

## DOSCPC12 - Site Rules for working on DeepOcean Premises

### 1 INTRODUCTION

These Site Rules (“Site Rules”) are for work on DeepOcean sites, any site controlled by DeepOcean Subsea Cables Ltd and specifically relate to work carried out on the premises of DeepOcean Subsea Cables Ltd (“DOSC Premises”).

These Site Rules describe general working arrangements and rules that the Contractor and its employees are required to comply with while present on DOSC Premises. In addition to these Site Rules any local sites rules for the DOSC Premises which exist shall also apply to both the Contractor and its employees under any contract

These Site Rules apply in addition to any agreed General Conditions of Contract and/or any agreement and in no way relieve the Contractor of any liability imposed by the General Conditions of Contract and/or any agreement or of any legal obligations or of its duty to comply with the requirements of local authorities and/or the provisions of current regulations.

### 2 INDUCTIONS

2.1 DOSC is committed to providing a safe working environment for Contractors and their employees whilst working on DOSC Premises. In managing this requirement it is mandatory for all Contractors and their employees to undergo an induction and familiarisation tour of the DOSC Premises before commencement of any work.

2.2 After the induction process is complete each Contractor employee shall sign the induction register to acknowledge that they have received and have understood the requirements.

2.3 Induction of Contractor’s employees is not required for every visit to the specific DOSC Premises provided that the Contractor’s employee has had a recorded induction in the last twelve (12) months. It is the responsibility of the Contractor to ensure that all employees visiting DOSC Premises receive an induction and that inductions for all their employees who work on DOSC Premises are current.

### 3 HEALTH, SAFETY AND ENVIRONMENT

3.1 The Contractor shall be responsible for complying with all relevant safety laws and regulations and for taking all necessary safety precautions related to or arising out of the performance of any contract in order to protect the work, Contractor personnel, DOSC Personnel, the general public, all other persons, the property of DOSC and the property of third parties.

3.2 In addition to the safety requirements described in the Contract, the Contractor shall have clearly defined safe systems of working for their activities on DOSC Premises and active control of these systems. The Contractor shall submit its current safety policy for approval to DOSC’s Representative. No work shall be carried out until the approval of the DOSC Representative has been given.

The Contractor shall ensure that its employees complies with the Contractor’s own safety policy, DOSC’s Health, Safety and Environment policy (issued to the Contractor’s employees during the induction process) and with the conditions laid down in the Contract.

3.3 The Contractor shall provide its employees with and train them in the use of the appropriate protective clothing and/or other safety equipment necessary to complete the Works. The Contractor shall further make arrangements to maintain safety equipment in good condition, and to guard against its misuse. All protective clothing and safety equipment shall conform at all times to the current regulations and standards.

3.4 The Contractor shall inform DOSC’s Representative of any injury, accident, dangerous occurrence or near miss on DOSC Premises involving its employees, and shall cooperate with DOSC in any enquiry or other action taken to prevent a recurrence of the event.

3.5 The Contractor shall ensure that its employees are suitably trained and available for any induction training required. This may include but not be limited to general induction, mobilisation & project briefings, permit to work training and manual handling training.

3.6 The Contractor shall comply with all statutory requirements and shall ensure that all tools, equipment, facilities and other items for use in the performance of the work whether purchased, rented or otherwise provided by the Contractor are maintained in a safe, sound and proper condition and are capable of performing the functions for which they are intended.

The Contractor shall, if asked by DOSC, comply with any inspections of equipment as defined by DOSC. Following Inspections the Contractor shall make good any deficiencies identified.

3.7 The Contractor shall carry out safety audits of the work area as appropriate; to ensure that work is conducted in a safe manner and in compliance with the Contractor’s and DOSC’s health and safety policies.

3.8 The contractor employees shall carry out a manual handling assessment if appropriate before commencement of any work involving the moving of materials or equipment. This assessment may be carried out in conjunction with the DOSC’s manual handling assessor.

3.9 No hazardous (as defined in current Control of Substances Hazardous to Health Regulations ) materials shall be brought on to DOSC Premises without informing DOSC’s Representative in advance of the intention and having an agreed procedure for handling the materials safely.

- 3.10 All portable electrical equipment that may be required by the Contractor, shall comply with current Electricity at Work Regulations which requires that precautions be taken against risk of death or personal injury from the use of electrical appliances. It is a legal requirement for the Contractor to have all portable electrical appliances and equipment periodically inspected and tested for compliance with the Regulations. The Contractor shall ensure that all portable electrical equipment brought into DOSC Premises displays the relevant inspection labels. DOSC reserves the right to inspect the Contractor's portable electrical equipment for compliance with the regulations.
- 3.11 The Contractor shall ensure that due regard is paid to the environment by acting to preserve air, water, animal and plant life by minimising any adverse effects of the Contractor's activities in the performance of the work and to minimise any nuisance which may arise from such operations.
- 3.12 The containment, disposal and tipping of hazardous wastes (including asbestos) shall be carried out in accordance with all relevant statutory and local authority regulations and procedures. These procedures shall be subject to prior agreement from DOSC's Representative.

## **4 PERMITS TO WORK**

- 4.1 After receiving general written permission to proceed with the work, no activity may be undertaken without first ascertaining from DOSC's Representative if a permit to work is required. The Contractor shall ascertain from DOSC's Representative what procedures apply with regard to permits to work and shall conform to the procedures at all times.

In addition to a permit to work, other separate permits may be required to cover activities such as breaking ground, access to roofs, burning, welding, entry to confined spaces, breaking into live lines etc. The Contractor shall not undertake such activities without ensuring that they are either included in a permit to work or separately authorised.

- 4.2 Prior to any work commencing the Contractor shall carry out a written risk assessment. This may be in conjunction with the permit issuer and/or other persons involved in the task.

## **5 SECURITY**

The Contractor shall ascertain from DOSC's Representative what security arrangements are applicable and what passes are required for entry of employees and vehicles to DOSC Premises. The Contractor shall, at all times, keep DOSC's Representative informed of the names of all its employees working on the DOSC Premises. The Contractor's employees shall conform to the working arrangements for security and the use of passes applicable to DOSC Premises and in particular they shall register with security reception when they arrive and leave the premises each day.

## **6 GOOD HOUSEKEEPING**

The Contractor shall ensure that good housekeeping is maintained continuously throughout the duration of the work with due regard to tidiness, containment and disposal of all materials and equipment and the keeping of access ways and emergency exits clear.

## **7 VEHICULAR TRAFFIC & OTHER CONTRACTORS EQUIPMENT**

The Contractor shall ascertain from DOSC's Representative which type of vehicle, if any, including the means of propulsion of such vehicles are allowed onto DOSC Premises and any restrictions on access and local rules applicable to their use.

Whilst on DOSC Premises, vehicles shall; be parked and secured in areas provided, not be left unattended on roads, be sound, fully roadworthy, examined and well maintained, be certified where necessary by an appropriate authority and covered by appropriate insurance.

Whilst on the DOSC Premise drivers of vehicles shall; observe the Highway Code, observe DOSC Premises speed limits; be competent in the use of the vehicle of which they are in control and hold a current valid licence covering the vehicle of which they are in control. Service and examination records of vehicles operated by the Contractor on DOSC Premises shall be made available to DOSC's Representative upon request.

Equipment brought onto DOSC's Premises by the Contractor shall be fit for purpose, maintained and inspected to the appropriate standard. The contractor's employees shall have the appropriate training and qualifications to operate the equipment and shall adhere to the Contractor's operating instructions and method statement for the process/activity being undertaken.

## **8 ALCOHOL AND DRUGS**

The Contractor's employees shall comply with DOSC's substance misuse policy issued to them during the induction process. DOSC reserves the right to refuse access to or to remove from any DOSC Premises any Contractor employee who in the opinion of the DOSC Representative is or appears to be in possession of or under the influence of alcohol or drugs or other intoxicating substance. DOSC shall not accept liability for any costs arising directly or indirectly out of such circumstances.

## 9 SMOKING POLICY

Smoking is strictly prohibited within DOSC Premises. The Contractor's employees must only smoke in designated DOSC smoking areas.