

## CONTRACTOR POLICY

### Introduction

The purpose of this Contractor Policy for conducting work on Siderise Premises, is to ensure that all work conducted is carried out safely, efficiently, and in compliance with all applicable laws, regulations, and company standards. This policy establishes the requirements and procedures that contractors must follow when working on-site to protect the health, safety, and security of all individuals and property.

### Scope

This policy applies to all contractors, subcontractors, and their employees who perform work on Siderise Premises. It covers all types of work, including construction, maintenance, repairs, installations, and any other services provided by external parties.

### Contractor Responsibilities

Contractors are responsible for ensuring that all work conducted on Siderise Premises is in compliance with this policy. This includes, but is not limited to:

- **Compliance with Laws and Regulations:** Contractors must adhere to all applicable local laws, regulations, and industry standards while conducting work on the premises
- **Health and Safety:** Contractors are responsible for ensuring the safety of their employees and others who may be affected by their work. They must follow all company safety procedures and use appropriate personal protective equipment (PPE)
- **Permits and Approvals:** Contractors must obtain all necessary permits, approvals, and licenses required for the work before commencing any activity on the premises
- **Qualified Personnel:** Contractors must ensure that all personnel performing work are qualified, trained, and competent to carry out the tasks assigned to them
- **Insurance and Indemnification:** Contractors must maintain adequate insurance coverage, including general liability, workers' compensation, and any other necessary coverage. Contractors must provide proof of insurance upon request and indemnify the company against any claims arising from their work
- **Worksite Conduct:** Contractors must ensure that their personnel conduct themselves in a professional and respectful manner at all times. Any behaviour deemed inappropriate or disruptive will not be tolerated
- **Disciplinary Measures and Safety Breaches:** Contractors witnessed breaching Health and Safety procedures or protocols may face possible removal from Siderise premises and termination of contract

### Pre-Work Requirements

#### Site Access

Contractors must report to the security gate house, where they will be informed to park in the visitors car parking space by reverse parking, and then proceed to the reception area to meet the designated company representative upon arrival at the site.

Contractors must sign in and out each day they are on-site and must wear company-issued identification badges at all times while on the premises.

### Safety Induction

All contractor personnel must attend a safety induction provided by the Siderise Health and Safety Coordinator before commencing work.

Contractors must be familiar with the location of assembly points, emergency exits, fire alarms, first aid stations, and any other safety equipment relevant to the work activity

### RAMS Documentation

Contractors must provide a detailed risk assessment for all tasks to be performed on Siderise Premises. The risk assessment must identify potential hazards and outline the measures to mitigate those risks. A copy of the risk assessment must be submitted to the Siderise Health and Safety Manager prior to commencing work.

Contractors must provide a detailed method statement outlining the work to be performed, including the equipment and materials to be used, and the sequence of operations. The method statement must be approved by the Siderise Health and Safety Manager prior to commencing work.

No Contractor will be permitted to undertake any work activity if RAMS Documents are not provided to the Siderise Health and Safety Manager or Siderise Maintenance Manager

### **Workplace Requirements**

#### COSHH (Hazardous Materials)

Contractors must provide Safety Data Sheets (SDS) for any hazardous materials they intend to use on-site. Hazardous materials must be stored, handled, and disposed of in accordance with all applicable regulations and company procedures. Contractors will not be permitted to undertake work activities if no Safety Data Sheets (SDS) are provided to the Siderise Health and Safety Manager prior to commencing work

#### Equipment & Tooling

Contractors must ensure that all equipment and tools brought on to Siderise Premises are in good working condition and meet all relevant safety standards. Contractors are responsible for securing their equipment and tools when not in use.

#### Environment Protection

Contractors must take all necessary precautions to prevent environmental contamination, including spills and emissions. Contractors must comply with all environmental regulations and company policies regarding waste disposal, recycling, and resource conservation.

#### Workplace Cleanliness

Contractors must maintain a clean and orderly worksite at all times. Contractors are responsible for removing all debris, waste, and unused materials from Siderise Premises upon completion of the work.

## Communication

Contractors must maintain regular communication with the Siderise Health and Safety Manager and the Siderise Maintenance Manager throughout the duration of the work. Any changes to the scope of work, schedule, or personnel must be communicated to the Siderise Health and Safety Manager or the Siderise Maintenance Manager and approved in advance.

## Incident Reporting

Contractors must report any accidents, injuries, near misses, or unsafe conditions through the Siderise My Compliance reporting software or the Health and Safety Reporting Green Form so that the Siderise Health and Safety Manager or Siderise Maintenance Manager can respond immediately.

Contractors must cooperate fully with any investigations conducted by the Siderise Health and Safety Manager or regulatory authorities.

## Work Conduct & Professionalism

- **Behaviour:** All contractors are expected to behave and act professionally at all times, respecting Siderise employees, visitors, and other contractors.
- **Workmanship:** All work must be performed to the highest standards of quality and in accordance to the RAMS Documents along with being in accordance with industry best practices.
- **Disruption Minimisation:** Contractors must take all reasonable steps to minimize disruption to Siderise's business operations, including limiting noise, dust, and obstruction.

## Review

This policy will be reviewed annually or as necessary to ensure it remains current and effective. Amendments to this policy may be made by Siderise as required and will be communicated to all relevant parties.