

STANDARD EHS-EUROPE-CM-004	Environment and Safety Requirements for Contractors			 Europe
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1. PURPOSE

This document provides the guidelines and template for communication of the EH&S requirements to contractors working on Molson Coors sites.

2. SCOPE

This procedure is applicable for all contractors (individual or company), either directly or indirectly engaged by Molson Coors to perform work or carry out a service on a site where Molson Coors is in full control. In case of indirect engagement (sub-contractors) full responsibility belongs to the main contractor.

3. DEFINITIONS

Terms and definitions used in this document are those used in WCSC EH&S Pillar. The definitions are part of the annex.

4. RESPONSIBILITIES

R – Responsible A – Accountable C – Consulted I – Informed	EH&S	Legal Advisor	Procurement	Project Leader	Contractor	Affected Department	
Annex translation into local language	A	R	I	C	-	I	
Alignment with local regulations	A	R	I			I	
Submission to contractors	A	I	R	I	I	I	
Written acceptance	I	I	R	I	A	I	
Attached accepted annex to contract	I	A	I	I	R		
Comply with MCBC and legal EH&S requirements	R	I	I	I/ R	A/ R	I	
Monitoring contractors EH&S compliance	R	I	I	R	I	C	

5. REFERENCES

- EHS.EUROPE.CM.001 Contractor Management
- EHS.EUROPE.SCT.001 Safety Critical Tasks
- EHS.EUROPE.CM.003 Contractors Competency Check
- EHS.EUROPE.CM.005 Safety Supervision of Contractors
- EHS.EUROPE.CM.006 Toolbox Meeting Guide
- EHS.EUROPE.CM.007 Pre-Job Start-Up Check
- Electricity at Work Regulations
- Dangerous Substances and Explosive Atmospheres Regulations
- Control of Noise at Work Regulations

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6. PROCEDURE

- 6.1 The Environment and Safety Requirements must be communicated to contractors before commencing any work on Molson Coors Brewing Company sites.
- 6.2 Some of the requirements may have impact on contractor's resources and costs that afterwards will be reflected into the final project or service price. Therefore it is necessary that they are forwarded to contractors even in project tender phase.
- 6.3 The minimum Environment and Safety Requirements for contractors are described in the annex of this procedure (also known as Contractors Code of Practice) which should be used as a standalone document in communication with contractors.
- 6.4 Sites must translate the document in local AND contractor's language, include applicable local regulations, obtain validation of their legal advisor or legal department and submit to contractors as annex to tender.
- 6.5 Contractors must read, acknowledge and confirm that they understood and agree to respect them by formalizing the statement in section 9 of the annex and submit a signed copy back to Molson Coors.
- 6.6 Contractors which do not agree with Molson Coors Environment and Safety Requirements will not be accepted to participate into negotiation phase.
- 6.7 The document including written acceptance must be part of the contract.

7. DOCUMENT HISTORY

Version	Author	Date	Main or important changes since previous version
1	Corin Oprisa	21/02/2014	First version
2	Corin Oprisa	09/04/2015	Addition of "Environment" to title Dots replaced with dashes in document number Content of whole document reviewed and edited/updated
3	Steph Valente	04/10/2017	Changed from a Global document to a Regional document

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ANNEX



Molson Coors Brewing Company

Environment and Safety Requirements for Contractors working on Molson Coors Premises (Code of Practice)



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FOREWORD

Molson Coors makes considerable use of contractors, large and small. In doing so, we recognise that health and safety, hygiene and environmental issues during contract work are of vital importance, not only for contractor's employees, but also for Molson Coors' employees, customers and visitors.

We believe a contractor's approach to health, safety, hygiene and environment is as important to us as speed, cost and quality of work. As such we expect all our contractors to acknowledge and respect Molson Coors QEH&S Policy, to comply with Molson Coors practices and respect all applicable regulations.

Health, safety, hygiene and the environment are important subjects and must be given sufficient attention at all stages of a project from planning to completion. This document has been produced to assist in that process and at its centre is behavioural safety and safety inspection.

Therefore further on this document will be called "**Code of Practice**"

In this process contractors are expected to meet both obligations of regulatory compliance and ensuring the safety of our workforce by embracing and diligently following these Molson Coors EH&S Requirements.

This Code of Practice is divided into 3 parts covering:

- Pre – planning requirements;
- Requirements during project duration
- Acknowledgement of receipt

These three parts are then divided into sections covering different aspects of environmental health and safety management covered by Molson Coors EH&S Management System.

Molson Coors expects all contractors to accept and respect the general EH&S requirements described in this Code of Practice, the site specific requirements and those imposed by local regulators. This includes use of documents, acceptance of work practices, records and reports, organizational and technical control measures including checks and audits as requested.

The most appropriate documents must be identified and discussed at the planning stage within the project development phase.

Lack of attention to these items could directly result in incidents and accidents with their inevitable costs, both human and financial and finally to immediate termination of contract.

Molson Coors expects all contractors to follow these requirements consistently and all the time while working on our behalf. To this effect this Code of Practice provides the guidance that will enable contractors to participate and take accountability for health and safety while working on behalf of Molson Coors.

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PART 1 - PRE WORK PLANNING AND ADMINISTRATION

SECTION 1

INTRODUCTION

1.1 Application and Use of this Document

- 1.1.1 The purpose of this document (also further on referred to as Code of Practice) is to give information and guidance to contractors employed on projects controlled by Molson Coors and/or their appointed Agents. It summarises the Molson Coors EH&S requirements for contractors and what is expected of contractors while working for Molson Coors. It also highlights the importance to comply with applicable legal requirements and local site rules for contractors. The contractor shall indemnify Molson Coors against any breach of any requirement of this Code of Practice
- 1.1.2 This Code of Practice applies to all contractors employed by Molson Coors.
- 1.1.3 Throughout this Code of Practice the term of **contractors** covers both contractors and their sub-contractors.
- 1.1.4 All contractors must carry out obligations imposed upon them by statute and common law. If in doubt regarding the application of the Code of Practice, or in any circumstances affecting safe working not covered by it, advice should be sought from Molson Coors.
- 1.1.5 Where the provisions of this Code of Practice imply a less stringent obligation than those imposed by the conditions of contract, statute or the common law, then the contractor shall comply with the more stringent obligation. In the event of inconsistency between the provisions of this Code of Practice and the provisions of any contract on Molson Coors standard terms, then that contract shall govern.
- 1.1.6 All contractors must ensure that the contents of the Code of Practice are known and understood and complied with by **ALL** their representatives, workmen and sub-contractors working on the site or project.
- 1.1.7 Whilst the contract is being negotiated it is strongly recommended that all sections of this Code of Practice affecting the contract be identified, any special arrangements identified by the contractor resulting from this, be discussed with the project responsible. Where necessary, the arrangements arrived at, must be agreed in writing.
- 1.1.8 Any queries regarding the contents of this Code of Practice should be addressed to the project responsible person or appropriate Molson Coors EHS department contact.
- 1.1.9 Compliance with these requirements is not a defence to any legal proceedings. The contractor agrees to comply with all relevant laws and legislation affecting their work.

1.2 Definitions

- 1.2.1 **Competent Person** - A Competent Person is any person who by virtue of their education, skill or experience is capable and authorized to fulfil a specific role or perform a specific task.
- 1.2.2 **Aboveground Storage Tank (AST)** - An Aboveground Storage Tank is a storage tank that is aboveground, regardless of whether used to store petroleum products, hazardous waste, or other hazardous material. Typically they have been used for fuel storage and are an environmental aspect owing to the potential for leakage and land and groundwater pollution. Regulations apply to the design, construction, maintenance and operation of ASTs

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- 1.2.3 **COF** - Chemicals, Oils and Fuels.
- 1.2.4 **Fire proof cut-off** - a building that is constructed out of non-combustible materials with no holes (openings around cables, piping, etc).
- 1.2.5 **Interlock** - a safety switch that is designed to work together with hinged, sliding, or lift-off guards and barriers. When the guard is opened, the machine automatically stops
- 1.2.6 **Lock-out** - the placement of a lock-out device on an energy-isolating device, ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the lock-out device is removed.
- 1.2.7 **Tag-out** - the placement of a tag-out device on an energy-isolating device to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tag-out device is removed.
- 1.2.8 **Material Safety Data Sheet (MSDS)** - The Material Safety Data Sheet is a document prepared by the supplier of a chemical or preparation to assist with its safe handling in the workplace. It includes information such as physical data (melting point, boiling point, flash point, etc.), hazardous properties, toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures
- 1.2.9 **Mobile Elevating Work Equipment** - Mobile Elevating Work Equipment is a term used to collectively describe mobile work at height access equipment and includes powered and non-powered equipment such as: Mobile Elevating Work Platforms (MEWP) Genie Lifts, Scissor Lifts, Cherry Pickers, Heft-T-Hermans, Boom Lifts etc.
- 1.2.10 **Authority to Work** - The Authority to Work (ATW) is a document which formally authorizes work to take place on a site where Molson Coors is in control. It is issued by an Authorised Person who takes responsibility for the safe execution of the works on behalf of Molson Coors. The Authority to Work is not to be confused with a Permit to Work which is required for the control of Safety Critical Tasks.
- 1.2.11 **Permit to Work** - The Permit to Work is a document which formally authorizes Safety Critical Tasks to take place on a site where Molson Coors is in control. It is issued by an Authorised Person who takes responsibility for the safe execution of the critical task on behalf of Molson Coors.
- 1.2.12 **Authorised Person** - An Authorised Person is a suitably trained, qualified and, where required by regulation, licenced individual nominated by Molson Coors to have authority over a task (e.g. work permit validation) or activity or may be nominated to take responsibility for the management of a project, critical task, tasks or other works.
- 1.2.13 **Tie-in** - Temporary or final connecting to any existing water, energy, steam or sewer system.
- 1.2.14 **Responsible Person** - any person appointed by Molson Coors to act in connection with the performance of a contractor on site. Among other, the Responsible Person reserves the right to undertake inspection of the work area and contractor activities on site as and when they deem necessary.
- 1.2.15 **Project Responsible Person** - A Project Responsible Person is a Molson Coors employee, who is nominated to have overall responsibility for a project from tender phase to completion.
- 1.2.16 **Designated Manager** - A Designated Manager is a Molson Coors employee, who is nominated in writing to have overall responsibility on site for a project with its associated critical tasks and works management during project execution.

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1.2.17 **Method Statement** - A Method Statement is a written statement prepared by a contractor before a job which outlines the works to be undertaken, the associated hazards together with a summary of the way in which the work will be undertaken safely. It will also include a list of machinery, tools and equipment which will be used and the actions for controlling environment aspects and safety risks.

1.2.18 **Safety Plan** - The Safety Plan is a document detailing how the contractor will manage safety on a project.

SECTION 2

PLANNING AND ADMINISTRATION

2.1 Introduction

2.1.1 This part of the Code of Practice outlines relevant written procedures and administrative arrangements which should be considered and agreed by the Molson Coors Representative and the contractor's Representative before work commences. It is not intended to be exhaustive but to give guidance.

2.2 Compliance with Legal and Other Requirements for EHS

2.2.1 All work must be carried out in accordance with the all the relevant and applicable legal requirements.

2.2.2 In order to be accepted by Molson Coors, contractors must go through a competency evaluation process. The process consists of completing a questionnaire. Contractors must be aware from the start, of what is expected of them regarding training, competencies, qualification and general behaviour in the workplace.

2.2.3 EHS.EUROPE.CM.003 Contractors Competency Check Template is to be used in this scope. Acceptance on site is conditioned by results of this evaluation.

2.3 Issue of the Code of Practice

2.3.1 All contractors will be issued with sufficient copies of this Code of Practice for issue to all his sub-contractors and must ensure that they understand and agree to abide by and observe the provisions thereof whilst engaged on the work.

2.3.2 Contractors must ensure that details of this Code are communicated to all members of their workforce who will be working on Molson Coors projects and sites, including sub-contractors employees.

2.3.3 New personnel engaged or brought on site whilst the work is in progress must be similarly informed.

2.4 Management of Health & Safety at Work

2.4.1 Method Statements

2.4.1.1 All contractors are required to provide a Method Statement to cover their operations to Molson Coors Responsible Person.

2.4.1.2 The Method Statement must be agreed with the Responsible Person and other relevant personnel before work commences.

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2.4.1.3 All contractors must hand a copy of the agreed Method Statement to their most senior employee involved in controlling the work, and he or she must ensure that all requirements laid down in the Statement are fully complied with.

2.4.1.4 Molson Coors staff may carry out inspections of the working site to ensure that the Method Statement is being complied with. Failure to comply with the Method Statement or statutory regulations may result in individuals being asked to leave the site and/or termination of the contract with the Company concerned.

2.4.2 Risk Assessment

2.4.2.1 All contractors will be required to carry out a risk assessment, on activities tasks and operations described into the Method Statement. This may be carried out jointly with the Molson Coors Responsible Person. This risk assessment must also cover hazards created to other contractors and Molson Coors employees working in same area and those in surrounding areas that might be affected.

2.4.2.2 Risk assessment must identify existing and necessary control measures to manage risks associated with activities tasks and operations described into the Method Statement, including Safety Critical Tasks for which a Work Permit is required.

2.4.2.3 An “on site” Risk assessment must be performed before works start in the area to ensure that all possible additional hazards that may occur by interaction between contractors’ works and site activities are identified and adequate control measures are in place before commencing work.

2.4.2.4 A hand over of work area must be performed by the Contractor Site Safety Supervisor and Designated Manager before the task can start. Records must be retained. EHS.EUROPE.CM.007 Pre-Job Start-Up Check template is to be used in this.

2.4.3 Safety Plan

2.4.3.1 The Safety Plan is a document detailing how the contractor will manage safety during their activities. A safety plan must be developed based on the outcome of the risk assessments and contain all control measures to reduce safety risks and environmental impact to acceptable level. It must also contain emergency plans for all possible emergency situations including those specific for works and those specific of the location and/ or area.

NOTE: Depending on risk assessment and method statement methodology and templates used, the 3 elements above may be combined in one document.

NOTE: Method Statement, Risk Assessment and Safety plan must be validated by Molson Coors before commencing works.

2.5 Training and Competency

2.5.1 Before commencing works contractors must assure and provide evidences that all persons are trained, qualified and competent for the tasks to be performed on Molson Coors premises.

2.5.2 Before commencing works, Molson Coors will provide necessary EH&S information related to site specific requirements and practices. Communication will be provided via induction, and EH&S training. The information will include:

2.5.2.1 Familiarization with site

2.5.2.2 General site EH&S rules and requirements for visitors and contractors

2.5.2.3 Specific site hazards

2.5.2.4 Arrangements for emergency situation

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- 2.5.2.5 Familiarization with work/ project place
- 2.5.2.6 Work/project place specific EH&S rules and requirements for visitors and contractors
- 2.5.2.7 Work / project place specific hazards

2.6 Safety Supervision

- 2.6.1 All contractors must provide supervisors for their employees who are competent and adequately trained to ensure that the work is carried out in a safe and workmanlike manner.
- 2.6.2 Contractor with more than one employee working on a site designates a Contractor Site Safety Supervisor (see EHS.EUROPE.CM.005 Safety Supervision of Contractors). The Contractor Site Safety Supervisor is responsible for:
 - 2.6.2.1 Managing safety of the contractor workforce (including sub-contractors) for the duration of the project (or works) based on the Safety Plan, Method Statements and Permit to Work requirements.
 - 2.6.2.2 Undertaking and documenting routine inspections of work areas (STEP Inspections) and work practices of individuals. All routine inspections must be documented.
 - 2.6.2.3 Organizing tool box meetings (see EHS.EUROPE.CM.006 Toolbox Meeting Guide) and documenting minutes and actions. Records must be retained.
 - 2.6.2.4 Regular and planned communication with the Project Manager, Responsible Person, Designated Manager and site EH&S Manager.
- NOTE: For work involving only one employee of a contractor the appropriate manager must be identified to whom the contractor employee must report.
- 2.6.3 In addition to the general requirement for supervision of contractors there is an additional requirement for continuous safety supervision (designated by the contractor) for any critical tasks (see EHS.EUROPE.SCT.001 Safety Critical Tasks) that arise during the project. Critical tasks include:
 - 2.6.3.1 Working at heights
 - 2.6.3.2 Use of lifting equipment
 - 2.6.3.3 Working within confined space
 - 2.6.3.4 Works on live electrical equipment, high voltage works and works in the vicinity of high voltage air lines
 - 2.6.3.5 Hot work in areas with explosive and flammable risks
 - 2.6.3.6 Civil works, demolition, excavation
- 2.6.4 Where work involves critical tasks toolbox meetings must be held daily.
- 2.6.5 All large and some medium projects require full time safety supervision designated either by contractor or hired by Molson Coors. This individual must control the work where it is being performed and perform daily inspections. Adequate measures must be put in place to ensure the proper level of safety supervision is always present including all shifts, weekends and holidays. Toolbox meetings must be held daily.
- 2.6.6 For long term projects and permanent contractors the contractor's compliance to the EH&S requirements must be audited. Molson Coors will perform audits at least once during the duration of the project and/or every 6 months. The following will be assessed:
 - 2.6.6.1 Induction process
 - 2.6.6.2 Contractor Safety Plan/Method Statement/Permits to Work
 - 2.6.6.3 Contractor Routine Inspections
 - 2.6.6.4 Contractor Supervision Process
 - 2.6.6.5 Tool Box Meeting Minutes and Action Log

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2.6.6.6 Contractor Violation Log (a record of any violations or observations of malpractice by the contractor observed during STEP Inspections etc.)

NOTE: All Molson Coors Managers and Supervisors have the responsibility and authority to check and follow-up on any defective safety arrangements or safety violations that they observe or are informed about by employees. These must be recorded in Contractor Violation Log. If a safety violation could endanger contractor or Molson Coors workers, then the Manager or Supervisor has responsibility and authority to STOP the job immediately and contact the Responsible Person, Designated Manager or Project Manager to take the necessary corrective action with the contractor.

2.7 Provision of Safety Signs

2.7.1 It is in the contractor's responsibility to provide suitable signage for the work area and safety signs to warn against potentially hazardous situations. Signs provided must conform to relevant regulations.

2.8 Provision of Personal Protective Equipment (PPE)

2.8.1 All contractors shall ensure that necessary PPE is provided and available before works start. Type of PPE and areas where it must be used is imposed by applicable regulation, Molson Coors site specific PPE and PPE zones and by the risk assessment and method statement for each task.

2.8.2 Regardless of task or project, the following PPE is mandatory:

2.8.2.1 High Visibility Vests must be worn in all outdoor areas.

2.8.2.2 Foot Protection - Steel capped safety footwear to the relevant Regional Standard must be worn in all outdoor areas.

2.8.2.3 Safety Helmets to the relevant Regional Standard must be worn in all loading and unloading areas, in civil works areas and anywhere else as imposed by signage.

NOTE: ADDITIONAL REQUIREMENTS, EXCEPTIONS AND SITE SPECIFIC REQUIREMENTS RELATED TO MANDATORY USE OF PPE IS TO BE COMMUNICATED ON SITE VIA SAFETY INDUCTION PRIOR TO COMMENCING WORKS.

2.9 Prescribed Notices, Registers and Certificates

All contractors are required to fully comply with any legal obligations to:

2.9.1 Display all relevant prescribed notices.

2.9.2 Maintain all prescribed registers and certificates.

2.10 Welfare Facilities

2.10.1 All contractors must verify the existence and availability of adequate welfare facilities for their employees and sub-contractors. For projects that require a large number of persons or in areas where Molson Coors cannot assure necessary welfare facilities, contractor is responsible to assure them.

2.11 First-Aid Facilities

2.11.1 All contractors must familiarise themselves with local arrangements for summoning help in the event of an injury.

2.11.2 Contractors must provide the first aid needs for their own employees. However, in many circumstances, Molson Coors may provide a service for contractor's employees that perform

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tasks similar as own employees (operators, FLT drives, etc., and some categories of Long term / permanent contractors such as security, cleaning, housekeeping.

2.11.3 Contractors are responsible to maintain their first aid facilities and must nominate a Responsible Person to ensure provision remains appropriate by periodical review, particularly after any operating changes,. To help with this process, it is required that all first aid injuries are recorded.

2.11.4 All contractors are advised to inform their employees where the first-aid facilities are located and to notify them of the nominated person responsible for the facility.

2.12 Reporting of Injuries, Diseases and Dangerous Occurrences

2.12.1 All contractors must comply with the Reporting of Injuries, Diseases and Dangerous Occurrences according to requirements.

2.12.2 All contractors must communicate with Molson Coors Responsible Person first before notifying the H&S authorities of any prescribed dangerous occurrence or notifiable injury incident or accident.

2.12.3 The Molson Coors Responsible Person must be notified immediately of any such occurrence.

2.12.4 All contractors must maintain an EH&S accidents, incidents and injuries recording system in line with the Molson Coors procedures and definitions, additional to any required by regulators. The system shall include a reporting system that allows Molson Coors to track relevant EH&S performance indicators of the contractor.

2.12.5 The following safety and environmental incidents and injuries must be reported to Molson Coors:

2.12.5.1 First Aid Injury (FAI) - A First Aid Injury is an injury resulting from an incident that requires attention by a trained First Aider – No treatment of the injury is required by an outside body such as a doctor is required.

The number of First Aid Incidents is a performance indicator.

2.12.5.2 Significant Injury (SI)- A Significant Injury is an injury which has required the injured person to leave site for consultation or to seek treatment from a registered Medical Practitioner and/or other Health Professional. For example it could include a visit to a General Practitioner or a Hospital Accident & Emergency Department. There is no Lost Time as a result of the incident but return to work may entail some modification of duties. All Incidents resulting in a Significant Injury must be immediately reported to Responsible Person.

The number of Significant Injuries is a performance indicator.

2.12.5.3 Lost Time Accident (LTA) - A Lost Time Accident is an event which results in an injury to a person which is so severe that it results in Lost Time. The accident must fulfil the criteria laid out in Molson Coors procedures before being recorded as such. All Lost Time Accidents must be immediately reported to Responsible Person and followed up with a full investigation* submitted within 48 hours of the incident.

The number of Lost Time Accidents is a performance indicator.

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2.12.5.4 Work-Related Fatality - A Work-Related Fatality has occurred, or is deemed to have occurred, if a person suffers an injury as a result of an accident at work which is the cause of his death even if this is delayed by up to one calendar year. Work-Related Fatalities must be immediately reported to Responsible Person and followed up with a full investigation* submitted within 48 hours of the incident. Work-Related Fatality is a performance indicator.

NOTE. Work-Related Fatality also applies to Road Traffic Accidents.

2.12.5.5 Road Traffic Accident (RTA) - A Road Traffic Accident is one caused by moving vehicles on a public road while at work and as such is a place where Molson Coors is not in effective control.

Road Traffic Accidents must be immediately reported to Responsible Person.

Any accident occurring during a commuting journey to and from work at their normal site is not included.

2.12.5.6 Environmental Incident (EI) - An Environmental Incident is a direct or indirect discharge of a pollutant to the natural environment (air, land or water) that does not cause a material adverse effect to the environment or the breach of a permit, license or regulation condition. Environmental Incidents must be immediately reported to Responsible Person and followed up with a full investigation* submitted within 48 hours of the incident.

The number of Environmental Incidents is a performance indicator.

2.12.5.7 Severe Environmental incident (SEI) - A Severe Environmental Incident is a direct or indirect discharge of a pollutant to the natural environment (air, land or water) that causes a material adverse effect to the environment or breach of a permit, license or regulation condition. All Severe Environmental Incidents must be immediately reported to Responsible Person and followed up with a full investigation* submitted within 48 hours of the incident.

The number of Severe Environmental Incidents is a performance indicator.

2.12.5.8 Critical Environmental Incident (CEI) - A Critical Environmental Incident is a severe environmental incident that furthermore has the potential to cause reputational damage to Molson Coors. All Critical Environmental Incidents must be immediately reported to Responsible Person and followed up with a full investigation* submitted within 48 hours of the incident.

The number of Critical Environmental Incidents is a performance indicator.

NOTE: * Molson Coors reserves the right to perform its own independent investigation on incidents, injuries or accidents occurred in relation to contractor's activity on Molson Coors Premises.

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2.13 Supply of Tools, Equipment and Materials

- 2.13.1 All contractors shall be responsible for providing ALL tools, equipment and materials necessary to carry out the job unless prior arrangements have been made or the terms of the contract state otherwise.
- 2.13.2 All tools and equipment provided by the contractor must be in good repair and adequate for the work to be undertaken. Molson Coors reserves the right to inspect such tools and equipment at any time.
- 2.13.3 In the event that Molson Coors provide by loan or otherwise any tools or equipment, the contractor will solely be liable for ensuring such tools or equipment are safe/satisfactory for the purpose intended and meet any applicable legal requirements. All contractors will be charged for any tools which are loaned but not returned or returned damaged.

2.14 Provision of Fire Fighting Equipment

- 2.14.1 Each location has local arrangements for the provision of fire fighting equipment. The site will either issue fire fighting equipment **OR** require the contractor to supply appropriate equipment. **This must be discussed with the Molson Coors Responsible Person and agreed prior to commencement of work, on basis of risk assessment.**
- 2.14.2 Regardless of who supplies the equipment, the contractor must ensure that it is appropriate for the risks involved, fully charged and serviced, and personnel should be sufficiently trained and competent to use it.
- 2.14.3 Certain work will require the provision of fire fighting equipment, e.g. welding, brazing, burning, etc. Such operations are always controlled by hot work permits unless they are performed in a designated area (e.g. welding bay). Contractors must obtain approval from Molson Coors to define an area for hot works. Hot works permits must be obtained from the Molson Authorised Persons before any hot work is started outside a designated area.
- 2.14.4 Contractors working on Molson Coors premises must have appropriate insurances including third party liability insurance to a level not less than that established at Molson Coors Business Unit level.

PART 2 - DURING PROJECT DURATION

SECTION 3

SAFETY

3.1 Introduction

- 3.1.1 This section and subsequent sections cover some of the more practical implications of environment health and safety whilst contractor work is in progress. Specific work, critical tasks, health and hygiene, conduct of employees, environmental management and security items are also included. In particular, this section applies to contractors' site managers, supervisory staff and employees.

3.2 EHS Induction Training, Reporting on Arrival and on Completion

- 3.2.1 Prior to any contractor's employees who are new to the site, EHS induction training must be carried out. This will be arranged by the Responsible Person.

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- 3.2.2 Molson Coors Responsible Person will make necessary arrangements for EH&S induction, necessary on site EH&S trainings, Authority to Work, necessary Permits-to-Work and other documentation and notify on-site personnel of his arrival, as applicable.
- 3.2.3 Molson Coors Responsible Person will make necessary arrangements for EH&S induction, necessary on site EH&S trainings, Authority to Work, necessary Permits-to-Work and other documentation and notify on-site personnel of his arrival, as applicable.
- 3.2.4 At end of each day contractor must report back to the relevant Responsible Person before leaving the site.

3.3 Housekeeping and Tidiness

- 3.3.1 Good standards of housekeeping and tidiness must be maintained at all times. In particular, the area in and immediately adjacent to that in which the contractor is working must be checked and left safe by the contractor at the end of each working day.
- 3.3.2 All contractors should expect the authorised Molson Coors persons to inspect the work area at any time and also at the end of each working day.

3.4 Supervision

- 3.4.1 All contractors must provide supervisors who are competent and adequately trained to ensure that the work is carried out in a safe and workmanlike manner according to 2.6 in this document.

3.5 Use of Personal Protective Equipment

- 3.5.1 All contractors shall ensure his employees (both own and sub-contractors) permanently wear adequate and suitable Personal Protective Equipment, protective clothing according to 2.8 in this document.
- 3.5.2 Use of PPE is also checked by authorised Molson Coors persons during inspections of the work area. Misuse of necessary PPE leads to immediate works stop until compliance.

3.6 Manual Handling Operations Regulations

- 3.6.1 Where the work involves manual handling, all contractors should avoid the need to carry out any activities where there is a risk of injury. Where that is not possible, the activity **MUST** appropriately risk assessed to reduce risks so far as is reasonably practicable.
- 3.6.2 All works that involve manual handling activities must comply with applicable regulations and site specific Molson Coors rules and requirements.

3.7 Machinery, Work Equipment and Tools

- 3.7.1 All tools, any machinery and work equipment used by contractor must be in good technical condition, well maintained and compliant to applicable regulations. Machinery, equipment and hand tools used in places with specific conditions (e.g. Explosive Atmosphere, Confined Spaces, high humidity) must be compliant to applicable requirements and regulations (e.g. ATEX, DSEAR, NFPA).

3.8 Portable Electrically Driven Tools and Equipment

- 3.8.1 All portable electrically driven tools, plant and machinery must comply with the applicable Regional Norms and applicable local requirements and regulations.

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3.8.2 All portable hand held electrically driven tools, plant and machinery must be low voltage, i.e. 220/110 Volt AC or battery driven. Any other specialist equipment is to be agreed in advance with Responsible Person.

3.8.3 Molson Coors will endeavour to provide a source of electrical supply. It is the contractor's responsibility to provide standard sockets, plugs, extension leads, etc. Any temporary or final connecting (tie-in) to any existing water, energy, stem or sewer system must be decided and agreed in project phase.

3.9 Machinery and Work Equipment used for Critical Tasks

3.9.1 Machinery and Work Equipment used for Working at Height:

3.9.1.1 Machinery and Work Equipment used for Working at Height used by contractor on site must comply with the applicable Regional Norms and applicable local requirements and regulation.

3.9.1.2 Ladders

Ladders must only be used for short durations for low risk work.

All ladders must be soundly constructed, properly maintained and examined yearly.

When in use they should be placed on a level and firm base, angled one in four and securely fixed at the top. 3 Points of contact must be maintained during use

The painting of ladders is to be avoided since this could conceal defects.

Metal ladders should not be used near overhead cables.

3.9.1.3 Scaffolds

All contractors supplying scaffolding must comply with the following:

All scaffolds erected on the site must be purposefully designed and built and comply with relevant and applicable legal requirements.

All scaffolding used on the site must be constructed from materials which are suitable, sound and of adequate strength.

Scaffolding must be erected under the supervision of a competent person.

Competent and experienced workmen must be employed for erection, alteration and dismantling of scaffolds. Approval for use must be available on a tag attached to the scaffold.

Scaffolding must be properly maintained and regularly inspected and a report made of inspections carried out by a competent person as agreed with the Responsible Person.

Such inspections and records must be made by a person nominated by the Responsible Person.

During the erection and dismantling of tall or overhead scaffolds, a suitable barrier must be placed around the site in order to avoid the risk of injury to personnel from falling objects.

3.9.1.4 Travelling Scaffolds on Wheels and Skids

This type of scaffold must be constructed with due regard to stability and the height of the tower must conform to applicable and relevant legal requirements.

They **MUST** also comply with all applicable and relevant legislation.

Guard-rails and toe boards must be provided.

Scaffolds must be inspected in line with agreed regime with the Molson Coors Responsible Person.

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3.9.2 Machinery and Work Equipment used for Hot Works

Machinery and Work Equipment used for Hot Works by contractor on site must comply with the applicable Regional Norms and applicable local requirements and regulation.

3.9.3 Machinery and Work Equipment used for Access and Works into Confined Spaces

Machinery and Work Equipment used for access and works into Confined Spaces on site must comply with the applicable Regional Norms and applicable local requirements and regulation.

3.9.4 Machinery and Equipment used for Lifting

3.9.4.1 Machinery and Work Equipment used for lifting such as cranes, hoists, lifts or other lifting equipment used by contractor on site must comply with the applicable Regional Norms and applicable local requirements and regulations.

3.9.4.2 Cranes, hoists, lifts or other lifting equipment on site must not be operated by the contractor's employees without the permission of the Responsible Person.

3.9.4.3 The operator of such equipment should have proof of competence to operate the equipment.

3.9.4.4 Any such equipment supplied by the contractor must be of good mechanical construction, sound material and adequate strength and must be properly maintained.

3.9.4.5 The Contractor shall provide adequate barriers where necessary.

3.9.4.6 Current certificates and statutory examination reports must be held by the contractor and the Company reserves the right to inspect such reports.

3.9.4.7 Tandem or complex lifts must be accompanied by written lifting assessments compiled by a Competent Person.

3.9.4.8 Chains, Ropes and Lifting Tackle

3.9.4.9 All chains, ropes and lifting tackle used by the contractor must be of sound construction, sound material and adequate strength and free from patent defect.

3.9.4.10 Current certificates and statutory examination reports must be held by the contractor and the Company reserves the right to inspect such reports.

3.10 Use of Vehicles on the Site

3.10.1 Only vehicles listed into the Method Statement are to be allowed on site. Approval for access must be requested from Responsible Person for any vehicle that is not listed into the Method Statement.

3.10.2 All vehicles employed on the site must be in efficient working order and in good repair.

3.10.3 Speed limits for vehicles, traffic and other MCBC work road signs, the requirement to wear seat belts and for motorcyclists, scooter and moped riders to wear crash helmets must be strictly adhered to.

3.10.4 Vehicles must be used in a proper manner and the locally agreed speed limit must not be exceeded.

3.10.5 The contractor shall not employ any person under the age of 18 years to drive any type of machine or vehicle on site.

3.10.6 All loads transported on site must be properly secured and must not be loaded in such a manner or to such an extent as to interfere with the safe operation of the vehicle.

3.10.7 No vehicle or load should be moved near the edge of an excavation or opening where it is possible to cause a collapse of the sides of the excavation.

3.10.8 Contractor's employees must not enter any part of the site other than those which are essential for the execution of the work. Recognised routes must be used at all times.

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- 3.10.9 Drivers of vehicles must observe the Company's entrances, exits and internal routes and road signs and be particularly vigilant when reversing.
- 3.10.10 In the event of an abnormal load due to arrive at the site, or goods requiring special unloading facilities, the relevant site personnel should be contacted so that arrangements may be made for the passage of the vehicle and safe unloading.
- 3.10.11 Contractors or visitors are not permitted to eat, drink or smoke within vehicles on site.
- 3.10.12 The use of hand held mobile phones whilst driving on site is prohibited.

3.11 Construction of Floors, Passages, Stairs, etc.

All contractors must comply with the following:

- 3.11.1 Floors, steps, stairs, passages and gangways must be soundly constructed, properly maintained and, kept free from obstructions and any substance likely to cause persons to slip or trip. Handrails must be provided for stairs.
- 3.11.2 Openings in floors must be securely fenced at height of minimum 110 cm. Adequate warning notices must be posted and lighting provided in hours of darkness where necessary.

3.12 Structural Steelwork and Work on Roofs

- 3.12.1 All work must be carried out in accordance with the relevant and applicable legislation and local site specific requirements.
- 3.12.2 Access on roofs and roof steelwork is controlled by permit. All roofs are classified as safe or unsafe. A permit for roof access is required. The Roof Access Permit may only be issued by Molson Coors Authorized Persons and contractors must comply with all aspects of such procedures. See for info 3.14 Safety Critical Tasks in this document.

3.13 Safe Means of Access and Place of Work

So far as is reasonably practicable all contractors must maintain the following conditions;

- 3.13.1 There must be provided safe means of access to every place at which any person has at any time to work.
- 3.13.2 Every such working place must be made and kept safe for anyone working there.

3.14 Safety Critical Tasks

3.14.1 In the Molson Coors EH&S Management system, tasks with a high level of risks are defined as Safety Critical Task. A Safety Critical Task is any task that involves a minimum one of the following:

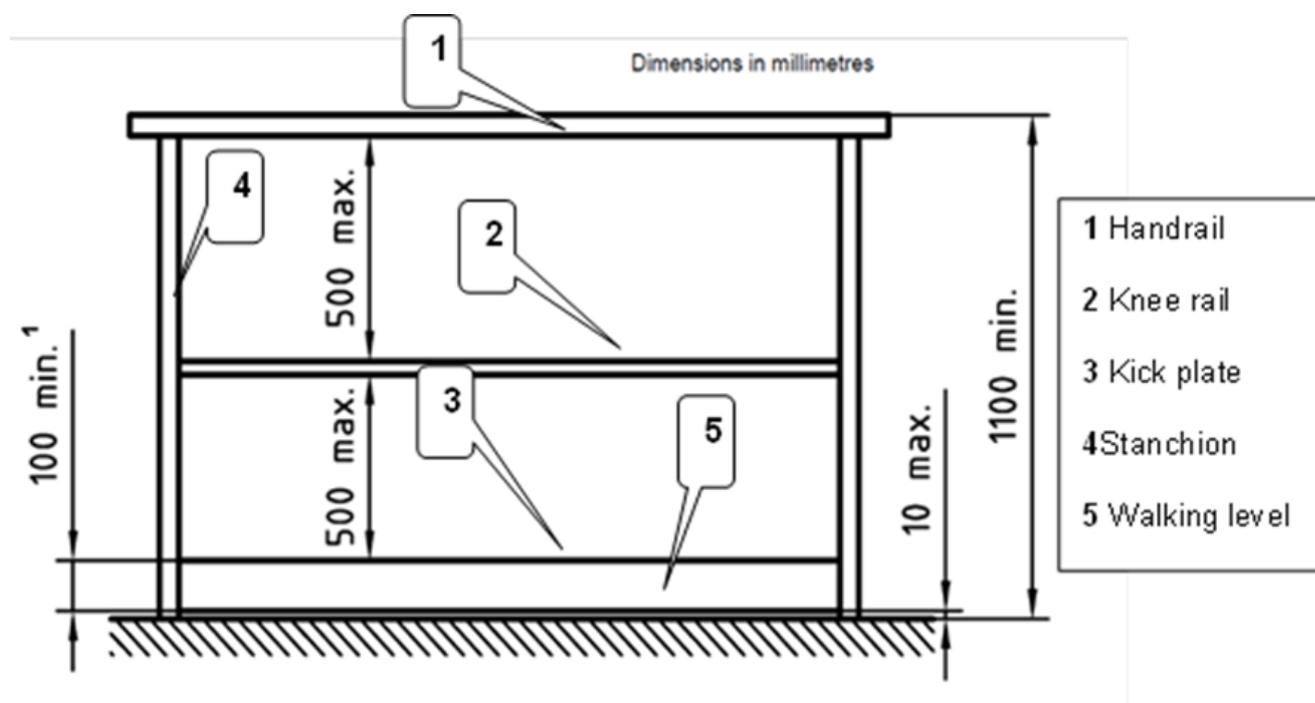
- 3.14.1.1 Confined Spaces Entry
- 3.14.1.2 Hot Works
- 3.14.1.3 Working at height
- 3.14.1.4 Access to roof
- 3.14.1.5 Use of Powered Mobile Access Equipment
- 3.14.1.6 Live electrical testing & troubleshooting and working on electric equipment, High voltage
- 3.14.1.7 Excavation, breach of building fabric
- 3.14.1.8 Access into machinery, Isolation of energy sources (LOTO)
- 3.14.1.9 Disabling any emergency and safety system.

3.14.2 Execution of any work that involves Safety Critical Tasks shall always be carried out under control of a Permit to Work issued by a MCBC Responsible Person.

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3.14.3 Working at Height

- 3.14.3.1 Unless local regulations impose a different limit or interpretation (in which case the strictest must prevail) Work at Height (WAH) includes any work, or access to or egress from work, at a height of 2 metres or more above a normal standing surface. It also includes work at any place where there is any pit or open drop of 2 metres or more into which a person may fall and suffer injury.
- 3.14.3.2 Works at height and access to roofs are considered as critical tasks and are under control of work permits.
- 3.14.3.3 Equipment involved in works at height must be compliant to and managed according to 3.9.1
- 3.14.3.4 In practice, when executing works at height or near pits, the following must be respected:
- 3.14.3.5 Safety Guarding: Pits and abysses must be properly covered or screened (preferably by guardrails or solid fences).
- 3.14.3.6 Protection of the area beneath the work area: If there is a risk for falling objects, the necessary precautions (safety net, shields) must be taken to prevent accidents and damage of goods.
- 3.14.3.7 Platform Guardrails: Guardrails are installed on working platforms, they must meet the following technical specifications:



3.14.4 Work in Confined Spaces, Vessels, Drains and Sewers

- 3.14.4.1 No person shall enter any tank, chamber, vat, pit, pipe, flue or similar confined space without the authority of the Responsible Person and the issue of Confined Space Entry permit. Dangerous fumes could be present or there may be a risk of oxygen deficiency.

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- 3.14.4.2 All persons who are required to enter a confined space or supervise confined space work must provide evidence of formal training and work procedures agreed with Molson Coors Responsible Person.
- 3.14.5 Hot Works, Welding, Brazing, Burning & Use of Naked Flame
 - 3.14.5.1 Before any welding, brazing, cutting, burning and any process creating heat or involving the use of naked flame is undertaken; the authorisation of the Molson Coors Responsible Person must be obtained.
 - 3.14.5.2 Such work will require a Hot Work Permit and clearance from relevant personnel unless the work is being carried out in a recognised area agreed with the Molson Coors Responsible Person. Gas welding equipment must be provided with a flash back arrester system (evidence of regular inspection of the flashback arrestor is required).
 - 3.14.5.3 Contractors must ensure that all their employees involved in hot work familiarise themselves with the location and method of operation of fire fighting equipment and make full and proper use of all equipment provided for the control of fire, (fire extinguishers, fire-retardant blankets, etc.). The contractor may be requested to provide his own fire fighting equipment.
- 3.14.6 Electrical Work
 - 3.14.6.1 Work on live electrical equipment must be avoided. It is never absolutely safe to work on live electrical equipment. Working on live electrical equipment can only be justified after it has been determined that it is unreasonable to work 'dead' AND it is reasonable to work 'live' (no other alternative possible) AND suitable precautions are taken to prevent injuries.
 - 3.14.6.2 Unless local regulations impose a different limit or interpretation (in which case the most severe restriction must prevail) a High Voltage supply system is > 1000 V AC.
 - 3.14.6.3 All electrical work and work involving the use of electrical tools and equipment must be carried out in accordance with all relevant and applicable legislation including the Electricity at Work Regulations. Contractors working on electrical Installation for Molson Coors must prove their competency by relevant certificates and membership as required by applicable local regulations.
 - 3.14.6.4 All electrical contractor work must comply with site procedures and processes.
 - 3.14.6.5 All electrical works are considered as critical tasks and are under control of work permits.
- 3.14.7 Demolitions and Excavations
 - 3.14.7.1 Work must be carried out in accordance with the relevant and applicable legislation and Molson Coors requirements.
 - 3.14.7.2 Contractors must provide appropriate Method Statements and written risk assessment requested by the Responsible Person. Before any demolition work is started the contractor must obtain the authorisation of the Responsible Person who will arrange for the issue of a Permit-to-Work.
 - 3.14.7.3 Contractors MUST not start work until they have seen relevant documents regarding the existence of asbestos. It is mandatory that a Demolition Asbestos Survey is carried out prior to any demolition work taking place. Contractors may not start any work until a demolition survey has been successfully completed. This can be done through discussions with the Responsible Person.

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- 3.14.7.4 Before any excavation work contractors must provide a Method Statement and written risk assessment as requested by the Molson Coors Responsible Person. Contractors may not start any work until they have received relevant and appropriate documents from the Responsible Person regarding asbestos.
- 3.14.7.5 Electrical cables, drains, gas or water mains, etc., likely to be affected by the work must also be identified and located. Suitable steps must be taken to prevent damage to such services. The contractor must consult the Responsible Person on all such matters. All excavation appliances must comply with the statutory requirements.
- 3.14.7.6 The work must be carried out at all times under the supervision of a competent person experienced in demolition work.
- 3.14.7.7 All waste materials must be disposed of in the correct manner. See the Molson Coors Responsible Person for guidance.
- 3.14.7.8 All demolition and excavation works are considered as critical tasks and are under control of work permits.
- 3.14.7.9 **Prevention of Dust and Airborne Contamination Resulting From Demolition and Excavation Operations**
The following procedure is designed to prevent airborne microbiological contamination of product and process equipment during demolition and excavation operations.
- Concrete, bricks, soil exposed during excavation and the surfaces being worked upon, the debris produced and the exposed soil, must be kept wet by spraying with water at all times.
 - On completion of work each day, spray the area worked upon and the debris with sodium hypochlorite solution - a concentration of one part hypo to 100 parts water.
 - When removing the debris from site, keep the heap of debris and adjacent area wet using water. Apply water/hypo solution (100:1) to the floor area after removal of the accumulated debris. Clear debris daily wherever practical.
 - Drench with water before demolition commences and keep timber being worked upon wet at all times. Treat debris and adjacent site as detailed above.
 - Secure doors and windows in vulnerable areas to minimize the risk of airborne contamination.
 - Erect plastic sheeting protection where the excavation or demolition methods employed may generate dust which cannot be effectively controlled by the methods detailed above or where it is considered that additional protection is necessary.
 - Always discuss the methods to be employed with the Manager of any process area likely to be affected by the work.
 - Low Risk Areas - Work in some areas of the site may be deemed to be of low risk and not requiring precautions. The Responsible Person will advise on this.

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- Other Areas - The Responsible Person may request certain precautions to reduce or eliminate creation of dust, particularly where this could be considered a nuisance to employees, or emissions to neighbouring premises, or members of the public.

3.14.8 Isolation and Lock-out Tag-out (LOTO)

3.14.8.1 Molson Coors has a documented systematic approach to manage specific practices and procedures to safeguard employees and contractors from the unexpected energizing or start-up of machinery and equipment, or the release of hazardous energy during service or maintenance activities. This is accomplished by putting the machinery in a safe condition and then placing locks and tags on the relevant energy isolation devices prior to starting work.

3.14.8.2 For every intervention the need of isolation and type of isolation must be determined on basis of risk assessment. For complex isolations where the energy source that needs to be isolated NOT easily identifiable or NOT easy to isolate, or more than one isolating device is required or more than one person involved in task or work area not easily surveyable a LOTO (Isolation) document must be obtained.

3.14.8.3 Only authorised Molson Coors persons are entitled to apply LOTO (Isolation).

3.14.8.4 Only authorised Molson Coors persons are entitled to issue LOTO (Isolation) documents.

3.14.8.5 A valid copy of the LOTO (Isolation) document must be available at the place where works are executed.

3.14.9 Disabling of any Emergency or Safety System

3.14.9.1 Disabling of a safety system may increase the level of risk above the tolerable level. Operation of equipment or performing a process without safety systems must be avoided. Therefore if no option is available, process or equipment must be stopped for the period of time that the system is not functional. Disabling of any emergency and safety systems may be done only as a last resort when no other option is available and alternative emergency and safety systems are in place that assures an acceptable level of risk.

3.14.9.2 Disabling of any Emergency or Safety System is considered a safety critical tasks and is only to be done under the control of a permit to work.

3.15 Permit to Work

3.15.1 Molson Coors has a documented systematic approach to manage safety critical tasks (see 3.14) which involve the use of Permits to Work (PTW). It incorporates written procedures for e.g. application of the PTW, procedures to ensure availability of materials to support the PTW, training of individuals required to operate within the PTW system, monitoring and supervision to ensure compliance to PTW requirements.

3.15.2 A permit to work must be obtained for each critical task to be performed. Contractors must address to Responsible Person and follow local procedure to obtain and use the Permit to work.

3.15.3 Contractors may not issue permits. Only authorised Molson Coors persons are entitled to issue permits to work.

3.15.4 A valid copy of the Permits to work must be available at the place where works are executed.

3.15.5 Molson Coors reserves the right to cancel any Permit to Work and request for immediate stop of activities if the contractor does not respect environment, health and safety requirements.

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OTHER GENERAL SAFETY REQUIREMENTS

SECTION 4

4.1 Compressed Gas Cylinders

- 4.1.1 All contractors must ensure that storage of compressed gas cylinders and all work involving compressed gas cylinders is undertaken safely.
- 4.1.2 The Responsible Person must be notified before any flammable substances are introduced and stored on the site.
- 4.1.3 All contractors must ensure that compressed gas cylinders are stored and handled safely and all risks eliminated minimised in line with relevant and applicable legislation and discussions with Molson Coors Responsible Person.

4.2 Storage of Flammable Liquids and Gases

- 4.2.1 All contractors must ensure that storage of Flammable Liquids and Gases and all work involving Flammable Liquids and Gases is undertaken safely.
- 4.2.2 The Responsible Person must be notified before any flammable substances are introduced and stored on the site. Only accepted flammable substances are those listed and treated by the Method statement.
- 4.2.3 Storage must conform to the Dangerous Substances and Explosive Atmospheres Regulations and other relevant legislation.
- 4.2.4 Hot work on any equipment containing flammable liquids or gases is prohibited.
- 4.2.5 All flammable liquids must be stored in suitable securely capped containers and the contents clearly marked.
- 4.2.6 Lighting and other electrical apparatus in areas where flammable substances are stored must be flameproof and intrinsically safe and heating should not be used.
- 4.2.7 The contractor must ensure that suitable firefighting equipment has been provided by Molson Coors before they start work.

4.3 Storage and Use of Hazardous Substances

- 4.3.1 All contractors must ensure that storage and use of Hazardous Substances and all work involving Hazardous Substances is undertaken safely.
- 4.3.2 The Responsible Person must be notified before any Hazardous Substances are introduced and stored on the site.
- 4.3.3 All such substances must be labelled in accordance with relevant applicable legislation.
- 4.3.4 Assessments as required by local regulations must be carried out and copies given to the Responsible Person and a copy to be available for inspection on site.
- 4.3.5 Any waste resulting from these materials must be disposed of through discussions and agreement with the Responsible Person.

4.4 Storage and Stacking of Materials

- 4.4.1 Materials, tools and other objects are not to be thrown, tipped or shot from heights other than in an enclosed chute.
- 4.4.2 Materials are not to be stacked insecurely in places where they might cause damage or cause obstruction.
- 4.4.3 Materials are not to be placed or moved near the edge of excavations and openings if this is liable to cause a collapse of the sides or otherwise endanger persons.

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4.5 **Asbestos Management**

- 4.5.1 Asbestos might be present on Molson Coors sites. Known areas are identified by labelling and signs, and are recorded in a Site Asbestos Register. All work must be carried out in accordance with the applicable and relevant legislation and Codes of Practice.
- 4.5.2 Before commencing any building / engineering activity (i.e. disturbing fabric of building or intrusive works to plant and/or equipment) the Responsible Person will advise contractors of any known asbestos issues that may impact the works. Site Asbestos Management Plans are available on request from Site EHS Manager. This should also be included in the Method Statement and Risk Assessment for the work.
- 4.5.3 Any contractor who discovers material which is suspected of, or known to be asbestos, must cease work immediately, evacuate the area and advise their Responsible Person.

4.6 **Overhead Work and Working in Vicinity of Electrical Conductors**

- 4.6.1 No overhead work shall be carried out until effective measures have been taken by the contractor to ensure the safety of persons below.
- 4.6.2 Working places, stairs, ladders and gangways above or across vessels containing dangerous or scalding liquids shall be properly secured, of adequate strength and width and securely fenced.
- 4.6.3 No work shall be carried out in the vicinity of overhead electrical conductors without the authorization of the Responsible Person.

4.7 **Noise Control**

- 4.7.1 Contractors must comply with the relevant and applicable regulatory requirements including the Control of Noise at Work Regulations and noise guides and site procedures.
- 4.7.2 All plant and equipment must be adequately soundproofed so far as is reasonably practicable.
- 4.7.3 Contractor's employees must comply with Molson Coors site hearing protection zone notices displayed at all sites.
- 4.7.4 Any work that may cause a noise nuisance to neighbors should be carried out with the authority of the Molson Coors Responsible Person.

4.8 **Temporary Buildings**

- 4.8.1 Permission must be obtained from the Responsible Person to erect any temporary buildings within the site, e.g., temporary offices, cabins, sheds, etc.
- 4.8.2 Such buildings must be at a suitable distance from other buildings as agreed with the Responsible Person.
- 4.8.3 All forms of heating and lighting in use must be turned off at the end of each working day. On no account will open bar fires be permitted.
- 4.8.4 Storage of flammable substances in temporary buildings is prohibited. Arrangements should be made with the Responsible Person for the storage of flammable substances.
- 4.8.5 Keys to such buildings must be given to any personnel as agreed with the contractor and Responsible Person.
- 4.8.6 The use of such buildings for sleeping accommodation is strictly prohibited.

4.9 **Tie-Ins**

- 4.9.1 Any temporary or final connecting (tie-in) to any existing water, energy, stem or sewer system must be decided and agreed in project phase. A formal approval from Molson Coors is required for any additional tie-in. Necessary approvals must be obtained from authorities if local regulations require so.

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4.10 Tidiness on Site

4.10.1 All contractors shall be responsible for good standards of tidiness of their working site at all times.

4.11 Standards of Materials and Workmanship

4.11.1 The contractor must ensure that all materials and goods supplied are of an adequate quality and that they comply with the relevant Regional Standard specification and in agreement with the Molson Coors Responsible Person.

4.11.2 All work must be carried out to the highest standards of workmanship and safety.

4.12 Faulty Equipment or Conditions

4.12.1 Contractor's employees are requested to inform the Responsible Person of any faulty or defective equipment or conditions found on site.

4.12.2 Contractors must not carry out work using faulty or defective equipment.

4.13 Inspection of Contractor's Operations and Records

4.13.1 Molson Coors reserves the right to authorise persons to carry out inspections to ensure that the requirements of this code are being complied with. Failure to comply may result in individuals or firms being suspended from site and additional action being taken as necessary.

4.14 Fire Escape and Fire Fighting Equipment

4.14.1 All means of escape in case of fire must be kept free from obstruction.

4.14.2 Existing company fire fighting equipment may be available to contractors in case of emergency. It must not be interfered with so as to reduce its effectiveness, or removed.

4.14.3 Where there is no existing fire fighting equipment, the contractor will be responsible for its supply during the period of the works.

4.15 Fire and Warning Procedure

4.15.1 All contractors and their employees must obey the Company's local procedures concerning fire and emergency response.

4.16 LPG Fired Bitumen Boilers, Mastic Asphalt Cauldrons, etc.

4.16.1 Any use of this equipment should be in agreement with the Molson Coors Responsible Person and in line with regulatory requirements.

4.17 Guards and Fencing

4.17.1 No guard or fencing may be removed from machinery or plant without the previous permission of the **Molson Coors Responsible Person**. Where permission is granted guards must be replaced on completion of work.

4.17.2 All machinery and plant brought onto the site by the contractor shall be fully guarded to compliance with relevant legislation and standards and protected to ensure the safety of all persons.

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SECTION 5

HEALTH AND HYGIENE

5.1 Food Safety

5.1.1 All contractors shall comply with all applicable and relevant food safety legislation so as to ensure product safety.

5.2 Occupational Health Conditions

5.2.1 Contractors may not come onto site suffering with gastro-intestinal illnesses or infections of the skin, eyes, ears and mouth. You must contact the Molson Coors Responsible Person and site Occupational Health department if you have any infectious disease or have been in contact with anyone who does or may be a carrier.

5.2.2 All contractors MUST cover all boils, cuts, burns or other open wounds with site approved blue plasters.

5.3 Protective Clothing in Production Areas

5.3.1 Local Management shall define and formally document appropriate protective clothing to be worn in all critical process and production areas by all employees, visitors and contractors and ensure on-going compliance.

5.3.2 All contractors are expected to follow the site procedures and any other instructions as agreed with the Molson Coors Responsible Person.

5.4 Personal Hygiene

5.4.1 All contractors must comply with site hygiene procedures as stated in site procedures and as agreed with the Molson Coors Responsible Person.

5.4.2 Hands must be properly washed and free from contamination before starting work, after visiting the toilet, after handling any waste, after smoking and both before and after eating.

SECTION 6

ENVIRONMENTAL MANAGEMENT

6.1 General

6.1.1 All contractors operating on Molson Coors sites must comply with the site and regulatory requirements regarding environmental management.

6.1.2 Molson Coors operates an EH&S Management System which covers all aspects of the operation including regulatory compliance, related to environment protection. This includes water management, land management, waste management, environmental risk, duty of care and best practice. The system includes reference to the provision of a healthy and safe environment for all employees, customers, neighbours, and contractors and it is expected that all contractors apply similar due diligence practices.

6.2 Regulatory Compliance

6.2.1 Contractors must have all current regulatory licences, permits and consents required for their operations on Molson Coors sites and these permits, licences and consents must be available for inspection by Molson Coors or representatives at all times.

6.2.2 Contractors are expected to be aware of and comply with all legislation applicable to their operations, and particular attention should be paid to those areas of their operations which may directly or indirectly have an effect on the environment.

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6.3 Chemical Storage and Handling

- 6.3.1 Contractors must ensure that chemicals are safely handles and stored in to prevent ground and water pollution and also in compliance with all relevant legislation.
- 6.3.2 The environmental implications of incorrect procedures are releases to air, land, and controlled waters, of environmentally damaging materials.

6.4 Waste Management

- 6.4.1 Contractors are expected to handle all waste in a correct manner, and it is expected that the contractor will provide segregated skips and bins to contain any generated waste ready for disposal off site. If required, the Responsible Person, in conjunction with Molson Coors EH&S Manager will assist with any enquiries relating to correct procedures. The contractors must be aware of the classification of all generated, as disposal requirements vary with different wastes.
- 6.4.2 **Contractors must responsibly act to support waste management system and align to implemented procedures and practices in order to achieve Molson Coors zero to landfill waste target.**
- 6.4.3 Any contractor found breaching waste management rules will be removed from site and risks termination of the Contract.

6.5 Pollution Control

- 6.5.1 All contractors using oils and chemicals on site are expected to supply any equipment required to ensure that spillages are contained, cleaned up, and removed from site in the correct manner. Contractors are expected to handle oils and chemicals in such a fashion as to negate or reduce the risk of spillage to a minimum.
- 6.5.2 Contractors are expected at all times to undertake their work without causing pollution to the environment.
- 6.5.3 Any environmental incident or accident must be immediately reported to Responsible Person.

6.6 Noise

- 6.6.1 All contractors must refer to site specific procedure and discuss with Responsible Person on issues regarding noise.
- 6.6.2 All contractors are expected to keep noise to a minimum and also ensure regulatory compliance of their operations or activities regarding noise.

6.7 Housekeeping

- 6.7.1 Contractors are expected to maintain all of their areas, compounds and operational, in a tidy fashion. They should provide adequate storage facilities for equipment, and ensure that materials for work in progress are kept to a minimum at point of use. Contractors are expected to regularly tidy up, preferably at the end of each working day.

6.8 Dust and Odours

- 6.8.1 Any operations that generate dust and odours must be managed. Adequate provision must be made to ensure that working areas are kept free of dust and odours by implementing suitable reduction/abatement procedures.

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SECTION 7

SECURITY

7.1 **Parking of Private Cars**

7.1.1 Contractors must comply with site policy related to private cars access and parking.

7.1.2 Arrangements will be made where appropriate to control or prohibit parking of private cars belonging to contractors and their employees.

7.2 **Searching of Vehicles on Company Premises**

7.2.1 The Company reserves the right to search any vehicle on or leaving the site at any time. Persons who are not willing to permit their vehicles to be searched may be barred from bringing them onto the premises.

7.3 **Searching of Personal Belongings**

7.3.1 The Company reserves the right to search any personal belongings brought onto the premises. Persons who are not willing to permit their belongings to be searched may be barred from bringing them onto the premises.

7.4 **Removal of Materials from the Site or Premises**

7.4.1 No material, including waste may be taken off the site or premises unless the appropriate document giving authorisation is obtained.

7.5 **Liability for Loss or Damage to or by Private Property**

7.5.1 The Company shall accept no liability for loss or damage to the property of contractors and/or their employees except as provided in the Contract.

7.5.2 The contractor shall be responsible for the safekeeping and security of his work area, equipment and materials left on site at all times.

7.6 **Unauthorised Possession or Consumption of Company Owned Goods or Products on the Premises**

7.6.1 Any person discovered in the act of unauthorised taking or consuming of company-owned goods or products will be asked to leave the premises forthwith and will not be permitted by the Company to take part in any subsequent contract.

7.6.2 The matter may be referred to the Police and the contractor will be informed.

7.6.3 Notwithstanding criminal proceedings, the contractor and/or his employee will be expected to indemnify the Company against any loss, damage or expense incurred by the Company arising out of a criminal act or omission by the contractor and/or employee.

7.7 **Taking of Private Property (Theft)**

7.7.1 It is Company policy to advise any person suffering loss of personal property by theft, or alleged theft, to involve the Police.

7.7.2 The Company's appropriate representative should, however, be advised of action taken.

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7.8 Notification of Details of Work Carried Out Outside Normal Working Hours

7.8.1 The Responsible Person must be notified and agreed in advance of all work to be carried out outside normal working hours.

7.8.2 Details of the work should be given together with the number of men employed and the hours to be worked.

7.9 Drugs and Alcohol

7.9.1 Contractors are not allowed to consume alcohol and recreational drugs at Molson Coors Sites and /or during work for Molson Coors.

7.9.2 Anyone who has an incident or accident involving a vehicle on site is required to undergo a drugs and alcohol test in line with Molson Coors's Drugs and Alcohol Policy.

SECTION 8

MISCELLANEOUS

8.1 Conduct of Contractor's Employees

8.1.1 The contractor's employees must conduct themselves in an orderly manner. Persons conducting themselves in a manner unacceptable to the Company will be asked to leave the premises forthwith.

8.2 Persons Unacceptable to the Company

8.2.1 The Company reserves the right to refuse admission to persons they consider to be unacceptable.

8.3 Use of Radios or Television Sets within the Site

8.3.1 The use of radios or television sets, etc., on the site or premises is not allowed.

8.4 Use of Company Telephones

8.4.1 All contractors are not permitted to use Company telephones to make external calls except with the permission of the Responsible Person responsible for the work.

8.5 Smoking

8.5.1 At all Molson Coors sites, smoking will only be allowed within the boundaries of designated smoking areas. Persons found smoking in prohibited areas may be asked to leave the premises forthwith.

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SECTION 9

ACKNOWLEDGEMENT OF RECEIPT

Contractor's Name and Business Address:

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Nature of Business:

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I, the undersigned, being a duly authorised signatory of the above Company which has made an agreement to carry out work for Coors Brewers, hereby acknowledge formal acceptance of a copy of the Code of Practice for Contractors and, on behalf of the Company, I agree to abide by its terms.

Signed:

Company Position:

Date: