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Senai Airport Terminal Services Sdn. Bhd. (SATSSB) are pleased that you are interested in becoming one of pre-approved contractor which require a review from Health Safety & Environment (HSE) Department for current or future project/work. This process is intended to obtain safety related information from contractor that will help our HSE Department to review your overall health, safety & environment (HSE) program and performances. Together with this, we insist to communicate this HSE Contractor Safety Guidelines to your end as our first communication upon HSE requirements in SATSSB for contractors.

SATSSB has implemented as far as practicable; a comprehensive contractor safety program for of your operations/projects/works. It is our expectation that each contractor which responsible to provide for a safe work environment toward their own employees, SATSSB's employees, airport passengers, visitors and also the nature (air, soil, water and noise) around work site/area.

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## Contractor Responsibilities

To the extent required by the contract executed between SATSSB and the contractor, the contractor is expected to be responsible for:

1. Provide all requested information regarding safety and health, training, insurance, and injury experience as part of the qualification process
2. The safety of a contractor and any associated subcontractor employees remains the primary contractor's responsibility. Each contractor and subcontractor shall designate one responsible person (Manager, Supervisor, Superintendent etc.) for overall safety and health at each SATSSB project/ work process. Any project / work that is run by a primary contractor that has a combined total of 40 or more employees (combine of contractor and subcontractor employees) onsite shall be required to provide a fulltime Safety and Health Officer/ Coordinator of the project and a comprehensive HSE plan need to be established. For every additional 100 employees, there shall be additional resources dedicated to the direct safety of employees. An exception of this requirement is if the scope of the work as deemed by SATSSB HSE is such that a dedicated fulltime Safety and Health Representative could be required for jobs that have less than 50 combined contractor and subcontractor employees.
3. Contractor are required to comply with Malaysian Occupational Safety and Health Act 1994, Factory Machinery Act 1967 and Environmental Quality Act 1964 and all regulation under the stipulated act at all times while working in SATSSB. A part of that, contractor also shall comply with requirement drawn by HSE Management System in SATSSB and other policies and related standard practices required by International Civil Aviation Organization and state requirement (enforced by Department of Civil Aviation in Malaysia).
4. Review, understand and follow SATSSB Contractor Safety Guidelines defined herein, along with job specific direction regarding safety and health, to the extent such direction does not violate minimum statutory requirement.
5. Immediately (within 60 minutes of occurrence) report all incident to SATSSB project Supervisor/ Manager/ Custodian and HSE Department in SATSSB. Below are the incident reportable cases:
  - Any incident requiring the call and dispatching of emergency service or being refer to medical professional.
  - Fatality
  - Hospitalization (Lost time accident)
  - Damage to any vehicle, equipment or machinery which renders it inoperable
  - Amputation of any body part
  - Serious bleeding, wounds or cuts of any body part
  - Electrical contact or arch blast
  - Serious fire incident
  - Unconscious of employee
  - Injury to any SATSSB aircraft passengers, tenants and public

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- Safety system/ control failure (sling breaking, support structure failure, safety fencing failure etc)
  - Dangerous occurrence (near miss which could result serious injury, fatality or property damage)
6. Incident cases that shall report within 24 hours (working day):
- Any injury requiring medical treatment other than first aid
  - Any fire incident requiring the discharge of more than 1 fire extinguisher (13 Kg)
  - Any incident resulting in property damage to SATSSB equipment or facility
  - Any incident resulting near miss or property damage to any SATSSB aircraft passengers, tenants or public
  - Any near miss which could have resulted in any of above
7. If any visit by local enforcement body related to health safety and environment such as Department of Occupational Safety and Health (DOSH), Department of Environment (DOE), Suruhanjaya Perbadanan Air Negara (SPAN), and etc. the contractors are required to notify **Health Safety and Environment (HSE) Department** of SATSSB at below contact information:
- Office: +607 599 4500
  - HSE Department/Officer: Ext. 1729

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## CONTRACTOR SAFETY GUIDELINES

### Section 1: Introduction

SATSSB promotes and maintains an incident and injury free work environment. Safety and health is an integral part of our daily operations and valued as a performance standard for our employees, contractors and vendors. This program has been established to coordinate all reasonable means of controlling and eliminating hazards and risk associated with work activities.

#### 1.1.1 HSE Work Permit

All contractors and their subs shall provide a permit (Contractor provided) or approval through the SATSSB management prior to proceeding with any of following work:

| No | Type of Work  | Type of Permit   | Approval  |
|----|---|------------------|-----------|
| 1  | Working on fire protection/ detection systems; lead to isolation            | Isolation Permit | AFRS      |
| 2  | Working with asbestos or other poison containing materials                  | HSE Work Permit  | HSE       |
| 3  | Working at height (>2 meters) – unguarded platform                          | HSE Work Permit  | HSE       |
| 4  | Working in confined space   | HSE Work Permit  | HSE       |
| 5  | Working alone   | HSE Work Permit  | HSE       |
| 6  | Working on roof top   | HSE Work Permit  | HSE       |
| 7  | Lifting work which involve using of hoisting equipment (cranes)             | HSE Work Permit  | HSE       |
| 8  | Hot work; welding, metal cutting, abrasion, threading and high voltage work | Hot Work Permit  | AFRS, HSE |

#### 1.2 General Rules of Conduct

The following general rules of conduct apply to all contractors and their employees while engaged in work for or on behalf of SATSSB.

- 1.1.1. Contractors and their subs must notify SATSSB management to any hazardous chemicals, substances or processes being brought in to SATSSB’s work area.
- 1.1.2. Never perform work over the heads of people or leave tools or equipment overhead.
- 1.1.3. Never jump and horseplay on / over elevated platform.
- 1.1.4. Isolate and identify hazardous work area with safety markers, tape barriers, blinking lights, safety cones, or safety watchmen (as in appropriate arrangement).
- 1.1.5. Alcoholic, illegal substance or person under the influence of such products is not permitted to enter SATSSB work area/ site.
- 1.1.6. Firearms, explosives, and ammunition are strictly prohibited in SATSSB area unless being priory clarifies and approved as part of the work activities.

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- 1.1.7. Contractor employees always wear appropriate attire while at SATSSB work area/site.
- 1.1.8. All posted instruction signs such as **WARNING, CAUTION, PROHOBITION, RESTRICTION AREA**, etc. must be followed.
- 1.1.9. Appropriate signage must be used adequately redirect traffic in the event of road, property, or area closures.
- 1.1.10. All emergency exits (doors and routes) and equipment must always be kept accessible.
- 1.1.11. Outdoor painting, grinding or other similar activities should be done away from building or confine space air handling equipment or air intake vents.
- 1.1.12. Indoor painting, grinding or similar activities must be done in manner that does not become a hazard to employees or the public in airport. General or point of operation ventilation shall be used if it necessary.
- 1.1.13. Contractor employees must have received appropriate safety training for their job task, chemicals, and equipment to be used in SATSSB. Certification of any relevant training must be provided whenever requested by SATSSB HSE.
- 1.1.14. All property, equipment and materials left at work site in SATSSB is at contractor's own risk and must be stored in manner that not assessable by public or any unauthorized person.
- 1.1.15. All contractor and employees must cooperate during any inspection of work area by any person which authorized by SATSSB management.
- 1.1.16. Smoking of cigarette or electronic cigarette is strictly prohibited in SATSSB. Contractor and employees shall only allow smoking at designated area.
- 1.1.17. All incidents (both injury and non-injury) must be reported to contractor's management and SATSSB HSE and appropriate incident investigation and record must be prepared together with the implementation of corrective and preventive actions.

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## **Section 2: HSE Roles and Responsibilities**

### **2.1 SATSSB Project Owner**

“SATSSB Project Owner” is the responsible person/ department/ team from SATSSB which initiate the implementation of project work and responsible to work with procurement team on bring-in the contractor to work in SATSSB.

The Project Owner is responsible for directing all of the work on the project. The Project Owner shall:

- 2.1.1. Incorporate safety and health performance criteria in the minimum qualifications for the selection of contractors.
- 2.1.2. Ensure that each contractor has been qualified by SATSSB Management before them being awarded a contract.
- 2.1.3. Coordinate safety and health activities with all parties throughout the projects contract.
- 2.1.4. Ensure the contractors understand their responsibilities on safety and health (including use of job-specific plans) prior conducting respective works.
- 2.1.5. Monitor safety and health performance of contractor and address deficiencies during the duration of the project as they arise.
- 2.1.6. Clarify all hazardous substance (flammable / toxic chemical or oil) which plan to be used or stored in SATSSB work area. Ensure SDS are available at worksite for all hazardous substance presence.
- 2.1.7. Involve SATSSB HSE as needed to follow up or clarification on safety and health concern.
- 2.1.8. Review specific operation such as road closure, barricades etc. for appropriate protection and impact on normal airport operation.
- 2.1.9. Provide or coordinate the information to be provided, site specific safety information, such as chemical used, hazardous work information, work method statement, emergency procedure, and health and safety plan with contractor project representative.
- 2.1.10. Ensure all incidents involving contractor employees or operations are reported and investigated and the record being submitted to SATSSB HSE.
- 2.1.11. Inspect contractor work areas to ensure safety practices are being followed and hazard abatements are in place.
- 2.1.12. Ensure that appropriate work permits (Hot work permit, HSE work permit) for contractor are being applied/ approved prior the work start and the permit requirements being followed.

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## 2.2 Contractor / Subcontractor

- 2.2.1. To fully understand and comply with all requirements stated in HSE Contractor Work Control Guidelines without fail.
- 2.2.2. The safety of a contractor's and associated subcontractor employees remains the primary contractor's responsibility. Contractor shall designate a responsible person as their representative in health safety and environment matter of concern. Any project that is run by primary contractor that has a combined total of 40 or more employees (contractor and subcontractor combined) on site shall be required to provide full-time safety and health personnel.
- 2.2.3. Keep SATSSB Procurement, Project Owner and HSE Team apprised on primary and backup safety representative contact details for any event a safety issue or violation.
- 2.2.4. Comply with all local statutes, act, regulations, and other legal obligations regarding the safe performance of all work process.
- 2.2.5. Conduct the work safety risk analysis when necessary.
- 2.2.6. Provide a Job/ Project Safety & Health Plan to SATSSB HSE when requested to do so.
- 2.2.7. Report all incident and accident happened to Project Owner and submit the investigation report to SATSSB HSE.
- 2.2.8. Provide monthly statistical data and information related to health safety and environment performance of the project (HSE monthly report) if required to do so.
- 2.2.9. Cooperate with SATSSB HSE on relevant safety health and environment matter or issue arise and counter measures.
- 2.2.10. Authorized necessary immediate corrective measures when hazardous or substandard safety condition are reported or observed.
- 2.2.11. Promote total safety process on work operation
- 2.2.12. Investigate all accidents and near misses (incidents) to determine causes and action necessary to prevent recurrence.
- 2.2.13. Maintain accident records, reports and investigations.
- 2.2.14. Make inspections of the job site and submit written recommendations to correct substandard conditions and unsafe practices.
- 2.2.15. Be responsible for the control of and availability of the necessary safety equipment, including employee personal protective equipment.

## 2.3 All Workers / Employees

- 2.3.1. Perform work in a safe manner to prevent accidents to themselves, co-workers, and property.
- 2.3.2. Alert supervisors to dangerous situations, including unsafe tools and equipment.
- 2.3.3. Safely utilize all tools and equipment, including motor vehicles.
- 2.3.4. Comply with all airport safety health and environment requirements

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- 2.3.5. Wear the personal protective equipment required by this program and all other required personal protective equipment necessary to perform their work in the safest manner possible.

## **2.4 SATSSB Health Safety & Environment Department**

- 2.4.1. Responsible for the development, leadership, monitoring and enforcement of all HSE requirements.
- 2.4.2. Review contractor's safety performance, reports, and trends for necessary improvements.
- 2.4.3. Conduct site visits and inspections as necessary or requested
- 2.4.4. Monitor and evaluate the effectiveness of the contractors S&H efforts and enforcement and aid the contractors where needed.
- 2.4.5. Provide special assistance to contractors with unusual or complicated safety issues or problems as needed or requested.
- 2.4.6. Assist with the investigation of incidents as needed or requested.
- 2.4.7. SATSSB reserves the right to request a contractor to perform an incident investigation at any time and has the right to request a copy of all incident reports or investigations that were conducted on our projects.
- 2.4.8. Contractors must complete an incident investigation in accordance with the contractor written procedure to identify the cause(s) and any action needed to prevent recurrence. Joint incident investigations with the contractor's safety representative may be required when deemed necessary by SATSSB.

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## **Section 3: Health Safety & Environment Provision**

### **3.1 Protection of Public Property**

- 3.1.1. The contractor shall take all necessary action to prevent injury or damage property of public including airlines, tenants, passengers, and airport visitors.
- 3.1.2. Work shall not be performed in any area occupied or in use by the public unless permitted by SATSSB Management.
- 3.1.3. When it is necessary to maintain public use of work areas involving sidewalks, entrances to buildings, counters, corridors, aisles, stairways, facilities and vehicular roadways, the contractor shall protect the public with appropriate guardrails, barricades, temporary fences, overhead protection, temporary partitions, shields, and adequate visibility/ signage. Such protection shall guard against harmful radioactive rays or particles, flying materials, falling or moving materials and equipment, hot or poisonous materials, explosives and explosive atmospheres, flammable or toxic liquids and gases, open flames, energized electric circuits, or other harmful exposures.
- 3.1.4. Sidewalks, entrances to buildings, lobbies, corridors, aisles, doors, or exits that remain in use by the public shall always be kept clear of obstructions to permit safe ingress and egress of the public.
- 3.1.5. Appropriate warnings, signs and instructional safety signs shall be conspicuously posted where necessary. In addition, a signalman shall control the moving of motorized equipment in areas where the public might be endangered.
- 3.1.6. Temporary sidewalks shall be provided when a permanent sidewalk is obstructed by the contractor's operations.

### **3.2 Working at Height**

- 3.2.1. Whenever work is performed above ground level and requires use of a ladder or raised platform, or when working above a suspended ceiling, the area must be barricaded to prevent injury to others.
- 3.2.2. When barricades will prevent use of a regular route (aisle, corridor, etc.), signs identifying alternative routes shall be posted.
- 3.2.3. Signs shall be posted in overhead work to notify our employees and the general public of the overhead work / hazards.

### **3.3 Fall Protection**

- 3.3.1. Employees must always be protected against falls from elevated work platforms.
- 3.3.2. Each employee shall be protected by an adequate fall protection system when any of the following conditions apply:
- 3.3.3. Employee is working at heights which expose an employee to a fall of greater than 2 meters

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- 3.3.4. Employee is working on a roof with a pitch greater than 2 meters Vertical to 6 meters horizontal
- 3.3.5. Employee is working within 4 meters of a leading edge which is greater than 2 meters from the surface below
- 3.3.6. Employee is climbing a fixed industrial ladder of greater than 10 meters in length (up or down)
- 3.3.7. Employee is exposed to a fall into hazardous conditions such as rotating equipment, chemicals, electrical situations, water hazards, etc., regardless of height
- 3.3.8. Employee is working outside of the standard handrails of scaffolding from heights more than 2 meters
- 3.3.9. Employee is erecting scaffolding greater than 2 meters from the ground and is not protected from standard handrails
- 3.3.10. Employee is working out of a lifted bucket truck, snorkel boom, JLG, scissors lift or similar
- 3.3.11. The contractor must provide the essential equipment required for each job and provide necessary training in its safe use to their employees, prior to utilization of said equipment.
- 3.3.12. Fall protection equipment must meet current ANSI standards or other similar approved standard (refer to SATSSB PPE Specifications).
- 3.3.13. Floor openings larger than 2" x 2" must be covered or otherwise guarded to prevent injury to persons from falling into or through and by protecting personnel on a lower level from falling debris or tools
- 3.3.14. Scaffolding shall be erected in accordance with UBBL 1984, FMA 1967 and OSHA 1994 and the regulations or standards under them to ensure the safest and sturdiest work platforms are constructed. If an employee is required to use personal fall protection equipment on a scaffold, the scaffolding shall be fall arrest rated

### **3.4 Housekeeping**

- 3.4.1. Aisles and corridors shall always remain clear.
- 3.4.2. Exits and emergency equipment (fire extinguishers, first-aid kits, etc.) shall be unobstructed
- 3.4.3. Debris, dust, etc. shall be cleaned periodically. The contractor should remove all scrap daily from the site.
- 3.4.4. Materials and supplies should be stored in a safe manner to prevent injury or damage.
- 3.4.5. All spills shall be cleaned up immediately.
- 3.4.6. Cords and hoses shall not cross aisles or corridors. When necessary, these may be hung at ceiling level or be appropriately enclosed to prevent tripping or use of cable trays.
- 3.4.7. Dust producing operations such as drywall installation, grinding, etc. shall be adequately contained to minimize the impact on nearby work areas.

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- 3.4.8. Construction dust, dirt or mud need to be controlled by contractor and strictly prohibited to be left spread into the airport commercial area.

### **3.5 Waste Management**

- 3.5.1. Worksite shall be properly facilitated with enough garbage bins and the garbage being collected periodically.
- 3.5.2. For a construction site with number of employees more than 40, a suitable canteen area shall be provided as resting area
- 3.5.3. At any time, contractor's employees especially who work in construction project shall not use toilets or washroom inside the airport terminal or are meant to be used by airport users.
- 3.5.4. All construction or renovation waste shall not be disposed in SATSSB municipal waste centre; contractors are fully responsible to dispose the separately.
- 3.5.5. All type of waste needs to be registered using SATSSB Waste Register Form.
- 3.5.6. Any type of schedule waste produced by contractor during work process in SATSSB need to be managed accordingly to national law requirement and the production inventory of this waste shall properly being recorded.
- 3.5.7. Any illegal dumping of waste is strictly prohibited!

### **3.6 HSE Permit to Work**

All hazardous works need to be properly controlled using a permit issuance system  
Below is the list of works that consider as hazardous work in SATSSB:

- 3.6.1. Contractors must obtain the appropriate permits prior to commencement of any hazardous works
- 3.6.2. Permit need to be clearly displayed at work area as the notification to another worker, inspector and public.
- 3.6.3. Any person authorized by SATSSB management has right to stop any hazardous work conducted without the approved permit
- 3.6.4. All provision and safety requirement highlighted in the permit must be comply by contractor during the work process
- 3.6.5. Hazardous work needs to be completed within the work duration approved in the permit; new permit needs to be obtained if the work requires more time then approved in the current permit.
- 3.6.6. For any hot work conducted; Contractors must provide their own appropriate fire extinguishers for use during the fire watch. SATSSB fire extinguishers and other equipment should not be used unless needed in an emergency

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### 3.7 Personal Protective Equipment (PPE)

- 3.7.1. Contractors shall provide their own PPE as necessary for the work area. Typically, safety glasses, safety vests, hard hats and safety shoes may be required for most work sites.
- 3.7.2. Contractors operations may introduce hazards to the work areas, which would require SATSSB employees and visitors to wear additional PPE. The contractor must communicate or post appropriate signage to identify these hazardous areas and the PPE necessary to prevent injury.
- 3.7.3. Contractors must notify the Project Owner or SATSSB management if any operation could impact SATSSB employees or the public. Examples include dust generation, odours, and excessive noise.

### 3.8 Hazardous Tools and Equipment

- 3.8.1. Contractors shall provide their own tools and equipment for jobs and tasks
- 3.8.2. Contractors are responsible for ensuring all tools and equipment used in SATSSB area and work sites are in safe operating condition
- 3.8.3. Pre-operational inspection needs to be conducted before any hazardous equipment being used
  - Example of hazardous equipment
    - Forklift
    - Mobile, Crawling Crane
    - Overhead Crane
    - Sky lift, Scissor Lift
- 3.8.4. Tools used on raised platforms should be secured with a safety line, or other method to prevent them from falling
- 3.8.5. Pneumatic or air actuated tools should be disconnected when not in use.

### 3.9 Rigging and Hoisting

- 3.9.1. All rigging and hoisting shall be planned and completed in accordance with OSHA, ANSI Manufacturer, and Industry Best Practices at all times.
- 3.9.2. Any Critical Lifting Works shall be planned and controlled by a properly qualified rigger
- 3.9.3. Any Critical Lifting Works shall be planned by using a critical lift planning checklist
- 3.9.4. Complicated lifts that are not performed on a regular basis and deemed critical due to the high level of risk to personnel, equipment, systems operation, and/or the nature of the load
- 3.9.5. Example of Critical Lifting Works:
  - The lifting work exceeds 70% of the rated capacity of the equipment as determined by the load chart
  - The lifting work or equipment setup uses more than 75% of the maximum boom length used
  - The lifting work is personnel hoisted in a personnel basket

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- All multi-crane lifting work
- Horizontal load weighing more than 50 tons and vertical load weighing more than 40 tons
- Vertical load weighing more than 20 tons without lifting lugs and trunnions
- All lifting work of load over 20 tons requiring more than 150 ft. of boom
- All jib lifting of load weighing more than 5 tons (hydraulic cranes, lattice boom)
- All lifting work where the boom or load is over pipe racks or other critical equipment
- All lifting work where the boom assembly is over pipe racks or other obstructions
- All lifting of a load of special value or request
- Jack and skid lifts or stationary rigging lifts the load weighing more than 20 tons
- Lifting work which required modifications or special configurations of lifting equipment
- Lifting work which required design and/or fabrication of special rigging equipment
- Lifts over 20 tons that require walking the load with a crawler or truck crane
- Any other lift deemed critical by any single or combination of factors
- Transportation of equipment weighing more than 75 tons or oversize in any dimension

### **3.10 Excavations & Trenches**

- 3.10.1. Before starting any excavation work, the contractor must determine the existence and location of all underground utilities, pipes and other service equipment and connections.
- 3.10.2. Contractors are responsible for any damage or disruption of service caused during an excavation or trenching activity.
- 3.10.3. No excavation or trenches within 1.5 meters from any active road or heavy load (laid too near to trenching edges).
- 3.10.4. Excavations and trenches around existing structures must be done so without undermining the foundation or other structure/supports.
- 3.10.5. Appropriate sloping / shoring or other protection shall be used as required by local, state and/or federal regulations for trenches or as deemed necessary by the competent person. The contractor's designated competent person is responsible for evaluating and approving all excavation slopes, shoring, etc.
- 3.10.6. Excavations and trenches must be adequately barricaded to prevent unauthorized access. Barricades must enclose all access points and provide adequate clearance around the perimeter of the site.
- 3.10.7. Warnings for the movement of equipment and adequate barriers for the swing distance/rotation of equipment must be properly posted.
- 3.10.8. Illumination and warning markers must be present to ensure excavations can be adequately identified, especially during night/ dark.

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### **3.11 Confined Space**

- 3.11.1. Contractors shall provide all the equipment necessary and required for the safe operation of a confined space entry procedure.
- 3.11.2. HSE Permit to Work (PTW) shall be obtained prior to entry into a permit required confined space and being displayed at the location of the confined space entry.
- 3.11.3. Atmosphere inside the confine space must be tested by certified Authorized Gas Tester (AGT) and declared as safe before any employee are allowed to enter the space for work.
- 3.11.4. Any Issues regarding access and entry to any confined space should be discussed with the SATSSB HSE Department.

### **3.12 Hazardous Energy Control (Logout Tagout)**

- 3.12.1. Control of hazardous energy (lockout/tagout) is required prior to performing any service or maintenance activity on all equipment at SATSSB.
- 3.12.2. Contractor employees are required to follow (at a minimum), the applicable OSHA Standard for lockout/Tagout safety.
- 3.12.3. SATSSB requires all powered equipment which under maintenance/ repair to be locked out whenever any part of an employee's body enters any point of operation, by-passing any safety device, guard, or barrier, or when working on live electrical parts unless the individual is a qualified electrician.
- 3.12.4. Lockout/Tagout procedures shall be followed whenever working with potentially dangerous chemical systems, high-pressure systems, electric systems, temperature extremes, or any other procedure or equipment with a stored energy source (refer SATSSB Logout Tagout Matrix).
- 3.12.5. Lockout/Tagout also includes servicing, adjusting, maintenance, or un-jamming equipment with any of the above systems.

### **3.13 Electrical Safety**

- 3.13.1. Contractors are responsible for meeting all applicable state and local statutes, codes, etc. regarding electrical safety.
- 3.13.2. All temporary electrical connections must be grounded and properly insulated, or protected.
- 3.13.3. Cables and power supply cords shall be placed in a manner to prevent trips, falls and other hazards.
- 3.13.4. Only 3-wire extension cords may be used.
- 3.13.5. Contractors are responsible for all temporary wiring and must provide adequate ground-fault circuit interrupters.
- 3.13.6. All electrical equipment and temporary wiring must be inspected periodically and repaired/replaced as necessary

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### **3.14 Safety on Material Handling**

- 3.14.1. Manual material handling and other physical activities must be performed only by those employees able to do so. Prior to performing a task requiring physical stress, each employee must ensure it can be done safely, (get others to assist, or use mechanical equipment to perform the job safely).
- 3.14.2. Safe and proper operation of any powered industrial vehicle is important for the safety of all employees.
- 3.14.3. Contractor employees are always to be alert for powered industrial vehicle traffic. It is the responsibility of both pedestrians and vehicle operators to be alert and avoid accidents.
- 3.14.4. Contractors are responsible for providing their own powered industrial vehicles and equipment.
- 3.14.5. All powered industrial equipment (i.e. forklifts) shall be inspected (documented) at least daily or each time before it been use.

### **3.15 Motor Vehicle Safety**

- 3.15.1. Motor vehicles operated inside SATSSB area must obey all posted traffic and informational signs.
- 3.15.2. All motor vehicle that means to operate inside the protected area / airside area need to be registered with SATSSB Aviation Security Department and bound to regulation and provision of the Airside Vehicle Permit.
- 3.15.3. Park vehicles in designated areas only.
- 3.15.4. Vehicles shall not block an emergency exit or access to emergency equipment such as fire hydrants, sprinkler controls, airside entrance gates etc.
- 3.15.5. Parking in airport passenger drop off or waiting area is prohibited.
- 3.15.6. Vehicles used onsite should be in good condition.
- 3.15.7. Any contractor vehicles found to be leaking fluids or otherwise present potential hazards to SATSSB area will be required to be repaired or removed immediately.
- 3.15.8. Seat belts shall always be worn.
- 3.15.9. When working in traffic areas, proper barricading shall be established and vehicles shall be equipped with and shall use appropriate warning lights (flashing lights, hazard lights, arrow boards). All employees need to ware high visibility clothing.

### **3.16 Reporting Hazards, Unsafe Acts, or Conditions**

- 3.16.1. Hazards identified by contractor's employees, where those hazards are within the control of SATSSB, should be reported to the SATSSB Project Owner or/and SATSSB HSE Department immediately.

### **3.17 Chemical Hazard Communication**

- 3.17.1. SATSSB Chemical Hazard Communication Program facilitates the exchange of information on hazards, emergency procedures and safety precautions when working with hazardous chemicals or substances. As a contractor of SATSSB, you

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have certain responsibilities to ensure adequate communication of hazards you introduce into the workplace

- 3.17.2. Hazardous chemicals/substances include gases, liquids, solids, and chemical mixtures.
- 3.17.3. Contractors are required to notify the SATSSB HSE Department and the Project Owner of any chemicals or substances you will be bringing onsite for use prior to the work involving such substances.
- 3.17.4. When a new chemical will be brought into a SATSSB site or work area, the chemical must first be reviewed for potential safety, health, environmental, and warehouse/storage issues.
- 3.17.5. Material safety data sheets (MSDS) for each chemical/substance must be maintained onsite and made available to the SATSSB HSE Department
- 3.17.6. All containers used to store chemicals/substances must be appropriately labelled in an easy to understand method such as the OSHA CLASS 2013 labelling system or other common methods.
- 3.17.7. Contractors must provide adequate personal protective equipment for employees when they work with or in areas containing hazardous chemicals
- 3.17.8. Chemicals may not be used in areas occupied by SATSSB employees, passengers or visitors without approval of the Project Owner or the HSE Department
- 3.17.9. MSDS or other information regards to the available chemical at work area should be requested through the Project Owner or HSE Department. Contractors are responsible for informing their employees of the chemicals in their work area, the hazards (if any) and appropriate precautions.
- 3.17.10. Chemical spillage must be control accordingly and spillage emergency kit need to be made available for large amount of chemical / oil stored in SATSSB; or if you are required to do so.
- 3.17.11. Storage of chemical / oil in SATSSB shall be arranged in a way that any spillage can be contained.
- 3.17.12. Smoking is strictly not permitted while handling flammable, combustible chemical / oil.

### **3.18 Other Health Safety & Environment Practices**

- 3.18.1. The requirement and provision of health safety and environment in SATSSB are meant to draw a significant minimum guidance / instruction to ensure that any presence hazard in each level of work process being controlled.
- 3.18.2. The extension of health safety and environment practices is not limited just as listed in this guideline.

### **3.19. Fire Prevention**

- 3.19.1. Senai International Airport implies a serious restriction for smoking of cigarette and electronic cigarette. Smoking ONLY allowed at the designated area.

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- 3.19.2. Prohibition of any use of ignition at the SATSSB operation area sensitive area (Aeromall, Terminal Building, Air Control Tower, Aircraft Movement Area, Apron, Runway and Taxiway); any hot work that need to conduct are compulsory to have the approved Work Permit prior for the work start. Refer to your SATSSB project custodian or representative for the work permit issuance.
- 3.19.3. At any time, do not block any emergency exit/ route. If you had to do so due to location/criticality of the work, permission from SATSSB Management shall be request prior the start of the work.
- 3.19.4. If you discover any uncontrolled fire:
- 3.19.5. Raise the alarm by breaking the nearest break glass unit.
- 3.19.6. Alternatively contact a SATSSB staff member immediately; they in turn will contact the necessary services.
- 3.19.7. Once the alarm is raised, or evacuation alarm sounds, proceed to the nearest assembly point and follow the evacuation route/procedure.

### **3.20 Road Traffic**

- 3.20.1. Only park in the designated parking space.
- 3.20.2. Drive slowly. Be aware of forklifts, trucks, vans, containers, cars, and motorcycles which use the facility. Do not block roadways, BOMBA access/hydrant, and Airside service/safety/parameter road. Request any road isolation with SATSSB management if need to do so.
- 3.20.3. Speed limit for vehicle in this premise (parking lot, passenger drop off area, loading/unloading area) is 5km/hour. Speed limit of traffic in airside area is 25km/h.
- 3.20.4. Walk briskly at the pedestrian walkway and do not run. Do not get to close with any vehicle/ equipment service road; always keep yourself at least 1.5 meters away from the vehicle/ equipment service road.

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## **Alcohol and Drugs**

Contractors personnel shall not bring alcohol or drugs (except with good medical reason – prescribed by approved medical practitioner) of any kind onto working site. Any contractors staff who are, or appear to be, under the influence of alcohol or drugs may be asked by a airport representative to leave site immediately and may be refused admittance at any future time. Any worker which has been prescribed as legal drug usage need to communicate their condition (health effect during under drug influence) to their supervisors and/or Project Manager.

## **Children**

No children under the age of sixteen are permitted to be in building areas where construction work is taking place or external areas where contractors are working. This prohibition includes the children of staff, students, visitors, and contractors.

## **Competency**

All contractors working in SATSSB property must be trained and competent to carry out the contracted work. They should also be briefed on the dangers of working outside of their competency. The SATSSB management reserves the right to request evidence of competency.

Definition of competent person:

*A competent person is one who has the required knowledge, experience, training, maturity and authority to do the work in a safe manner. Where a training standard is mandated by legislation, this will be the minimum to be achieved.*

## **Contractor's Visitor**

No Contractor is to arrange for persons not connected with the task, to visit them on site unless prior written permission has been obtained from SATSSB's Project Owner and Airport Security. If the visitor arrives unannounced and has legal rights to access the site – Police Officer, HSE Enforcement Officer, Environmental Health Officer and so forth – the contractor shall inform the SATSSB's Project Owner and HSE immediately.

## **Delivery of Materials**

The Contractor must ensure that the vehicles delivering materials are aware of the precise job location. Failure to ensure delivery vehicles have the correct information will result in delays and may result in the vehicle being refused access. Vehicle used to make the delivery must be in clean safe and secure to avoid any accident, leakage and free from any muds and dirt (which may leave dirty or unpleasant mark along the access road). No materials are to be delivered to this airport premises unless the Contractor's representative is there to receive them, unless specific arrangements are agreed with the Project Owner. Storage areas will be agreed with the Project Owner and Facility Management Department prior to commencement.

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### **Equipment or Machine Installation**

Contractors installing any electronic or mechanical systems, must provide information on the operations and maintenance of the installed items. Written approval must be obtained from Facility Management Department and Airport Security prior to commencement.

### **Other Health Safety & Environment Practices**

The requirement and provision of health safety and environment in SATSSB are meant to draw a significant minimum guidance / instruction to ensure that any presence hazard in each level of work process being controlled. The extension of health safety and environment practices is not limited just as listed in this guideline.

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## Glossary

| No | Abbreviation / Term   | Descriptions   |
|----|-----------------------|--|
| 1  | <i>AFRS</i>           | Aviation Fire Rescue Services  |
| 2  | <i>AGT</i>            | Authorized Gas Tester; a certified person who equipped with knowledge and skill to operate a gas tester equipment and conduct the measurement in order to ensure the level of safety in specific space / portion of atmosphere.  |
| 3  | <i>Contractor</i>     | Firm or company, represented by a manager or leader, having signed a contract or equally agreement with SATSSB to provide a specific work or service   |
| 4  | <i>CLASS 2013</i>     | Chemical Labelling and Safety Data Sheet 2013  |
| 5  | <i>ft.</i>            | Feet's; a unit of measurement for specific length  |
| 6  | <i>HSE</i>            | Health Safety & Environment  |
| 7  | <i>Lockout Tagout</i> | A system use to isolate any hazardous energy or condition (which under sort of maintenance or repair) for become harm/injury to other person. This system consist of lockout which a type of locking system for switch or valve as to prevent them from any disturbance and tagout which type of notification or signage system to communicate any hazard or condition (warnings, cautions or prohibitions). |
| 8  | <i>MSDS</i>           | Material Safety Data Sheet;  |
| 9  | <i>NCR</i>            | Non-conformance Report   |
| 10 | <i>OSHA</i>           | Occupational Safety Health Act   |
| 11 | <i>PPE</i>            | Personal Protective Equipment  |
| 12 | <i>Project Owner</i>  | The responsible person/ department/ team from SATSSB which initiate the implementation of project work and responsible to work with procurement team on bring-in the contractor to work in SATSSB  |
| 13 | <i>SATSSB</i>         | Senai Airport Terminal Services Sdn Bhd  |

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I hereby confirm that this guide has been brought to the attention of, read and understood by all staff, including sub-contractors, working on behalf of our company in Senai International Airport and will be adhered to.

| Contractor  | Witnessed by (SATSSB HSE)                         |
|---|---|
| <i>Signature</i><br><br><br><i>Official Stamp</i> | <i>Signature</i><br><br><br><i>Official Stamp</i> |
| Name:<br>Position:<br>Date:                       | Name:<br>Position:<br>Date:                       |