

**COLOANE POWER STATION**  
**Site Regulation & Health and Safety Manual**

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# **Site Regulation**

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# **Health and Safety Manual**

## COLOANE POWER STATION Site Regulation & Health and Safety Manual

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# **Part 1 - SITE REGULATION**

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### 1. INTRODUCTION AND OBJECTIVES

#### 1.1 Introduction

The present Regulation and subsequent revisions form a set of Coloane Power Station (CPS) site rules to be accepted and accomplished by the Contractor, his subcontractors and suppliers that will work at CPS Installations.

This Regulation applies to all CPS Installations. The Contractor, his subcontractors and suppliers are all obliged to take notice of it and to accomplish and enforce his staff and concerned personnel to comply with it.

#### 1.2 Site Regulation Objectives

This Regulation is intended to establish the general working rules of the Site and to govern its execution, considering not only to safeguard disciplinary rules, human relationship and the site order, but also to ensure the enhancement of productivity within the scheduled working programs, especially with the fact that the Site is integrated into a full production installation.

#### 1.3 Definitions

The meanings of the words and expressions applied to this Regulation hereafter, are defined as follows, unless the context implies another meaning.

**GED** – Generation Department

**GED Employees** – Staff working for GED and other departments working permanently or temporarily within GED premises.

**GED Premises** – Space/buildings in Coloane Power Station.

**Site** – Area under the CEM's responsibility, limited and/or fenced and signalized, including the areas where the Contractor's works will be executed, where they have their site covered or uncovered as well as the accesses to the working areas or to Contractor's site Installations.

**CPS Installations** – All the areas where different equipment, production units, common and auxiliary systems are kept for the production utility of CEM. Access to these areas is not permitted to the contractor's staff without prior approval of CEM.

**Site and Working areas** – A portion of the Employer's areas that have been assigned, through written authorization of CEM, to the Contractor to execute contracted works in accordance with the Contract.

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**Contractor Site Installations** – Area designated by the Employer, for the Contractor to construct temporary Site Installations and sheds for storage of materials, to perform the fabrications and to park movable equipment.

**Access** – Ways in/out defined ahead and duly authorized for entrance/exit. People and materials are guided to the Contractor's Site Installations as well as to the working areas.

**Power Station Operation in Charge** – Representative of CEM to installation (CCA and CCB).

**Project Manager/Employer Representative** – Representative of CEM for project or contract

**Consultant** – Company contracted by Employer to provide engineering and consultant services and act in his name for analysis, approval of design, erection supervision, commissioning and testing the equipment and installations supplied by the contractor.

**Employer** – GED (Generation Department), represented in his relationship with the Contractor, by his Project Manager (PM)/Employer Representative (ER) for the subjects related with the scope of supply and normal operation implications.

**Project Team** – Staff nominated by Project Manager/Employee Representative for interfacing with the contractor, required to solve the problems of the contractor that may arise or direct those problems to the appropriate superior during the project and/or construction for resolution.

**Works Supervision** – GED employees acting in the name of CEM, assigned to follow-up the works related with the specific supply as per the contract at site.

**Contractor** – The Contractor is nominated when a supply contract is signed between CEM and that company which will have direct involvement at site thereafter. The Contractor is responsible, in the presence of CEM representative, for all activities of his subcontractors, suppliers and his staff. In this document whenever referred as "Contractor" shall be understood as referring the Contractor as main contractor, subcontractors and/or suppliers or sub suppliers or anyone who is working for or supplying services under the contract scope of the supply.

**Contractor Manager** – Representative of Contractor (including his subcontractors and suppliers and all the concerned) who will be the interlocutor with the CEM PM/ER.

### 1.4 Revision of Site Regulation

CEM reserves the right to revise or complement this Regulation at any time, at its discretion, without written notice during the course of the contract period. The ER shall then inform the Contract Managers officially in writing whenever such changes occur.

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## 2. SITE INSTALLATIONS AND COMMON SERVICES

### 2.1 Land, Sanitary Installations

The Employer will consider providing the Contractor an area to install Site offices, stores, workshop, sanitary installations and changing rooms as applicable and feasible.

If the Employer has provided the above, the staff of the Contractor and his subcontractors will not be allowed to use the sanitary installations belonging to the Power Station.

### 2.2 Accesses

Coloane Power Station has roads to access Coloane Power Station A (CCA) and Coloane Power Station B (CCB).

The Contractor, when authorized by the Employer, can construct complementary accesses to his construction area but shall not, in any case, create difficulties to the other Contractors.

It is the Contractor's responsibility to construct specific access for works execution and for circulation of materials and equipment, with prior notice and approval from the Employer.

According to the scope of supply of the Contractor, once the specific utilization of the access is finished, the Contractor shall restore the Site to its original condition.

Accesses to the Site and to the working areas shall always be kept free from any obstruction and in good conditions.

The existing accesses shall always be kept in good conditions, free from any obstruction. Any work that has to be executed and is under the scope of supply but can jeopardize this condition shall be approved in advance by the Employer.

### 2.3 First Aid Installation

The Contractor shall provide first aid assistance and support to his staff and the staff of the subcontractors or suppliers. The Employer if possible and according to his availability in an emergency situation will allow his Installations to assist any Contractor's staff.

If required by the Employer, before starting the works on the Site, the Contractor shall make evidence to the Employer, through his Installation layout plan where the First Aid Services will be erected. The Contractor shall clearly demonstrate to the Employer the furniture, equipment and materials he has acquired for the First Aid Service and the



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qualified medical or pharmaceutical assistance for the Service.

In all cases, first aid kit is a minimum requirement and in case of an emergency, Coloane Power Station A (CCA)/Coloane Power Station B (CCB) Shift Team Leader shall be contacted to provide emergency responses.

#### **2.4 Potable and Service Water**

The Employer will not provide potable water other than the one supplied by local public service and does not guarantee its availability in terms of the quality, quantity or the continuous water supply. It is the responsibility of the Contractor to resolve any problem that may arise relating to the inadequacy of water supply.

If required for the fulfillment of the contract and is approved by the Employer, the Contractor may install a water network with the local public service. This network is to be maintained by the Contractor and/or its subcontractors.

It is forbidden for the Contractor or his subcontractors to use water from the existing fire-fighting system, unless for firefighting, or for fire-fighting maintenance services.

The Contractor is not allowed to use water for washing cars as well as to discharge contaminated water to the floor, our drainage system or to the sea without treatment.

Any penalty applied to the Employer by official authority as a result of any discharge of contaminated water will be the responsibility of the Contractor be it caused by his staff or the staff of his subcontractors or suppliers.

#### **2.5 Site Electricity Supply**

The Employer will provide or indicate one or more electric supply points at 400/230V AC or 11kV AC, to the Contractor for erection or works at Site. The Contractor shall indicate in advance on his Installation layout plan about the power required.

If the Contractor needs uninterruptible power supply, he shall provide the equipment and installations necessary for that condition on his own.

#### **2.6 Drainage**

If required by the Employer, the Contractor is responsible for water drainage network inside his Site Installations and to keep this system working properly without affecting the normal operation of our drainage system. The water drainage network shall be approved by the Employer prior to starting the construction.

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### 3. CONTRACTOR'S SITE INSTALLATIONS

#### 3.1 Measures to be taken before Erection of the Contractor's Site Installations

Before commencement of the work, the Contractor and his subcontractor(s) shall inform the ER of their requirements, in particular about water or power supply as referred in items 2.4 and 2.5 and request for information on:

- The area expected to be reserved for his Site Installations.
- The location of connecting points for electricity and water.

If required, the Contractor shall submit his and his subcontractors' Installation layout plan, with drawings of electric power grid, water and drainage systems for the Employer's approval. Fire-fighting system and first aid facility shall be clearly indicated as well as the equipment to be installed or used therein.

After approval, the Contractor shall integrate the documents into his site plan and submit two complete sets to the Employer before the commencement of site work.

#### 3.2 General Conditions

The Contractor's Site Installations will be located in areas appointed by the Employer if such a location is deemed necessary.

The area occupied by each Contractor shall be maintained in clean and tidy condition during the construction period and made good on completion of the works, including the removal of wastes to legal disposal sites out of the Power Station as stipulated in the Contract.

The Contractor's Site Installations shall preferably be metallic container type. The Employer, if requested by the Contractor and considers it justifiable, will accept prefabricated constructions.

The Contractor shall, whenever necessary, consider suitable storage areas for materials, equipment and dangerous residues, which must be properly delimited and signaled upon the Employer's approval.

The Contractor shall provide all fire-fighting equipment/facilities to protect his Installations and avoid affecting other Contractors if any fire arises in his Installations.

It is strictly forbidden to install any type of on-site living rooms or dormitory for the Contractor's staff.

If allowed by the Employer to be installed, The Contractor shall reserve enough space in his Site Installations for toilets and baths with water and supply at own costs.

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The staff of the Contractor and subcontractors will not be allowed to eat in the erected site areas except in an assigned space for mealtime within the Contractor's site.

The staff of the Contractor and its subcontractors are not allowed to use the Coloane Canteen from 08:30 am to 09:30 am and from 12:30 pm to 01:30 pm.

### **3.3 Telephones, Fax and Radio Communications**

If necessary, the Contractor shall, at his own cost, have the telephones and fax installed for own use.

Radio communications can only be used with Local Authorities' permission, except the defined public frequencies approved by the Government. If permission has been granted for the use of radio, the Contractor shall inform the code, the numbers of devices and radio frequencies thereof to the Employer.

Before any usage of radio communications in CPS, the Contractor should verify with the ER to confirm if the intended radio frequencies to be used will not affect the Employer's equipment functioning.

### **3.4 Electric Grid**

If applicable, the installation of network and electric cable protection ducts shall be submitted for Employer's approval. The Contractor shall assure protection of his Installations and safety of people according to the local Law in effect.

When all technical requirements are fully complied and upon the approval of the Employer, power will be supplied. After electricity is supplied, the Contractor will be responsible for maintaining the installation as approved.

It is forbidden to overload the electric distribution panels and boards with local customers be affected.

### **3.5 Compressed Air**

If necessary, the Contractor shall have his own installation provided with compressed air for his use.

Only approved or certified pressurized reservoirs are permitted to be installed and put in service within the Site. The Contractor shall submit the design of compressed air distribution system he intends to install for erection purpose. The air compressor system shall be hydraulically tested according to the standards before operation.

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### **3.6 Housekeeping**

During the work, all debris or wastes shall be kept cleared from work areas, passageways, and stairs.

Contractor shall clean and remove all scrap and waste materials that accumulate from its operations in a timely manner. Active working piles are acceptable but unattended and inactive stockpiles will not be allowed in outdoor areas.

A final housekeeping inspection including verification of scope completion will be performed by the Employer Responsible/Project Manager at the Contractor's site and all work-related sites prior to demobilization and site clearance.

All loose items shall be removed from the work area on a daily basis. A daily assessment of the work areas shall be performed by the Contractor prior to leaving the site and the completion of the shift.

Usage of the CCA Scrap Yard shall be directed by GSU. Wastes of large scale and/or amounts are not allowed to be placed in the Scrap Yard for which disposal of said waste should be done out of the Power Station and falls upon the Contractor's responsibility as per local law about waste management of the kind in effect.

### **3.7 Workmanship**

All work is subject to inspection and approval by the Project Manager/Employer Responsible. Work failing to pass inspection or gain such approval is to be corrected at the Contractor's expense.

Contractor's Site Manager and Site Safety Officer shall assure that the tests, qualifications, examinations, and record keeping required in the Technical Specification are implemented, as applicable to each of their roles.

CEM and Employer Responsible/Project Manager will at all times have access, for purposes of audit or other quality assurance functions, to any area where Contractor's work has been or is being performed. The Contractor shall cooperate with the Employer Responsible/Project Manager in establishing safe conditions for those items of work to be witnessed by Employer Responsible/Project Manager either while in progress or before subsequent work can commence.

### **3.8 Installations Inspection and Supervision**

#### **3.8.1 Contractor's Responsibilities**

The Contractor is responsible for:

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- Maintaining his Installations in orderly and safe conditions.
- Housekeeping his Site Installations and all working areas.
- Storing erection materials and equipment in good order.
- Keeping materials, tools and equipment needed to perform his Contract against theft.
- Advising/monitoring/controlling his staff's behavior to avoid any damages caused by them or by his subcontractor's staff, not only to the Employer but also to any other entities.
- Keeping his electric, water, compressed air, telephone, drainage grids in good and safe conditions, as well as all tools, machineries and equipment.
- Maintaining the usage conditions of the means for firefighting, namely portable extinguishers under validity and legal verification.
- Fulfilling local legislations in what concern Health and Safety Regulation, Environmental Protection, Administrative Regulation No. 17/2004 on Prohibition of Illegal Work And other applicable regulations.

#### **3.8.2 Inspection of Installations**

The Employer reserves the right to proceed with the inspection of the Contractor's Site Installations at any time and demand the fulfillment of the Contractor's obligations under the Contract signed for CEM project, particularly with regards to health, safety and working conditions.

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### 4. CONTRACTOR'S STAFFING AT SITE

#### 4.1 Organization and Staff

Before commencement of the works, each Contractor shall send the Employer his organization chart, his Manager's applications, the lists of staff and equipment to be used at Site in accordance with the rules and regulations as referred in Health and Safety Regulation.

For the works or services included in the scope of supply, the Contractor shall hire:

- a) Experienced and skilled personnel that are competent for performance of works with the best possible quality and for achieving the appropriate work planning.
- b) Specialized and non-specialized manpower to perform the works.

The ER has the right of not approving or requesting the Contractor to withdraw from the Site any workers that, according to his sound judgment, have acted improperly. They may be incompetent or may have neglected performing the works that can be considered as detrimental to the normal work developments and behaviors can create problems to safety and health, and site management. No matter what the reason is, any person that has been decided to be dismissed shall immediately, after notification to the Contractor by the Employer, be removed from the Site and as required, be substituted by another one.

Any worker so dismissed for any reason will not be allowed to work on site again.

The decision to dismiss such worker will be presented in writing to the Contractor by the ER and the referred worker must be immediately removed from GED premises.

#### 4.2 List of Personnel Movement

When there is any change to the personnel in service, the Contractor shall notify the Employer with updated list of Registration of Contractor in GED premises.

When there is a change to the Contractor Manager or Representative, prior notice in writing shall be given to the Employer for approval.

#### 4.3 Insurance for Workers

The Contractor shall own and maintain effective insurance and keep the Employer indemnified in accordance with the conditions stated in Part 2 – Health and Safety Manual.



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### 5. CONTROL THE MOVEMENT OF PEOPLE, VEHICLES AND MATERIALS/EQUIPMENT AT THE COLOANE POWER STATION FOR SERVICES SUPPLIERS

#### 5.1 Contractor Registration

- 5.1.1 For the contractors working over 3 days in power station, he/she must request for a “Contractor ID Card” at a cost and complete the training of “Contractor Safety Induction Training”.
- 5.1.2 To apply for Contractor ID Card, contact the ER and submit the following documents: ID copy, photo and copy of Occupational Safety Card, and work permit if overseas. the ER will schedule a “Contractor Induction Training” for the Contractors. Contractor ID Card will only be issued upon passing the test. This Contractor ID card is used for entry/exit through the turnstiles at the entrance to the Power Station.
- 5.1.3 For the contractors to enter Power Station for less than 3 days, registration of “Contractor ID Card” may not be needed. He/she will be treated as a visitor.
- 5.1.4 For the contractors who would like to access power station by vehicle or park in, they must apply for a “Contractor Parking Permit”. To apply for “Contractor Parking Permit”, please contact the ER and submit the copy of “LIVRETE DO VEÍCULO”.
- 5.1.5 The validity of “Contractors ID Card” shall last for a maximum period of one year or less complying with the contract period.
- 5.1.6 Yearly refresher training of “Contractor Induction Training” is a must for contractor card renewal.

#### 5.2 Accessing

##### 5.2.1 With Contractor ID Card:

- 5.2.1.1 Carry your Contractor ID Card at a prominent position and show to the gatehouse when needed. The Contractor ID Card is then used to enter/exit the Power Station through the turnstiles at the gatehouse.
- 5.2.1.2 Always carry your Contractor ID Card and be prominent to the others.
- 5.2.1.3 Contractor is only allowed working at the defined area which is stated at the Contractor ID Card.

##### 5.2.2 Without Contractor ID Card:

- 5.2.2.1 The contractor who does not need to apply for a Contractor ID Card will be treated as a visitor.
- 5.2.2.2 Register yourself at the gatehouse by showing your ID and informing security your responsible CEM person/host, a “Visitor ID Card” will be issued to you.

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- 5.2.2.3 Always carry your Visitor ID Card and be prominent to others.
- 5.2.2.4 When leaving the power station, return “Visitor ID Card” to gatehouse security.

#### 5.2.3 General Rule

- 5.2.3.1 The Employer can, at any time for safety or explicit reasons, limit or restrict any person to enter a specific area without prior notice.
- 5.2.3.2 The Employer can suspend the access permit to any person who is not complying with the rules of this Regulation.
- 5.2.3.3 It is not allowed, without prior authorization of the Employer, for the Contractor’s personnel to stay in CPS beyond normal working hours.
- 5.2.3.4 Staff in service during non-working hours/days shall be authorized by the Employer. The Contractor Manager shall, at least 24 hours before, send a list of the Contractor staff with Employer approval about who to stay beyond normal working hours/days and specify the works to be performed, the workplace and the overtime forecasted to GED/GSU for security information and follow-up.

## 5.3 Vehicle in Power Station

#### 5.3.1 With Contractor Parking Permit

- 5.3.1.1 Contractor should apply to register their vehicle(s) in the Access Control System (ACS) for valid entry/exit.
- 5.3.1.2 The driver must tap their Contractor ID Card at the driveway for the boom gate to open; all passengers of the vehicle must alight and proceed to enter the Power Station through the turnstiles with valid contractor card/visitor card after registration at the gatehouse before the vehicle is permitted to enter the Power Station.

#### 5.3.2 Without Contractor Parking Permit

- 5.3.2.1 When accessing power station, stop at the main gate and register your vehicle at gatehouse.

#### 5.3.3 General Rule

- 5.3.3.1 Parking permits must be clearly shown at the front windshield.
- 5.3.3.2 Vehicles must be parked at the designated parking lots, like contractors’ vehicles should be parked at Contractor Parking Area, all kinds of motorcycles should be parked at the Motorcycle Parking Areas.
- 5.3.3.3 Overnight and non-working hours parking is not allowed inside Power Station. Any special request for overnight parking, the vehicle owner shall obtain the special approval from Employer via the Project Manager/ER.
- 5.3.3.4 Drivers must strictly follow the road direction and traffic sign inside Power Station.
- 5.3.3.5 The speed limit for the vehicles inside the Power Station has been limited to:



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- 30 km/hour for cars
  - 20 km/hour for trucks and buses
  - 10 km/hour for vehicles reversing
- 5.3.3.6 Except authorized, vehicles circulation is prohibited inside the Power Station.
- 5.3.3.7 Parking at the areas which may block the fire doors is strictly prohibited.
- 5.3.3.8 Except authorized, vehicle washing is prohibited.
- 5.3.3.9 Any vehicle, upon entry/exit Power Station, may be subject to normal visual checking by Security Guards at the Gate (e.g., request for opening the boot/trunk)
- 5.3.3.10 The Employer reserves the right to control the traffic in Power Station and prohibit any vehicles to access the Power Station without prior notice.
- 5.3.3.11 The Employer reserves the right to amend the allocation of parking lots without prior notice.
- 5.3.3.12 Permit holders must assume full responsibility for any violation of the parking rules no matter if they are the drivers when it happens. If the vehicles are resold, exchanged or disposed, the permit holders must report to GED/GSU at once.
- 5.3.3.13 For any parking violation, a ticket will be issued with a photo captured by Security. For cases of repeated infringement violation, the Employer reserves the right to suspend the parking rights of the permit holders in CPS.
- 5.3.3.14 The Contractor shall give support to avoid or keep free from any obstruction for ambulance or other vehicles to access to the scene of accident or to remove from the Site any injured person. If needed in emergency case, The Employer may request any vehicle from the Contractor that is available, to quickly send any injured person to the Hospital.
- 5.3.3.15 The Employer reserves the right to remove the vehicles under the following situations:
- a) Deserted vehicles
  - b) Vehicles without valid parking permits
  - c) Vehicles without valid car plates
  - d) Vehicles which have been parked against the parking rules
- 5.3.3.16 Permit holders are responsible for the removal and detainment fee.
- 5.3.3.17 Handling of Traffic Accidents
- a) The Employer only provides the parking space and does not take any responsibility for any traffic accidents in GED premises, as well as the losses caused by theft and damages due to the accidents.
  - b) Any person who is involved directly or indirectly in a traffic accident in GED premises must stop the vehicle and report to the Security Gatehouse at once (Tel: 83935299/ 83935320). The personal information and the vehicle plate

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may be recorded for follow-up if needed.

- c) If the parties who are involved in a traffic accident cannot come to a compromise, whether to report police is at own discretion of the involved parties to settle the problem according to the civil lawsuit process.
- d) The related permit holders must bear all cost of loss or damage incurred by accidents occurring in GED premises.
- e) The damages caused by any vehicle on roads, equipment, other vehicle and properties belonging to the Employer, shall immediately be reported in order to define the way for repairing. The Contractor shall be liable for the repair costs.

5.3.3.18 For any enquiry, or any suggestions/objections about the warning notification received, do contact GED/GSU at 8393 5645 or by email: leng.chan@cem-macau.com within 10 working days from the date when the warning is issued.

## 5.4 Movement of Materials/Equipment at the Coloane Power Station

### 5.4.1 Entering Power Station

- 5.4.1.1 When delivering materials, tools, equipment, etc., into the Power Station by trucks, vehicles or private vehicles of any type inclusive should have the relevant delivery notes of the transported cargo and should stop at the Gate upon arrival for registration.
- 5.4.1.2 All construction equipment brought on site is subject to approval and inspection by Employer Responsible (ER) prior to being placed in service. The said equipment shall be free of any defects or visible contaminants.
- 5.4.1.3 Modified or obsolete equipment which presents increased safety risk will not be permitted.
- 5.4.1.4 Any material brought on-site shall be reviewed by the ER. Contractor shall provide the ER with Material Safety Data Sheets or similar information identifying hazards of the material for all materials brought on-site.

### 5.4.2 Exiting Power Station

- 5.4.2.1 Materials, machine, tools or any equipment etc., to be transported out of the Coloane Power Station by trucks, vehicles or private vehicles of any type inclusive, should be accompanied by a "Pass Bill"; and itemized in the "Pass Bill" with signature of authorized personnel of CEM.
- 5.4.2.2 Submit "Pass Bill" to the Gatehouse Security upon exit.
- 5.4.2.3 Security will check/verify if the items to be transported out match with the items listed on the presented "Pass Bill".

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- 5.4.2.4 No materials/goods can be taken away from the Power Station unless the concerned parties prove that those are their belongings. Carrying of any materials/goods into/out of the Coloane Power Station shall comply with the above-mentioned rules.

#### **5.4.3 Others**

- 5.4.3.1 If for any special reason should any material arrive at Site or remove from Site beyond normal working hours, the Contractor shall notify Project Manager in writing with a copy of the list of materials for transporting in or out.
- 5.4.3.2 The Security Guard will check the in-and-out materials according to the procedures stated in Health and Safety Regulation.
- 5.4.3.3 Contractor and all of its subcontractors shall comply with operation, control, and documented inspection of equipment. Equipment examinations by competent persons shall be conducted as per Occupational Health and Safety legal requirements in MSAR.

## COLOANE POWER STATION Site Regulation & Health and Safety Manual

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### 6. WORKING TIMETABLE

#### 6.1 Legislation

The timetables and working hours to be followed at Site for the duration of the project shall conform to the MSAR Laws in effect.

#### 6.2 Normal Working Hours

The normal working hours shall be fixed by the Employer and will be informed to all Contractors for their compliance.

The normal working timetable will be applied to all staff independent of his nationality.

#### 6.3 Special Working Timetables

All special timetables at Site shall be submitted for approval by writing via the ER/Project Manager. The authorization will only be valid for one month and it can be prolonged by further application for the respective renewal to be carried out.

If it is necessary to have overtime on normal working days, holidays and weekends, prior permission shall be obtained from the Employer via the ER/Project Manager by 14:00 of that day.

## **COLOANE POWER STATION Site Regulation & Health and Safety Manual**

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### **7. STORAGE OF MATERIALS**

#### **7.1 Equipment and Materials at Working Areas and Stores**

Storage of materials and tools will only be authorized inside the Contractor's Installations.

If for any special reason should the discharge or storage of materials be done outside the Contractor's Installations, prior approval from the Employer is required.

Any placement of containers for project/work purpose at the working areas shall obtain the approval of the Employer.

If materials or equipment are found unattended outside the authorized areas, the Employer will be obliged to remove/relocate them to the appropriate place. The Contractor will bear all the expenses and risks that may incur due to this action.

#### **7.2 Inspection of the Stores**

The Employer can, at any time, inspect the Stores of the Contractor.

If the storing situations have been detected as contravening the rules during the investigation, the Employer reserves the right to order immediate removal from the Site all materials not well stored at the Contractor's costs and responsibilities.

#### **7.3 Placement of Equipment**

It is forbidden for the Contractor to keep at Site any equipment, tools, operational equipment and materials that will not be used for works execution in scope unless duly authorized in writing by the ER.

The Contractor is not allowed to remove any equipment or materials from the Site without the Employer's written permission.

## COLOANE POWER STATION Site Regulation & Health and Safety Manual

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### 8. DISCIPLINE

Each Contractor shall be responsible for his staff's discipline and cooperate with the Project Team to maintain it in all areas of the Site. Any breaching shall be notified in writing to the ER who will take all necessary measures to solve the problem.

If the proposed measures cannot work, the Employer will present a written notification to the Contractor for unresolved issues and will retain part of next payment to the Contractor until the situation is handled.

#### 8.1 Site Surveillance

Site Surveillance is the Employer's responsibility, which is performed by a specialized contractor. Any recommendation given by the specialized contractor shall be deemed as made by the Employer.

The Employer will not be liable for any damages or losses at Site or any other prejudices to the Contractor or his subcontractors, but all adverse situations shall be reported to the ER for necessary measures to be implemented in the due time for improving safety and security.

#### 8.2 Alcohol and Drugs

It is forbidden to bring, distribute, sell and consume any type of alcoholic beverages or drugs inside GED premises.

The Contractor's staff, his subcontractors and representatives of other companies shall follow the Employer's internal rules about the subject matter.

Independently of any decision/action taken by the Employer on a case-by-case basis, the Contractor is responsible for his staff's behavior.

Any refusal to follow the Employer's rules and to test someone suspected of being under the influence of drugs or alcohol is sufficient reason for GED to decide if to remove the Contractor worker from the Site.

#### 8.3 Guns and Munitions

The Contractor shall forbid the possession and use of any type of guns or munitions. He will neither allow nor accept these to be maintained inside his Installations by anybody in service or under his responsibility.

#### 8.4 Contractor's Responsibilities

The Contractor shall take all precautions to avoid any illegal behavior of his staff.

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### 8.5 Disputes Resolutions

Any dispute that may arise shall be resolved in accordance with the Conditions of Contract clause 20 – Disputes.

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### 9. VISITS, PHOTOGRAPHY AND VIDEO RECORDING

#### 9.1 Visits Permission

Any visit to the Site shall be authorized by the ER.

#### 9.2 Photography and Video Recording

No photographing or video recording is allowed without the prior approval of the Employer. Any equipment for such will not be permitted to enter the Site. If authorization has been given, the Contractor can only take photos or videos with his own apparatus for the equipment and installations belonging to his own scope of supply.

#### 9.3 Confidentiality

It is strictly forbidden for the staff of the Contractor or his subcontractors to supply to outsiders any information, films or photographs as related to the works in execution or any part of the actual installation. The Employer has full right to restrict the access of any people who are found to be taking pictures or making videos on GED premises without permission.



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### 10. SITE MEETINGS

#### 10.1 Information

The Employer will not permit any political, syndicated, religious or cultural information to be posted or distributed within GED premises.

#### 10.2 Meeting

The Employer allows meeting that has been authorized by law to be held only inside the Contractor's Site Installations.

#### 10.3 Interdiction

It is forbidden to sell and distribute any news, journals, brochures, etc. that are not expressly authorized as well as to hold any staff meeting outside the Contractor's Installations.

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# **Part 2 – HEALTH AND SAFETY MANUAL**

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### **11. DUTIES TO BE FULFILLED BY THE CONTRACTOR**

#### **RESPONSIBILITY DECLARATION (APPENDIX 1)**

The Contractor is obliged to send, at least 10 days before commencement of the works, a Responsibility Declaration (Appendix 1) duly signed and stamped.

The following shall be sent together with the Declaration:

- 1 -List of personnel to be working in GED Installations. Whenever there's any alteration to the listed personnel nominated for service, the Contractor shall notify the Project Manager who acts as The Employer's representative in writing.
- 2 -Submit copy of Insurance Policies as referred in Appendix 3 and the receipt of insurance kept on behalf of the Contractor's workers as referred in item 1 above.
- 3 -Name and other details of the Supervisor/Chief/Foreman for the works/services appointed by the Contractor.
- 4 -Nomination of the Health and Safety Supervisor by the Contractor.
- 5 -List of equipment/tools/machines to be provided/to be used in the works.
- 6 -List of personal safety equipment and signaling equipment to be used in the works.

The Contractor shall anticipate the Personal Protective Equipment (PPE) adequate for the job to be supplied to all his workers in GED Installations. Appendix 2 is a list of the Individual Personal Protective Equipment of common use that shall be provided by the Contractor to his workers.

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### 12. DUTIES OF THE WORKERS OF THE CONTRACTORS

#### 12.1 Contractor Manager

##### 12.1.1 Responsibility

The Contractor's Representative nominated to be in charge of the works is the first responsible person, stationed onsite, to fulfill and enforce the rules mentioned in this Regulation, concerning the individual behavior of the workers as well as the equipment and materials.

##### 12.1.2 Alteration to the Contract

If, in case of emergency or any other urgent reasons, there is a need to alter the terms of the contract (changes in the working timetables of the workers or the respective works), the Contractor's Representative shall inform Employer Representative in advance to make the necessary alterations.

#### 12.2 Health and Safety Officer

Besides the fulfillment of the rules/procedures of this Regulation, the Contractor is obliged to fulfill and enforce his workers to comply with the Rules of Health and Safety of the Employer, as well as the Macau legislation – General Regulation of Health and Safety applicable to Construction Industry. The Contractor shall define the role of Safety Officer in the Contract and appoint a Safety Officer onsite to fulfil the safety compliance.

The Health and Safety Officer on Site shall obtain/learn from the Project Manager/Employer Representative about all instructions as related to the safety procedures to be followed for taking proper measures to maintain/improve the safety of the workers, other people, installations, facilities as well as the equipment of the Employer.

#### 12.3 General Duties of the Contractor Workers

##### 12.3.1 Personal Protective Equipment (PPE)

All the workers are obliged to comply with the general rules of Health and Safety, namely,

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in what concern the use of PPE as referred in Appendix 2.

The negligence of observing these rules will be given a “Stop Work Order” by the Employer to the Contractor, who will then be asked to remove the worker from the Site.

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### 13. Safety

The Employer may stop any job or activity not being performed safely or violations against applicable regulations, guidelines, specifications, or requirements contained herein, or in the case of a scheduled or emergency shutdown. When satisfactory corrective action is taken by the Contractor, a start order will be issued by the Employer Responsible (ER).

Work permits, which are by forms provided by the ER or the Employer, are required for the work involving:

- Hot work
- Line breaking
- Work at height
- Load lifting
- Pre-demolition
- Pre-demolition utility checklist
- Excavation
- Confined space
- Lockout Tagout (LOTO)

#### 13.1 Rules for Fire Prevention

All workers of the Contractor or his subcontractors must follow the rules for Fire Prevention, taking into account of the following:

##### 13.1.1 Smoking Areas

Smoking is permitted only at the designated “Smoking Area” located at different outdoor areas inside the Power Station.

In general, areas with inflammable or explosive products, engine rooms/generation facilities, workshops, all indoor areas of offices, non-ventilated areas and all areas where people can access or stay without proper ventilation are designated as “Non-Smoking” areas in the Power Station.

Cigarette butts and matches shall be put inside the ashtrays and never thrown on floor or other areas not designated for disposal of the said items.

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#### **13.1.2 Welding**

Welding or any other type of hot works of high temperature can only be initiated after conveying to the Employer Representative and the related control room. A hot work permit procedure should be followed with hot work permit completed and approved by the ER.

In the situations where there exists the risk of fire and a watchman is mandatory to be present, an on-site pre-work risk assessment and the related fire prevention control measures must be implemented. Before starting the works, the Contractor is obliged to inform the ER of the time when the works will start and finish.

The radiographic testing of the weld will only be allowed upon the Employer's approval and the test shall be executed after all people working in that area have been removed with the area insulated.

#### **13.1.3 Fires**

It is strictly forbidden to make fire (open-air fire) at any place inside the Power Station except for special events as approved by the ER or PM .

#### **13.1.4 Access to Fire Fighting Equipment**

- All accesses for fire-fighting equipment (water intakes, hoses cabinets, telephones etc.) shall always be free from obstructions to facilitate their rapid utilization.
- Except for firefighting, it is forbidden to use water hose nozzles or hydrants. Authorization from the PM/ER is required in advance for any other usage apart from the aforementioned.

#### **13.1.5 Location and Function of Fire Fighting Materials/Equipment**

All the workers of the Contractor shall know the place where the fire-fighting equipment (portable extinguishers, hoses, etc.) are located on site as well as how to operate them.

#### **13.1.6 Procedures**

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In case of fire, the Contractor's worker who discovers that shall alert immediately the Safety Officer in order for firefighting to be started promptly. The relevant CEM control room and the CEM PM/ER shall also be informed.

The Safety Officer of the Contractor or subcontractors shall respond with the appropriate actions and attempt to put out the fire if it is deemed safe to do so.

#### **13.1.7 Fire Extinguishers**

The utilization of any extinguisher belonging to CEM by the Contractor, or its subcontractors shall be communicated to the relevant control room of the Employer for later replacement.

For the extinguishers belonging to the Contractor, he shall make sure that the extinguishers are in optimal working condition at all times and are within their validity periods. All fire extinguishers belonging to the Contractor shall also be ones that have been inspected by the Fire Services Bureau of Macau (Corpo de Bombeiros).

#### **13.2 Rules for Excavations – Precautions**

Before starting any excavation or opening of trenches on the ground or on the walls of the Site, the Contractor Project Manager is obliged to implement the traffic control and safety measures as per the instructions issued by DSAT and further check with the ER if the working area has any other particular conditions for attention about the need to avoid easy access with fencing the excavation site, the existence of any process line, water, air, steam, flammables, or any other electric or telephone cable in the location.

If the above is not executed, the Contractor shall be responsible for the damage or accident to Employer's property or third parties and bear all costs incurred.

##### **13.2.1 Excavations**

The Contractor shall plank and brace all excavations to be used by workers for erection purposes to avoid any land sliding that may put workers at risk.

Any excavation with more than 1.2m deep shall be planked and secured.



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#### **13.2.2 Scaffoldings**

The Contractor shall verify if scaffoldings to be used for services are secured and blocked, with the wood planks fully & securely fixed, toe boards, guard rails, backside protections against fall correctly installed and the access to the scaffoldings well constructed to allow safe access to the scaffolds.

For scaffoldings higher than 3 meters, they shall be securely fixed to the buildings, supporter or structures to avoid them from bending and falling down.

Metal scaffolding must be earthed with locking pins/devices to be installed properly.

Contractor's Representative or Contractor's Safety Officer shall inspect and approve all scaffoldings before usage and shall make evidence of that to CEM's Safety Inspector or PM. The government form 13 shall be filled up and be available at site for checking at any time.

#### **13.2.3 Safety Equipment for Work at Height**

The Contractor shall verify if his workers are using safety harness or such when working at height following the work at height safety requirements in effect of The Employer and MSAR concerned authorities.

CEM may stop the works if the workers have been verified as not be following the mandatory safety rules.

The Contractor will be responsible for that work suspension with no claims for any compensation or indemnity due to work delay of this kind. Penalties will be in force as per the contract terms and conditions for any delay in project resulting from the reasons referred above.

#### **13.2.4 Illumination**

The Contractor shall provide sufficient lights for the working areas and accesses to guarantee safe working conditions.

CEM will disallow any works to proceed if the illumination level is not adequate for

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performing the jobs under safe conditions.

The same conditions as referred in clause 13.2.3 will apply and the Contractor will be responsible for the outcome as a result of not fulfilling the safety conditions.

### **13.2.5 Electrical Equipment**

All electrical equipment to be used at works shall be earthed and protected with fuses or circuit breakers designed for that specific device.

All parts under tension shall be protected against accidental contact, rainwater ingress and any other situation that may lower the safety level of working conditions.

## **13.3 Cleanliness of Working Area**

### **13.3.1 Removal of Daily Trash**

The Contractor shall prepare their own trash bins or dumpsters for storage and the removal of daily trash or debris at the end of the day.

Internal rules should be followed for the CCA Scrap Yard usage.

About housekeeping before leaving, the Site Regulation shall be followed.

### **13.3.2 Disposal of Materials**

All materials, namely lube oils, diesel oils, wastes, resins, PVC, metals, etc. shall be kept cleaned or cleared both inside and outside the Site to ensure easy and safe circulation on the passageways. Chemical wastes shall be properly handled and removed out of Power Station in the due time.

### **13.3.3 Inflammable Products**

The wastes that are dirty or embedded in lube oils or other inflammable products shall not be abandoned at the workplace or nearby, especially near heat sources.

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When emptying the drums with inflammable liquids, they shall be kept isolated and kept in a designated area for such drums for later disposal following the waste management procedure as defined by the Employer.

#### **13.3.4 Isolation of Dangerous Products/Materials**

Products that are inflammable, corrosive under high temperature, toxic, suffocating, irritating and contaminating shall be kept isolated from one another outside the workplaces or any accesses. Chemical labels shall be posted on the drum/container properly and secondary containment device shall be equipped at storage area.

Explosive products for the work purpose will be permitted to enter CEM Installations only after the approved by the Employer.

Storage shall be made at the appropriate location designated by the ER, or outside CPS premises.

#### **13.4 Discharged Liquids**

##### **13.4.1 Operation**

It is strictly forbidden to operate any valve, push button or maneuvering by any non-Employer's personnel.

##### **13.4.2 Emptying of Liquids**

It is always necessary to request for the ER's instructions for emptying any tanks at designated location. It is forbidden to empty or to let any type of dangerous or contaminated fluid to be discharged to the soil, our sewage system and to the sea.

Only in the presence of ER or other delegated staff that the liquids can be proceeded for emptying.

##### **13.4.3 Accidental Discharge**

If, by accident, the Contractor finds any discharge at his workplace, he shall inform immediately the ER and CCA/CCB control room as per the location and closely

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coordinate and follow the procedure to resolve the issue.

### 13.5 Working Close to The Water

Life jacket must be used whenever carrying out the works close to the water and/or on the boat.

### 13.6 Natural Gas Safety Requirement

The Natural Gas Facilities at CCB have potential risks of gas leaks and are defined as Natural Gas Controlled Areas (NGCA) and Natural Gas Restricted Access Area (NGRAA).

- Natural Gas Controlled Area (NGCA) is a designated area where there is high risk of natural gas leakage.
- Natural Gas Restricted Access Area (NGRAA) is a designated area where access is restricted for vehicles and personnel without approval from CCB control room.

All Personnel working in the Power Station not limited to Contractors and Visitors shall attend appropriate levels of Natural Gas safety training as mentioned below to enhance their awareness on the presence of Natural Gas.

- To Work
  - Must complete and pass related level of Natural Gas Safety Training.
  - Strictly follow the Natural Gas Safety Requirements implemented by the Employer.
- To Visit
  - Duly permitted by the Employer.
  - Must be escorted by a competent staff.

### 13.7 Lockout/Tagout Process

The contractor shall follow the Lockout Tagout Process that is implemented by the Employer.

Lockout/Tagout Process provides a standard process to protect workers while performing the work, maintenance or other associated activities who are exposed to unexpected energy feeding, startup of machines or equipment or the release of stored energies. It establishes minimum requirements for control and implementation of Lockout/Tagout Process to shut down machines and/or equipment or installations and to isolate energy sources and to prevent the release of potentially hazardous energy sources in accordance with appropriate Safety Measures.

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#### **13.7.1 Contract Work Lockout/Tagout**

Whenever a Contractor is engaged in activities that are covered by the scope and application of this Lockout/Tagout Process, the project/contract manager in charge of the project/contract shall request the Contractor to appoint a competent Contractor Work Responsible and shall ensure that all Contractor's personnel fully understand and comply with the requirements of this Work Instruction. The project/contract manager shall be responsible for issuing the Lockout/Tagout Request/Maintenance Order.

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### 14. HEALTH

#### 14.1 Staff Health Conditions

Before sending any staff to work at CPS installations, the Contractor shall verify and confirm that they are all in good health both mentally and physically.

The Contractor shall make evidence, whenever requested by the Employer or any other official entities, that his staff have their medical certifications updated with conditions to be allowed to work.

The Contractor shall remove, as soon as possible from CPS Installations, any staff who show symptoms of getting sick resulting from any diseases.

The Contractor shall verify that any staff to work at height is sound and healthy and no medical history about his inappropriateness for working at height is available.

#### 14.2 First Aid

The Contractor shall install temporarily, in his working place inside CPS, the first aid kit as the minimum requirement to assist any staff who suffers minor injuries due to work such as cut for 1<sup>st</sup> treatment before formal medical handling.

The ER will check from time to time if the first aid box is properly installed and in good condition.

The number of first aider on site shall be based on the requirements of the applicable MSAR health and safety laws.

Works may be suspended until the Contractor can act to fulfill all the first aid requirements.

#### 14.3 Biological Hazard

The Contractor shall take all necessary precautionary and control measures to protect the site workers from infectious diseases.

All items on Site, including construction plant and equipment retaining water shall be so

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stored, covered or treated to prevent water from collecting and stagnating. The Contractor shall bear all the costs incurred for any corrective actions.

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### 15. INCIDENT/ACCIDENT HANDLING

In case of any emergency, the contractor shall call ER and/or the relevant control room immediately for reporting and assistance.

Control Room	Contact No.
G05/06	8393 5255
G07/08	8393 5277
CCB	8393 5818

Upon hearing the evacuation announcement, the contractor workers shall immediately stop the works in a safe way, power off electrical devices and follow the instruction of the area evacuation coordinator(s) to escape and gather at the designated Safe Assembly Point.



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## **16. PENALTIES**

If and when the Contractor does not comply with the Rules and Procedures of this Regulation or any responsibilities by-law, CEM can deem to claim for penalties as stipulated in the contract or concerned MSAR Law in effect. This can mean a simple warning to the Contractor's Site Representative, warning plus fines or to the extent of forbidding the Contractor to enter the Site with work suspension.

The Contractor will be liable for the costs of works suspension resulting from the negligence of observing the general Safety Rules.

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### APPENDIX 1

#### RESPONSIBILITY DECLARATION

**Contract No.:** \_\_\_\_\_

**(a)**

.....  
is committed to observe and abide strictly by the Rules and Procedures Manual n° .....  
from which we have taken knowledge to comply with the established rules and other MSAR  
laws in force and for which compliance assumes total RESPONSIBILITY.

Annex:

- 1 – List of personnel to be working in CEM Site.
- 2 – Name and other details of the Supervisor/Chief/Foreman for the works/services within the scope of contract.
- 3 – Nomination of the Health and Safety Officer for the works.
- 4 – List of equipment/tools/machines to be provided/used.
- 5 – List of personal safety equipment and signaling equipment to be used.
- 6 – Updated copy of Work Accident Insurance Policy and the receipt of insurance maintained on behalf of the Contractor's workers as referred in 1.

....., ..... of ..... of 20.....

**Contractor**

**(Signature and Company chop)**

**(a) – Name of Company/Contractor**

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### APPENDIX 2

#### PERSONAL PROTECTIVE EQUIPMENT

	PPE	Protection
Head	Helmet	Falling of objects, shock, burns and electrocutions
	Cap or Hairnet	Scalp injury (caused by the action of dragging the hair) dusts, humidity
Eyes	Safety Goggles or Visor	Projection of corrosive liquid particles Radiation
Ears	Earmuffs	Deafness, nervous diseases
Respiratory Systems	Anti-gas Mask	Various poisonings
	Air Apparatus	Suffocation
Hands	Gloves	Cut, shock, burnings, electrocutions, Allergies, humidity
Feet	Safety Shoes	Burns, falling objects.
	Rubber Boots	Slipping
General	Safety Belt/Harness	Falling from height
Body	Life Jacket	Drowning

**NOTE:** By law, it is the contractor's duty to provide adequate means of protection to their workers, including personal protective equipment (PPE).

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### **APPENDIX 3**

#### **INSURANCE POLICIES FOR COLOANE POWER STATION PROJECTS**

The Contractor shall make evidence that he fulfils the Conditions of Contract, Clause 10 – Liabilities (indicated in Contract) and Insurance, namely the following but not limited to:

- a) The Contractor's all risk and Third-Party liability covering but not limited to:
  - full replacement costs
  - loss of and/or damages to property
  - free from cancellation conditions
- b) Employees' compensations in the measure and extension not covered by a) and to comply with the applicable MSAR laws.
- c) Third party's liability insurance against liability for death and injury to any person with limit not less than that defined in the Contract for any one accident.
- d) Any liability that arises from the accomplishment of the Contract or from any action of his staff, servants, and agents.
- e) Property damages covering damages to third party (CEM or any other Contractors or subcontractors or else) on materials, equipment, tools, vehicles, buildings, and infrastructures.
- f) The Contractor's equipment and other items brought to the Site.

All proposed conditions, liabilities, and limits for each insurance as well as the principal coverages assumed by the different insurances shall be clearly defined.

It is agreed and clearly understood that the costs of premiums and the deductibles for insurance required by this Safety Regulation shall be borne by the Contractor.