

# H.S.E. Policies & Procedures

Contracting Activities

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**Introduction**

The rules and requirements contained in this booklet have been written for the guidance of our staff and Contractors who are to perform work under contract with AIMS International Company. This booklet prescribes minimum requirements only. The staff shall be expected to abide by these rules and policies whereas Contractor, working in conjunction with Company Safety Engineer shall be expected to establish such additional rules and procedures as may be necessary to conduct a safe operation and comply with Company, regulatory and insurance requirements, and those policies of our client. The term Contractor, as used in this document, shall be understood to include any and all person, sole proprietorships, corporations, or other business ventures under contract, oral or written, to AIMS International. Contractor is responsible for informing its subcontractors of these of these requirements, for directing and supervising work of subcontractors, and for assuring that its subcontractors adhere to requirements herein. AIMS International may request Contractor to provide proof of its subcontractor's adherence to all rules and regulations and will prohibit access to Company property or job sites or our client's property for those Contractors not in compliance.

In order to assist Contractor in following these instructions AIMS International Representative will be assigned to the Contractor to act as AIMS International agent in all matters relative to work activities at Company facilities or job sites. under no circumstances shall any work be started until the Company representative has been contacted, a job orientation and Safety Meeting has been conducted, and all permits, insurance, and Aims International client, and regulatory pre-job requirements have been met.

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**Accident Reporting**

All incidents (personal and property damage) shall be reported immediately to the Company Safety Engineer. A written report shall be prepared documenting the incident and corrective measures taken to prevent reoccurrence.

**Alcohol, Firearms, etc.**

Alcoholic beverages, illegal drugs or narcotics, or guns and ammunitions are not permitted on Company property or job sites. Personnel under the influence of alcohol or drugs shall not be allowed on Company property or job sites.

**Approvals**

The Contractor shall be required to obtain pertinent work permits or authorizations and approval from the Company Safety Engineer before:

1. Working on existing pipelines or equipment.
2. Entering tanks or closed vessels.
3. Entering any designated high-hazard areas.
4. Using torches, electrodes, electric motors, forges, soldering irons,

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5. Any open flames, or any device which could produce sparks or ignition source.
6. Closing walkways, roads, or restricting traffic.
7. Starting excavations.
8. Removing tanks from excavations.
9. Backfilling excavations.
10. Using utilities as such steam, water, compressed air, or electricity.
11. Sandblasting, spray painting.
12. Storing flammable materials such as gasoline, oil, paints, compressed gas cylinders, etc.
13. Walking or working on roofs of buildings or equipment.
14. Drilling, boring, preparing test pits, or using geophysical equipment or any other exploratory equipment requiring penetration of surfaces.
15. Operating cranes or similar equipment near overhead power lines, pipelines, or underground utilities.
16. Opening or cutting through firewalls or beams.
17. Fueling or repairing Contractor operating equipment on Company property or job sites.

**Security**

For security reasons, entrance to and exit of Company facilities and job sites is restricted to those areas designated as the Contractor's work area.

**Speed Limits**

All vehicles on Company job sites and facilities must observe a maximum speed limit of 15 Km/h, unless otherwise posted.

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**Vehicle Safety**

All vehicles must be parked in authorized area only.

1. There will be no passing of moving vehicles at job sites where there are narrow roads and short-sight distances.
2. Company vehicles will only be operated by personnel with valid driving licenses and good driving records.
3. Vehicles shall have all required inspection and operating permits.
4. Seat belts shall be used for all drivers and passengers.

**Other General Requirements**

This document focuses on AIMS International standards. Where client standards exist and are more stringent, their provisions shall be followed.

The Company has established a lifting limit of 30 kg. Above this weight, additional personnel and/or materials handling equipment are required.

All bridges intended for vehicular traffic shall be constructed to withstand twice the load of the heaviest vehicle anticipated.

**Contractors are expected to brief their employees on these requirements and enforce these rules with their employees.**

All Contractor equipment, such as pipe, rebar, etc., shall be kept out of traffic lanes and access ways. Equipment shall be stored in a manner, which ensures the safety of the Company and Contractor employees at all times. All surfaces which a person could reasonably contact should be free of splinters, nails, or protrusions which may cause injury.

**Company management may stop or suspend work at any time the Contractor fails to comply with company rules and regulations.**

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**Safe Work Practices**

**Confined Space Entry**

Confined spaces include storage tanks, bins, sewers, in-ground vaults, degreasers, boilers, vessels, tunnels, manholes, pits, certain excavations, etc. These enclosures, because of inadequate ventilation and/or the introduction of hazardous gases and vapors, may present conditions that could produce asphyxiation or injury.

Before entering a confined space, Contractor must notify the Company Safety Engineer of intent to enter. The Company Safety Engineer will review with Contractor and staff the safe entry requirements which include:

1. **Permits** – All confined space entries are initially considered permit-required until/unless the space meets the requirements of Company Procedure for non-permitted confined spaces.
2. **Removal of Contents** – Confined spaces must be clean; free of hazardous materials/chemicals; and, where necessary, purged by water or other equivalent means, as is feasible or possible.

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3. **Isolation** – All input lines that discharge into a confined space shall be disconnected, blanked, capped, or isolated. The use of a single in-line valve shut-off as the sole means of isolating the confined space from any input lines is prohibited.
4. **Electrical Lockout** – Where electrical devices located within the confined space (motors, switches, etc.) are to be repaired or worked on, the line-disconnect switches supplying the power must be tagged and locked in the “OFF” position. The lock key is to be kept by the person performing the job, and only this person is authorized to unlock the switch and remove the tag upon completion of the job. Where more than one person is working on the line, each must place a lock on the switch and retain their own key.

Where there are multiple sources of power to an electrical device that supplies power to the device through an automatic or manual bus transfer switch, lockout devices must be placed on the breaker nearest to the electrical device that is to be isolated, and an electrician shall test the power supply lines to ensure that power has been secured.

Line-disconnect switches supplying power to any mechanical apparatus in the confined space (mixers, conveyors, etc.) must also be tagged and locked in the “OFF” position. This must be done for any entry, even though work will not be performed on the apparatus itself.

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5. **Securing of Covers** – All manhole and cleanout covers shall be removed and the openings maintained clear of any obstructions. When hinged doors or lids are provided, they shall be secured so they cannot be closed.
  
6. **Testing Atmosphere** – A qualified person shall make appropriate tests of the atmosphere in the confined space and place a record of the test results at the entrance to the confined space. Testing shall ensure the following:
  - Combustible gas and vapor, concentrations do not exceed 10 percent of the lower explosive limit.
  - Oxygen content is no less than 19.5 percent and no greater than 23.5 percent.
  - Appropriate respiratory protective equipment and other appropriate personal protective devices shall be provided for all employees when concentrations of toxic materials exceed established exposure limits.
  
7. **Continuous Monitoring** – If the nature of the work to be performed introduces, or has the potential to introduce, harmful air contaminants, continuous monitoring of the atmosphere is required. If tests indicate evidence of dangerous air contaminants, and/or the oxygen content drops below 19.5 percent or rises above 23.5 percent, all personnel shall evacuate the confined space immediately.
  
8. **Personal Protective Equipment** – All Contractor employees must be instructed in accordance with OSHA regulations regarding personal protective clothing, hard hats, respirators, lifelines, and harnesses. Such instructions shall be received and documented before entering any confined space. Contractor shall arrange for confined space rescue services prior to entry.

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**9. Compressed Gas Cylinders**

1. Valve protection caps shall be placed when compressed gas cylinders are transported, moved, or stored.
2. Cylinder valves shall be closed when work is finished and when cylinders are empty or moved.
3. Compressed gas cylinders shall be secured (roped or chained), in an upright position at all times, except when cylinders are actually being hoisted or carried.
4. Gas regulators shall be in proper working order while in use and shall only be of type approved for the application.
5. If a leak develops in a gas cylinder, after donning appropriate safety equipment, immediately remove it to a safe location. If the leak cannot be corrected, report it to the Company Safety Engineers.
6. Cylinders shall be permanently marked or stenciled to identify the type of gas in the cylinder.
7. All compressed breathing air shall meet ASTM specifications for breathing air quality.
8. Oil and oily rags shall be kept away from oxygen equipment.

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**Cranes, Hoists, and other Heavy Equipment**

1. Contractor personnel will not be permitted to use hoist and powered apparatus belonging to AIMS Intl. unless approval is obtained in each instance from the Company Safety Engineer.
2. Roll over protection shall be used when conditions or regulations call for such use.
3. Documentation of operator shall be used when conditions or regulations shall be on file.
4. Subcontractor shall present to the Company Site Supervisor for review the documentation for permits, testing and inspection on cranes and heavy equipment; and shall make maintenance records available as requested.

**Cutting or Welding**

1. "Hot work" authorization must be obtained from the Company Safety Engineer before any welding, cutting, or other "hot work" is done. "Hot work" permits and results of tests are to be submitted to the Company Safety Engineer at the completion of the job at the end of each workday.
2. Noncombustible or flameproof shields or screens must be provided to protect welder or others who might be harmed by direct rays of arc.
3. Goggles, gloves, aprons, and other personal protective equipment appropriate to the job shall be used.

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**High Fire-Hazard Areas**

4. Contractor personnel are responsible to see what is maintained and all adjacent combustible materials are protected or removed as designated by the Company Safety Engineer.
5. Contractor shall provide their own calibrated combustible gas meter or other instruments for checking areas before beginning hot work.
6. Documentation of instrument calibration shall be submitted to the Company Safety Engineer.
7. Contractor shall provide fire extinguishers for welding and cutting, as designated by the Company Safety Engineer.
8. Contractor shall provide a fire watch for 30 minutes AFTER cutting is completed.

**Electrical Safety**

1. All non-current –carrying metal parts of fixed, portable, or plug-connected equipment shall be grounded. Since ground wires can break, they shall be tested with an electrical resistance meter to assure conductivity as often as necessary to assure safety.
2. Extension cord shall be the three-wire type for grounded tools and shall be protected from damage; do not fasten with staples or extend across an aisle way or walkway. Worn or frayed cords shall not be used. Cords shall not be run through doorways where the door could cut or damage them.
3. Exposed bulbs on temporary lights shall be guarded to prevent accidental contact, except where bulbs are deeply recessed in the reflector. Temporary lights shall not be suspended by their electric cords unless designed for this use. Explosion-proof bulb covers shall be used when contact with flammable vapors or gases are possible.

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4. Receptacles for attachment plugs shall be of the approved, concealed, contact type. Where different voltages, frequencies, or types of current are supplied, receptacles shall be of such design that attachment plugs are not interchangeable.
5. All/field construction shall require ground fault interrupters and watertight connectors.

**Emergency Equipment**

1. The Company's fire equipment is not to be moved, relocated, or otherwise rendered inaccessible unless specific permission is granted in each case by the Company Safety Engineer.
2. Self-contained breathing apparatus, first aid equipment, fire blankets, stretchers, eyewash fountains, and deluge showers are not to be moved, relocated, blocked, or used without the express permission of the Company Safety Engineer.

**Excavations and Trenches**

1. Before any excavation work begins, all required permits shall be obtained.
2. The Contractor's Competent Person shall be identified to the Company Safety Engineer, including documentation of qualifications.
3. When subcontractor is responsible for design of excavation, shoring, trenches or barrier walls, full design/approval (i.e., P.E.) documentation shall be presented to the Company Safety Engineer.

**Fall Protection**

1. Contractor shall ensure employees on a walking/working surface six feet or higher above a lower level are protected by guardrail systems, personal fall arrest systems, or safety nets systems.
2. Safety harnesses and lifelines (including extracting devices for top entry spaces) are required on all work performed in permit required confined spaces.
3. All lifelines shall be safely secured to stable and adequate supports.

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**Fire Prevention**

1. Company Safety Engineer, or his designee, is authorized to correct any condition which he may consider a fire hazard. In any emergency, the site personnel are authorized to act directly with Contractor's Supervisor in regard to fire hazards without waiting the Company Safety Engineer.

**Floor Openings**

1. Floor openings shall be guarded by substantial barriers, railings and/or covering materials strong enough to sustain twice the load of employee's equipment and materials that may be imposed on the cover at any one time. Barriers will be supplied by the Contractor.
2. Where a danger of falling exists for personnel, elevated floor areas must be provided with guardrails. In addition, toe boards shall be provided when the possibility of falling objects striking personnel below exists.

**High-Hazard Areas**

1. Although this list is not all inclusive, there are certain areas and operations at Company facilities of the nature hazards. When starting up any operation, Contractor is required to check with the Company Safety Engineer for a review of the safety and health rules which apply before entering any of the following areas:
  1. Confined spaces (tanks, manholes, vaults, pits, etc.)
  2. Building roof areas
  3. Laboratories
  4. Excavations
  5. Chemical storage and disposal areas
  6. Contractor is also required to check with Company Safety Engineer before any work is done on a flammable gas or solvent line; a tank or vessel that presently contains, or has contained, a flammable material; and before making an excavation any place on the site.

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**Housekeeping**

1. Material shall be carefully stacked and located so that it does not block aisles, doors, self-contained breathing apparatus, fire extinguishers, fire blankets, stretchers, emergency eyewash fountains, emergency safety showers, fixed ladders, stairways, or electrical breaker panels.
2. Nails protruding from boards must be removed or bent over.
3. All work areas shall be kept clear of scrap lumber and all other debris.
4. Combustible scrap, waste materials, and debris shall be removed at regular and frequent intervals.
5. Containers shall be provided for the collection and separation, by type, of refuse. Covers shall be provided on containers used for flammable, combustible, or harmful substances.
6. Overhead storage of debris, tools, equipment, pipes, etc., is prohibited.
7. At the end of each working day, contractor shall provide for pick-up of all debris such as paper, rags, empty cans and bottles, etc.

**Ladders**

1. The use of ladders with broken or missing rungs or steps, broken or split handrails, or with other faulty or defective construction is prohibited.
2. Ladders must not be placed adjacent to a door unless the door is locked or guarded.
3. Metal ladders shall not be used for electrical work.
4. Tie off top of ladder to structure.

**Medical Service and First Aid**

1. Preplanned emergency medical service shall be provided as designated by Contractor and approved by the Company Safety Engineer.
2. Contractor shall provide a first aid kit for Contractor employees, which meets or exceeds minimum OSHA requirements.

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**Overhead Work**

1. No overhead work shall perform when, as a result of that work, the possibility of a falling object striking any person exists. Do not work above any person at any time.

**Personal Protective Clothing and Equipment**

1. In certain construction and maintenance operations, personal protective equipment such as safety glasses, chemical goggles, respirators, hard hats, and protective clothing is required. The type of protective equipment to be worn will determined by the degree of exposure to the potential hazard. There will be very few occasions when hard hats and eye protection will not be required at Company job sites. When in doubt of the safety measures to be observed, Contractor shall contact the Company Safety Engineer. This shall not, however, relieve Contractor of the responsibilities to determine appropriate protection. Eye protection is required when engaging in such operations as the following:
  - Drilling, chipping, grinding, wire brushing
  - Handling caustics and acids
  - Breaking breaks or concrete
  - Hammering chisels drift pins, etc.
  - Burning or welding
  - Other situations which create a possible eye hazard (e.g., chemical environments)

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**Photographs**

1. Only Company photographers are permitted to carry cameras or take pictures. If progress or finished construction photographs are desired, request for same should be made through the Company Safety Engineer.

**Power/Air-Actuated Tools**

1. Power/air-actuated tools are not be used on Company property or job sites without prior approval of the Company Safety Engineer.
2. Explosive-actuated fastening tools shall meet ANSI design requirements. A tool which does not meet these design standards cannot be used.
3. All tools shall never be left unattended in a place where it would be available to unauthorized persons.
4. The tools shall not be used in explosive atmospheres.

**Safety**

1. Company Safety Engineer and designees are authorized to stop any work which they may consider hazardous to Company personnel or equipment or Contractor personnel.

**Scaffolds**

1. All scaffolds, whether fabricated on site, purchased, or rented, shall conform to the specifications found in Safety Requirements for Scaffolding (ANSI A10.8) as appropriate. Rolling scaffolds shall maintain a four-to-one height-to-base ratio.
2. The footing or anchorage for scaffold shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement.
3. Unstable objects, such as barrels, boxes, loose bricks, or concrete blocks, shall not be used to support scaffolds or planks.
4. No scaffolds shall be erected, moved, dismantled, or altered except under the supervision of competent persons.
5. Scaffolds and their components shall be capable of supporting without failure, at least four times the maximum intended load.

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6. Guardrails and toe boards shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor.
7. Scaffolds measuring four to ten feet in height, and having a horizontal dimension of less than 45 inches, shall have standard guardrails installed on all open sides and ends of the platform.
8. Wire, synthetic, or fiber rope used for suspended scaffolds shall be capable of supporting at least six times the rated load.
9. No riveting, welding, burning, or open flame work shall be performed on any staging suspended by means of fiber or synthetic rope.
10. Tested fiber or approved synthetic ropes shall be used for or near involving the use of corrosive substance.

**Smoking and Open Flames**

1. Smoking and use of open flames are strictly prohibited in areas where flammable liquids, gases, or highly combustible materials are stored, handled, or possessed. Obey "No Smoking" signs. Smoke only in designated areas.
2. Adequate ventilation must be maintained at all times when paints or solvents are used.
3. Personnel should use proper respiratory protection and protective clothing when toxicity of the material requires such protection.
4. Flammable solvents and materials shall not be used when possible sources of ignition exist.
5. Flammable paints and solvents must be stored in an approved flammable liquids storage cabinet when storage is required inside buildings. If an approved cabinet is not available, paints and solvents must be moved from the building when not in use.

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6. Flammable liquid must be dispensed in safety cans with flash arresters bearing a Factory Mutual or Underwriters Laboratories approval. These containers must be clearly identified as to their contents.
7. Material Data Sheets, for materials used by the contractor, shall be maintained by the Contractor, and a copy provided to the Company Safety Engineer.

**Tarpaulins**

8. When tarpaulins are required for deflection of hot slag, dust, and paint drippings etc., or as security barriers, they shall be flame resistant and in good condition.

**Tools**

9. Hand and power tools shall be kept in safe operating condition. Mushroomed heads on cold chisels, star drills, etc., are unsafe and shall not be used. Hammers shall have handles which are not cracked, split or broken.
10. Non sparking tools may be necessary in certain areas where flammable materials are handled or where sparks could create an explosion.

**Transporting Materials and Equipment**

1. Extreme care must be taken while carrying sections of pipe, conduit, and other materials to assure safety to the Company and client personnel and property. This includes, but is not limited to, flagging and use of two people to carry pipe of lengths greater than ten feet.
2. Tools, materials, and equipment must not be left unattended in access ways.
3. Tools, materials, and equipment shall not be removed from the job site without permission of the Company Safety Engineer.

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**Walking and Working Surfaces**

1. Workroom floors shall be clean and, to the extent possible, dry.
2. Drainage mats, platforms, or false doors should be used where wet processes are performed.
3. Floors shall be free from protruding nails, splinters, holes and loose boards or tiles.
4. Permanent aisles or passageways shall be marked.
5. Floor holes shall be protected by covers that leave no openings more than one inch wide.
6. Floor openings into which persons can accidentally walk shall be guarded by a standard railing and toe boards.
7. Open-sided floors, platforms and runways higher than four feet shall be guarded by standard railings.
8. Toe boards shall be used whenever people can pass below, or where hazardous equipment or materials are located below.

**Warning Signs**

1. All posted warning, safety, and security signs and barriers shall be observed. Additionally, Contractor shall provide warning signs, barriers, barricades, etc., wherever such protection is needed. Where signs and barricades do not provide adequate protection, particularly along a road, flagmen shall be used.