



Contractor Handbook



March 2023



1.0 Introduction

To ensure that the highest levels of Health and safety and compliance to Environmental standards exist for Castool employees, the contractor and their employees, the following summary of health and safety, and environment provisions will apply in total or in part to any contract work undertaken on an Castool Site.

Contractors must indicate acceptance of these conditions and give a commitment to meeting and maintaining these provisions before work can proceed, by **completing** Castool **Contractor Statement** at the back of this handbook.

The contractor must be prepared to uphold their duty of care as an employer and service provider as prescribed under relevant legislation.



Contractor

A person/s engaged by Castool for the purpose of performing work or providing a service for any Castool plant where that person is not engaged as an employee.

The engagement can be by a written contract or pursuant to an oral request. This includes contractors' sub-contractors and their employees who are doing work in Castool Plant.

2.0 Objectives

Castool is committed to providing a safe work environment for all employees, contractors, and their employees, along with visitors and the public.

To meet this objective the following criteria must be achieved:

- All contractors to be aware of their responsibilities and obligations and to comply with all Castool health and safety and environmental policies and procedures while working on Castool premises.
- All contractors to maintain a safe working environment.
- All contractors to minimise disruptions to the daily running of the business.
- All contractors to be familiar with the site.
- All contractors to be familiar with and comply with their legal requirements, including licensing, certificates and providing a safe work environment.

3.0 Contractor Definitions

Definitions

Contractors can be defined and grouped into two main categories.

Supervised Contractors

Supervised contractors conduct operational tasks similar to that of our employees and work under the supervision of our management. Supervised contractors typically include labour hire personnel, owner drivers, fleet owners and full-time maintenance workers.

Independent Contractors

Independent contractors are those who undertake work on our behalf such as agents that supply concrete and cartage contractors used on a non-routine or irregular basis. Independent contractors also include persons who are brought to site for specific tasks and expertise such as electrical maintenance and/or installation, project-oriented consulting, entry into prohibited confined spaces, upgrade, or construction work, and do not require the direct supervision of our management.



Contractor Classes

Different classes of contractors have different requirements to ensure a safe workplace is maintained depending on the nature of the task that is to be performed. The classes and minimum requirements are listed below:

Category	Activity	Service Examples	Minimum Requirements
1. Administration	<ul style="list-style-type: none"> Companies or individuals engaged to work within or on behalf of Castool operations. The work being performed is not hazardous nor performed within a hazardous location 	<ul style="list-style-type: none"> Office cleaners Administration staff Office equipment repairs Catering services 	<ul style="list-style-type: none"> Consultants facilitating professional development (indoors) Scope of Works Contractor Management Handbook Insurance Induction to appropriate level Trained/skilled personnel Reliable and safe equipment, tools and material
2. Advisory	<ul style="list-style-type: none"> Consultants – technical advice and planning. 	<ul style="list-style-type: none"> Product Engineers Plant Designers (not including large project) System development Training or Technical Advisors (not attending site) 	<ul style="list-style-type: none"> Scope of Works Insurance Qualified/skilled personnel
3. Operational	<ul style="list-style-type: none"> Companies or individuals engaged to undertake work within existing operations, where the work may be hazardous in nature and or conducted in an operational area. 	<ul style="list-style-type: none"> Routine maintenance and repairs on fixed plant, mobile equipment, buildings Labor Hire Personnel engaged in operational activity Outdoor training consultants Gardening services Technical Consultants outdoor and operational 	<ul style="list-style-type: none"> Scope of Works Contractor Management Handbook Insurance Routine audits and review (As required) Induction to appropriate level Trained/skilled personnel Reliable and safe equipment, tools, and material Provide to Castool the Safety and Health Procedures and other relevant documents Provide Competency Assessments for all tasks that require the contractor to use mobile plant equipment
4. Specialised activities	<ul style="list-style-type: none"> Companies or individuals engaged to perform activity that is assumed to be medium/ high risk. 	<ul style="list-style-type: none"> Electrical maintenance or installation Contractors conducting activities regarded as prohibited, i.e., confined space, trenching Construction/Demolition (not in designated construction zone) 	<ul style="list-style-type: none"> Scope of Works Contractor Management Handbook Pre-qualification review Routine audits and scheduled reviews Insurance Induction to appropriate level Trained/skilled personnel Reliable and safe equipment, tools, and material Assessment of contractors OH&S Policy Provide to Castool the Safety and Health RA's and

Category	Activity	Service Examples	Minimum Requirements
			<p>Procedures and other relevant documents</p> <ul style="list-style-type: none"> • Provide Competency Assessments for all tasks that require the contractor to use mobile plant or any other regulated activity • Safety Plan
5. Construction	<ul style="list-style-type: none"> • Companies undertaking construction projects, where the contractor is deemed in control of the project and a clear “construction zone” is designated. These areas are physically separated from our operational activities. 	<ul style="list-style-type: none"> • Construction projects • Plant installations or major refurbishment 	<p>All scope of works and details are to be organised during the tendering stage. These projects are coordinated by specialised teams within Castool. The day to-day safety and health controls are managed by the contractor and not by Castool). These contractors should supply a Safety Plan for the project which includes:</p> <ul style="list-style-type: none"> • Scope of Works • Pre-qualification review including • OH&S performance and policy • Contractor supplied audits and reviews • Insurance • Contractor supplied induction to appropriate level • Trained/skilled personnel • Reliable and safe equipment, tools, and material • Safety and Health RA’s and Procedures and other relevant documents • Provide Competency Assessments for all tasks that require the contractor to use mobile plant or any other regulated activity

4.0 Prior Arrival to Castool Site

- Prior to commencement of work, the contractor, their nominated employees, sub-contractors, and their employees must sign in at the reception or at designated location set by the Plant Manager.
- Prior arrival on-site for the first-time contractors should arrange to meet the Plant Manager or designate at reception area who will escort the contractor to the location of work. The Plant Manager is responsible for ensuring that contractors are aware of Castool health and safety, GMP and environment policies and procedures, security, and site requirements.
- Contractors who have health and safety problems or queries should initially discuss them with the Plant Manager.
- Contractors are requested to notify the Plant Manager of any expected deliveries in order that the appropriate arrangements can be made to admit the deliveries.

4.0.1 Communication and Consultation

- All contractors are to maintain effective communication with Castool in relation to any health and safety or environmental issues that may affect Castool employees, contractors, or visitors.
- Any changes, alterations, modifications other than the scope of the contract requires pre-authorization from plant manager.

4.0.2 Incident Reporting

- The contractor must immediately report all incidents that occur on site to the Site Manager/Supervisor or other delegate. These may include medical treatment, lost time injuries, near miss/hit incidents, environmental damage; and reportable dangerous occurrences.
- The contractor must attend to any legal requirements in respect of such injury or damage.

4.0.3 Alcohol and Drugs

- The use of alcohol and other drugs by Castool personnel, contractors and visitors in a manner that could impair their ability to safely undertake their duties or increase the risk of injury to themselves or others, is prohibited. All Castool personnel, contractors and visitors have a personal responsibility not to consume alcohol or other drugs that could impair their ability to safely carry out their duties or pose a risk to the safety of any other person.
- The possession, use or distribution of illegal drugs is prohibited. Castool personnel, contractors who are required to take either prescription or over the counter drugs which could impair judgement and coordination, and reduce alertness, must inform their manager or supervisor. Doctors and pharmacists should be consulted before taking any medication to learn any side-effects which may affect overall work performance.

4.0.4 Privacy Information

- Contractors must not discuss with any persons/organisations any matter in relation to any items involving Castool Premises, equipment, or people without the expressed authority of the Plant Manager.
- Use of cameras is prohibited without authority of Plant Manager.

4.2 General Safety Rules

4.2.1 Forklifts / Mobile Lifting Equipment

- Contractor nominated employees, sub-contractors' employees are required are not permitted to operate forklifts, and other mobiles lifting equipment if they are not legally licensed and qualified to operate such devices.

4.2.2 Personal Protective Equipment

The basic Personal Protective Equipment (PPE) on all Castool premises will be:

- Approved occupational protective footwear, anywhere in the workplace.
- All personnel must wear an approved safety helmet (when required)
- Recommended practices for occupational eye protection, must be worn at all times where designated.
- Personal hearing protection devices complying with Occupational noise management must be used when exposed to noise levels set by local regulatory requirements. peak in the workplace.
- Personal protective devices such as face shields or goggles when grinding, gloves for sharp materials and other PPE must be made available by the contractor to their employees for use when they are exposed to specific hazards.
- Contractors shall ensure that personal protective equipment is maintained and used by their employees and sub-contractors in relation to hazards associated with their work.
- Respiratory Protective Devices should be used where required.

4.2.3 Portable Ladders

- All portable ladders used on site must comply with US and Canadian Standards.
- Ladders when not used must be kept secured on a wall
- When using a ladder include:
 - Maintaining 3-point contact at all times
 - Only one user at a time
 - Face the ladder when climbing up or down
 - The top of the ladder is secured to a scaffold or platform
 - The ladder extends beyond the surface it is secured to
 - Never reach beyond the rails on the side
 - Tools or materials must be either placed in a belt or hoisted - keep hands free

4.2.4 Lockout and Out of Service

- No person is to attempt or to carry out inspection, maintenance or cleaning work that exposes that person or others to contact with moving machinery/equipment product or parts thereof that has not had all energy sources isolated and locked out.
- All Castool premises have procedures for the isolation and lockout of fixed plant and mobile equipment. The contractor is to ensure that any person acting on their behalf is trained in those procedures prior to carrying out the work and that those procedures are complied with at all times.
- Failure to comply with this requirement will result in the personnel involved being dismissed from Castool premises and a review of the supply agreement

4.2.5 Electrical Safety

To ensure the complete safety of equipment, the following procedures shall apply:

- All contractors shall ensure that their electrical equipment is compatible with all local/site electrical supply before it is brought to the premises.
- All electrical equipment must be electrically tested and tagged by a licensed electrician to US/ Canadian Standard
- In service safety inspection and testing of electrical equipment before arrival on site. Non-tagged equipment must not be used on site.
- All leads and equipment to be kept in a good safe condition

4.2.6 Compressed Gas Cylinders

- All compressed gas cylinders must be stored in the upright position during use and transportation and restrained to prevent falling. All oxy-acetylene hoses must be fitted with flash back arresters at both the bottle and handpiece.
- All oxy-acetylene equipment must be transported on self-supporting trolleys when being moved through the site.
- Oxygen and gas cylinders shall be kept away from heat, fire, or electrical lines.
- Operation and maintenance procedures for compressed gas hand-held or portable equipment used in welding, cutting, heating and allied processes shall comply with US Canadian regulations and guidelines.
- Flashback arresters shall be tested as per the requirements of US and Canadian standards regulations and guidelines.

4.2.7 Confined Spaces

- All work to be performed in a confined space must be performed in accordance with US and Canadian regulations and guidelines.

4.2.8 Emergency Response

- Contractors will be briefed on specific emergency requirements as part of the site induction that will be given prior to work commencing on site.

4.2.9 First Aid

- Castool premises have first aid facilities. The injured person must report the injury to a nominated Castool First Aid nominated person who will arrange the appropriate first aid treatment and record the injury and treatment in the Injury Register.

4.2.10 Fire Prevention

- Contractors are responsible for fire protection within their work environment. Fire prevention shall be taken into consideration when determining work methods and selecting tools and equipment for use at the workplace.
- Contractors are responsible for ensuring that flammable liquids are stored in closed metal containers – which are labelled as per regulations to identify contents.
- Fire protection alarms, fixed installations, and ancillary equipment such as pumps and water supplies shall not be shut down or altered without the authorisation of the Plant Manager.
- Vehicles and machinery brought onto the site, as authorised by the Plant Manager must be equipped with a relevant fire extinguisher of adequate type and capacity as required and must be inspected in line with US and Canadian Maintenance of Fire Protection Equipment.

4.2.11 Hazardous Substances / Dangerous Goods

- The contractor will not bring chemicals, compressed gasses, fuels, cleaning agents, glues, etc. onto site without the permission of the Plant Manager. The contractor will be responsible to provide a supplier's Safety Data Sheet (SDS) for each product to the Plant Manager and ensure that all such products are properly labelled.
- A Hazardous Substances/Dangerous Goods Log must be held on site which includes Safety Data Sheets (SDS). If safe hazardous substance storage facilities are not available, only the amount required for the task on that day should be kept on site.
- Spill kits must be available if required by legislation and/or the Plant Manager. Disposal of substances safely and in compliance with health, safety and environmental legislation is the responsibility of each contractor.

4.2.12 Housekeeping

- Contractors will be required to maintain workplaces in a clean and tidy condition. Working areas, stairways, passages, emergency exits, firefighting and safety equipment must be kept clear at all times.
- If required, working areas must be barricaded off and appropriate warning notices erected. All materials and debris must be lowered and not dropped from elevated locations and platforms.
- Work areas and access to work area must be cleared at the end of each working day.

4.2.13 Inspection of Contractor Vehicles and Equipment

- The contractor must provide upon request proof of inspection and safe condition of their equipment to ensure it complies with legal requirements before it will be approved for use on site. Approval will be established by presentation of a certificate and/or the inspection by Castool Plant Manager. All contractor tools and equipment must be in a sound and safe condition for use on site.
- Castool reserves the right to inspect contractor tools at any time.

4.2.14 Storage of Contractors Equipment

- If a contractor wishes to store any equipment, work tools or work materials, permission must first be obtained from the Site Manager/Supervisor and sign and comply with the terms of a "Licence to Store Work Tools." Please contact the Castool Legal Department who can prepare the licence.

4.2.15 Working at Heights

- Where contractors work at heights with potential to fall 2m (7 ft.) or more to the ground or other platform, the work must be authorised by the Plant Manager with completion of an authorised Permit to Work.
- Contractors must provide safe operating procedures for access, lockout and working requirements for overhead and gantry cranes and crane runway systems. The contractor shall ensure adequate protection is provided including use of appropriate scaffolding, elevated work platforms, etc. Where this is not practical the use of harnesses, lanyards and fall arrest systems shall be used.
- All working at heights equipment such as elevated work platforms, which are to be used on Castool premises, should only be repaired using manufactures, or approved compatible parts.
- Where elevated work is undertaken, the area below shall be suitably fenced/ roped off. Signs reading "Danger Work Overhead" shall be conspicuously posted.

4.2.16 Training

- Contractors must submit to Plant Manager training evidence that their nominated employees, sub-contractors' employees are trained on the requirements of Health & Safety, GMP requirements and environmental requirements.

4.3 Environment

- The contractor will liaise with Castool Plant Manager regarding preparation of the work site to minimise environmental impact.
- Environmental assessment reports and Castool Environmental Plans will be provided to the contractor prior commencing work in the premises.
- Destruction or disturbance to native flora shall be minimised. Lighting of fires in the area will require permission from the Plant Manager.
- The contractor will ensure that waste bins are used for the collection of all waste such as food scraps, containers, rags, papers, cardboard, cans, and tins used in the work activity.
- Oil changes and servicing of equipment will be conducted in such a way that waste, oil, and grease is not spilt or dumped on the ground. All waste oil and grease are to be returned in drums to the contractor's base for disposal or, on a remote site where there are no facilities available for proper disposal.
- All fuels and lubricants are stored on special containment skids to prevent accidental spillage of product contaminating the soil, to the standard and satisfaction of Castool Plant Manager.