

CEM

SAFETY, HEALTH, ENVIRONMENT

AND QUALITY

REQUIREMENTS & RESPONSIBILITIES

FOR SERVICES SUPPLIERS

(Version 6)

Date: *14 July 2017*

1. CEM Policy in Safety, Health, Environment and Quality

As a provider of an essential service to the development of Macao and the well being of its population, CEM is aware of its specific responsibilities and dedicated to carrying out its activities in a sustainable way, with full respect for the legitimate expectations of all interested parties.

Therefore, CEM has established an Integrated Management System in conformity with applicable international standards (ISO 9001, ISO 14001, OHSAS 18001, ISO 14064 and ISO 20000). It will provide the framework for setting and reviewing objectives and targets in the Safety, Health, Environmental and Quality areas.

CEM committed to:

- Continuously and efficiently reducing the impact of its activities on the environment, enhancing the quality of its products and services, and improving safety and health conditions;
- Complying with all applicable legislation and regulations as well as other requirements to which it may proactively subscribe;
- Applying the best available sustainable technologies in order to minimize environmental impact and achieve the highest safety, health and quality standards;
- Developing internally a Safety, Health, Environmental and Quality culture by raising awareness, educating, and training employees to carry out their activities in a responsible manner;
- Promoting awareness in the above areas amongst customers, contractors, suppliers and Macao society;
- Improving communication with customers, general public and other interested parties, for mutual benefice, as a way of enhancing the ability of all to create value.

While CEM employees are responsible for understanding and complying with this Policy, CEM management is responsible for ensuring that it is fully implemented.

2. Laws for the Services Suppliers

Suppliers shall follow up and comply with the following local laws:

2.1 Environment

1) Decree no. 35/97/M dated 25 August 1997

- The supplier shall not discharge any harmful waste water, oils, other substance or residue that can cause pollution in the area adjacent to the territorial sea, ports, rivers, docks, beaches and other areas under the jurisdiction of the Maritime Administration.
- The supplier shall maintain safety all the time for their ship(s) during sailing, embarking, unloading and mooring. Pouring of waste or any other materials, such as lubricants and liquid fuel, into the sea is prohibited. It is also not allowed to pollute or occupy the areas that are under the jurisdiction of the Maritime Administration.
- The suppliers should comply with the safety rules that were set by the Marine and Water Bureau, for handling hazardous materials in the dock.

2) Decree no. 58/95/M dated 14 November 1995, article 268

Suppliers who do not comply with laws and regulations by performing the following actions will be penalized:

- Pollute water or soil, or by any other way degrade their quality;
 - Pollute air by using machines or installations; or
 - Produce disturbing noise by using equipment, installations or vehicles.
- 3) The suppliers shall ensure the safety of people and properties, and the quality of the environment, in accordance with Decree no.11/99/M dated 22 March 1999.

2.2 Health and Safety

- 1) Occupational Noise Regulation, decree no. 34/93M
- 2) Hygiene and Safety Regulation for industrial workshops, decree no. 57/82M
- 3) Hygiene and Safety Regulation for commercial area, office, decree no. 37/89M
- 4) Industrial Safety and Hygiene Regulation for construction, decree no. 44/91M

The above laws are not exhaustive. Suppliers should check the new environmental laws that are in force in Macao from time to time.

Below are list of Safety, Health & Environmental legislations in force in Hong Kong SAR and Mainland China that CEM also proactively subscribed to as additional requirements to be observed during service provision:

- 1) The Construction Sites (Safety) Regulations
- 2) The Factories and Industrial Undertakings (Safety Offices and Safety Supervisors) Regulations
- 3) The Factories and Industrial Undertakings (Confined Spaces) Regulations
- 4) The Factories and Industrial Undertakings Ordinance (Section 6A & 6B)
- 5) The Factories and Industrial Undertakings (Dangerous Substances) Regulations
- 6) The Dangerous Goods Ordinance
- 7) The Electricity (Wiring) Regulations
- 8) The Boiler and Pressure Receiver Ordinance
- 9) Noise Control Ordinance (Cap 400)
- 10) Air Pollution Control Ordinance (Cap 311)
- 11) Water Pollution Control Ordinance (Cap 358)
- 12) Waste Disposal Ordinance (Cap 354)
- 13) Waste Disposal (Chemical Waste) (General) Regulation (Cap 354)
- 14) Waste Disposal (Charges for Disposal of Construction Waste) Regulation (Cap 354)
- 15) Ozone Layer Protection Ordinance (Cap.403)
- 16) Dumping at Sea Ordinance (Cap. 466)
- 17) Environmental Impact Assessment Ordinance (Cap. 499)
- 18) Regulations on the Safety Administration of Dangerous Chemicals
- 19) Inventory of the Forbidden Import Chemicals and the Strictly Controlled Import Toxic Chemicals
- 20) Regulation of the First-Import Chemicals and the Import/Export Toxic Chemicals
- 21) Provisional Regulations on Environmental Protection in Cases of Wastes Importation
- 22) Regulations of the People's Republic of China on the Control Over Dumping Wastes into the Sea Waters
- 23) Control over prevention of pollution by vessels in sea waters
- 24) Control over dumping wastes into the sea waters
- 25) Prevention and Control of Atmospheric Pollution
- 26) Prevention and Control of Pollution from Environmental Noise
- 27) Prevention and Control of Water Pollution

- 28) Environmental Protection Law of the PRC
- 29) Water Law of the PRC
- 30) Inventory of the Hazard Wastes

3. Responsibility of CEM Materials Suppliers

CEM suppliers are responsible for understanding and complying with the above Policy as well as the regulations stated in Section 2. **In case the suppliers/contractors offend against the laws as stated in this document, which leads to environmental pollution and the likes, they are fully responsible to provide remedy for the problem. Otherwise, CEM reserves the right to terminate the contract/purchase order.**

3.1 CEM suppliers are required to submit the following documents to CEM with their proposal **(Please specify if not applicable):**

- 1) Technical notice for any equipment and/or safety data sheet ***for any chemical materials including the potential impact and risk on environment, and the safety risk for users.***

These documents usually include:

- A general description

- Physical data

- Stability, toxicology for chemical products

- Transport and handling information

- Individual protection tools

- Certificate(s) of calibration of the measuring equipment

- Training records and experience of the staff for operating the measuring equipment

2) Disposition or treatment of waste:

A detailed description of how to dispose waste (in the form of gas, liquid and solid) during the execution and completion of work.

3) Action Plan for any possible incident/accident:

3.1.1 **A detailed action plan** for any possible incident/accident that may occur during the execution of work.

3.1.2 **The name and contact means** of company representative(s) should be printed on the action plan.

Name in Full	Contact Telephone No.	Position
_____	_____	_____
_____	_____	_____

4) Occupational safety card (Cartão de Formação em S.O. para a Construção Civil):

The suppliers shall provide **the name list** of their staff held the **Occupational Safety card issued by DSAL** (The Macau Labour & Employment Affairs Bureau), if any.

Name in Full	Occupational Safety Card No.	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

It is compulsory to submit a photocopy of the cards to CEM as Macau Government has legislated that all employees who work at a site should hold a card. In order to cooperate with the government to develop the safety concept, **CEM will take into consideration** in the selection of contractors which workers possess the “Occupational Safety Card” issued by DSAL (The Macau Labour & Employment Affairs Bureau). Suppliers are highly recommended to encourage their employees who work at engineering and construction sites to obtain the “Occupational Safety Card”. Such information should be provided to CEM with the proposal.

- 5) Any other documents and/or proofs to be considered as relevant for the contract, such as authorization, specific qualification, competence of the employees, etc.

List of Documents:

- 6) Site Safety
Suppliers shall provide the list of Hazardous Materials which will be used in the works; such as flammable liquid, compression gas, explosion gas, etc.

3.2 Personal Safety Equipment

Suppliers shall provide adequate and valid personal protective equipment to their employees which depend on their work environments and replace the expired one; when required for example: suitable uniforms; ear protectors; safety shoes; goggles; respirator gloves; welding masks; helmets; safety belts; chemical suits.

- 3.3** All materials or equipment should be identified and labelled with the international symbols (pictograms form) representing the dangers, when deliver to CEM.

- 3.4** *In accordance with our tender documents, CEM suppliers are required and reminded to submit the following documents to CEM and accepted by our Engineer before/ after commencement of the activities within CEM premises, for details, please refer to the tender document “ Health and Safety Manual For CEM Contractors”.*

*Please confirm if any constraint on each item from your side and **specify if not applicable:*** _____

Item	Documents to be submitted	Received and approved by	Deadline of submission
1	Safety plan	CEM Project Manager/ Representatives	Must be submitted by Contractors, within seven (7) days after the confirmation of the Contract or one month before the commencement of

			<i>work but depending on which circumstance occur first, to the CEM Project Manager for review and endorsement.</i>
2	<i>Method Statement together with the relevant Job Hazard Analysis or risk assessment</i>		<i>Prior to commencement of work.</i>
3	<i>Filled form of "Certificate of Competency" with the Contractors' company chop.</i>		<i>Prior to processing the worker's site entry registration.</i>
4	<i>SHE personnel's resume with detailed listing of his/ her past experiences</i>		<i>Prior to his/ her appointment.</i>
5	<i>Copy of Form 1 of Macau Law 44/91/M</i>		<i>Within 1 week after started the works.</i>
6	<i>Contractors' Monthly Safety Report</i>		<i>Prior to the contractor monthly meeting.</i>
7	<i>Reporting of Incident or Accident or near miss</i>		<p><i>Immediately report the accident to the local Labor Affairs Bureau in writing, CEM and local police.</i></p> <p><i>A preliminary written report- within 24 hours to the CEM.</i></p> <p><i>A comprehensive written investigation report- within seven (7) working days.</i></p>
8	<i>Report of Internal Safety Audit</i>		<i>Within twenty-eight (28) days after the completion of the audit.</i>