

Internal Rules & Regulations Policy Document
Policy: 017 – Health and Safety Guidelines for Contractor Selection

Established 19 January 2024

Health and Safety Guidelines for Contractor Selection

INTRODUCTION

This guideline outlines the minimum health and safety requirements for selecting contractors in accordance with the Mitsui Global Group Contractor Selection Policy, which is approved by BCA's Board of Directors Meeting on January 19, 2024. The safety and health management capabilities of candidate companies should be evaluated and reviewed based on this guideline, and the requirements for safety and health should be included in the BCA prerequisites from contractor as appropriate with referring to the procedure below.

- Ensure that new contracts include a health and safety clause.
- Health and safety clauses should cover as much of the content of this guideline as possible.
- For existing contractors, do not require immediate contract amendment, but make this policy known and include it in the contract when possible.

(Requirements)

1. OCCUPATIONAL HEALTH AND SAFETY POLICY

BCA requires CONTRACTORS, as defined in Appendix A, to develop and implement an Occupational Health & Safety Policy, emphasizing the mutually supportive relationship between health and safety standards and corporate performance. It should be noted that the definition in Appendix A primarily outlines key contractors but is not limited to those explicitly mentioned.

2. OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

CONTRACTOR shall implement a management system that meets their own occupational health and safety requirements and is consistent with and applicable to the requirements of relevant national and/or international codes and standards. The management system shall cover all areas of operations, including the work performed by CONTRACTOR and its subcontractors and all interfaces between CONTRACTOR and its subcontractors, and shall be fully informed of and able to provide evidence of compliance with occupational health and safety laws and applicable regulations. It must be able to provide evidence of compliance with occupational health and safety laws and regulations. The management system must also include a continuous improvement program.

3. REGULATORY COMPLIANCE

CONTRACTOR shall comply with all applicable local, national, and international laws and regulations related to their products, operations, activities, personnel, and environment. Contractors should continually monitor and stay informed about any changes in applicable laws.

4. ENSURING OCCUPATIONAL HEALTH AND SAFETY

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CONTRACTOR shall ensure physical and mental working conditions that allow employees to work safely and efficiently. Risk assessment procedures, including hazard identification, evaluation, mitigation, and prevention, should be in place.

5. SECURITY

CONTRACTOR shall implement necessary security measures for the prevention and mitigation of the risk of loss, theft, sabotage, vandalism, or other damage.

6. COMPETENCE AND DEVELOPMENT

CONTRACTOR shall ensure that its employees have the education, training, and competence necessary for their positions and jobs and are aware of the policies, rights, and responsibilities associated with performing their jobs. CONTRACTOR shall ensure that its own employees and indirect employees, including subcontractors, comply with these requirements on a regular or as-needed basis and shall maintain records of employees' technical qualifications, certifications, and training.

7. STOP WORK AUTHORITY

CONTRACTOR will ensure that all personnel have the right to stop work from starting or to interrupt work in progress if they believe it is dangerous and there is an imminent risk of injury.

8. WORK PERMIT AND APPROVAL PROCESS

CONTRACTOR shall have a work permit and approval process for high hazard work, but is not limited to, including hot work, confined space entry, work at height, electrical work, excavation, trenching, and isolation and lockout of hazardous energy sources.

9. EMPLOYEE HEALTH

CONTRACTOR is responsible for ensuring that all employees are medically, physically, and mentally fit to perform their assigned duties.

10. JOB FITNESS

CONTRACTOR is responsible for ensuring that all employees mobilized to the workplace and where work is to be performed are medically, physically, and mentally fit to perform their assigned duties. CONTRACTOR shall be responsible for medical welfare and shall plan for medical consultation, treatment, and hospitalization, including routine physical examinations, as necessary.

11. INCIDENT REPORTING

CONTRACTOR must have procedures to ensure that all incidents, safety observations, and accidents are promptly reported and recorded. All accidents including deaths and disabilities must be communicated to BCA and all authorities as applicable by various Acts like Factory acts, Employees state insurance corporation acts etc. within twenty-four (24) hours.

CONTRACTOR is required to formulate and operate a system to analyse reported accidents/events and formulate and implement corrective and preventive measures. In

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addition, information on near misses and hazardous conditions that did not lead to accidents should be actively collected and analysed to deter the occurrence of future accidents.

12. EMERGENCY RESPONSE

CONTRACTOR is required to develop and maintain an emergency response plan for potential adverse events, such as occupational accidents, fire, natural disasters, social unrest, and acts of terrorism.

CONTRACTOR shall also provide a sufficient number of first aid providers and establish or maintain a sufficient number of first aid facilities, depending on the scope of work and existing risks.

13. COMMUNICATION

CONTRACTOR shall ensure that all employees communicate in a safe, clear, and effective manner. It is essential that written, visual, and verbal instructions be given to and understood by workers from the management and supervisory levels and individually among all parties involved.

14. REPORTING AND AUDITING

CONTRACTOR is required to cooperate in reporting health and safety metrics to BCA upon BCA's request. Audits may be conducted by BCA or third parties to evaluate health and safety performance, compliance with laws and regulations, and response to accidents and events.

15. HUMAN RIGHTS

Contractors are encouraged to prioritize the principles of human rights protection within their organizations by referencing internationally/nationally recognized standards, such as the International Bill of Human Rights and the ILO Declaration on Fundamental Principles and Rights at Work. This commitment should be communicated to employees, and procedures should be established for reporting, discussing, and conciliating in the event of any misconduct related to human rights within their organizations.

(EOD)

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Appendix A: Contractor Definitions

1. **Factory /Office Repair and Renovation Contractors:**
 - Companies or individuals engaged in the repair and renovation of factory facilities.
2. **Waste Disposal and Removal Service Provider for Industrial Waste Generated by Factories:**
 - Entities specializing in the pickup and disposal of industrial waste produced by factories.
3. **Logistics Company (Warehousing, Trucks, Vessels):**
 - Entities providing logistics services, including warehousing, trucking, and vessel transportation.
 - *Note: In cases where BCA directly instructs or manages the means and methods of task execution for employees (including temporary staff) engaged by these outsourcing partners, they are considered contractors.*
4. **The Third-Party Staffing Agencies:**
 - Agencies responsible for providing temporary staff and personnel to BCA for various roles.