

# APM Terminals Technical Organisation Specifications

## Project Execution HSSE Specification

APMT-TTO- HSSE-SPC-02  
Issue: 13.0

3<sup>rd</sup> May 2022  
28 Pages

Classification: Internal

**Document Ownership**

|                 |                                                  |
|-----------------|--------------------------------------------------|
| Department name | Technical organisation                           |
| Section name    | Health, Safety, Security & Environment           |
| Process name    | Project Execution HSSE Specification             |
| Process owner   | Senior HSSE Business Partner – Project Execution |

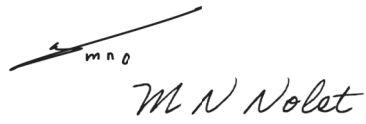
**Revision History**

| Revision | Date       | Description                                                                  |
|----------|------------|------------------------------------------------------------------------------|
| 2        | 08-02-2008 | First issue of Health and Safety during APMT Construction                    |
| 4        | 22-11-2012 | Draft Construction Safety Specification                                      |
| 6        | 25-09-2013 | Issued as Construction Safety Specification                                  |
| 7        | 24-04-2015 | Updated Construction Safety Specification                                    |
| 8.1      | 11-04-2017 | Re-drafted, based on previous CSS (Construction Safety Specification) rev. 7 |
| 8.2      | 13-04-2017 | Second draft after DCL review                                                |
| 8.3      | 24-04-2017 | Third draft after input by AWO                                               |
| 8.4      | 28-04-2017 | Further modifications after input DCL, AWO and PGB                           |
| 8.5      | 03-05-2017 | After review by KBE                                                          |
| 8.6      | 08-05-2017 | After discussion DCL, AWO and PGB                                            |
| 8.7      | 10-05-2017 | After AWO and KBE second review                                              |
| 8.8      | 15-05-2017 | After PDU and MKO review                                                     |
| 8.9      | 24-05-2017 | After MRE and NMI review                                                     |
| 9.0      | 25-08-2021 | Initial review                                                               |
| 10.0     | 29-09-2021 | Formal review and update after MNO and KBE review                            |
| 11.0     | 20-12-2021 | Inclusion of Covid 19 update                                                 |
| 12.0     | 04-02-2022 | Inclusion of EU Taxonomy reporting requirements by AWO                       |
| 13.0     | 03-05-2022 | Finalization of comments for issue                                           |

**Revision Status**

| Revision | Description                                               | Issue Date                     | Prepared By | Checked By | Approved By |
|----------|-----------------------------------------------------------|--------------------------------|-------------|------------|-------------|
| 9.0      | Publication after review & input by HSSE and GTF          | 24 May 2017                    | PGB005      | KBE072     | MRE097      |
| 10.0     | Review and update after review and input from PE and HSSE | 15 <sup>th</sup> November 2021 | CWE         |            |             |
| 11.0     | Update to Covid 19 requirements for projects              | 20 <sup>th</sup> December 2021 | CWE         |            |             |
| 12.0     | Inclusion of EU Taxonomy reporting requirements           | 4 <sup>th</sup> February 2022  | CWE         |            | AWO         |
| 13.0     | Finalization of PE comments                               | 3 <sup>rd</sup> May 2022       | CWE         | MNO        | AWO         |

**Document review and approval**

|                                                           |                                                                                                        |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Reviewed by:<br><br>Mark Nolet<br><br>Date: 03-may-2022   | Signature:<br><br> |
| Approved by:<br><br>Ashley Woods<br><br>Date: 04-May-2022 | Signature:<br><br> |

## Table of Contents

|          |                                                          |           |
|----------|----------------------------------------------------------|-----------|
| <b>1</b> | <b>Introduction .....</b>                                | <b>5</b>  |
| <b>2</b> | <b>Purpose .....</b>                                     | <b>5</b>  |
| <b>3</b> | <b>Scope.....</b>                                        | <b>6</b>  |
| <b>4</b> | <b>Responsibilities .....</b>                            | <b>7</b>  |
| 4.1      | HSSE COMMIT Rule .....                                   | 7         |
| <b>5</b> | <b>Glossary .....</b>                                    | <b>8</b>  |
| 5.1      | Definitions .....                                        | 8         |
| 5.2      | Abbreviations.....                                       | 8         |
| 5.3      | Referenced Documentation .....                           | 8         |
| <b>6</b> | <b>HSSE Management Systems.....</b>                      | <b>9</b>  |
| 6.1      | General Requirements .....                               | 9         |
| 6.2      | Risk Management.....                                     | 9         |
| 6.3      | HSSE Management Plan .....                               | 9         |
| 6.4      | Contractor and Supplier Management .....                 | 10        |
| 6.5      | Leadership .....                                         | 10        |
| 6.6      | Access to Competent Advice .....                         | 10        |
| 6.7      | HSSE Monitoring and Assurance .....                      | 11        |
| <b>7</b> | <b>Site Control.....</b>                                 | <b>12</b> |
| 7.1      | HSSE Induction .....                                     | 12        |
| 7.2      | Access Control.....                                      | 13        |
| 7.3      | Risk Assessments and Method statements.....              | 13        |
| 7.4      | Equipment .....                                          | 13        |
| 7.5      | Emergency Procedures .....                               | 14        |
| <b>8</b> | <b>Health and Safety reporting.....</b>                  | <b>18</b> |
| 8.1      | Input to HSSEMP.....                                     | 18        |
| 8.2      | Performance Monitoring and Reporting .....               | 18        |
| 8.3      | Incident Notification, Investigation and Reporting ..... | 18        |
| 8.4      | Competence .....                                         | 19        |
| 8.5      | Engagement .....                                         | 19        |
| 8.6      | Health .....                                             | 20        |
| 8.6.1    | Covid 19 controls .....                                  | 20        |
| 8.6.2    | Key health risks .....                                   | 21        |

---

|                   |                                                          |           |
|-------------------|----------------------------------------------------------|-----------|
| 8.7               | Personal Protective Equipment.....                       | 21        |
| 8.8               | Transportation .....                                     | 21        |
| <b>9</b>          | <b>Environment.....</b>                                  | <b>23</b> |
| 9.1               | Input to HSSEMP.....                                     | 23        |
| 9.2               | Performance Monitoring and Reporting .....               | 23        |
| 9.3               | Incident Notification, Investigation and Reporting ..... | 24        |
| <b>10</b>         | <b>External audits .....</b>                             | <b>25</b> |
| <b>11</b>         | <b>Cost and Payment.....</b>                             | <b>25</b> |
| <b>12</b>         | <b>Legal and Regulatory Compliance.....</b>              | <b>25</b> |
| <b>13</b>         | <b>Consequences.....</b>                                 | <b>25</b> |
| <b>14</b>         | <b>Site Security Arrangements .....</b>                  | <b>27</b> |
| <b>Appendix A</b> | <b>APMT HSSE Policy .....</b>                            | <b>30</b> |
| <b>Appendix B</b> | <b>Hierarchy of Control.....</b>                         | <b>32</b> |
| <b>Appendix C</b> | <b>Typical content of HSSE Management Plan.....</b>      | <b>33</b> |
| <b>Appendix D</b> | <b>12 Lifesaving rules.....</b>                          | <b>36</b> |
| <b>Appendix E</b> | <b>Safe to Start process.....</b>                        | <b>37</b> |

# 1 Introduction

APM Terminals has aggressive targets supported by a strategy and global HSSE Management Framework to deliver our ambition of APM Terminals being a safe place to work.

The client organisation of APMT (Employer) is committed to being an industry-leader in health, safety, security, and environmental management. Our commitment to this goal is summarised in our HSSE Policy and delivered through our Values, our Way of Working, our HSSE COMMIT Rule and our HSSE Management Framework.

## Our Principles

We have 3 principles that underpin our commitments:

- We lead with care
- We learn and adapt
- Our people are our experts

## Our Approach

### ***Empowering our People, where...***

They are central to our solutions

Individual differences are considered a resource

We engage in an open dialogue to improve HSSE

### ***Leaders that challenge traditional thinking, by...***

Being visible and approachable at the frontline

Collaborating to challenge and improve HSSE

Driving HSSE campaigns and engagement

### ***Understanding and enabling safer work, by... Managing critical risks and legal obligations, by...***

Focusing and learning from our successes

Innovating for HSSE-smarter outcomes

Creating space to adapt our HSSE approach to enable a safe and secure workplace

### ***Managing critical risks and legal obligations, by...***

Complying with all legal obligations that affect our business activities

Controlling HSSE critical risks that impact people, customers, and business resilience

# 2 Purpose

This document is annexed to a contract or agreement, hereafter referred to as the Contract.

Our vision is to prevent illness, injury, business losses and environmental harm on our premises, and at our projects. We will engage with our employees, partners, and suppliers so that everyone is enthusiastically involved in managing risk, acting as a champion for our realistic and practical vision across all countries and regions that we operate in.

### 3 Scope

This specification describes the detailed health, safety, security, and environmental requirements related to the supply of products and services to an APM Terminals project. APM Terminals will share applicable HSSE standards as required. It is applicable for works executed on the project Site by any contracted parties such as contractors, sub-contractors, manufacturers, suppliers, etc., hereafter referred to as **Contractor**.

The specification applies to all projects contracted by Project Execution, APM Terminals, from the moment the Contractor is given access to Site.

## 4 Responsibilities

It is the responsibility of the Contractor to comply with all provisions of the Contract and this specification. This document is owned by APM Terminals' Terminal Technical Organisation TTO) - Project Execution.

### 4.1 HSSE COMMIT Rule

#### Introduction & Purpose

A.P. Møller - Maersk A/S including all its directly or indirectly owned and/or controlled entities (APMT) is committed to integrating Health, Safety, Security and Environmental (HSSE) across our business. This Commit Rule sets out Employee Life Saving Rules and Management Framework Requirements to protect our employees, non-employees, assets, operations, and reputation from HSSE risks.

In APMT, we define Health, Safety, Security and Environment as:

- Health means keeping our people well at work – physically and mentally by managing any risks in the workplace that are likely to give rise to work-related ill health and providing effective first aid/medical response.
- Safety means protecting our people from serious risks by embedding safeguards and critical controls to our ways of working while supporting leadership capability and employee engagement.
- Security means freedom from, or resilience against, potential harm caused by others. Security is split between "duty of care" security for our people, and "supply chain security" for our customers, business, and operations.
- Environment means mitigating and reducing impact on the environment including waste, water, spills, chemicals, and air emissions.

#### HSSE Critical Risk Rules

HSSE Critical Risk Rules (Rules) ensure awareness of critical risks that require consistent behaviours to prevent incidents that could result in a serious injury or a fatality.

All employees, suppliers, contractors, and visitors to APMT premises must follow the Rules that are applicable to their site.

They are based on high-risk operations and activities that have the potential for fatalities and life altering incidents regardless of likelihood of occurrence.

#### Implementation

Implementation of the Rules is a shared responsibility between leadership and all employees to ensure that these requirements can be successfully complied with. Leadership shall ensure that these Rules are communicated to all their employees, suppliers, contractors who are involved with our operations, as well as all visitors to an APMT premises.

All APMT employees, contractors and vendors have the responsibility and authority to intervene and stop work if they see unsafe work or unsafe working conditions.

Any operational situations where these Rules cannot be complied with must be escalated to local leadership to enable the successful functioning of the rules.

Any breaches to these rules must be investigated in such a way to ensure there is fair treatment for honest mistakes in terms of an employee's awareness, their competency, and their job control.

Contractors are to fully describe all elements of HSSE responsibility within their Construction HSSE Plan ensuring that management control is fully implemented.

## 5 Glossary

### 5.1 Definitions

| Term                    | Description                                                                 |
|-------------------------|-----------------------------------------------------------------------------|
| <b>Contractor</b>       | Construction contractor(s), sub-contractor(s), supplier(s), manufacturer(s) |
| <b>Contract</b>         | A contractual agreement made between Employer and Contractor                |
| <b>Site</b>             | The place(s) specified in the Contract for the project                      |
| <b>Visual Standards</b> | Visual HSSE Instruction Booklet                                             |
|                         |                                                                             |

### 5.2 Abbreviations

| Term          | Description                                                                                                                                   |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>APMT</b>   | APM Terminals                                                                                                                                 |
| <b>HSSE</b>   | Health, Safety, Security & Environment                                                                                                        |
| <b>FIDIC</b>  | Federation Internationale des Ingenieurs-Conceils<br>(International Federation of Consulting Engineers)                                       |
| <b>OHSAS</b>  | Occupational Health and Safety Assessment Series (BS OHSAS 18001 =<br>British Standard for occupational health and safety management systems) |
| <b>ISO</b>    | International Standards Organisation                                                                                                          |
| <b>OSHA</b>   | Occupational Safety and Health Administration                                                                                                 |
| <b>HSSEMP</b> | HSSE Management Plan (project specific)                                                                                                       |
| <b>EIA</b>    | Environmental Impact Assessment                                                                                                               |
| <b>PPE</b>    | Personal Protective Equipment                                                                                                                 |
| <b>HiPo</b>   | High Potential Incident                                                                                                                       |
| <b>HIS</b>    | High Severity Incident                                                                                                                        |
| <b>LTI</b>    | Lost Time Injury                                                                                                                              |
| <b>LAI</b>    | Life Altering Injury                                                                                                                          |

### 5.3 Referenced Documentation

| Code #           | Title                                                                        |
|------------------|------------------------------------------------------------------------------|
| <b>ISO 18001</b> | International Standard for occupational health and safety management systems |
| <b>ISO 14001</b> | Environmental management system standard                                     |
| <b>ISO 45001</b> | International Standard for occupational health and safety management systems |
| <b>CDM 2015</b>  | Construction (Design & Management) Regulations 2015 (UK)                     |

## 6 HSSE Management Systems

### 6.1 General Requirements

The Contractor shall have in place, dedicated health, safety, security, and environmental management systems that ensure that appropriate standards of health, safety, security, and environment are maintained. The Contractor shall implement policies, procedures, and an appropriate culture to meet these requirements.

The Client requires the Contractor to strive for ISO 45001 and ISO 14001 Certification or agreed equivalent where the Contractor is engaged in projects related to APMT.

### 6.2 Risk Management

The Contractor shall identify HSSE risks prior to exposure.

Amongst other elements of the risk assessment, the Contractor shall apply the 'hierarchy of controls' (ref. Appendix B for further explanation) making all reasonable attempts to eliminate risk, if not to mitigate exposure to prevent injury or harm to people and/or the environment.

The Contractor shall have in place a mechanism to manage the risks that cannot be eliminated by:

- a. Identifying any hazards associated with its delivery and assess the associated risk;
- b. Implementing measures to eliminate or mitigate the risk;
- c. Communicating the required control measures to any persons who may be exposed;
- d. Continually reviewing the performance of these control measures.

### 6.3 HSSE Management Plan

The Contractor **shall within two weeks** after entering into the Contract Agreement submit a **site specific HSSE Management Plan (HSSEMP)** for the approval of the Employer and Engineer. The HSSEMP typically contains the elements provided in Appendix C.

**No physical activity on Site shall commence until the Engineer and Employer have accepted the HSSEMP,** such acceptance shall not be unreasonably withheld.

The Contractor shall implement the accepted HSSEMP on site. The HSSEMP shall remain a "live" document and be proactively reviewed, revised, or extended by the Contractor throughout the Works as required. The HSSEMP will be project site specific and will be linked to the risk management system as explained in par. 6.2.

The Contractor shall unconditionally make the HSSEMP available to all parties or authorities requiring the information recorded therein.

## 6.4 Contractor and Supplier Management

The delivery of the works, services, or materials by parties as contractors or suppliers to APMT or Contractor, presents a significant risk.

Therefore, the Contractor shall have in place robust mechanisms to manage their sub-contractors. These shall include as a minimum:

- a. Systems and processes for assessing the health and safety competence and capability of sub-contractors;
- b. Contractual agreements that reflect and flow down (back-to-back) the Contractor's obligations to APMT;
- c. Where appropriate the inclusion of performance management mechanisms within the contract between the Contractor and its contractors;
- d. Effective methods to communicate and monitor the compliance of contractors delivery against APMT Project HSSE Specification;
- e. Assuring systems are in place for the regular review of health, safety and environmental performance of its contractors. This shall be considered as part of the overall performance of its contractors.
- f. Permit to work processes that detail the exact nature of works and the method of ensuring adequate control.

**Note:** In the event that the specific project is operating under the permit to work process of an existing APMT facility then the following information will be required to enable contractors to apply for permits:

- a. Risk Assessment specific to task
- b. Method Statement specific to task
- c. Competency certificate of all personnel involved
- d. Medical fitness certificate (where appropriate): involving drug & alcohol testing
- e. Evidence of performing similar task
- f. Experience level

In this case the contractor will be required to register with the permit to work system coordinator and provide all evidential supporting documents related to the projects works in advance of beginning works on site.

If works are involving lifting activities for example: we would require the competency of the operator and the banks men, equipment maintenance history and certification by a third party and lifting plan etc

## 6.5 Leadership

The Contractor shall demonstrate management commitment of sound and robust management of HSSE risks, and to compliance with legal and regulatory HSSE requirements.

The Contractor shall conduct periodic and planned HSSE leadership reviews which shall be aligned with the following management responsibilities:

- The Contractor shall define, review, and communicate to the workforce how the HSSEMP will enable continuous risk reduction and performance improvement and responsible and reliable operations;
- The Contractor shall model behaviours by personal example that reinforce continuous risk reduction and performance improvement and conduct frequent leadership site reviews to verify that risks are identified, understood, and managed.

## 6.6 Access to Competent Advice

The Contractor shall appoint sufficient HSSE resources to provide advice and monitor implementation of the HSSEMP to safeguard the safety of Contractor's Personnel, Equipment, Plant, Materials and Facilities.

The Contractor HSSE team members shall be professionally qualified, allowed to liaise with the Engineer and authorised to issue HSSE related instructions during the Works and on Site.

Roles and responsibilities with respect to the delivery of HSSE management are to be clearly defined throughout the Contractor's organisation.

The HSSE team members shall be proficient in English and at least one of the other languages spoken on Site.

The Contractor's senior site and corporate management shall demonstrate their commitment to robust HSSE management by their monthly participation in corresponding walkabouts, audits, toolbox talks, training, and events. Such events shall introduce specific HSSE themes and address corresponding high-risk topics.

## **6.7 HSSE Monitoring and Assurance**

The performance of Contractor will be monitored by a combination of the regular internal HSSE activities and reporting, auditing by the Employer and Engineer, and where appropriate/required by independent bodies - to validate and verify the reports.

This shall include but not be limited to:

- Monthly reports by contractors and suppliers;
- Audits of work activities and processes, by contractors, suppliers, the Employer and Engineer;
- Other indicators such as the speed, rigour and comprehensiveness of incident investigations and the speed of corrective actions taken following investigations.

APM Terminals and the Contractor shall implement a joint programme of HSSE performance reviews to assess Contractors' effectiveness in HSSE Management and in meeting the HSSE requirements of the project.

These reviews shall include but not be limited to:

- a. Implementation of the HSSEMP;
- b. Contractors and suppliers HSSE performance;
- c. HSSE performance and deviations;
- d. Spend on HSSE activities.

The Contractor shall be responsible for the planning and scheduling of these reviews. Attendance at these reviews shall be defined and mutually agreed in the HSSEMP.

## 7 Site Control

### 7.1 HSSE Induction

All present on site will have to receive a site HSSE Induction.

Contractors, suppliers, the Employer, the Engineer, authorities, third parties and visitors shall only be allowed to enter the Site after being inducted.

The HSSE Induction shall as a minimum consist of:

- Individual worker's responsibility for HSSE;
- Explanation of the site layout including safe walkways and traffic routes;
- Use of radios and mobile phones;
- Smoking;
- Restricted areas;
- Hot works;
- Housekeeping;
- Fire prevention;
- Adherence to Permit to work systems;
- First aid arrangements;
- Incident and accident reporting procedure;
- Maintaining security of the working areas;
- Site-specific rules and HSSE training;
- Emergency procedures;
- APMTs Life Saving Rules;
- Site-specific risks and mitigation measures (ref. par. 6.2);
- Explanation of the Visual Standards;
- Personal registration;
- Personal protective equipment (PPE) issuance and instruction.

Site rules should be clear and easily understandable and should be brought to the attention of everyone on site who should be expected to follow them. This is to include all necessary instructions and guidance on relevant site notice boards and site safety signage.

Any special requirements such as the need to have translations of the rules available for non-English speaking workers on site should be considered and implemented as required.

For projects within and adjacent to an existing operational APM Terminal facility, additional health and safety precautions may need to be included in induction material to cover their requirements.

The inductions should be proportionate to the nature of the visit. Inductions provided to escorted visitors need not have the detail that unescorted visitors should have. Escorted visitors only need to be made aware of the main hazards they may be exposed to and the control measures.

The use of multimedia to present is encouraged. The induction shall be made available in English and the other languages spoken on site.

Records of all HSSE inductions shall be retained for verification and auditing purposes.

The competence of personnel will be verified. Safety critical workers will be identified.

Drugs and alcohol testing shall be completed (subject to local legislation). Contractor personnel shall disclose any prescription or over the counter medications they are taking.

This allows the Contractor to individually assess the inductee to ensure they are safe to complete tasks and will not injure themselves or others.

When all the above is completed a personal site pass will be issued.

## 7.2 Access Control

The Contractor shall be responsible for controlling access to and from the work area.

In the event that the site is exclusively controlled by one contractor, its own access control will be sufficient. In the event of multiple contractors, a joint 'Contractor Coordination Office' shall be implemented and managed by APMT or by one of the contractors.

The Contractor shall identify and register all Personnel, Equipment and Plant entering or leaving the Site.

It shall be verified that all individuals entering the site have passed the HSSE Induction (ref. paragraph 7.1) and are in possession of the Life Saving rules and their adequate PPE.

All Equipment and Plant entering the Site shall be technically inspected and original certificates verified, in accordance with the Contract. No defective vehicles, plant or equipment will be permitted entry to site.

24-hour contact information shall be cited at regular intervals on the site.

The Contractor shall safeguard during the Works and on Site the complete and physical segregation (e.g. fully fenced off, equipment and pedestrian proof) of construction and operational areas. All pedestrian walkways shall be adequately and appropriately physically segregated and protected from all traffic routes.

Signage shall be prominently displayed around the inside and outside of the Site (and at all entry points). Signage should be visible, clean, and maintained sufficiently.

Relevant signs shall inform of the dangers of construction sites. This shall be done using visual standards and if applicable text in both English and local language(s).

## 7.3 Risk Assessments and Method statements

The Contractor is required to prepare Risk Assessments and Method statements for all tasks to be executed under the Contract. Method statements shall be included in the HSSEMP (ref. par. 6.3).

These method statements shall include but not limited to:

- Description of the activity;
- Sequence and methods of working;
- Plant, tools, and Equipment to be used;
- Permits and access/egress arrangements;
- Critical personnel and their roles;
- Specific measures to eliminate or mitigate risks;
- Sign-off area for the supervisor and personnel involved.

## 7.4 Equipment

All equipment, plant, materials, and facilities shall be **maintained, tested, inspected, and certified**, as required, prior to their use on Site and during the Works.

Any areas required for the servicing and maintenance of plant and machinery shall be agreed with the client in advance. All such areas will be appropriately segregated and protected from working areas, traffic

routes and pedestrian walkways. Maintenance areas will be provided with all necessary means to protect the environment from any potential spills or similar contamination sources.

Only authorised, competent and dedicated personnel shall be allowed to operate and carry out such maintenance, tests, inspections, and certifications.

No tools, plant or equipment is to be loaned / borrowed / shared between contractors at any time.

Records of regular maintenance, tests, inspections, and certifications shall be retained on Site and be made available immediately upon request.

## **7.5 Emergency Procedures**

The Contractor shall have clearly defined and displayed emergency procedures at the gate(s), reception, and entry of each building and workstation.

These procedures shall explain what should be done in the event of an accident, fire, evacuation, or other emergency conditions. As a minimum it shall include:

- Emergency contact details,
- Locations of firefighting and first aid equipment,
- Evacuation routes,
- Muster points.

The Contractor shall make and maintain arrangements whereby Contractor's Personnel can be mobilised outside normal working hours to carry out any Works in case of emergencies.

The Contractor shall provide and maintain a means of emergency access to the Works or Site in agreement with the relevant emergency services or authorities.

## **7.6 Welfare Arrangements**

The availability of welfare facilities, their location on site and regular maintenance shall be considered at the planning and preparation stages of every construction project before construction work (including demolition) starts.

When planning welfare provision, consider:

- the nature of the work to be carried out and the health risks associated with it. For example consider the provision of showers if the project involves hazardous substances or very dirty work, e.g. sewer maintenance, dusty demolition activities, work with contaminated land or concrete pouring;
- the distance workers will have to travel to the welfare facilities;
- the duration of the work and number of different locations;
- the numbers of people who will use them;
- the cleaning and maintenance of the welfare facilities;
- whether they need to be relocated during the construction phase.

### **Installing and removing from site**

Plan how welfare units will be moved from delivery vehicles into position.

### **Positioning on site**

Consider locations of Site welfare units in consultation with the client and others that may be operational in the area and manage traffic effectively to ensure adequate segregation of pedestrians and vehicles.

### **Toilets**

The contractor will need to provide flushing toilets and running water, connected to mains water and drainage systems. If this is not possible, facilities with a built-in water supply and drainage tanks should be used. Portable chemical toilets are acceptable only if it is not practical to make other adequate provision. Toilets must be adequately ventilated, lit and maintained in a clean condition. The frequency of cleaning will depend on usage. Basic daily cleaning may not always be sufficient.

It is preferred to have separated toilet facilities for men and woman. If not practically achievable men and women may use the same toilet, if it is in a lockable room and partitioned from any urinals. Adequate supplies of toilet paper should always be available. Sanitary waste disposal should be provided in facilities used by female workers.

### **Washing facilities**

Provide washing facilities next to both toilets and changing areas. Consider placing them next to rest areas if these are far from toilets or changing areas.

They should include:

- a supply of clean hot and cold, or warm, water (which should be running water so far as is practical);
- soap or other suitable means of cleaning;
- towels or other suitable means of drying;
- sufficient ventilation and lighting;
- sinks large enough to wash face, hands, and forearms.

Men and women can share sinks used for washing hands, face, and arms. Unisex shower facilities can be provided if they are in a separate, lockable room, which can be used by one person at a time.

### **Drinking water**

A supply of safe drinking water should be readily available. Where possible, it should be supplied direct from the mains. If safe potable mains water is not available, then bottled water must be provided. If water is stored, protect it from possible contamination and make sure it is changed often enough to prevent it from becoming stale or contaminated. Where necessary, clearly mark the drinking water supply to prevent it being confused with

hazardous liquids or water which is not fit to drink.

Provide cups or other drinking vessels at the outlet, unless the water is supplied in an upward jet, which can be drunk easily (e.g. a drinking fountain).

### **Changing rooms and lockers**

Every site should have arrangements for securely storing personal clothing not worn on site and for protective clothing needed for site work. Men and women should be able to change separately. Separate lockers might be needed, although on smaller sites the site office may be a suitable storage area provided it is kept secure. Where there is a risk of protective site clothing contaminating everyday clothing, items should be stored separately.

---

Provision should be made to allow wet clothing to be dried. Generally clothing should not be placed directly on heaters due to the risk of fire. If electrical heaters are used, they should be properly ventilated and, if possible, fitted with a high temperature cut-out device

---

**Rest facilities**

Rest facilities should provide shelter from wind and rain. The rest facilities should have adequate numbers of tables, seating with backs, a means for heating water for drinks and for warming up food (e.g. a gas or electrical heating ring or microwave oven) and be adequately heated. Rest areas are not to be used to store plant, equipment, or materials.

Note: Minimum welfare facilities must be provided and established on site before any works begin and must form part of the "Safe to Start" process.

## 8 Health and Safety reporting

### 8.1 Input to HSSEMP

Health and Safety related input shall be integrated into the contractors' site specific HSSEMP (refer to paragraph 6.3).

### 8.2 Performance Monitoring and Reporting

The Contractor shall submit a monthly, digital safety report to the Engineer including, but not limited to, the following:

- i. Number of Exposure Hours (man-hours) worked;
- ii. Number of fatalities;
- iii. Number of high severity incidents;
- iv. Number of high potential incidents;
- v. Number of lost time injuries;
- vi. Number of near misses.

The definitions for performance reporting will be made available at project level, based on the APMT in-house process for HSSE performance monitoring and reporting. All incidents will be reported via the Gizmo platform which APMT will give access to. Exposure Hours will be provided in a digital format each month.

### 8.3 Incident Notification, Investigation and Reporting

In case of Fatality, High Potential Incidents (HiPo), High Severity Incident (HSI), Life Altering Injury (LAI) or Lost Time Injury (LTI), the Contractor shall immediately give notice to the Employer and Engineer **by telephone** and comply with the statutory requirements prevailing in the country of the Site. The contractor shall utilise the APMT Gizmo reporting system for all incident reporting, regardless of any internal protocols they may have. Request for access to this system is to be made prior to works commencing and forms part of the Safe to Start process.

The Contractor shall also undertake, as a minimum requirement, the following:

- a. Emergency or first aid response (as applicable);
- b. Scene securing;
- c. Immediate evidence gathering (photographs, equipment logs, interviews, etc.);
- d. Incident statement;
- e. Investigation planning;
- f. Investigation (scene visit, drawings, photographs, records' check, interviews, equipment tests, etc.);
- g. Analysis including root cause identification;
- h. Reporting (investigation method, incident description, time sequence, immediate causes, underlying causes, root causes, recommendations);
- i. Corrective actions;
- j. Review and close-out meetings.

If a serious incident occurs the Project Specific Reporting protocol from the HSSEMP will be followed. Therefore, if a serious incident occurs having the potential to directly affect APMT, it will have to be reported to meet the timeline indicated in Table 1 below.

The categories of incidents are described in Table 2 below.

The project contractor shall notify APMT in the following ways:

| Type of Incident     | Initial Notification                                                           | Investigation Report and Learning Pack |
|----------------------|--------------------------------------------------------------------------------|----------------------------------------|
| Fatality             | <b>Immediate</b> to the Project Director and to the Project HSSE Manager       | Within 28 days (where possible)        |
| High Severity        | <b>Immediate</b> to the Project Director and to the Project HSSE Manager       | Within 28 days                         |
| High Potential       | <b>Within 24 hours</b> to the Project Director and to the Project HSSE Manager | Within 28 days                         |
| Lost Time Injury     | <b>Within 24 hours</b> to the Project Director and to the Project HSSE Manager | Within 28 days                         |
| Life Altering Injury | <b>Immediate</b> to the Project Director and to the Project HSSE Manager       | Within 28 days                         |

Table 1 - Incident reporting timelines

| Type of Incident             | Description                                                                                                                                                                                                                                            |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fatality                     | A death directly resulting from a work-related injury regardless of time between the injury and death.                                                                                                                                                 |
| High Severity Incident (HSI) | An Environmental or Asset Damage event with an Actual Severity of 4 or 5 on the APM Terminals Risk Matrix                                                                                                                                              |
| High Potential (HiPo)        | Incident which had the potential to result in: <ul style="list-style-type: none"> <li>• Serious/extensive injuries or a fatality.</li> <li>• Spill of hazardous materials with potential to cause environmental contamination / pollution</li> </ul>   |
| Lost Time Injury (LTI)       | Work-related injury which results in a person being unfit for work on the day or shift after the day of occurrence of the occupational injury. This 'day' includes rest days, weekends, leave days, public holidays, or days after ceasing employment. |
| Life altering Injury (LAI)   | A work-related injury resulting in serious/extensive injury (e.g. permanent disability/ amputations and/or requiring resuscitation) or long-term health impacts.                                                                                       |
| Near Miss                    | An event that had the potential to cause human injury, environmental or equipment damage, or an interruption to normal operation.                                                                                                                      |

Table 2 - Type of Incidents

Contractor(s) will co-operate with APMT in the investigation of all serious incidents and all details related to incidents and investigations will be shared with APMT.

## 8.4 Competence

Training and competence are essential to ensuring the safe delivery of high-risk tasks, therefore as a minimum the Contractor shall ensure that the following is applied:

- That every person conducting work for or on behalf of APMT has received appropriate training for the task they are designated to undertake;
- Mechanisms are in place to ensure that high risk tasks are only completed by those that are trained and competent e.g. working at height, driving, and lifting operations. This shall include permit to work systems where applicable;
- Training shall be fit for purpose for high-risk tasks, meaning that it shall be in an appropriate language and delivered via appropriate means for the target audience;
- Appropriate training records are available for inspection by APMT at any time.

## 8.5 Engagement

The Contractor shall engage with its employees on a regular basis. Engagement can take place during start of shift briefings, toolbox talks, safety meetings and safety walkabouts:

- A start of shift briefing shall be held to ensure employees are informed. Explicit use shall be made of the large warning board required at every workstation. Each safety talk shall be duly documented by the Contractor.
- A monthly programme of Toolbox talks will be planned and maintained through the works ensuring relevant topics are addressed at the appropriate time;

- A monthly safety meeting is held involving all relevant parties to allow management to engage, share, learn and consult with employees about safety topics. Records should be kept of such;
- A weekly joint safety walkabout will be led by the Contractor immediately after safety meetings with the Employer and the Engineer to discuss the above safety reports and any other health and safety issues as necessary.

## 8.6 Health

The Contractor shall be wholly responsible to maintain high and proactive health standards at Site. The Contractor shall ensure the control of all work-related issues and will actively manage works preventing any unhealthy work environment.

The Contractor shall provide and maintain at each main area of the Site **first aid** and **lifesaving** appliances and equipment. All such facilities shall be for the use of the Contractor's and Employer's Personnel.

Contractors shall have adequate numbers of Personnel trained, certified and skilled in giving first aid and using lifesaving appliances and equipment. The Contractor shall always assure that there are enough first aiders present on Site.

The contractor needs to ensure access to an ambulance which is safe, well equipped according to international standards and available for use within 10 minutes at the site is ensured. The Employer has the right to test the ambulance's readiness at any time.

The Contractor shall also make appropriate arrangements with nearby medical facilities or hospitals to ensure the efficient evacuation of injured Contractor's and Employer's Personnel.

### 8.6.1 Covid 19 controls

The contractor is responsible for ensuring full compliance with Covid 19 control measures.

#### Access to APMT offices

Subject to local regulation, anyone visiting or attending APMT project offices or locations in which APMT staff are working shall be limited to those that have been double vaccinated or have natural immunity from a previous COVID-19 episode within the past six months. It is also advised that vaccination boosters as required are secured where possible by all staff working on APMT projects. APMT / Maersk personnel may not have any obligation to provide evidence of such medical information but in the spirit of living the company's Core Values, we put the responsibility and trust on each employee to be upright about this. The Contractor must provide similar assurance to APMT regarding its project personnel on the status of each of their workforce members regarding vaccinations / immunity before allowing access to our worksites.

If anyone has any COVID-19 symptoms, including people who have already been vaccinated, should not come to any office or worksite. Please inform your manager and follow local instructions before returning to work.

#### Consultants or contractors

All new contracts must include a Covid 19 policy and procedure outlining the control measures to be adopted by company's working on APMT projects. Such procedures must clearly identify the policy on vaccinations and, if this is not to be adopted, the methods in which such company intends to minimise and identify any potential positive cases and the process for contact tracing, recovery and return to work.

The APMT Project HSSE Manager is responsible for coordinating with contractors in ensuring local in Country procedures are developed that meet all government Covid 19 requirements and guidelines and that such processes are acceptable to the project.

### 8.6.2 Key health risks

The contractor is to ensure all key health risks associated with their planned works are assessed and appropriate control measures implemented. These are to include (but not limited to);

- Asbestos
- Silica dust
- Exhaust fumes
- Noise
- Hand Arm Vibration
- Dermatitis
- Weils disease
- Histoplasmosis, cryptococcosis and psittacosis (associated with roosting bird droppings)
- Ticks, mites, and other parasites
- Poisonous / venomous animals / reptiles

## 8.7 Personal Protective Equipment

Contractors will identify HSSE risks, eliminate these where possible, and develop a safe system of work where they cannot be eliminated. In all cases 5 points of personal protective equipment (PPE) is always required when in the delineated construction areas.

- Hard hat (to include a chin strap when working from height or in windy conditions);
- High visibility vest; (to include the company logo both front and back)
- Steel toe or composite capped boots;
- Gloves (subject to task and risk assessment);
- Safety goggles/glasses (subject to task and risk assessment);
- 

This shall be adequate to the works and provided PRIOR to work commencing.

Personnel shall be adequately trained and orientated in the use of their adequate PPE and know what to do if they have a concern.

The Contractor shall provide PPE free of charge, store, maintain and replace such PPE to the manufacturer's standard, and conform to local regulations.

## 8.8 Transportation

The Contractor shall evaluate and manage transportation risks appropriate to the site and where applicable covering land, sea, and air travel, to prevent injury to people and/or loss or damage to equipment, property, or the environment.

The contractor shall systematically identify transport hazards, assess risk, and implement and maintain risk reduction measures identified as necessary to manage the risk.

Transport Hazards include but are not limited to road motor vehicles, bicycles, rail, ship, and aircraft travel, and community impacts. Every effort will be made to keep pedestrians safe, inside vehicles, and off haulage roads.

Transportation specific signage will be prominently displayed around the inside and outside of the site, at all entry points.



## 9 Environment

### 9.1 Input to HSSEMP

Environmental plans and procedures shall be integrated into the Contractors' HSSEMP.

The Contractor shall develop and implement management plans and procedures to meet relevant APM Terminals, legal and regulatory requirements including environmental commitments included in the project Environmental Impact Assessment (EIA).

The Contractors' plans and procedures shall avoid, minimise, or mitigate those environmental impacts assessed as being relevant to their work, including:

- a) Impacts as identified through APM Terminals or competent authority produced ESIAs, and other technical studies,
- b) Environmental aspects and impacts as identified through APM Terminals or the Contractors' HSSEMP.

Environmental plans and procedures shall be integrated into the Contractors' HSSEMP.

Where APM Terminals has previously completed EIA(s), they will provide the Contractor with a list of mandatory environmental commitments and requirements (stipulated in those ESIAs) which the Contractor shall deliver or meet as appropriate.

Where the project work includes activities that APM Terminals considers of particular significance to environmental issues, APM Terminals shall, as considered appropriate, advise the Contractor of necessary additional specific responsibilities and requirements.

### 9.2 Performance Monitoring and Reporting

The Contractor shall submit a monthly, digital Environmental report to the Engineer including, but not limited to, the following (where applicable to the project scope):

- i. Spills of Hydrocarbon-based Liquids and Chemicals (Number, Volume in litres and volume recovered in litres) and reported in Construction Fatal 5;
- ii. Fuel Use by type (e.g. IFO, LPG, Diesel) (litres per type);
- iii. Grid Electricity Consumption (i.e. Electricity and/or District Heating) (kWh/Gj);
- iv. Refrigerants Used by Name (e.g. R-22, R-134a) (kilogrammes);
- v. Water Use and Wastewater Discharges:
  - a. Water Use by Source (Municipal Supplies, Surface- and Ground-water Abstractions, Rainwater Harvesting) (litres);
  - b. Wastewater Discharges by Location (e.g. treated and discharged at site and/or to municipal sewers) (litres);
- vi. Waste Generation (metric tonnes, % recycled):
  - a. Non-hazardous Waste generated by stream using European Waste Codes (EWC) or an alternative agreed with APMT (metric tonnes with breakdown for Reused, Recycled, Energy Recovery, and Landfill also in metric tonnes);
  - b. Hazardous Waste generated by stream using European Waste Codes (EWC) or an alternative agreed with APMT (metric tonnes with breakdown for Reused, Recycled, Energy Recovery, and Landfill also in metric tonnes)

The definitions for performance reporting will be made available at project level, based on the APMT in-house process for HSSE performance monitoring and reporting.

### 9.3 Incident Notification, Investigation and Reporting

In case of a hydrocarbon-based liquid or chemical spill >10 litres, release of a fuel gas or refrigerant >1kg, or a regulatory non-compliance, the Contractor shall immediately give notice to the Employer and Engineer and comply with the statutory requirements prevailing in the country of the Site. The contractor will utilise the APMT Construction Fatal 5 – Gizmo, reporting system for all incident reporting, regardless of any internal protocols they may have. Request for access to this system is to be made prior to works commencing.

The Contractor shall also undertake, as a minimum requirement if no higher legal requirement exists, the following for spills between 10 and 100 litres in volume, and gas releases between 1 and 10kg in mass:

- a. Emergency, spill, and / or first aid response (as applicable);
- b. Scene securing;
- c. Immediate evidence gathering (photographs, equipment logs, interviews, etc.);
- d. Incident statement.
- e. Outline contributing factors, roots causes, and corrective actions
- f. Detail regulatory reporting requirements and their completion (as appropriate)

Where a hydrocarbon-based liquid or chemical spill occurs >100 litres, where a gas release >10kg occurs, or where it is identified there was the potential for such a quantity, or a regulatory non-compliance occurs, the Contractor shall additionally:

- g. Plan and undertake an investigation (including scene visit, drawings, photographs, records' check, interviews, equipment tests, etc.);
- h. Compliance incident analysis including identification of initiating factors and root causes;
- i. Document and formally issue Incident Investigation (investigation method, incident description, time sequence, immediate causes, underlying causes, root causes, recommendations);
- j. Identify, assign, track, and close-out of all corrective actions in a timely manner.
- k. Detail regulatory reporting requirements and their completion (as appropriate)

If a severe incident occurs a Project Specific Reporting protocol will be agreed.

A severe incident is defined as a spill of >10,000 litres of hydrocarbon-based fluids or chemicals, >1,000kg release of fuel gas or refrigerant, a regulatory non-compliance with risk of higher regulatory penalty (e.g. civil penalties, criminal proceedings, loss of license to operate).

Contractor(s) will co-operate with APM Terminals in the investigation of all severe incidents and all details related to incidents and investigations will be shared with APM Terminals. The Contractor acknowledges these will be shared with APM Terminals Corporate HQ.

## 10 External audits

The Contractor shall appoint external, registered, competent, independent, and international auditors to carry out half-yearly HSSE audits of the Site and Works.

The Employer shall also be entitled, at any time, to carry out their own HSSE audits of the Site and Works.

The findings of the external audits shall be unconditionally and immediately shared with all Parties on Site and cascaded to all Contractor's Personnel.

## 11 Cost and Payment

The Contractor shall be responsible for the procurement, operation, maintenance, removal, and disposal of all HSSE related equipment, plant, materials, and facilities.

The Contractor shall also be responsible for the recruitment, training, management, removal, and replacement of their HSSE related staff.

Any cost or time impact as result of this fulfilment shall be for the account of the Contractor.  
All such cost shall be deemed to be included in the total Contract Price.

If requested or required, the Contractor shall detail the cost of HSSE provisions in a corresponding Bill of Quantities.

## 12 Legal and Regulatory Compliance

The Contractor shall identify and document all applicable legal and regulatory HSSE requirements for the Site. The Contractor shall take all necessary means to identify compliance tasks to meet and comply with these laws and regulations.

Evidence of completion of these compliance tasks will be retained and be immediately available for review.

## 13 Consequences

Workplace safety is a shared responsibility between a company and its individual workers. Therefore, when employees do not comply with enforced safety rules and engage in high-risk behaviours (whether unknowingly or not), it could result in unnecessary hazards for themselves and the workers around them. However, there are many considerations for employers when it comes to disciplining workers for violating safety rules.

The contractor is to ensure that both positive and negative behaviours are recognised and appropriate responses to such actions are taken.

The fulfilment of all provisions in this document specified shall not relieve the Contractor of any of his duties or responsibilities.

Violation of this Specification by the Contractor shall result in a formal HSSE warning  
Accumulation of three warnings shall lead to the immediate, unconditional, and indefinite removal of the corresponding personnel from Site. Unless at the discretion of the Employer or the Engineer the situation is so severe that immediate removal is warranted.

The Employer and Engineer shall have the right to order an immediate halt to any activities or circumstances that are deemed to be a risk to the environment or to the health or safety of Contractor's Personnel, visitors, adjacent communities, the site, or the works.

The Contractor shall resume the Works only after receiving a corresponding written confirmation from the Engineer. Stoppages on valid HSSE grounds shall not give rise to a contractors claim.

APMT reserves the right to instruct / implement any corrective action that it may consider necessary to safeguard the health, safety and / or security of the project workforce and any potential environmental impacts works may have. Communication and collaboration are key in such instances and it is expected that the contractor will lead on all such matters.

## 14 Site Security Arrangements

The risk assessment process should be dynamic and encompass changes to internal and external conditions common throughout all phases of the project.

Note some content below may or may not be relevant to the project but all should be part of the risk assessment process and categorised as appropriate.

Before the project commences the contractor is required to create a site-specific security plan based on the assessment of the security risks. The contractor must record and document this plan and have a written security policy.

As required liaise with the client operational team and local law enforcement agencies to assess the risks as envisaged by local municipal administration. If available, obtain advice from your own company's experts.

Assign supervisory security responsibilities within the site/project management team and encourage security awareness among all workers. Contact the local police and fire departments before starting a project to establish coordinated efforts. Establish contact with management of neighbouring properties and encourage them to report suspicious activities.

Maintain a Security Risk register and periodically review the security plan and update registers as needed.

### THREATS AND SECURITY MEASURES

Once the risk level and impact to the construction site is assessed, mitigation measures can be devised. The contractor should consider, and detail various threats and mitigation measures highlighted below:

- Theft of equipment and/or tools
- Theft of fuel
- Theft of materials from the site or off-site project storage areas
- Vandalism
- Arson
- Breaches of security into existing buildings or partially completed project areas.
- Robbery of or attacks on construction workers
- Reconnaissance of development to discover details of the in-process or completed project / building
- Trespassers: both accidental and intentional
- Cyber-attack or disabling closed circuit television (CCTV) security systems
- Protesters (either related to the site activity or simply for publicity)

Secure the site perimeter with appropriate fencing (as per risk assessment) as a first line of defence.

Maintain a clear zone adjacent to fencing wherever practicable. Note that this clear zone may also benefit as a fire break as well as preventing fence breach.

Illuminate the job site perimeter fence, high value storage areas, building entrances and the site offices to effectively deter trespass, theft, and vandalism.

## **Site remote monitoring**

Once the Contractor has completed their site security assessment and created a site-specific security plan, consideration should be given on the level of risk and any "hot spot" areas that would require CCTV surveillance. As necessary and in consultation with APM Terminals, the contractor is responsible for the introduction and management of such surveillance systems and the creation of all necessary GDPR warning notices alongside their site specific GDPR policy.

APM Terminals may already have in place a CCTV surveillance system "the CCTV system" across its construction work sites. This section details the purpose, use and management of the CCTV system and details the procedures to be followed to ensure that APMT complies with relevant legislation and the current GDPR requirements.

APMT will have due regard to the Data Protection Act 2018, the General Data Protection Regulation (GDPR) and any subsequent data protection legislation, and to the Freedom of Information Act 2000, the Protection of Freedoms Act 2012, and the Human Rights Act 1998.

This policy and the procedures therein detailed, applies to all APMT CCTV systems deployed on project construction working areas CCTV images are monitored and recorded in strict accordance with this policy. The CCTV system is owned by APMT and managed by its and its appointed agents. Under current data protection legislation APMT is the 'data controller' for the images produced by the CCTV system.

The CCTV system operates to meet the requirements of the Data Protection Act and current GDPR requirements.

## **Compliance with Data Protection Legislation**

In its administration of its CCTV system, APMT complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Due regard is given to the data protection principles embodied in GDPR.

## **Records of Processing Activities (ROPA)**

According to the GDPR provisions APMT / Maersk will maintain Records of Processing Activities under its responsibility to be able to demonstrate compliance with the GDPR. Furthermore, Maersk will cooperate with the supervisory authorities and make those records, on request, available to the authorities, so that it might serve for monitoring those processing operations..

Application shall be made by the company for specific projects where CCTV surveillance is introduced for the purpose of security and access control.

## **Contractor installed CCTV systems**

Contractors are required to also ensure that such provisions are made regarding maintaining records of processing activities where their specifications require the introduction and maintenance of CCTV surveillance systems for the purpose of meeting their contractual obligations and the securement and safety of their working areas. APMT reserves the right to gain assurance that such obligations have been met by the contractor.

## **Complaint's procedure**

Complaints concerning APMT's use of its CCTV system or the disclosure of CCTV images should be made in writing to the APMT Project Manager.

**Reporting to external channels**

The Danish Data Protection Agency (Datatilsynet) has established an external whistle blower reporting line as of 17 December 2021. You can also – if relevant – decide to report violations concerning EU laws and regulations to the appropriate function within the EU such as the European Antifraud Office (OLAF). If you wish to report to a national established whistle blower reporting line in another country, we may assist you identifying such function if you are in doubt yourself.

We expect our contractors to have a reporting system to ensure that employees can voice grievances anonymously and without fear of reprisals on any aspect of this Code.

All grievances should be investigated in a fair and timely manner.

We also welcome concerns from anyone within or outside of Maersk if they suspect or know of any potential or actual violations of this Code. We do not tolerate retaliation against persons making reports in good faith.

You can report concerns through the channel you are most comfortable with, such as Maersk representatives or relationship partners, any member of management, or through the Maersk Whistleblower system.

The Whistleblower system is administered by an independent company (NAVEX Global) and is available 24 hours a day, 7 days a week. It can accommodate calls in more than 75 languages and offers the ability to submit a report anonymously.

**Reporting a concern online** – please visit [www.maersk.ethicspoint.com](http://www.maersk.ethicspoint.com).

**Reporting a concern by phone** - please contact the international phone number at +1 866 307 5672 (i.e. available from most countries, charges may apply) or refer to [www.maersk.ethicspoint.com](http://www.maersk.ethicspoint.com) for toll free numbers for your country

## Appendix A APMT HSSE Policy

# HSSE Policy Statement



### Our Commitment

We commit to protect our people, our business partners, the communities we work alongside and the customers we serve, by ensuring APM Terminals (APMT) operations are carried out safely and securely with minimal impact to the environment every single day. We achieve this commitment by:

- Providing a safe, healthy, secure work environment
- Complying with relevant HSSE legal and contractual requirements, ensuring business continuity to our customers through the consistent application of effective HSSE related processes
- Ensuring that HSSE risk management is embedded across our operations and decision making to secure our sustainable growth and earnings

### Our Principles

We have 3 principles that underpin our commitments:

- We lead with care
- We learn and adapt
- Our people are the experts

### Our Approach



#### Empowering our People, where...

- They are central to our solutions
- Individual differences are considered a resource
- We engage in an open dialogue to improve HSSE



#### Understanding and enabling safer work, by...

- Focusing and learning from our successes
- Innovating for HSSE-smarter outcomes
- Creating space to adapt our HSSE approach to enable a safe and secure workplace



#### Leaders that challenge traditional thinking, by...

- Being visible and approachable at the frontline
- Collaborating to challenge and improve HSSE
- Driving HSSE campaigns and engagement



#### Managing critical risks and legal obligations, by...

- Complying with all legal obligations that affect our business activities
- Controlling HSSE critical risks that impact people, customers, and business resilience

### Delivered Through



## Our Leadership Responsibilities

### Senior Management Team

Our Chief Executive Officer (CEO) is accountable to the Board of Directors for the Company's HSSE performance.

Each member of the APMT SMT is responsible for the following within his or her business area(s):

- Accountabilities and responsibilities for managing HSSE risks are clearly defined, understood and communicated
- HSSE performance is integrated into business activities
- Access to the resources needed to ensure compliance with this Policy

### Our Managers and Leaders

Our Managers and Leaders have overall responsibility for HSSE across their business activities and shall:

- Provide safe and healthy workplaces by identifying, understanding, and mitigating the specific HSSE risks and requirements impacting their people which includes engagement with frontline teams
- Review the effectiveness of HSSE risk-management decisions and controls across their operations
- Ensure their people understand their HSSE responsibilities and are competent to perform their jobs safely, in a way that protects the environment
- Drive a culture where everyone takes personal responsibility for managing the HSSE risks associated with their roles, and that their performance against HSSE responsibilities is built into the job appraisal and appointment process
- Ensure that accidents and incidents are reported and investigated with appropriate corrective actions implemented and learning captured and communicated

### All APMT Employees

All APMT employees shall take personal responsibility for their own health, safety and security; the health, safety and security of others; for protecting the environment; and for helping the Company continually improve its performance, reputation and business resilience. For further details see the APMM HSSE Commit Rule.



**Morten Engelstoft**  
CEO

Note: This policy statement shall not be amended – but local entities can add supplementary text to meet local regulatory requirements.

## Appendix B Hierarchy of Control

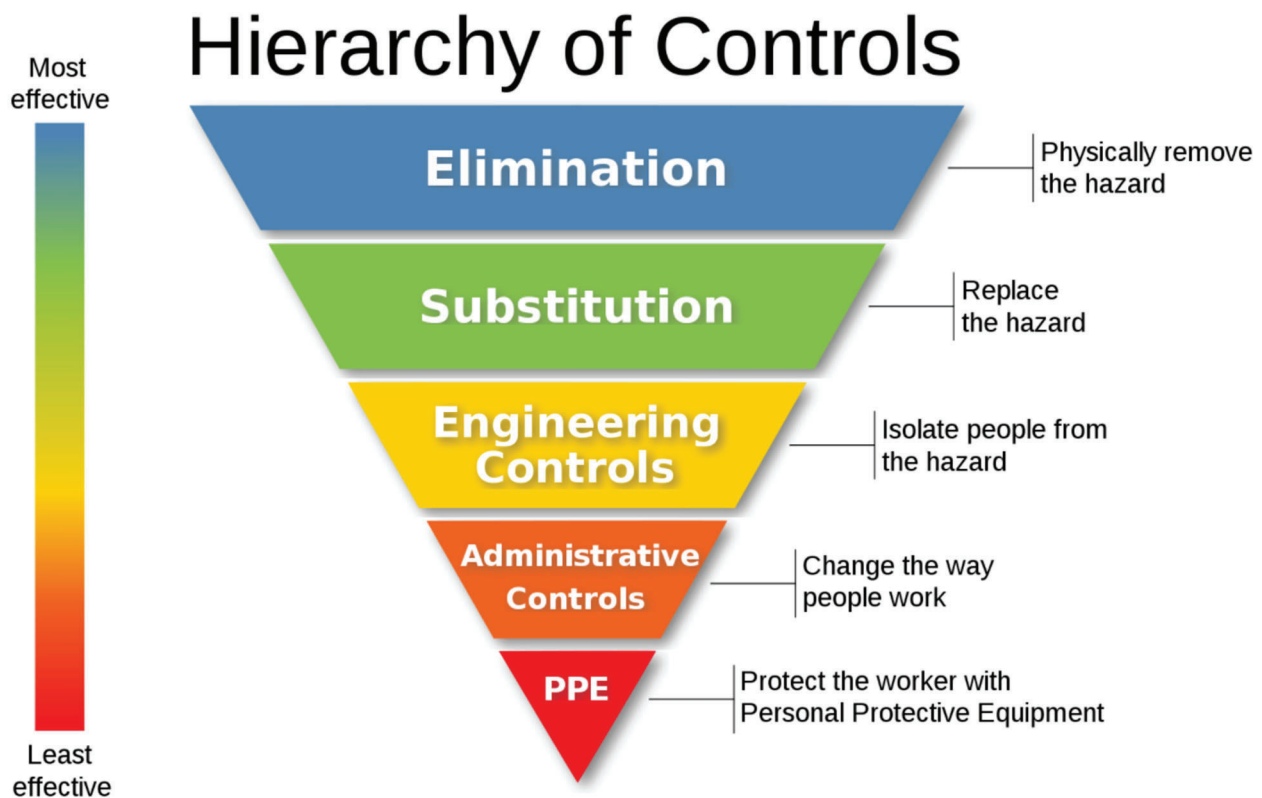
### Control Effectiveness Guidelines

#### Consider the Controls / Barriers

Controls shall be designed in accordance with their potential for effective risk reduction and effectiveness and be approved at the appropriate level in the organization.

The **Hierarchy of Controls** lists the risk reduction approaches in order of the risk reduction effectiveness. Consideration of the Hierarchy of Controls assists to identify the most effective controls for a priority unwanted event, recognising that 'behaviour' and 'PPE' are the least effective approaches.

- **Eliminate:** the complete elimination of the hazard by design.
- **Substitute:** replacing the hazard, material, or process with a less hazardous one, or significantly reducing the magnitude of the hazard or material so consequences are greatly reduced.
- **Engineer:** design in controls or redesign the equipment or work process. Placing a physical barrier on the hazard by guarding or enclosing it.
- **Administrative:** providing control such as training and procedures.
- **Behaviour:** Engagement of personnel to promote wanted and correct unwanted behaviours.
- **Protect with Personal Protective Equipment (PPE):** use of appropriate and properly fitted PPE where other controls are not practical.



## Appendix C      Typical content of HSSE Management Plan

### Plan expectations:

The extent of the plan will be determined by the risk posed by these activities which shall be assessed by risk assessment. This risk assessment shall cover the full scope of the activities to be undertaken. The size and length should be in proportion to the project risk and scope.

The control measures shall be considered for the project in question and therefore shall consider local environment, working practices and regulations.

The following is a list of typical contents (list is not exhaustive) for the plan:

- Scope of the work to be completed;
- Organisation chart, key contacts and responsibilities for health, safety, and welfare at project level;
- Risk assessments, method statements and safe systems of work that detail how the tasks will be completed safely. These shall be specific to the project and location risk factors;
- Relevant accreditations e.g. ISO45001; ISO14001 or associated programmes.
- Resource plan to ensure competent, qualified personnel are available;
- Training matrix detailing what HSSE competencies are required by employees and contractors;
- Personal protective equipment selection, maintenance and record keeping;
- Work equipment / mobile plant intended for use, maintenance programme and pre use checks;
- Monitoring, auditing, inspection, certification, and reporting processes that will be implemented to ensure that the required standards are achieved;
- Emergency Response Plan;
- Incident reporting, investigation procedures and learning pack development;
- On site medical provision and its maintenance;
- Health & welfare provisions and maintenance.

Integration of local legislation / codes of practice as well as APMT Policy and Standards (to include but not limited to);

- Project Directory
- Description of Project
- Location of Project
- Timescales of the Project
- Legal and regulatory HSSE compliance requirements
- Working Hours
- Existing Records and Plans
- Management Arrangements
- HSSE Goals for the project
- Arrangements for monitoring and review
- Contractor Selection
- Permits and authorisations requirements
- Fire and Emergency Procedures
- First Aid
- Site Rules and other restrictions
- Activities on or adjacent to the site during construction works
- Communication and Cooperation
- Security arrangements
- Location of access and egress
- Welfare & Site Accommodation
- Existing Environment
- Surrounding land uses and related restrictions
- Construction Site Boundaries
- Planning Restrictions
- Existing services- including Local Utilities, Underground Services
- Traffic systems and Restrictions, vehicle / pedestrian segregation
- Existing Structures/structural issues
- Existing Ground Conditions
- Noise
- Asbestos and Other Hazardous Substances

- Waste and resource management
- Spill Prevention, control, and response
- Nuisance management (Noise, Light, Dust, Vibration)
- Wastewater management and discharge
- Significant Hazards
- Designers Risk Assessment
- Design Development
- Continuing Project Liaison
- Unforeseen Eventualities & Hazards
- Work at Height
- Risk Assessments & Method Statements
- Manual Handling Operations
- PPE
- Plant and Equipment
- Control of Substances Hazardous to Health (CoSHH)
- Training
- Overlap with Client Undertakings
- Consultation and Communication with Workers and their Representatives
- Development of the Construction Phase HSSE Plan and the Health and Safety File

Specific considerations where applicable;

- Site Description
- Responsibilities
- Safety Limits in relation to works areas
- Site HSE Hazards and Controls
- Access and Egress
- Hazardous Materials
- Personal Protective Equipment
- Concrete work
- Confined Space
- Cranes
- Dust control measures
- Delivery set down areas
- Electrical Safety
- Ground works and Excavations
- Fall Prevention
- Fire prevention and Protection
- Fuel Containers
- House Keeping
- Ladders
- Lifts Articulating and Scissors
- Lockout/Tagout
- Loading / unloading operations
- Rigging Equipment
- Scaffolds
- Tools and Equipment
- Welding and Burning
- Training/Toolbox Talks
- Competent persons
- Change to Site Safety Plan
- Site Safety Plan Review
- Records/Claims Reporting Procedure
- Drug and Alcohol Policy
- HSSE Disciplinary Action
- HSSE recognition and rewards
- HSSE meetings and consultation
- Environmental commitments, controls, and delivery

---

Consideration must be given to Cooperation and coordination with others that may be affected by works and any impacts such works will have on terminal operations and any neighbouring businesses or the local community.

---

## **Appendix D      12 Lifesaving rules**

Our Life Saving Rules are an integral part of our HSSE framework, and it is up to everyone in APMT, and all our supply chain partners to know them, understand them and above all follow them.

Conformance with the Life Saving Rules are a condition of employment within APMT. They must also be complied with by APMT's contractors, and relevant third-party vendors and APMT personnel involved in joint venture projects.

A copy of APMT's Life Saving rules will be provided on request.

## Appendix E      Safe to Start process

On commencement of the contract to construct the works, the client hands over control of the site (or partial aspects of the site) (and contractor's work area(s)) to the contractor. This handover procedure may take place at a formal handover meeting which is an opportunity to agree and complete the APMT Safe to Start document. The APMT Safe to Start process is an integral part of HSSE assurance and provides the contractor the opportunity to raise any concerns they may have in terms of safety and site set up. The Safe to Start document is completed jointly with the APMT Project Manager, HSSE Manager and main contractor as well as support from the PMC and other stakeholders as required. On integrated projects, terminal HSSE teams will also be involved in the process and will ensure that terminal operations will not be unduly impacted by any works by the main contractor or their supply chain.

Main contractor responsibility for site, including any aspects identified as not under their control, will include the control of access to any subsequent contractors who will be required to comply fully with the main contractor. Details of areas controlled by the main contractor will be fully defined within the Safe to Start process.

The process will include the following aspects;

- Site Security and Public Protection
- Site Access / Egress, Highways Controls and Means of Escape
- Site Accommodation and Welfare
- Site HSSE and Compliance Documentation
- Key / High risks identified and control measures agreed
- Site Vehicle / Plant Segregation Arrangements
- Environmental and Waste Management Arrangements
- Site-Specific Hazard Control Measures (Temporary Works) (RAMS developed)
- Stakeholder and Third Party Notifications Complete (Actions)A pre-Commencement Meeting (detailing actions) and the planning of inductions - attendance and record (Actions) will be finalised before works begin. See example template on following pages;



| <b>Part 2.0 - Pre-Commencement Process, Site Handover and Mobilisation</b>   |  |                  |  |
|------------------------------------------------------------------------------|--|------------------|--|
| <b>Checklist for Works Commencement Authorisation:</b>                       |  | <b>Comments:</b> |  |
| 2.1 Site Security and Public Protection                                      |  |                  |  |
| 2.2 Site Access / Egress, Highways Controls and Means of Escape              |  |                  |  |
| 2.3 Site Accommodation and Welfare - Fully Set-Up and Compliant              |  |                  |  |
| 2.4 Site HSSE and Compliance Documentation                                   |  |                  |  |
| 2.5 Key / High risks identified and control measures agreed                  |  |                  |  |
| 2.6 Site Vehicle / Plant Segregation Arrangements                            |  |                  |  |
| 2.7 Environmental and Waste Management Arrangements                          |  |                  |  |
| 2.8 Site-Specific Hazard Control Measures (Temporary Works) (RAMS developed) |  |                  |  |
| <b>Part 2.0 - Compliance Summary - Site Works Commencement Certification</b> |  |                  |  |
| Comments:                                                                    |  |                  |  |
|                                                                              |  |                  |  |
| <b>APMT Project Manager Name:</b>                                            |  | <b>Position:</b> |  |
| <b>Signature:</b>                                                            |  | <b>Date:</b>     |  |
| <b>Main Contractor Name:</b>                                                 |  | <b>Position:</b> |  |
| <b>Signature:</b>                                                            |  | <b>Date:</b>     |  |

Copies of all appendices will be provided on site by the APMT Project HSSE Manager and relevant briefing / training provided as may be required by the contractor and any of their supply chain.