

CONTRACTOR: _____

This agreement is made to ensure national Environmental, Health & Safety (EHS) laws and regulations are met, with the aim of achieving Zero Harm. Aircond.Network Philippines Inc. and Stellar Equipment and Machinery Inc. (hereinafter referred to as ANPI and SEMI) and Contractor agreed to implement EHS practices and responsibilities included in this agreement whilst performing their duties.

1. Contractor shall strictly observe and implement national laws, regulations and rules on EHS, and accept supervisions and inspections from regulatory bodies at all level of local Authorities as well as supervisions and inspections from ANPI / SEMI, and shall voluntarily undertake all the consequences arising from violating any above laws and regulations.
2. Contractor shall possess the required capital, professional workers, appropriate equipment and other conditions related to safe systems of work as required by national laws, and obtain relevant qualification certificates pursuant to the laws and undertake any project within the scope of its qualification; provide copies to ANPI / SEMI. Before implementing the job, authentic, lawful and valid proof materials such as worker name list, work-related injury insurance, qualification of safety & health management personnel and certificates for special operations shall be provided if applicable.
3. Contractor shall establish an Occupational Safety & Health (OSH) Program and organization in accordance with national laws and regulations, and assign an EHS Officer to oversee safety management and coordinate EHS issues with ANPI/SEMI.
4. Contractor shall establish a sound and safe accountability system, education and training system, procedures and operation instructions to address EHS issues. It shall also conduct regular and ad-hoc safety inspection in the project it undertook and keep proper records.
5. Contractor shall set up a specific expense inventory for EHS, and ensure the fund is used for its specific purpose only.
6. Contractor shall observe national laws, regulations and rules on labour safety and employment, ensure legal employment, and avoid using child labour or arranging women workers to undertake prohibited tasks.
7. Before commencement of any work, Contractor shall obtain relevant education and training on EHS, ensure on-site personnel are equipped with necessary knowledge and are familiar with relevant

ANPI/SEMI Representative Signature:	Contractor Representative Signature:
--	---

regulations and procedures as well as possess safe work skills (TESDA Skills Certificates) required by their jobs.

8. Contractor shall develop a specific work safety plan according to the features of the project it undertook; it shall conduct EHS induction to all personnel before commencement of work, and implement safety practices properly and completely, and ensure no untrained workers allowed to work in the site.
9. Contractor shall ensure necessary safety tools and equipment are provided to their workers especially for high risk work or in dangerous locations. No work shall be allowed before protective measures are in place. A safe construction plan shall be provided to ANPI/SEMI for future reference. High risk jobs include, but are not limited to, working at height, confined spaces, dealing with inflammable, explosive, poisonous or harmful articles, operating pressurized vessels, hot work, lifting. Contractor shall ensure the provided safety tools, equipment and PPE are regularly inspected to ensure it is in compliance with safety regulations. The use of substandard safety tools, equipment and PPE is prohibited. Contractor shall be responsible for any injury or equipment damage due to improper use of tools and equipment.
10. Contractor shall provide on-site personnel with Personal Protective Equipment (PPE) complying with national safety & health requirement and provide the necessary education and training on how to wear, use and maintain them correctly. Person-in-charge shall inspect the usage of PPE to prevent any nonconformity and ensure it is in compliance with safety regulations. The use of substandard PPE is prohibited.
11. When conducting hot work, Contractor must observe the management requirement as provided in national laws and regulations or by the premises owner, including applying for permit to work and providing appropriate fire fighting equipment.
12. Contractor shall conduct observations and measurement of surrounding buildings and structures that might be affected by the construction, and set up guardrails or warning signs around the construction site. Any work beyond the construction boundary is prohibited.
13. Contractor shall not use any on-site equipment, facility and instrument of ANPI/SEMI and premise owner without authorisation of ANPI/SEMI. Upon the consent of ANPI/SEMI or premise owner in writing, Contractor shall be responsible for the safe use and protective measures of such equipment, facility and instrument. Without authorisation of ANPI/SEMI or premise owner, Contractor shall not use on-site energy resources like water, electricity and gas no run or connect any cable or wire. Contractor shall immediately disconnect corresponding switches in case of interruption of failure. Contractor shall not

ANPI/SEMI Representative Signature:	Contractor Representative Signature:
--	---

dismantle or modify any protective facilities and signs set up by ANPI/SEMI or premises owner, otherwise it shall be responsible for any accident arising therefrom.

14. Contractor shall dispose any waste generated in accordance with national environmental laws and regulations. Hazardous substances, oils, chemicals, waste water and other pollutants shall be stored in a designated area instead of any area near sewer, pit or collecting basin to prevent them from dumping or discharging into ground water or environment accidentally and causing pollution. It is prohibited to dump solid or liquid wastes such as chemicals, waste oil and waste paintings into soil or sewer.
15. Contractor shall not subcontract the project to other companies without approval from ANPI's/SEMI's Project Manager. Contractor shall manage subcontractors with the same standard. Any third-party personnel entrusted by Contractor shall be deemed as personnel of Contractor, and Contractor shall be accountable for their safety and are responsible for their safety management.
16. Contractor shall report any personal injury or death, dangerous occurrences such chemical leakage, fire and equipment accident, or any other situation threatening personal safety to ANPI/SEMI immediately and coordinate with corresponding investigations. Contractor shall first guarantee the safety of their workers before taking active emergency measures, and notify ANPI's/SEMI's Project Manager and EHS of the situation in as soon as possible. In the case of a major incident, Contractor shall notify local government in accordance with national laws and regulations and preserve the scene until clearance is provided.
17. Contractor shall accept supervision and guidance from ANPI's/SEMI's EHS Department and eliminate any safety risks identified by ANPI/SEMI in a timely manner. During cooperation, Contractor shall not violate ANPI's/SEMI's EHS Requirements Specific to Aircond.Network Philippines Inc. and Stellar Equipment and Machinery Inc. Contractors, otherwise, ANPI/SEMI has the right to warn Contractor or charge Contractor a penalty (See Appendix I for Penalty Notification).
18. Contractor shall be responsible for the breach liability of any shutdown caused by the following reasons, and ANPI/SEMI has the right to terminate the contract under such situation:
 - (a) Personal injury or death accident;
 - (b) Serious damage of construction machinery or production equipment;
 - (c) Fire accident;
 - (d) Work against rules or work at risk despite of dissuasions; or
 - (e) Poor on-site conditions which does not meet the requirement of safe and civilized construction.

ANPI/SEMI Representative Signature:	Contractor Representative Signature:
--	---

- 19. Contractor shall be responsible for any personal injury / equipment damage / financial loss suffered by ANPI/SEMI or third party due to Contractor's fault and negligence, and compensate the damaged party or third party for such losses. During the performance of the contract, ANPI/SEMI has the right to terminate the contract if the qualification materials provided by Contractor are found to be invalid, and Contractor shall be responsible for all the losses arising therefrom.

- 20. If Contractor fails to assign an EHS Officer to oversee safety management or fails to carry out technical safety measures and construction planning in a proper and comprehensive way; or construction personnel fails to fully understand the features and construction safety measures of this project; or the construction machinery, tools and instrument and protective supplies do not meet the requirements of this project, ANPI/SEMI has the right to request Contractor to shut down and make rectifications, and Contractor shall be responsible for any consequences of losses arising therefrom. If Contractor fails to complete the rectifications within a time period specified by ANPI/SEMI, ANPI/SEMI has the right to terminate the contract, and Contractor shall be responsible for all the losses suffered by ANPI/SEMI or third party arising therefrom.

Name of ANPI/SEMI Representative:

Name of Contractor Representative:

Title of ANPI/SEMI Representative:

Title of Contractor Representative:

Signature of ANPI/SEMI Representative:

Signature of Contractor Representative:

Date:

Date:

ANPI/SEMI Representative Signature:	Contractor Representative Signature:
--	---



ENVIRONMENTAL, HEALTH & SAFETY REQUIREMENTS

CONTRACTOR:

NAME OF CONTRACTOR REPRESENTATIVE:

TITLE OF CONTRACTOR REPRESENTATIVE:

NAME OF APPOINTED EHS OFFICER:

SCOPE OF WORK CARRIED OUT FOR ANPI/SEMI:

DATE OF SUBMISSION:

INTRODUCTION

This Environmental, Health & Safety Requirements outlines the requirements and responsibilities of the **Contractor/Subcontractor** when performing equipment installation works, construction works or services for Aircond.Network Philippines Inc. and Stellar Equipment and Machinery Inc. (hereinafter referred to as ANPI and SEMI). The Contractor/Subcontractor may use their own in-house program to meet the minimum Environmental, Health & Safety requirements set out in this document.

The objective of the Environmental, Health & Safety Requirements is to create a standard EHS approach that enables all equipment installation works, all construction works and projects to be executed in the same manner in ANPI/SEMI, with diligence, minimal impact on the environment and without any accidents and incidents.

The Environmental, Health & Safety Requirements shall apply to all personnel on the project/worksite including the Client (if there are no specifications), Contractor/Subcontractors and persons under the direct or indirect control of the aforementioned.

Signature & Company Stamp:	By acknowledging here, you shall be deemed to have understood and complied with the requirements.
---------------------------------------	---

DEFINITIONS

EHS	Environmental, Health and Safety
Health and Safety	Occupational conditions and factors that affect the well-being of employees, temporary employees, agency workers, contractor personnel, visitors and any other person in the workplace.
Environment	Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation.
Hazard	Source or situation with a potential of harm in terms of human injury or ill health, damage to property or workplace environment, or a combination of these.
Risk	Combination of the likelihood and consequence(s) of a specified hazardous event occurring.
Risk Assessment	Overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable; this process should consider normal and abnormal operating conditions, shut-down and start-up conditions, as well as reasonably foreseeable emergency situations.
Job Safety Analysis / Safe Method Statement / Safe Work Method	Method of control that is used after a risk assessment of an operation has been carried out. It is used to control the operation and to ensure that all concerned are aware of the hazards associated with the work and the safety precautions to be taken. It should contain the boundaries, materials and plant requirements and temporary works designs. This is normally written in a step wise manner.
Environmental Impact	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization’s activities, products or services;
Client	Main project Client
Contract	The agreement between the Client or ANPI/SEMI and the Contractor/Subcontractor.
Subcontract	Any agreement relating to any subsequent or lower tier within the contract hierarchy.
Contractor/Subcontractor	Any person, firm, company, contractor, vendor, supplier or combination thereof (including any employee, servant or agent thereof), that enters into a contract with the Client or ANPI/SEMI.
Subcontractor	Any person, firm, company, or combination thereof (including any employee, servant or agent thereof), that enters into a subcontract with the Contractor or ANPI/SEMI.
Worksite / Site	Any site or premises owned, occupied or controlled by the Client as referred to or defined within the contract

Signature & Company Stamp:	By acknowledging here, you shall be deemed to have understood and complied with the requirements.
---------------------------------------	---

STANDARD REQUIREMENTS FOR CONTRACTOR/SUBCONTRACTOR

1. GENERAL
<ul style="list-style-type: none"> ▪ Comply with applicable legislation, standards, codes of practice, etc. ▪ Comply with specific Client and ANPI/SEMI site procedures or rules. If differences exist between local, Client and ANPI/SEMI EHS standards, the higher or more stringent requirement should apply. ▪ ANPI/SEMI reserves the right to stop any work creating a potential risk to the health and safety of people, to the environment or that could cause damages to materials, services, equipment or impact production. The Contractor/Subcontractor is responsible for remedial measures and associated costs. ▪ Cooperate with ANPI/SEMI and other contractors on coordination / interface issue.
2. SECURITY
<ul style="list-style-type: none"> ▪ Comply with ANPI/SEMI security rules and procedures. ▪ Be responsible for the security of its equipment, tools and any other items owned or hired. ▪ Shall not take photographs without written approval of ANPI/SEMI and/or the Client (equipment, process, buildings, etc.)
3. EHS INDUCTION
<ul style="list-style-type: none"> ▪ All personnel shall attend an EHS Induction / Orientation before starting work on site. The training should be recorded as per Environmental, Health & Safety Requirements. ▪ The contents of the EHS Induction / Orientation shall be specific to the type and area of work. It should provide information about the main risks associated with the work, the site rules, the emergency and working procedures and any other relevant local requirements.
4. EHS TRAINING AND INSTRUCTION
<ul style="list-style-type: none"> ▪ People that are operating tools and equipment shall be trained and certified as required by local legislation and the Client and/or ANPI/SEMI. ▪ As the need arises, special training / instruction sessions may be delivered to workers when particularly severe or unusual hazards arise during the project. ▪ Personnel shall be trained / instructed in the use of emergency equipment and procedures.

Signature & Company Stamp:	By acknowledging here, you shall be deemed to have understood and complied with the requirements.
---------------------------------------	---

5. ENTRY TO SITE
<ul style="list-style-type: none"> ▪ Comply with site access badge requirements. ▪ Written approval / authorization are required to park vehicles inside ANPI/SEMI premises. ▪ ANPI/SEMI reserve the right to check the contents of vehicles both on entry to and exit from ANPI/SEMI project premises and if necessary to search vehicles and occupants.
6. AUTHORISATION FOR SITE ACCESS
<ul style="list-style-type: none"> ▪ The Contractor/Subcontractor can only enter site areas in connection with the execution of the work or services but not to other parts of the premises without prior authorization from the Client and/or ANPI/SEMI. ▪ The Contractor/Subcontractor shall obtain the necessary approval from the Client and/or ANPI/SEMI for all Contractor/Subcontractor coming to the worksite. Visitors should always be accompanied by a person familiar with the site EHS rules.
7. CONTRACTOR/SUBCONTRACTOR CONTROL
<ul style="list-style-type: none"> ▪ The Contractor/Subcontractor is responsible for its Subcontractors and all personnel working on its behalf. ▪ All Subcontractors and personnel working for the Contractor/Subcontractor shall comply with the Environmental, Health & Safety Requirements and all other project requirements. ▪ The Contractor/Subcontractor shall provide sufficient competent personnel to supervise the work safely.
8. IMPLEMENTATION OF ENVIRONMENTAL, HEALTH & SAFETY REQUIREMENTS
<ul style="list-style-type: none"> ▪ Comply with and implement the Environmental, Health & Safety Requirements. ▪ Provide Risk Assessments and Safe Method Statements associated with the works/services before commencement on site. ▪ Request associated Permit to Work before starting works on site. ▪ The Safe Method Statements approval does not relieve the Contractor/Subcontractor from his duties to comply with the local statutory legislation, regarding the health and safety of his employees and all other persons who may be affected by his acts or omissions while undertaking the works.
9. FIRST AID AND WELFARE FACILITIES
<ul style="list-style-type: none"> ▪ Provide appropriate first aid facility, equipment, materials and medicines. The provision of personnel trained in first aid treatment should be as per local legislation. ▪ Provide appropriate welfare facilities (canteen, toilets, locker room, etc.) as per local legislation and the Environmental Health & Safety Requirements. ▪ In certain cases, some or all of these facilities may be provided by the Client and/or ANPI/SEMI.

Signature & Company Stamp:	By acknowledging here, you shall be deemed to have understood and complied with the requirements.
---------------------------------------	---

10. EHS REPRESENTATIVE / MEETINGS
<ul style="list-style-type: none"> ▪ Formally appoint an EHS Officer, as per the Environmental, Health & Safety Requirements to monitor and coordinate safety on site and to perform safety inspections. (The level of training / competence of this person should be agreed with ANPI/SEMI and is dependent on the size / complexity of the project and associated hazards and must be based on Section 14 of Department Order No. 198 series of 2018, IRR of RA 11058.) ▪ The EHS Officer of Contractor shall send copies of the site inspection reports to ANPI/SEMI and participate in EHS Meeting with ANPI/SEMI. ▪ The EHS Officer of Contractor shall provide monthly EHS Report to the corresponding Project Manager according to the requirement of site EHS.
11. PERSONAL PROTECTIVE EQUIPMENT (PPE)
<ul style="list-style-type: none"> ▪ Provide appropriate PPE to their personnel and visitors (e.g. safety helmet, eye protection, hearing protection, hand protection, high visibility attire, safety footwear, etc.) ▪ ANPI/SEMI reserves the right to remove employees / visitors from the site if the PPE are not being used. ▪ PPE shall comply with national standard (i.e. OSH Standards set by DOLE) and within the period of validity; any damaged or defective PPE must be replaced immediately. ▪ Appropriate PPE shall be chosen based on the operation risk and used correctly in accordance with national regulations.
12. TEMPORARY WORKS
<ul style="list-style-type: none"> ▪ All temporary works should be covered by a Safe Method Statement indicating how calculations, designs, pre and post loading checks, etc. have been established / verified. ▪ Temporary works shall be under the direct supervision of a competent person as defined by the regulations. ▪ Temporary works supporting systems or equipment should be in good condition and fit for purpose.
13. ENVIRONMENTAL IMPACT PROTECTION PLAN
<ul style="list-style-type: none"> ▪ Prepare an Environmental Impact Protection Plan to address potential risks / hazards (noise, air emissions, fuel, oil, chemical storage, waste skips, traffic) to the surrounding environment.
14. SERVICES AND OPERATING PROCESSES
<ul style="list-style-type: none"> ▪ Work likely to affect operating process, machinery or service shall not start without appropriate Permit to Work. This is also applicable for coupling in or connection to compressed air line, steam line, water line, oxygen line, vacuum, fuel line, electrical circuit or other similar service.

Signature & Company Stamp:	By acknowledging here, you shall be deemed to have understood and complied with the requirements.
---------------------------------------	---

15. PLANT, EQUIPMENT, TOOLS AND SYSTEMS
<ul style="list-style-type: none"> ▪ All plant, equipment, tools and systems provided by the Contractor/Subcontractor shall be in good condition, in working order and be fit for the purpose intended by design. ▪ All plant, equipment, tools and systems provided by the Contractor/Subcontractor shall be inspected, tested and certified as per national standard. Certificates should be provided to ANPI/SEMI when requested. ▪ ANPI/SEMI reserves the right to refuse the use on site of any plant or equipment considered not good, not safe or not in an environmentally acceptable condition. ▪ Tools like grinders, cutters, wrenches, screwdrivers must comply with national standards and shall be used in accordance with corresponding requirements.
16. NOISE AT WORK
<ul style="list-style-type: none"> ▪ The Contractor/Subcontractor will provide appropriate PPE for all works generating excessive noise over 85 dB (A) or having a peak sound pressure of 200 pa (140dB). Precautions should also be taken for others at work.
17. HOUSEKEEPING
<ul style="list-style-type: none"> ▪ The Contractor/Subcontractor shall always carry out works / services in a clean and orderly manner: <ul style="list-style-type: none"> - Materials and substances should be safety stacked and stored, not obstructing accesses. - Timbers (packing cases, shuttering, etc.) should be systematically de-nailed or the nails bent-over. - Avoid accumulation of combustible materials / debris within or close to any building. - When practical, waste should be segregated for recycling. - Waste, rubbish and debris should not be stored on site without formal approval from ANPI/SEMI, who should then designate the area and stipulate the storage conditions. - Food waste should be placed in covered containers that are emptied daily (food may only be prepared / consumed in an agreed designated area. - It is not permitted to burn waste on site. ▪ If the Contractor/Subcontractor is not maintaining food housekeeping standards, ANPI/SEMI reserves the right to organize collection and disposal of the rubbish by a third party at the Contractor/Subcontractor cost.
18. ISOLATION OF ENERGY
<ul style="list-style-type: none"> ▪ All hazardous energy shall be identified and isolated before starting work. ▪ Hazardous energy shall include (but not limited to) electrical, mechanical, thermal, pneumatic, chemical, moving parts, potential energy, springs, hydraulic and cutting operations. ▪ A Lock Out / Tag Out / Test Out (LOTOTO) system must be employed before starting work.

Signature & Company Stamp:	By acknowledging here, you shall be deemed to have understood and complied with the requirements.
---------------------------------------	---

19. SAFE MEANS OF ACCESS / WORKING AT HEIGHT

- Provide and maintain safe means of access to all work areas.
- Elevated work places (6 feet / 1.8m or more shall be provided with adequate barriers to prevent the fall of people, tools or materials. If not possible, safety nets or other approved methods should be utilized.
- In the event of the aforementioned not being practical, workers should be wearing safety harness, which must be attached to a solid fixing point (i.e. steel member, anchor bolt or running line).
- Where the workers need to move from point to point during work, a two lanyard system shall be used to ensure the workers are always latched on. At no point in time should the worker be disconnected from the lanyard system.
- Personnel working from Mobile Elevated Working Platforms (MEWP) or any similar equipment / devices, shall be attached with a safety harness. (For static / mobile scaffold towers, organize an additional risk assessment.)
- Openings through which people, tools or materials could fall shall be either secure with a barrier or provided with securely fixed and marked covers that are fit for purpose and clearly identifiable.
- Provide specified tool bags for working at height. Throwing objects from height is prohibited.
- Extended ladders are prohibited.

20. SCAFFOLDING

- Pay particular attention to the strength and stability of all types of scaffolding, as well as the provision of safety guard rails, toe boards, timber scaffold boards, etc.
- Only proprietary scaffold systems and ladders shall be used, unless agreed otherwise by ANPI/SEMI.
- Control that the scaffolding provided, or that has been substantially adapted or altered, shall not be used until it has been inspected by a competent person as defined by the regulations.
- Provide a scaffold status identification system (e.g. Scaffolding Tag System or similar) and control that it is correctly implemented.
- Scaffold systems must not be mixed and shall be fit for the intended purpose.
- Ladders / access ways shall be kept in good condition, placed at the correct angle and firmly secured when in use.
- Scaffolds must be inspected by a competent person after bad weather and at least once per week (or as defined by local regulations or Project specification) and results recorded.

Signature & Company Stamp:	By acknowledging here, you shall be deemed to have understood and complied with the requirements.
---------------------------------------	---

21. LIGHTING

- Unless agreed otherwise, the Contractor/Subcontractor shall provide sufficient safety lighting to and at the workplaces. In all cases, Contractor/Subcontractors are responsible for task lights at the work place.
- Lighting levels shall comply with local requirements for the type of the work being undertaken.
- Due to high operating temperature and high potential risks of fire / injury associated with **halogen lights**, the positioning and method of use must be agreed with ANPI/SEMI.
- Lighting elements shall be guarded against contact by persons or materials.

22. LIFTING OPERATIONS

- Provide appropriate statutory inspection reports / certificates before carrying out any lifting operation with lifting equipment (E.g. a crane).
- Provide evidence that the lifting equipment operator has the appropriate licenses (e.g. valid crane license).
- Provide a Safe Method Statement detailing the lifting operation process, the EHS measures, how the lifting equipment will be used and who will be the lifting equipment coordinator.
- The Lifting Equipment Coordinator will check out all EHS measures before allowing work to start.
- The ground or place where the lifting equipment is standing shall be suitable to withstand the loads imposed (spreader plates shall **always** be used to support outrigger legs).
- No part of a lifting equipment / crane should encroach dangerously close to personnel, buildings or services. Where necessary, protective and warning barriers shall be erected and there should always be at least 1 meter clearance to avoid damage or trapping.

23. CONFINED SPACES

- A Permit to Work is required for confined space works (including duration and emergency procedures).
- All personnel entering a confined space shall be trained for the type of work, be fully aware of the safe working procedures, the risks involved and the proper use of the equipment.
- All personnel shall be certified to perform the work in accordance with local regulations.
- Always check, maintain and monitor that the atmosphere is safe to work by an Authorized Gas Tester (AGT) in accordance with local regulations.
- Always provide adequate means of access and egress.
- A trained standby man shall always be in attendance while personnel are in the confined space.
- Shall develop a rescue plan and train personnel in the use of safety equipment and rescue methods.
- Safety equipment shall always be at the workplace or readily available as defined in Permit to Work.

Signature & Company Stamp:	By acknowledging here, you shall be deemed to have understood and complied with the requirements.
---------------------------------------	---

24. HOT WORK & FIRE PRECAUTIONS

- A Permit to Work is required for Hot Work (any process that produces heat, sparks or flames).
- Implement the necessary fire precautions as defined in the Permit to Work for welding, flame / arc cutting of metals, burning of paint, grinding or other processes involving heat or naked flames.
- Comply with ANPI / SEMI requirements for Fire Prevention and all their personnel shall be trained / be aware of fire alarms, means of escape and emergency evacuation procedures.
- Before leaving the workplace, the Contractor/Subcontractor will ensure that naked lights and other ignition sources have been extinguished, fuel supplies isolated and electrical apparatus switched off.
- Where Hot Work has taken place, arrangements shall be made to re-check the work place(s) at least one (1) hour after work completion or in accordance with Client requirements.
- Provider will provide suitable and sufficient fire fighting equipment, signs, emergency lighting, etc. to deal with the perceived fire risk at each stage of the project and non-compliance with the emergency plan.

25. ELECTRICAL WORK / HAND TOOLS

- A Permit to Work is required for electrical works.
- Agree with ANPI / SEMI (through the Safe Method Statement) the EHS procedures and the necessary permits to work before working on live electrical apparatus.
- Only qualified and certified electricians may carry out works on electrical installations, machines and tools.
- Electrical cables and connectors shall be of industrial quality and waterproof if exposed to outdoor / wet conditions.
- Electrical distribution systems and cables shall not create trip hazards, will be protected from mechanical damage, should not be immersed in water and shall have adequate insulation to prevent the discharge of current to any person, metallic structure, equipment or fitting.
- Ground Fault Circuit Interrupter (GFCI) / Earth Leakage Circuit Breaker (ELCB) are to be used at all ANPI / SEMI jobs where employees use portable electrical equipment.
- Portable electrical apparatus and electrical lighting shall be supplied by means of mains isolation transformers with the secondary winding centre tapped to earth. If for any reasons this is not practicable, safe working procedures should be agreed with ANPI / SEMI.
- Whenever a further reduction in voltage is required due to special circumstances (confined space, flammable atmospheres), the Contractor / Subcontractor should agree the requirements with ANPI / SEMI.
- All temporary electrical systems and portable electric hand tools shall be maintained in good working order, regularly tested/ inspected by a competent person and results should be recorded.
- Lock Out / Tag Out / Test Out (LOTOTO) shall be applied to de-energize the system before starting work.

Signature & Company Stamp:	By acknowledging here, you shall be deemed to have understood and complied with the requirements.
---------------------------------------	---

26. EXPLOSIVES AND SOURCES OF IONISING RADIATION
<ul style="list-style-type: none"> ▪ The Contractor/Subcontractor shall not bring onto the site, explosives, explosive devices including cartridge operated tools, materials or devices that can emit an ionizing radiation without the formal approval from ANPI / SEMI and where appropriate, approval from local authorities (including permit). ▪ Provide ANPI / SEMI with a Safe Method Statement covering storage and usage and with certificates of training provided to its employees.
27. HAZARDOUS SUBSTANCES
<ul style="list-style-type: none"> ▪ Contractor/Subcontractor shall provide Manufacturers' Safety Data Sheets (SDS) and risk assessments detailing the hazardous properties of products and precautions to be taken (including monitoring and health surveillance as necessary) during use and storage.
28. ASBESTOS
<ul style="list-style-type: none"> ▪ The Contractor/Subcontractor shall not bring asbestos or materials containing asbestos on the project. ▪ Whenever the Contractor/Subcontractor discovers asbestos or any material potentially containing asbestos, he will stop work immediately and notify ANPI / SEMI who shall instruct on further actions.
29. WASTE DISPOSAL
<ul style="list-style-type: none"> ▪ The Contractor/Subcontractor shall specify in writing to ANPI / SEMI, the means of disposal and obtain any necessary statutory approvals or certificates in accordance with local legislation. ▪ Inform ANPI / SEMI of any waste removal from the site; provide clear description and quantities being removed.
30. TESTING AND COMMISSIONING
<ul style="list-style-type: none"> ▪ A Permit to Work is required for these types of work and should be managed by a qualified person. ▪ The Contractor/Subcontractor shall develop specific Testing, Start-up and Commissioning procedures including methods, EHS precautions and a plan of any activities. ▪ Where appropriate or as required by the Client, a Lock Out / Tag Out / Test Out (LOTOTO) system will be used. The system and personnel involved will be under the control of a competent person. ▪ Where practical, guards, interlock systems shall remain intact and operable; otherwise people must be protected and informed (e.g. safety signs, barriers to prevent access to unauthorized persons). ▪ Before handing over the equipment, plant or premises to ANPI / SEMI, the Contractor/Subcontractor shall make certain / demonstrate that all items are in good, safe condition and cooperate to ensure smooth and safe transition of the Project to ANPI / SEMI. ▪ Provide all the EHS related information to ANPI / SEMI before or as soon as practicable after handover (training, systems operating manuals, operational specifications, maintenance, cleaning, etc.).

Signature & Company Stamp:	By acknowledging here, you shall be deemed to have understood and complied with the requirements.
---------------------------------------	---

31. ALCOHOL AND DRUGS

- Alcohol and drugs are not allowed on ANPI / SEMI and/or the Client premises.
- Persons under the influence of alcohol or drugs will be removed / not be permitted access to site.
- ANPI / SEMI reserves the right to carry out, or to the Contractor/Subcontractor carrying out (at their own cost) alcohol and/or drugs testing on the project personnel.
- It is advised that personnel required to take regular medication to control a specific health condition should be registered at the medical centre (where available) in order to react quickly in case of emergency situations (Note: All such cases will be dealt with in the strictest confidence).

32. REPORTING OF ACCIDENTS AND DANGEROUS OCCURENCES

- The Contractor/Subcontractor shall maintain a record of man-hours worked on the project as well as information on injuries, illnesses and incidents during the course of the project.
- Report immediately to ANPI / SEMI serious cases of near misses, first aids, medical treatments, lost time and incidents (including fires) resulting directly from its work or services and that could have results in injury or damage to persons, property or the environment.
- All medical treatment cases (recordable) and lost time accidents (one day off work or more, not including the day of the accident) shall be investigated by the Contractor/Subcontractor and reported to ANPI / SEMI.
- In case of a serious accident/incident or an environmental matter, the Contractor/Subcontractor will immediately verbally notify ANPI / SEMI and submit a notification within 24 hours. ANPI / SEMI requires the Contractor/Subcontractor to carry out / cooperate in an investigation.

33. CRISIS MANAGEMENT

- A Crisis Management Plan that consists of an Emergency Response Plan (ERP) and the Business Continuity Plan (BCP) shall be prepared by the Contractor/Subcontractor for their own area of work where the Main Contractor does not have a site wide plan.
- The Emergency Response Plan shall cover foreseeable emergencies in the scope of work.
- A Business Continuity Plan shall be prepared to ensure job continuity after the Emergency Response Plan.
- A dedicated Person-in-charge and an alternate shall be nominated by the Contractor/Subcontractor to ANPI / SEMI.

Signature & Company Stamp:	By acknowledging here, you shall be deemed to have understood and complied with the requirements.
---------------------------------------	---

34. DISCIPLINARY PROCEDURES

- All personnel working on the Project shall comply with the Environmental, Health & Safety, Security rules and procedures as well as to the local legislation in force for the Project. Individuals failing or ignoring such rules should be subject to disciplinary procedures as follows:
 - First Event: Verbal Warning and Written Warning
 - Second Event: Suspension
 - Third Event: Suspension
 - Fourth Event: Removal from the Project
- One serious infringement or incident related to Immediate Danger to Life and Health (IDLH) shall result in the immediate removal of the person(s) involved. IDLH cases related to:
 - (a) Lock Out / Tag Out / Test Out
 - (b) Electrical Safety
 - (c) Fall Protection
 - (d) Confined Space
 - (e) Rigging
 - (f) Tampering with EHS equipment
 - (g) Discharging, releasing or discharging wastes and pollutants into the environment

35. STATUTORY IMPROVEMENT, PROHIBITION AND OTHER NOTICES

- If the local authorities issue an improvement / prohibition notice or any other statutory notice impacting the legal requirements on the project, the Contractor/Subcontractor shall inform ANPI / SEMI immediately and comply with the new requirements.

<p>Signature & Company Stamp:</p>	<p>By acknowledging here, you shall be deemed to have understood and complied with the requirements.</p>
--	--

PENALTY NOTIFICATION TO ANPI / SEMI CONTRACTORS

All contractors carrying out work on behalf of ANPI / SEMI shall comply with the Environmental, Health & Safety Requirements Specific to Aircond.Network Philippines Inc. and Stellar Equipment and Machinery Inc. Contractors (hereinafter referred to as the Requirements). ANPI / SEMI will conduct review or inspection on contractors from time to time.

Contractor or an individual who violates the Requirements will be penalised accordingly by ANPI / SEMI:

1. **Warning:** ANPI / SEMI will issue a written warning letter to the Contractor if their employee or subcontractor violates the Requirements.
2. **Penalty:** ANPI / SEMI will impose a penalty on the Contractor if their employee or subcontractor violates the Requirements repeatedly, refuses to make correction, commits serious violation act, and causes major risks or attempts to conceal accidents.
3. **Termination of Cooperation:** ANPI / SEMI will terminate its cooperation with the Contractor who violates the Requirements repeatedly and causes serious threats to the safety of ANPI / SEMI and its employees due to the behavioural safety violations.

Contractor is subject to abide General Contractor (GenCon) project site requirements. Any charges/fines issued to ANPI / SEMI due to violation of GenCon's requirements incurred by the Contractor will be deducted to the Contractor's billing.

Signature & Company Stamp:	By acknowledging here, you shall be deemed to have understood and complied with the requirements.
---------------------------------------	---

EHS CHECKLIST FOR REGISTRATION OF NEW CONTRACTORS

Kindly check to ensure that you have included all the required information and copies of the relevant documents.

#	Items Required during Submission	Available (✓)	Remarks
1	General Information		
1.1	Completed Environmental, Health & Safety portion of the APAC Supplier Add Change Form.		
1.2	Completed Contractor Environmental, Health & Safety Agreement		
2	Other Documents		
2.1	EHS Committee Organisational Chart		
2.2	Latest Safety Training Record		
2.3	Latest Annual Work Accident/Illness Exposure Data Report		
2.4	Sample JSA & Risk Assessment for Scope of Work		
2.5	Company's Occupational Safety & Health (OSH) Program		

#	Items Required Based on Scope of Work	Available (✓)	Remarks
3	Certifications & Licenses		
3.1	Philippine Contractor Accreditation Board (PCAB) License		
3.2	Energy Commission Registered Electrical Contractor		
3.3	Lifting Machine Permit for Hoisting Equipment		
3.4	Operator License for Hoisting Equipment		
3.5	Safety & Health Officer (OSH Standard - DOLE)		
3.6	TESDA NC II Certificates for Skilled Workers (i.e. Scaffold Erector, Welder, Electrician, Plumber, A/C Tech)		
3.7	Others:		

Note: Indicate under Remarks column whether certification or license belongs to Contractor or Contractor's subcontractor.

<p>Signature & Company Stamp:</p>	<p>By acknowledging here, you shall be deemed to have understood and complied with the requirements.</p>
--	--