

8. HEALTH, SAFETY, SECURITY and ENVIRONMENT (HSSE)

The CONTRACTOR shall comply with all legal provisions concerning safety, security, the environment and hygiene which apply during the execution of the contract and in accordance with relevant local and international legal regulations.

The CONTRACTOR needs to have valid permits, certificates and licences for the products he is delivering and/or the services he is performing.

The CONTRACTOR needs also to apply to:

- KP's [Business Management Policy](#), including Safety, Security Health & Environmental aspects (see enclosure **X**)
- Emergency / Safety plans or documents designed for specific works;
- Standards for good craftsmanship.

The CONTRACTOR is explicitly responsible for the subcontractors he employs.

The CONTRACTOR must impose the relevant requirements on parties for which he is responsible (such as employees, employed subcontractors, visitors, etc.) and must ensure a clear communication of relevant requirements to those parties.

Employees of The CONTRACTOR must have the necessary basic knowledge of safety and environment, and receive any additional training required for the performance of their duties.

If the work of The CONTRACTOR is to coincide with or linked to works carried out by third parties, he must consult those third parties and make arrangements so that the safety and quality performance of all work is guaranteed.

The CONTRACTOR can be subject to audits and checks by KPNWE staff or authorized third parties at all times, before and during the works:

- o If imperative recommendations are formulated during an audit or check, they must be implemented as agreed to in a by both the contractor as KPNWE approved action plan.

□ Requirements supply / maintenance of multifunctional office equipment.

Because these goods involve some H&S connected risks, the following work method is required:

HSSE department provides two toolboxes for this type of contractor (see the annexes) :

- o *Vital 5 when working on electric equipment*
- o *Lock out, tag out*

The CONTRACTOR needs to execute work according to the requirements given in these toolboxes and to inform its personnel about the safety rules referred to in those toolboxes.

The concerned Low Risk Contractor is to provide evidence of this. (training / toolbox record)" KPNWE's Facility Services will check if The CONTRACTOR staff has taken part in the above mentioned toolbox meetings and implements the requirements given in these toolboxes.

□ **Damage**

In case of damage that involves the CUSTOMER or one of its brand names, the CONTRACTOR shall inform the CUSTOMER immediately.

□ **Emergency Planning**

The CONTRACTOR shall have an emergency plan at its disposal; 'continuity planning' and 'emergency response' are two important components of this plan.

□ **Special HSSE requirements or conditions**

- [This is the place where additional specific HSSE requirements or conditions for this specific contract can be added]

□ **Infringements**

Infringements of agreed Safety, Security, Health and Environment requirements and rules can lead to a suspension or immediate termination of the contract, without any obligation for the CUSTOMER to compensate the CONTRACTOR for any damage or loss he might suffer from this termination.

HSSE Contract Specifications for Low Risk Supplier and Contractors



KUWAIT PETROLEUM NORTH WEST EUROPE

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This document is reviewed and approved according to the released online Document Approval Flow

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Reviews Summary

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20 May 2018	--	policy title adjusted in the document text	1
22 Apr 2021	--	Periodic review - no changes	2