

# ANGLESEY ALUMINIUM METAL LTD (AAM).

## EXHIBIT 'S' 2007- SAFETY INFORMATION AND INSTRUCTION FOR CONTRACTORS

<b>CONTRACT DETAILS</b>	
<b>SPECIFICATION REFERENCE (S)</b>	

**Revision No. 17**

### INTRODUCTION

This document, Exhibit "S", will be issued with each bid package to inform the potential Contractor of the basic health, safety and environment requirements at Anglesey Aluminium.

All contractors have a responsibility in law to ensure the safety of their employees that their employees are aware of the requirements as set out in the legislation below.

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2003
- The Control of Vibration at Work Regulations 2005
- The Control of Noise at Work Regulations 2005
- The Construction (Design and Management) (CDM) Regulations 2007
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- The Working at Height Regulations 2005
- Pollution Prevention & Control Regulations (PPC) 2000
- Electricity at Work Regulations 1989
- Confined Spaces Regulations 1997

The above are the main pieces of legislation to be aware of but further guidance will be available on specific aspects by contacting the Health and Safety Executive's local office.

In addition to this, AAM has a comprehensive business system known as The Way We Work (TWWW) that encompasses Health, Safety, Environmental and Quality standards. These standards must also be followed. The intent of this document is to provide summary guidance of the relevant AAM requirements.

*Note: Some AAM requirements exceed national standards*

**The TWWW system standards** are available, on request, to any person who has access to the AAM site.

### Our Values

Our "Goal is Zero" – AAM has a fundamental belief that all injuries and incidents are preventable. The key principles in support of this include:

- **Every Loss – injury, occupational illness, environmental incident, process deviation, or near hit is preventable.**
- **No task is so important or so urgent that it cannot be done in a safe manner every time.**
- **Working safely is everyone's responsibility.**
- **Everyone should be competent to carry out his or her tasks in a safe manner.**

Contractors are required to participate by highlighting and reducing potential risks. This may be carried out through; Planned Inspections, Safety Interactions, Risk Assessments/Method Statements, Hazard Control, Safety Meetings, Pre-Start equipment checks and SAFER 2/Take 5 Pre-task assessments, and when required, participating in or conducting injury and incident investigations.

AAM Ltd reserves the right to prohibit site access, to any contractor or contractor employee, who fails to comply with any of the AAM standards, it is the responsibility of the Contractor to ensure that all their Employees and Sub Contractors are made aware of AAM requirements

The contractor and AAM must work together minimise harm to health of employees, safety hazards environmental incidents and damage to equipment. All contractor personnel should be prepared to stop work where it is hazardous to continue and discuss with the AAM Responsible Contact, (usually the Project manager) to address any health, safety or environment issue. AAM personnel are constantly reminded- **“If it’s not safe don’t do it that way”**. All Contractor personnel are required to do likewise.

## **EMERGENCY PROCEDURE**

**IN THE EVENT OF AN EMERGENCY (Fire, safety incident, serious injury or environmental incident) RING 2222, or direct line from your mobile to the Gatehouse on 01407 763457, stating your exact location, telephone number and brief details of the emergency.**

Environmental hazards will be reported, investigated and followed up to determine the root cause and to preventing repetition of the same or similar event.

Persons reporting environmental hazards should contact the Environment Department during office hours on 5128, 5129 or 5130.

Outside office hours, contact the Duty Manager and Senior Environmental Specialist or their Deputy through the AAM Gatehouse. (Contact numbers at gatehouse)

## **SPECIFIC REQUIREMENTS**

### **General Site Inductions**

This will occur on the first day of the first visit to site for all new contractor personnel, who must successfully complete a competence test paper and sign receipt of the induction. The induction is effective for 12 months only. All contractor employees will be issued with a copy of the **“Anglesey Aluminium HSE Requirements”**

### **Department/Job Inductions**

The Responsible AAM Contact, or other appropriate person, will provide a Local Area and Job induction.

- Area inductions are effective for 12 months only.
- A job induction will be required each time a contractor starts a new job on site.

### **Contractor Safety Plan**

Before the start of all work, the contractor must have undertaken suitable and sufficient risk assessments and should prepare a **site-specific safety package** that identifies and addresses actual and potential HSE hazards. As a minimum this package must contain appropriate Method Statements and Risk Assessments. The contractor will need to analyse the work carefully to identify all hazards.

There are aluminium smelting specific hazards within AAM which should be taken account of when preparing the safety package:

- Contact with materials hazardous to health (COSHH)
- Molten metal and materials hazards and the High voltage DC ring main within Potlines with associated high magnetic fields and potential for path to earth.

### **Contractor Safety Management**

The Contractor shall appoint an on-site **Safety Supervisor**, as a formal contact on HSE matters and for ensuring that contractor employees understand and comply with all AAM HSE requirements.

### **Contractor Employee Competence**

The Contractor shall ensure that their employees and any subcontractors are suitably qualified and competent in the task that they will be undertaking; in the use of tools and operation of work equipment and that they have received adequate health and safety training.

AAM requires evidence of suitable certification for some activities including, but not limited to: electrical work, vehicle operation, specialist machines, cranes, slingers/signaller, and welders.

### **Personnel Access to Site**

All contractors must report to the Gatehouse for initial entry to site (Organised by AAM Contact). On completion of their Site Induction a key fob will be issued that allows ingress and egress through the security turnstiles and main gate barriers. (Until they have completed an Area Induction, access will be limited to travelling to a pre-agreed location, using a defined route). Long-term contractors are required to complete an annual refresher induction.

### **Vehicle Access to Site**

Contractors will usually only be given vehicle access to site for transportation of tools and equipment. They will be issued with a vehicle pass at the gatehouse which shall be displayed in the vehicle at all times, this is subject to the approval of the contractor's Responsible AAM Contact and must be authorised in writing. Other transport is not normally allowed on site and vehicles must be parked in the main car park. All personnel in the vehicle must swipe their key fobs when passing through the barriers.

### **Authorisation to Start Work**

Contractors must be in receipt of a Contractors Work Authorisation and may need a Permit to Work **BEFORE ANY WORK IS CARRIED OUT ON SITE.**

### **Permits/Isolations**

The Responsible AAM Contact will arrange other clearance certificates as required typically for work involving electrical/mechanical isolations, excavations, confined spaces and permits for high voltage work etc.

AAM operate a Primary Isolation and Lock-off procedure to ensure the safety of persons working in positions where equipment or energy sources could be hazardous. AAM authorised persons will fit primary and assist in the fitting of personal locks as required and issue personal key(s) to all contractor employees.

The fitting of personal locks is mandatory to ensure their safety (and is the responsibility of the individual).

Individuals shall fit and remove their assigned personal locks, having another person fit and /or remove your personnel lock will lead to that individual and yourself being removed from site.

It is the responsibility of the contractor employee to retain the keys and keep them safe at all times. When a contractor finishes the work requiring isolations, all personal locks must be removed, signed back into the Personal Isolation register and returned to the Lock Safe.

### **Personal Protective Equipment (PPE)**

All contractors must comply with the PPE requirements of the Area/Site location where they are working. PPE requirements will be signposted at entrances to areas and buildings. These standards will be further communicated at Area and Job specific inductions.

Where Respiratory Protection is mandated in the contract then proof of "Fit Testing" is required or arrangements made for "Fit Testing" (for contractors on site for more than 1 week or in a high respiratory risk area / activity) or "Fit Checking" (for contractors on site for less than 1 week and in

a low respiratory risk area / activity). If "Fit Testing" is required, a person is required to be clean-shaven and to not have smoked for at least 1 hour prior to the appointment; otherwise, another appointment will need to be scheduled. Wearers of respirators that require a seal between the respirator and the wearers face are required to be clean-shaven (i.e. to have shaven within 14 hours of the start of the shift).

Safety glasses must be worn at all times whilst working on site.

When carrying out electrical work, including switching, reference shall be made to the ARC Flash task based matrix to determine the required levels of ARC Flash PPE. Contact the AAM Responsible Person who will advise.

**Pre-Work Hazard Assessment (SAFER 2 - Take 5)** Contractors are required to participate in AAM's Pre Work Hazard Assessment process, which will require contractor employees to undertake, participate in and record pre-work risk assessments as detailed below:

- For short-term contract work (5 working days or less per month on site), the AAM Responsible Contact will review the contractor's Risk Assessment, on the job, prior to starting the work. He/she will then, on a daily basis, carry out a SAFER risk assessment together with the contractor's Site Supervisor.
- For long-term contract work (greater than 5 working days per month on site), the AAM Responsible Contact will review the contractors Risk Assessment, on the job, prior to starting the work. He/she will also train the contractor's Site Supervisor in the SAFER system. He/she will issue a SAFER booklet and instruct the contractor to complete a daily assessment prior to work starting, for the duration of the work.

### **Tools and Equipment**

The contractor shall:

- Ensure that the tools and equipment are in a safe condition and suitable for the work.
- Provide a copy of all design, capacity and test certificates, licences and other documentation to indicate that the equipment is safe and suitable for the use intended.
- Ensure, through pre-start checks, that tools and equipment (including hired equipment) are maintained in a safe condition. (Records of pre-start checks are to be maintained.)
- Allow inspection of tools and equipment, by AAM personnel, when requested.

All mechanical, welding, cutting and grinding work on site to be performed in a safe manner that will not cause distraction or injury to people in the area. On site, mechanical, welding, cutting and grinding work performed within the working area shall be carried out on dedicated workbenches where work pieces can be secured to minimise the risk and ensure work is carried out safely.

Hot Work Clearance Certification may be required in certain areas of site note that in these areas grinding is classified as Hot Work.

All portable electrical tools and equipment shall have an up to date PAT test certificate.

All portable electrical tools and equipment shall be double insulated, rated for 110Vac operation, and connected to an RCD protected electrical supply, deviation from this requirement will require the approved by an AAM electrical engineer.

Electrical extension leads are limited to 25m in length. Leads cannot be joined to extend the overall length.

Low voltage electrical test equipment and tools shall comply with AAM standard 09-02-00.

## Banned Items

The following items are not allowed on site:

- Hand held power grinders with discs **larger than 7" diameter**
- Drink cans, glass bottles
- Gas filled cigarette lighters
- Electrical Test (Neon) Screwdrivers

## Restricted use items

Use of the following items are only allowed with written approval of the AAM Site Contact after due Risk Assessment:

- Open bladed knives
- The use of other circular cutting equipment such as paving slab/brick cutters and saws
- The use of hand held power grinders fitted with cutting discs
- Pressurised containers (aerosols, gas canisters)
- Metal food cans are allowed within mess rooms

## Working at Heights

Specific requirements exist for work at heights at AAM. These include, but are not limited to the following:

- Risk assessments for work at heights
- Inclusion of permits for working at heights, including rescue plans
- Use of a Mobile Elevating Work Platform (MEWP)
- Work on roofs
- Work on Scaffolding
- Use of harnesses, documented rescue procedures must be in place where **fall arrest** harnesses are being worn
- Design, Insurance inspections, checks and documentary requirements for systems and equipment used for working at heights.

These and other requirements for working at height are described in AAM Safety Standard "Working at Height" AS 05-06-00.

## Confined Space

No work shall be undertaken unless a valid Permit to Work and associated Confined Space Certificate has been issued.

All personnel must be trained and competent with appropriate certification for working in confined spaces, there must be a stand-by person who has no other duties and the rescue equipment described in the rescue plan must be in place prior to work starting.

## Electrical Work

Electrical work shall be undertaken, by qualified and competent contractors whose competency has been re-established at least every two years

All electrical work must be undertaken in compliance with current legislation e.g. The Electricity at Work Regulations 1989.

Live electrical work shall only take place under a Low voltage live work certificate as per AAM Safety Standard AS 09-03-00.

## Working Conditions

All Contractors should make themselves aware of the working conditions relevant to the work they will be undertaking.

This may include:

- Working in areas of higher than normal temperatures, where the possibility of heat stress will need to be considered and suitable precautions and controls put into place.
- Working externally in adverse weather conditions, such as high winds, hot/cold extremes and wet weather.
- Working on AAM Jetty.
- Vehicle and Personnel Interactions within the working area.

Risk assessment should be employed in such conditions to determine control actions or where suspension of work is appropriate.

### **Scaffolding**

All scaffolding must pass an inspection by a qualified inspector prior to any use. Such scaffolding is subject to re-inspections following any alteration, modification, damage or after severe weather and at statutory intervals following the initial inspection.

When working at height scaffolders must comply with the NASC Note SG4:05 "The Use of Fall Arrest Equipment Whilst Erecting, Altering and Dismantling Scaffolding".

Qualified personnel shall carry out all inspections and the details shall be entered into the Anglesey Aluminium Scaffold Register immediately following any inspection. The register is located at the scaffold contractor's office. Inspections and upkeep of the register are the responsibility of the scaffold contractor. Use shall be made of "Scafftags" to indicate the status of the scaffolding.

### **Control of the Work Area**

The Contractor shall establish and control the work area to prevent entry by unauthorised personnel. Suitable barriers and barricades shall be erected to provide warning and/or inhibit entry to the work area and should also include suitable warning and/or prohibitive signage. Barriers are especially required when working at height, around excavations and where there is need to prohibit entry into hazardous areas where equipment, materials or processes may cause harm.

### **Lifting Operations**

All lifting operations must be conducted in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. All Mobile Crane lifting operations must be in accordance with British Standard BS 7121 Part 3. All lifting operations should be **planned, supervised** and carried out in a safe manner by people who are competent. This will normally require the provision of a formal lift plan.

Where a "Banksman" is required they must be committed only to that task.

Vehicle mounted cranes (HIAB) are discouraged from site unless the Operator control stations is located in an area protected from swinging loads and from the crane jib, e.g. within a properly constructed control cab or operating from a remote pendant control.

### **Vehicles and Mobile Equipment**

All contractors that operate mobile equipment must be trained and authorised in it's safe operation. Contractors must include a review of the activity of AAM mobile equipment, overhead crane activity and general traffic movements within their Risk Assessments.

All mobile work equipment must be fitted with restraining systems (seatbelts) and roll over protection (as appropriate) to the requirements of PUWER 1998. Seatbelts must be worn at all times.

**Vehicles that are not fitted with seat belts will not be allowed onto site.**

Contractors must comply with speed limits of **15 mph** on external roads and **5 mph** inside buildings.

Note: The AAM garage shall inspect all “hired” mobile equipment prior to use on the first day.

It is a requirement that pre-start checks are carried out and recorded on any mobile equipment before it is allowed on site and then on each daily use on site. Details of vehicle pre-start check requirements are available from the Responsible AAM Contact.

**Mobile Phone Use**

Hand held mobile phones and similar devices are not to be used whilst driving, or operating equipment on AAM property.

Phone calls should only be made if it is safe to do so but then only after an assessment of the work area has been made in order to ensure the continued safety of the person making the call, other employees in the work area and any equipment being used or operated.

**Limitation of Access/Movement around site**

Contractor employees are required to keep out of plant areas not associated directly with their work activity.

Contractor employees are required to use site access routes defined by yellow/green marking where available.

**Incident and Injury Reporting**

All damage, near hits, environmental incidents and injuries should be reported to the Responsible AAM Contact immediately.

All contractors and their employees are required to participate fully in any subsequent investigation and contribute to identifying and completing necessary control actions.

**Medical Provisions**

Work related injuries and medical conditions will be treated initially, at the site Medical Centre (Ext. 5005) which is open 08.00 hrs to 16.00 hrs, Monday to Friday, Outside of these times contact the Gatehouse on Ext. 5002 to request treatment.

The Responsible AAM Contact must be informed immediately of all visits to the Medical Centre and all work related injuries.

**Environment**

The contractor should be aware that AAM has legal and moral obligations to prevent environmental incidents, as set out in the AAM Environmental Policy. AAM has an Environment Agency Permit to operate (BL1100). The contractor shall report any incidents/observations that give rise for concern as regards emissions to air, water, land or the generation of waste to their Responsible AAM Contact – These may include emissions of dust, smoke, gases, chemicals etc.

**Housekeeping and Site Clean up**

The contractor will be responsible for maintaining all areas under their control in a tidy and safe condition at all times.

On completion of the work, the contractor shall remove all unused chemicals, materials, waste and debris together with all tools, equipment and portable accommodation from site.

The site shall be left in a condition that is to the satisfaction of the Responsible AAM Contact.

### **Disposal of Waste Material**

The contractor will be responsible for the safe removal and disposal of all waste in accordance with current legislation.

Scrap steel and other reclaimable waste material will remain as the property of AAM unless otherwise agreed in the contract.

If waste includes any process material, chemical or residue then approval from AAM Environmental Dept/DGSA is required prior to shipping.

### **Control of Hazardous Containers**

The use of aerosols by contractors are permitted only with the agreement of the AAM Responsible Contact and Department Manager, following a risk assessment to justify its use and detailing its method of safe control and disposal.

(See Banned Items and Restricted Items Lists page 5 of this document)

### **Hazardous Materials**

The contractor shall supply detail of all materials (i.e. Material Safety Data Sheet (MSDS), COSHH risk assessments) for AAM health and environmental approval prior to commencement of work on site for trial or permanent activities.

The contractor shall provide adequate control and storage of items, substances and materials.

### **CDM Regulations**

Where applicable, contractors shall comply with the CDM Regulations requirements.

### **Change Control**

AAM has a Change Management System to control the risk associated with all changes that take place on site. It is important that all contract employees understand that Change Management is an important part of the way health, safety & environmental risks are managed at AAM. All contractors have a responsibility to ensure that all changes, planned or unplanned, are reported to the AAM Responsible Contact and are subject to AAM approval and are recorded using the site Transmittal Memorandum (TM) system prior to implementation.

### **Equipment and Material Delivery**

Equipment and material deliveries to site in support of contracted work will be co-ordinated with the Responsible AAM Contact. Offloading arrangements and storage must be agreed prior to delivery.

Delivery personnel are considered as contractors and should comply with all requirements of this document.

### **Substance Misuse Policy**

AAM has a Drugs and Alcohol Policy to control the misuse of alcohol and drugs, (classified under The Misuse of Drugs Act 1971). No alcohol or illegal drugs are allowed on site. All contractor employees must be in a fit condition, free from traces of illegal drugs and below the current UK drink-driving limit.

All contractor employees may be subject to an on-site random drugs and alcohol test by an independent agency. Refusal to take part in a test constitutes a positive indication. Testing can also occur for "just cause" following an incident or reasonable suspicion. Any contractor employee who indicates positive for alcohol or illegal drugs will be removed from site and his/her employer notified.

Drug and Alcohol Policy booklets are available on request.

Certain prescribed medication can affect fitness for work and can trigger an initial positive finding with the drugs testing procedure. Advice regarding this can be obtained from the AAM Medical Centre.

**Smoking Policy**

Smoking is prohibited in accordance with Legislative requirements.

**Welfare Facilities**

A contractor's messroom is available on site, the use of AAM messrooms is not permitted unless agreed with the Responsible AAM Contact.

Contractors may use the site canteen that operates Monday to Friday 1200-1300 hours. It is expected that Contractor personnel will be reasonably clean when using the canteen.

Amenity Buildings with facilities for the changing and storage of clothing, toilet and washing areas are throughout the plant, where the usage of these is not authorised mobile facilities may be part of the contractual arrangements.

Changing at the point of work is expressly forbidden.

**Changes to Personnel on site**

The contractor will be responsible for informing of and agreeing with the Responsible AAM Contact any proposed personnel changes.

**Security of Equipment**

All contractors are responsible for the security of all their materials, tools and equipment.

**Hours of Work**

From 08.00 hrs to 16.00 hrs Monday to Friday unless otherwise specified or agreed with the Responsible AAM Contact.

