 <b>AUSTIN POWDER</b> <small>Austin Powder Argentina - División Percepción</small>	<b>SHES requirements for contractors</b>			<b>90-SHS-RQ#000001</b>
	Classification: EKC-Class D	Version: 2 Date: 6/18/2024	Next review: 6/18/2025	Page 1 of 5

Edition	Date	Review	Date	Approval	Date	Publication	Date
Rocio Dietz	6/18/2024	Vanina Vannucci	6/14/2024	Ricardo Luna	6/18/2024	Diego Alonso	6/18/2024
		Rocio Dietz	6/18/2024				

## PD-Purpose

Provide Contractors and Subcontractors information about legal and regulatory requirements in force and those established by APA-DP to perform the tasks for which they are hired; as well as to define the APA-DP responsible for informing and controlling the compliance with such requirements.

## PD-Scope

The scope includes all work carried out in the APA-DP complex and/or under the responsibility of the APA-DP complex by contractors and subcontractors. The same applies to all personnel involved in the authorization, performance and supervision of outsourced personnel.

## PD-References

SHES (Safety, Health, Environment, and Security) manual Contractors - Part 14

Law No. 19587 on Occupational Hygiene and Safety and its implementing Regulation-Decree No. 351/79

Law No. 24557 on Occupational Risks

## PD-Definitions and abbreviations

N/A

## PD-Responsibilities'

It is described in the development.

## PD-Development


### 1. Documentation to be submitted by the Contractors:

- Submit the Safety Plan prepared by its Health and Safety Service. This plan includes the Risk Assessments of the Activities, training schedule according to the tasks and associated risks present in the contractor's activities. Descriptive report about the work that will be carried out.
- ORIGINAL Safety Program signed and approved by the Occupational Risk Insurers (ART). This will be part of the Technical File, according to the provisions of the Superintendence of Occupational Risks (SRT) Resolution. No. 231/96 (if applicable)
- Notice of commencement or extension of work (if applicable)
- A Waiver of Subrogation for Austin Powder issued by ART
- Induction training certificate on risks related to the service provided by the Contractor.
- Proof of delivery of Personal Protective Equipment and work clothes, according to the provisions established in Resolution No. 299/11.
- Certifications stating the capacity of the operators to operate the following equipment: Cranes, hydro cranes, forklifts (as per Resolution No. 960/15), Bridge Cranes.
- Certifications stating the capacity of the operators to: Welding, weld inspection, penetrant dyes, and other services required for the requested.

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2. Documentation to be submitted for vehicle entry

Requirements for light vehicles (cars, vans, utility vehicles)

- ART coverage paid in force (assigned to APA-DP)
- Driver's license according to the vehicle you will drive
- Valid Vehicle Technical Inspection Certificate
- Driving unit documentation
- Vehicle title or rental contract or vehicle registration card
- Liability car insurance coverage with a Waiver of Subrogation in favor of Austin Powder Argentina S.A.
- Vehicle identification, company logo placed on windshield or sides
- Vehicles should not have tinted windows


Requirements for heavy vehicles (trucks, minibus for more than 12 persons)

- All vehicles must have the national RTV (Technical Vehicle Inspection) certificate, which must be updated and in force at the date of contracting, otherwise the vehicle will be rejected
- Each vehicle must have a vehicle registration card, the name of its owner, license payment up to date and all liability insurance, documentation that will be submitted for monthly review to HR and/or for its corresponding documentary approval, otherwise the truck will be out of service immediately
- Registration of resources allocated to the contract
- Vehicle title or rental contract or vehicle registration card
- Liability car insurance coverage with a Waiver of Subrogation in favor of Austin Powder Argentina S.A.
- Proof of payment of Liability car insurance coverage
- Single Transportation Vehicle Registration (if applicable)
- Liability car insurance coverage with a Waiver of Subrogation in favor of Austin Powder Argentina S.A.
- First aid kit
- Cone emergency triangles or hazard lights (either 2).
- Good condition of the engine, chassis, body and paint, as well as the exterior and interior appearance
- Tires in perfect condition, as well as the spare. Otherwise, it will be requested that the tires be changed before the company's service begins
- The integrity of the windshields and side windows must be present, otherwise the truck will be rejected
- The units must have ABS brakes, airbag, 5 kg ABC fire extinguisher, etc.

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Requirements for special vehicles (cranes, man lifts, hydro cranes, forklifts):

- All vehicles must have the national RTV (Technical Vehicle Inspection) certificate, which must be updated and in force at the date of contracting, otherwise the vehicle will be rejected.
- Each vehicle must have a vehicle registration card, the name of its owner, license payment up to date and all liability insurance, documentation that will be submitted for monthly review to HR and / or for its corresponding documentary approval, otherwise the truck will be out of service immediately.
- Registration of resources allocated to the contract
- Vehicle title or rental contract or vehicle registration card.
- Liability car insurance coverage with a Waiver of Subrogation in favor of Austin Powder Argentina S.A.
- Proof of payment of Liability car insurance coverage
- Equipment inspection certificate in accordance with Law 19587 in force.
- Proof of payment of technical insurance.
- Emergency triangles, 2 cone or hazard lights (either 2).
- Good condition of the engine, chassis, body and paint, as well as the exterior and interior appearance.
- Tires in perfect condition, as well as the spare. Otherwise, it will be requested that the tires be changed before the company's service begins.
- The units must have ABS brakes, airbag, 10 kg ABC fire extinguisher, etc.

3. Incoming and outgoing materials and equipment from contractors

The contractor company, as soon as it enters the APA-DP complex, must present a delivery note with all the equipment, tools, electronic instruments, measuring equipment, personal protection elements, among other objects that they bring with them and that they wish to pick up during or at the end of the service.

This document must include the following items as MANDATORY:

- Name and/or type of equipment (provide details if applicable)
- Brand
- Series or code
- Quantities


For materials, you must inform whether it will be necessary to partially or totally withdraw the supplies you are bringing in, at the end of the service, by stating:

- Material type

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- Quantity
- Quantity collected at the end of the service

The delivery notes will be presented at the entrance in stand 2 of the APA-DP complex. This document must be submitted in duplicate, and the original will remain for APA-DP.

The equipment/materials must be reported in advance at stand 2 and each item will be checked along with a delivery note when the equipment/materials are removed from the complex. If you do not have a delivery note and/or the items are not registered, you are not allowed to withdraw them until you can verify their ownership.

For material removal, you must have an authorization from an APA-DP supervisor.

**4. Activity development within APA-DP**

After the company is incorporated, it must have the following in order to develop its activity:


- Induction course: all external personnel will have to comply with the APA-DP Induction course, as well as the training that the SHES area considers pertinent. The contract administrator will coordinate the contractor's arrival at the APA-DP complex one week in advance.
- SDS (Safety Data Sheets); Globally Harmonized System (GHS) of Classification and Labeling of Chemicals. Argentina: they must present all SDS that apply to the products that will be used during the activity, as well as having adequate containment trays and any other recommendations included in the document.
- Signage: the contractor company must bring its own signage and safety signs that are necessary depending on the task performed.
- The company must have all the checklists of tools and equipment they use. In addition, the personnel must be trained on the appropriate preparation of these and which are the points that affect the use of the element they are verifying.
- Fire extinguisher: the contractor company is responsible for bringing its own fire extinguishers in the appropriate quantity, size and type, according to the risks, activities carried out and fire load at the temporary facilities used, being the contractor company's responsibility to control and recharge in case of replacement.
- Minimum Personal Protection Equipment (PPE) required:

1. Semi-mask with multi-gas and ammonia filters (according to the area where work will be performed)
2. Half-mask belt bag
3. Full helmet
4. Goggles
5. Gloves according to the work to be performed
6. Work clothes (long sleeved shirt and pants)
7. Safety footwear
8. Hearing protection.

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The contractor must provide special PPE (e. g. overalls, special gloves, full face, etc.) for its workers when the tasks to be performed at APA require other special PPE.

**Important**

- Any documentation must be submitted first in digital format on the IKU platform, at least 7 days prior to the beginning of the work, and then in printed format with the corresponding documents.
- If there are any doubts about any of the requirements mentioned above, you should contact the SHES personnel.
- If there are any incidents involving the Contractor, APA -DP reserves the right to suspend the work in progress by the outsourced companies, until its evaluation.
- If the Contractor's ART or any public entity, such as the SRT or the Labor Department, among others, inspects it in the workplace related to APA-DP, the Contractor must submit a copy of the report to the SHES area, and APA-DP may require any corrective or preventive measures it considers appropriate.

## **CK-Related Documents**

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