION

- Prior to the commencement of the Works/Services, contractor shall at its own expense ensure that its workers have been given the necessary basic safety, fire-fighting, and other job-related training required by law and the contractor's own HSE Training Matrix. Such training shall be carried out at recognized training establishments. Certification of training shall be provided to Time prior to the commencement of work.
- Contractor shall ensure that first-line supervisors know the safety program and can administer and enforcing it. They shall know the safety aspects of all Works/Services under their supervision and be able to pass this information on the others. They shall be able to provide individual or group instruction for their Works/Services force if deficiencies in performance are to be improved. They are expected to conduct safety meetings and provide answers to any problems raised by their subordinates.
- Contractor, or their designate, shall provide the basic HSE induction/orientation to all workers arriving at Work Site before they commence duties at the Work Site. Contractor shall maintain records of all aforesaid training conducted and avail them for inspection by Time.

- Prior to the commencement of the Works/Services, the contractor shall provide any specialized training required by the workers conducting the Works/Services and shall ensure that any updating of this training is maintained in accordance with the governing legislation.

4. SAFETY MEETING (FOR PROJECT MORE THAN 6 MONTHS DURATION)

- The contractor shall have a procedure to ensure safety information is communicated to their workers. This may be conducted via regular safety meetings at the Work Site. During these meetings, the contractor shall invite the Time' representative to be present.
- The contractor's workers shall upon notification, from time to time, be requested to attend Time safety meetings. Attendance at these meeting is mandatory and does not relieve the Contractor's safety policy.
- The contractor shall also ensure that its appointed Safety Officer or the work Supervisor holds a "Toolbox" safety meeting (i.e., a five-to-ten-minute discussion prior to commencement of each work shift). These meetings shall be used to emphasize the need for adherence to safe work practices, the correct use of personal protective equipment, good practices.

5. PROJECT/CONTRACT HSE PLAN

- The contractor shall provide Time with a plan that spans the duration of the contract how they will implement and achieve the requirements of the Works/Services consistent with their HSE policy and the requirements of the contract.
- Contractor shall prepare and submit a specific HSE project plan to Time as minimum as the followings:
 1. Risk assessments including preventive and mitigating measures
 2. Description and schedule of HSE activities
 3. Incident reporting and investigation
 4. Emergency response plan

6. PERMIT-TO-WORK SYSTEM

- Contractor shall comply with Time's Permit-to-Work (PTW) procedure if any activities such as electrical works, hot work, cold work, lifting, working at height (> 3meter), confined space entry, radiography and underwater to be carried out.
- The PTW and certificates shall be approved by the project manager appointed by Time in respect of the Works/Services .
- Contractor shall continuously enforce the conditions and requirements of the permits including its validity.

7. EQUIPMENT, TOOLS AND MACHINERY INSPECTIONS

- Prior to start of Works/Services, all equipment, tools, and machinery related to the Works/Services shall be inspected and confirmed fit for the work. Electrically powered tools shall meet the hazardous zones requirements where applicable.
- HSE inspections throughout the Works/Services are to be maintained and performed continuously by the contractor. All recommendations made by the inspectors are promptly implemented without delay.
- Time has right to conduct its own HSE inspection and/or audits at Work Site and the contractor shall comply with all the recommendations made.
- Contractor shall ensure all fuel powered and electrical equipment (including any requirements on fuel burning equipment) meet the requirements of hazardous area classification by authorities and equipped with approved spark arrestor.
- Contractor shall ensure only certified competent workers are allowed to operate and/or maintain equipment, tools, and machinery.

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- The contractor shall at its own expense be responsible to provide its workers with approved PPE, suitable for the Works/Services being carried out and to abide to all current and future requirements of Time in respect of the PPE. Refer Attachment 2 for details of approved PPE.
- Contractor shall ensure that its workers and/or other workers assigned by the Contractor to the performance of the Works/Services wear the following minimum PPE when engaged in Works/Services or when in Work Site area such equipment is required: 1) Safety footwear with steel toe cap and steel mid sole and 2) Safety helmet 3) High Visibility Vest.
- The contractor shall establish its own PPE program which is comparable to industrial practice. The contractor shall communicate the program to its workers, who work on behalf of them and the consequence of non-conformance.
- PPE should always be regarded as a 'last resort' against risk to safety and health

- Other Personal Protective Equipment that is required, depending on the nature of the job to be carried out and the likely hazards encountered in certain work environments, include:
 1. earmuff / plugs,
 2. gloves,
 3. face shield/visor,
 4. respiratory protection and
 5. fall protection
- All workers assigned to Work Site shall be provided with approved safety helmets, safety glasses, safety shoes and ear protections, by the contractor. contractor shall also provide to workers assigned for special jobs with approved lifelines, life jackets/life vests, breathing equipment, welding helmets, and all other protective equipment as necessitated by the scope of work and good industrial safety practices.
- Contractor shall ensure that any sub-contractors working at the Work Site comply to this PPE requirement as well.

9. WORKING IN CONFINED SPACE

- Prior entering Confined Spaces, Permit-to-Work shall be obtained from the Permit Issuer.
- Contractor shall take adequate precautions and mitigation measures of gas/oxygen tests, PPE requirements, respiratory protection equipment (RPE), isolation of connections to confined space, provision of ventilation equipment and preparation of confined space for safe entry, standby person, availability of rescue equipment.
- The Contractors' SHO or entry supervisor shall ensure that all necessary precautions and mitigation measures are implemented.
- Contractor's shall ensure their workers are medically fit to work in confined space.
- Please refer to Company SOP for Confined Space for further clarification.

10. INSPECTION AND TAGGING OF MECHANICAL EQUIPMENT

- Contractor shall inspect and tag all mechanical equipment identified to be used. The equipment will include but may not be limited to the following:
 - i. Cranes
 - ii. Forklifts
 - iii. Compressors
 - iv. Rigging equipment
 - v. Scaffolding
 - vi. Welding machine
 - vii. Grinding and cutting machine
- Any inspected equipment which requires remedial work (or replacement) shall be at contractor's costs.

11. COMPRESSED GAS CYLINDERS

- Contractor shall ensure that:
 - a. Compressed gas cylinders stored or used shall be in an upright position and secured to some substantial object or structure by a chain or other suitable means capable of supporting the weight of the cylinder. This applies to all empty or full cylinders.
 - b. Cylinder valves shall be closed, and hoses depressurized when cylinders are not in use.
 - c. Cylinders shall have protective valve caps in place while they are being transported / stored.
 - d. Cylinders shall be kept promptly to a suitable storage area after use and shall not be left unattended at any Work Site. Cylinder storage areas should be kept away from general traffic paths and shall not be adjacent to vehicle paths.
 - e. Flammable gases and oxygen cylinders shall not be stored in proximity unless separated by a non-combustible wall.
 - f. Cylinders shall be color coded in accordance with International or respective national standards.
 - g. Gas welding cylinders shall have hose check valve (non-return valves).
 - h. Flashback arrestors shall be installed to quench flashback flames and cut off the gas flow automatically, in both oxygen and fuel gas outlet lines.

12. WELDING AND CUTTING

- Contractor shall ensure that:
 - a. ONLY competent and authorized workers are allowed to handle welding and cutting equipment.
 - b. Suitable precautions and mitigation measures against exposure of welding hazards i.e., excessive ultraviolet radiation, fire, welding fumes, and dusts are in place.
 - c. Welding and flame cutting in the flammable vicinity or near the combustible substances/materials shall only be done in accordance with PTW procedures.

- d. Contractor shall ensure adequate number of suitable fire extinguishers at the sites of the hot work area.

13. ABRASIVE WHEELS

- Contractor shall ensure ONLY trained and competent workers are permitted to work with grinding machines and abrasive wheels.
- Contractor shall ensure that workers working with grinding machines and abrasive wheels are provided with the safety protections i.e., goggles, shields and/or hearing protection devices (HPD) which shall be always used during work.
- When changing discs on a portable grinder, it is imperative that a suitable replacement disc is fitted and installed as per maker's instruction.

14. USE OF CHEMICALS

- Contractor shall declare to the Project Manager on any hazardous chemicals used for Works/Services.
- Contractor shall ensure all requirements for use, storage, handling, and transportation of chemicals including wearing a proper personal protection as outlined in the Safety Data Sheet (SDS) are strictly followed.
- The SDS for all chemicals shall be made available in English and understandable language for workers at the Work Site.
- When in doubt concerning these requirements, Contractor shall consult with Company's Project Manager or HSE.
- Flammable chemicals such as solvents and cleaning agents shall not be stored or used in unventilated areas or in proximity of any sources of ignition. These chemicals shall be stored in a designated area whenever they are not being used. All chemical containers shall be properly labelled accordingly.
- Contractor shall ensure that smoking and any other actions which may cause ignition i.e., welding, cutting, grinding and hot work are STRICTLY PROHIBITED in the vicinity of any such chemical.

15. USE/HANDLING OF ASBESTOS OR ASBESTOS-CONTAINING MATERIALS

- The use of any asbestos or asbestos-containing materials is STRICTLY PROHIBITED. However, for Works/Services that requires handling/removal of asbestos or asbestos-containing materials at Work Site, contractor shall take necessary precautions to ensure the workers and others are protected from the exposure of asbestos fibres.

16. WORK AREA PROTECTION

- Contractor shall provide adequate barricades, covers, guardrails, signal flag persons or other appropriate warning devices to protect workers near any hazardous operations or overhead work.
- Temporary covers for floor openings shall be firmly fastened and clearly identified by warning signs. All permanent and temporary elevated work areas, walkway, platforms shall be protected by an approved guardrail and shall provide a secure working space.

17. SCAFFOLD

- Safe means of access shall be provided for any Works/Services to be carried out at a height greater than 2 meters above ground. If a suitable permanent access is not available, a well-designed, erected, inspected, and maintained scaffold will provide a safe mean of access and safe working areas.
 - Additionally, safe access to scaffold work platforms by ladder shall be provided.
 - All scaffolding materials and components shall comply with local or international requirement.
- a. Inspection
- A scaffold inspector shall inspect all scaffold materials. Any scaffold above 40 meters shall be designed and endorsed by a professional engineer and copy of design forwarded to relevant authority.
- b. Erection
- Scaffolds shall only be erected, altered, or dismantled by competent scaffolder under supervision of a scaffolder supervisor. All inspection of scaffolds shall be done by a competent scaffold inspector.

18. LIFTING

- All cranes or lifting equipment supplied by contractor shall possess valid certificate of fitness issued by relevant authority.
- All cranes and associated lifting equipment i.e., all wire ropes, chains, and slings shall be inspected, and tested to ensure they are in safe working conditions.

- All defective cranes shall be taken out of service, repaired, or replaced if necessary. Whenever there is any doubt on the integrity of the crane, load test shall be performed.
- All inspected and tested lifting appliances shall be tag or marked in color coded.
- Contractor is responsible to ensure that ONLY competent and authorized operator can operate any lifting device. Contractor shall also designate a signal man to signal the operator as necessary to properly place and control the loads.
- Prior to performing any lifting operation, lifting plan shall be prepare by the trained lifting supervisor and the operator shall determine the weight of the object being lifted and also ensure that cables, lifting device, slings, wire ropes, chains etc. used are of a sufficient strength to support the weight of the load.
- No workers or person shall be allowed to walk or stand under the load. Tag lines shall be used to guide and control the load where excessive movement is possible.

19. HEAVY MACHINERY

- All contractor vehicles on any Work Site shall have proper insurance and maintained in safe operating conditions.
- All heavy machineries shall be operated by competent and certified operators. They shall be operated in a safe manner and at a speed suited to the terrain and weather conditions.
- All cranes, stringing trucks, heavy tracked equipment and machinery, welding rigs and all vehicles shall be fitted with reverse alarms.
- Any vehicle with restricted vision shall not operate in the vicinity of workers, except under the direction of a designated worker who is ensuring that the pathway is clear and safe.

20. WORKING AT HEIGHT

- Safety harness is required when working above two (2) meters and contractor must obtain PTW approval from Project Manager.

21. HSE INSPECTIONS / AUDIT

- Formal inspection or audit of the Work Site shall be conducted as agreed prior to the project start to identify and correct any non-compliances noted. A written record of all inspections, audits and their status of action follow-ups shall be provided to the Company HSE representative.
- Contractor shall allow the Company representatives and/or its designated third-party workers access at any time to Work Sites, equipment, workers, and records when requested, to enable The Company to inspect or audit any aspects of the contractor's operations relevant to safety and the work environment.
- Prior to commencement of Works/Services, contractor is required to inspect the Work Site and equipment involved to ensure that the Works/Services will be performed under safe conditions. In addition, contractor shall maintain and perform continuous HSE inspection throughout the contract duration.
- The Company reserves a right to suspend contractor's Works/Services if contractor is found not to observe the HSE requirements spelled out in contractor's HSE Management systems documentation and/or Time HSE Management Systems.

22. ENVIRONMENTAL PROTECTION

- Contractor shall pay due regard to the environment by acting to protect air, water, animal, and plant life from adverse effect of contractor's activities, and to minimize any adverse effect which may arise from such operations in accordance with government and company environmental policies.
- Contractor shall adhere to existing national statutory regulations concerning discharges resulting from the performance of the work.
- Contractor and its sub-contractors shall not, under any circumstances dump, throw or dispose of any refuse, oily wastes, toxic substances, debris, or garbage illegally.
- Contractor shall ensure that its workers sub-contractors, and their workers are fully aware of the above and contractor shall enforce such regulations to the satisfaction of company.

Attachments 1

Attachment – List of High-Risk Works (Common Telco High Risk Work)

1. Physical Construction / Renovation / Demolition Contractors

- a. Tower construction
- b. Office construction
- c. Rooftop
- d. Other structures

2. Installations / Supply / Maintenance Contractors

- a. Antenna
- b. Equipment
- c. Air-conditioning
- d. Server
- e. Rigging
- f. Genset
- g. Solar Power

3. Tower & Rooftop Maintenance

- a. M&E
- b. Signage
- c. Confined space contractors
- d. Maintenance for fiber work
- e. Installation of manhole

4. Road Works

- a. Fiber installation at roadside
- b. Manhole maintenance at roadside

5. Any offshore work

- a. Any offshore related work

6. Any Working at Height Work (> 2meter)

7. Any Confined Space Works

8. Any Works Involve heavy machineries

Attachment 2 – Basic PPE Requirements

PERSONAL PROTECTIVE EQUIPMENT GUIDELINE

Appropriate Personal Protective Equipment (PPE) must be always worn during construction, renovation, installation, dismantling and other works that are considered as at risk. At a minimum, this shall always include safety helmet, high visibility vest and safety shoes. Fall protection (scaffold and / or full body harness) is required for working at height operations when the hazards cannot be eliminated with engineering control.

Head Protection

1. Safety helmet must be worn in areas where there is a potential for injury to the head.
2. Safety helmet shall fit snugly and shall be adjustable.
3. There shall be sufficient clearance between the shell of the safety helmet and the suspension.
4. The safety helmet shell shall be kept clean and shall be inspected for any defects such as cracks, dents, or worn spots.
5. Safety helmet shall not be left sitting in direct sunlight or in extreme heat areas as damage may occur to the shell.
6. Safety helmet shall not be altered in anyway.
7. Safety helmet suspension systems shall be maintained and replaced as needed.

Foot Protection

1. Safety toed shoes must be worn by workers working in areas where there is a risk of injury from falling objects, objects piercing the sole, or where worker's feet are exposed to electrical hazards.
2. Safety footwear shall be kept clean and inspected regularly for any defects, such as: torn, loose soles, or cracked or torn toe protection.
3. Safety shoes or boots shall fit so that the equipment does not cause unusual tiring or irritation.

Hand Protection

1. Hand protection shall be worn where applicable.
2. Hand protection shall fit well enough to allow proper dexterity for the job being performed.
3. Hand protection that has been contaminated by chemicals, oils or greases should be either decontaminated or disposed of.
4. Hand protection shall be kept free from damage or tears.
5. Hand protection shall be worn when handling materials that maybe abrasive or may have burrs.
6. Workers must wear the appropriate rubber gloves for protection against chemical hazards.
7. Insulated gloves should be worn when working around heat or steam.

Hearing Protection

1. If you are working in an area where you feel the noise level is bothering you, use hearing protection. The noise level changes depending on the job; protect yourself as by using hearing protection. Earmuffs and plugs can be obtained from your supervisor.
2. Any person operating a hand grinder or large impact tools must use hearing protection. Cotton does not serve as an adequate hearing protection. Be sure to get the proper fit on the earplugs.
3. Alert your co-workers in your area if you are going to be generating a noise level above the normal workplace level so they can also be prepared to use hearing protection.

Eye Protection

1. Safety glasses, with side shields, must be worn by every worker, customer, or visitor entering any area that exposes the eye to the following hazards
 - a. Flying pieces of metal or steel.
 - b. Where chips or dust maybe created.
 - c. Where chemicals maybe present.
 - d. Where liquids or solid particles maybe blown or splashed.
 - e. The possibility of pressure release.
2. A face shield and safety glasses with side shields must be used when doing grinding of any type or when using wire wheel buffers.
3. Face shields and goggles should be cleaned after use.
4. Damaged face shield and goggles will be removed from services and replaced by a good set immediately.
5. A welding helmet with tinted face shield and safety glasses with side shields must be worn when welding to protect eyes from light, sparks, and radiation.
6. If an worker wears prescription lenses, eyeglasses with protective lenses or goggles that can be worn over glasses shall be worn.

Full Body Harness

1. Full body harness in use, must have,
 - a. Anchor-points which should be pre-determined before work start,
 - b. Been visually inspection before each use,
 - c. Full body harness using double locking snap hooks at each connection,
 - d. 100% tie-off (e.g., double lanyards) at all times included when traversing to and from the work height, and
 - e. Certification by SIRIM.
2. Any equipment that is damaged must be taken out of service immediately.

Lifting

1. Always check the weight of the load before you attempt to lift. If the load seems too heavy, get help. DO NOT LIFT ANYTHING YOU FEEL IS TOO HEAVY.
2. Position yourself as close to the load as possible. The further you hold the load from body, the heavier it will be on your spine.
3. Assume a wide base of support, with legs shoulder width apart and one foot slightly ahead of the other. A wide base of support will ensure a better balance and keep your knees from getting in the way.
4. Keep the normal curves in your spine. Keep your head up!
5. Keep your stomach muscles firm. This will prevent you from overarching your back while lifting.
6. Use smooth, controlled movements, do not twist, move feet first. Rapid or jerking motions can place increase demands on your back.

Recommended PPE Standards & Technical Specifications

No.	PPE Item	Description
1.	Safety Glasses	<p>Frame: Wide vision, clear plastic eye shield with side protection which can be worn over spectacles</p> <p>Lenses: Clear polycarbonate affording BS2092 Grade 2 impact protection</p> <p>Marking: all eye shields shall be appropriately and distinctly stamped with the authentic trademarks of the Manufacturer's monogram and standards.</p> <p>Accessories: Neck strap only</p> <p>Certificate: Manufacture's Certificate of compliance to standards.</p> <p>ANSI Z 87.1-1979 ANSI ZZ 87.1-1979 AS 1337-1981 BS 2092, BS1542, BS679, DIN 4646/58211</p>
2.	Safety shoes	<p>Hazard control: Crush from heavy objects (steel toe), Cuts and Puncture, Slip (oil resistant sole), Trip & Fall and Electrocution.</p> <p>ANSI Z 41.1-1967 AS 2210 EN 345</p>
3.	Chemical use	<p>Hazard control: Crush from heavy objects (steel toe), Slip (oil resistant sole), Trip & Fall and Chemical contact</p> <p>BS 1870/3, DIN 4843</p>
4.	Hand Protection	<p>All types of gloves, cotton, leather or PVC conforming to BS 1651 are acceptable.</p> <p>Cotton Glove Knitted Cuffs, palm, thumb and forefinger with anti-slip, PVC Dots. Overall length 250mm</p> <p>Leather Cotton Glove Cotton drill knitted cuffs with chrome leather palm. Overall length 250mm</p> <p>PVC Glove PVC over knit cotton interlocks standard weight and smooth surface. Length 400 mm.</p>
5.	Head Protection	<p>Peak type, Chemical resistance complete with hot press branding adjustable headband, Clip and Elastic chin straps</p> <p>Material: ABS (Acrylic Butadiene Styrene Added with Nitrile) ANSI Z 89.2-71, ANSI Z 89.1-86 class B, AS 1808-81, BS 5240, DIN 4840</p>
6.	Eye/face protection Chemical splash goggle Face shield Welding goggles	<p>Goggles with hooded ventilation - 2 (face shield (9) in combination with safety glasses - 4, 5)</p> <p>ANSI Z87.1-68</p> <p>Goggles or Safety glasses - 1,3, 4, 5 (for severe exposure face shield - 9)</p> <p>ANSI Z 89.1</p> <p>Welding goggles with tinted lenses 6, 7, 8 (for severe exposure face shield - 9)</p> <p>ANSI Z 87.1-68, ANSI Z 87.1-79</p>

7.	Safety harness	<p>The harnesses shall be constructed of shock-absorbing material e.g. Webbing manufactured from synthetic fibre. Similar, safety lanyards shall also be of synthetic fibres e.g. Polyamide, nylon or polyester.</p> <p>To reduce possible injuries to the users from decelerating forces, safety harnesses, the leg and shoulder load-carrying straps at least 38mm (1.5 inches) wide.</p> <p>Each safety harness must be provided with one or more D-rings suitably positioned for attachment to two safety lanyards. They shall withstand a 5000 lb (2300 kg) force without breaking or cracking.</p> <p>Buckles should be of a universal-friction type. Harnesses with load-bearing single-insertion type buckles are not permitted. Snap hooks for safety lanyards shall be of the self-closing type and shall be designed so that disengagement of each of the latches requires a deliberate action.</p> <p>All harnesses and safety lanyards shall carry test certificates or certificates of compliance to the standards to which they are manufactured.</p> <p>Two types of safety harnesses are recommended and they are classified according to their intended use: - Chest Harness - Class II</p>
8.	Breathing apparatus	BS 4667, NIOSH
9.	Self-contained breathing apparatus	NIOSH, ANSI, AS, BS
10.	Other respirator for protection from dust, vapour, etc.	BS 2091, NIOSH, EN 149