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1 Scope

This Linde Standard (LS) defines HSE requirements for contractors of the Linde Engineering Division. These requirements shall ensure that contractors are performing their work under consideration of occupational safety, health and environmental protection.

2 Normative references

This LS contains undated references to incorporate provisions of other publications. The normative references are cited at the respective place in the text and the publications are listed below. Issues valid at the effective date of contract shall apply.

LS 940-03 List of hazardous work

3 Abbreviations and definitions

Contractor coordinator A contractor coordinator is a Linde internal employee who acts as central point of contact for the assignment of a contractor to perform work at an LE entity site. He is responsible for the coordination, supervision and acceptance of the contractor's work and has managerial authority over the contractor.

4 General HSE requirements

The contractor shall fulfil all legal requirements that apply for his work and only nominate employees that are suitable and qualified for the intended work. When ordering, the contractor shall tell the contractor-coordinator a responsible contact person.

5 Specific HSE requirements

5.1 Requirements to be met prior to work start

The contractor shall:

- adequately **mark and barricade** his work area / construction site.
- coordinate with others in his work area to avoid **mutual hazards**.
- clarify any open questions on **waste disposal** with the contractor coordinator in advance.
- provide any **personal protective equipment (PPE)** that is required for the work as identified in the corresponding risk assessment to his employees free of charge.
- obtain written approval by the contractor coordinator for any adverse effects on or blocking an **evacuation route**.
- ensure that any used **work equipment** complies with the applicable legal requirements and is kept in safe and sound state. Work equipment shall be periodically and demonstrably checked, and shall only be handled as per intended use.
- obtain written approval by the contractor coordinator for new **hazardous materials**, related work processes, their storage, and their disposal prior to their introduction / first use. The contractor shall have available the applicable material safety data sheets (MSDS) for any present hazardous material both on the place of storage and use.
- obtain written approval by the contractor coordinator for the assignment of **subcontractors**. In terms of rights and duties, employees of subcontractors shall be treated equally to those of the contractor. The contractor shall ensure that subcontractors fulfill all applicable contractual requirements including those stated in this document.
- perform a **risk assessment** for any work that is to be carried out and provide it to the contractor coordinator prior to work start.
- train his employees on all hazards identified and protective measures defined in the corresponding risk assessment(s). The **training** shall be documented in writing.
- ensure that his employees are aware of the position of the **emergency exits, fire protection equipment and first-aid equipment** in their work areas.

- shall obtain approval for any "**hazardous work**" as per LS 940-03 in line with the **permit to work system** by the contractor coordinator. This procedure comprises a case specific risk assessment (job safety analysis) performed by the contractor as well as the written definition of protective measures and the approval of the work by the contractor coordinator and a Linde HSE Manager.

5.2 Requirements to be met during work

The contractor shall:

- ensure that a contractor **employee with managerial authority** who speaks the local country language is always available in the work area.
- follow the instructions of the **contractor coordinator**.
- keep his work area in a **tidy and clean** state. For **work breaks**, the contractor shall ensure a safe state of the work area (e.g. through barricading, locking machines/cars, etc.).
- shall himself dispose any **waste** properly in the designated waste containers.
- report any **incident (occupational accident, damage to property or the environment, or near accident)** without delay to the contractor coordinator.
- ensure that during work his employees are not intoxicated by **alcohol, drugs** or other intoxicants or mind-altering drugs.
- obtain approval by the contractor coordinator for any work **outside the regular working hours** in advance.
- implement and adhere to all protective measures defined in the permit to work – in case of the application of the **permit to work system** for hazardous work.

Furthermore the following requirements shall be fulfilled:

- The contractor and his employees shall only access those **work areas** that are **assigned** to them.
- On company premises contractors shall adhere to the public **traffic regulations**. The posted speed limit shall be complied with. Vehicles shall only be parked in areas assigned by the contractor coordinator.
- Contractors shall obey all **mandatory, warning and information signs**.
- **Scaffolds** shall only be accessed when they are marked with a green approval tag. Red tagged scaffolds shall not be accessed. Scaffolds shall not be modified (except for scaffolding contractors).
- For scaffolding contractors: Safe scaffolds shall be marked with a green approval tag at each entrance. During scaffolding work (e.g. erection, modification or disassembly) all scaffold entrances shall be blocked against access by marking them with a red tag.
- **Ladders** shall not be used as a workplace for durations that exceed two hours.
- **Mobile elevated work platforms** shall not be driven/moved in elevated state. **Exceptions** from this requirement shall be approved by the contractor coordinator in advance.
- For fall protection on **mobile elevated work platforms**, safety harnesses shall be worn and their lanyards be properly anchored.

5.3 Requirements to be met after work completion

The contractor shall:

- ensure the **safe state** of his **work area**. The work shall be left tidy and clean.
- let the contractor coordinator **accept** his **work results** prior demobilisation of his personnel.
- **complete** – when applied – the **permit to work system** for hazardous work in writing with the contractor coordinator.