



EHS REQUIREMENTS FOR SUPPLIERS

This policy supersedes all related documentation within the company



This document is the property of COFICAB GROUP.
It cannot be transmitted or duplicated by any means without its prior authorization

I. Scope

As an integral part of COFICAB EHS Management system, the following EHS requirements for suppliers are intended to prevent injury, illness and environmental incidents associated with procurement of products and services.

II. Acceptance

These EHS Requirements are deemed accepted by Supplier by acceptance of the purchase order without any reservation or modification.

III. EHS Requirements

EHS requirements are split into 3 categories:

- General EHS requirements which apply for all suppliers
- Specific EHS requirements for product suppliers (raw material, tools, equipment...etc.)
- Specific EHS requirements for service suppliers (contractors and subcontractors)

If you are a **product supplier**, please refer to **SECTION 1 & SECTION 2**.

If you are a **service supplier**, please refer to **SECTION 1 & SECTION 3**.

SECTION 1: General EHS requirements

These rules are applicable for any person accessing COFICAB site (for a visit, delivery, intervention or other)

1. Be aware of COFICAB displayed EHS site rules.
2. Be aware that, for safety and security reasons, COFICAB premises are equipped with surveillance cameras.
3. Smoking is strictly prohibited outside of designated smoking areas (where exist).
4. Drivers should respect speed limits and park the vehicle in designated areas (only reverse parking is allowed)
5. Vehicle Ignition key should be carried along with the driver when vehicle is parked
6. It is strictly prohibited to access COFICAB site in intoxicated condition
7. Drinking of alcohol within COFICAB premises is strictly prohibited
8. Use pedestrian walkways
9. Always walk; never run at work site unless specifically instructed during emergency situation.
10. Good housekeeping shall be maintained at the site.
11. Do not obstruct emergency exit, fire safety equipment or fire doors.
12. In case of emergency, everyone present onsite should assemble at the nearest safe assembly point and wait for the instructions.
13. Report immediately any incident to EHS department
14. Comply with all regulatory and other requirements.
15. Notify COFICAB in case of any changes in the declared work method, material, equipment or other changes where applicable.
16. In addition to EHS requirements to be respected onsite, any supplier accessing COFICAB site should consider the EHS analysis (annexed to this document) linked with access to COFICAB plants, the analysis defines common OH&S Hazards, environmental aspects & associated control measures with defined responsibilities. The supplier is invited to fill out any additional hazard/environmental analysis if he judges necessary.

SECTION 2: Specific EHS Requirements for product suppliers

- Vehicle used for transportation shall be in safe condition and shall comply with applicable legal requirements (safety marking, fire extinguishing equipment, spill kits...etc.)
- For chemical suppliers, Safety data sheets SDS that conform to the UN Globally Harmonized System (GHS) requirements shall be provided. The products shall be properly contained and labelled.
- For equipment suppliers, the equipment shall conform to applicable safety regulations (European Conformity or other), equipped with safety devices where applicable (emergency button, machine guard, safety sensors, etc.).
- All equipment suppliers shall provide the manufacturer operating manual including EHS specifications where applicable.
- In case the supplier engages a subcontracted company for the delivery, the supplier shall ensure that COFICAB EHS requirements are communicated to the subcontractor.

SECTION 3: Specific EHS Requirements for service suppliers (contractors and subcontractors)

- Contractors hold the responsibility to communicate COFICAB EHS requirements to their employees and subcontractors.
- A Risk assessment is required for all interventions on site considering the below requirements:

- 1- For specific interventions of a non-repetitive nature, a work permit is required. Permit to work system is used to identify OH&S hazards and environmental aspects associated with the planned job as well as adequate control measures to be implemented and monitored in order to prevent any EHS incident. For these interventions, contractors and subcontractors' access to COFICAB site is only authorized upon a signature of a work permit by local COFICAB EHS Representative*.

(*) To prevent any blockage or delay, the work permit should be prepared by the permit requester at least 24 hours prior to the intervention, for that, the contractor should communicate the required inputs as listed below.

- 2- For interventions with a repetitive nature where the same activity will be carried out in the same location using the same operating procedure and involving the same equipment and/or products where applicable (case of cleaning or catering service providers, carriers, waste collectors or others), risk assessment associated with the activity should be coordinated between the service provider & COFICAB team, it should be completed in the annexed EHS analysis (unless otherwise specified in the local applicable regulation where a specific approach for contractors' interventions risk assessment might be required). It might be required from the contractor to provide specific inputs for the risk assessment as listed below:

Required Inputs for risk assessment:

- The list of work participants with required documents considering applicable standards and legal requirements: proof of medical fitness, accident insurance and/or social security enrolment and proof of competence (example: license for lifting equipment operators, scaffolders, electrical accreditation, welder training certificate, confined space entrant training, etc.).

- The list of work equipment with required certificates conforming to applicable standards & legal requirements (example: Inspection certificate for Lifting equipment & accessories or for access platforms, CE certificate for electrical hand tools or other proof of conformity as required by local regulations).
 - Safety Data Sheets (SDS) for any chemical to be introduced onsite where applicable.
 - Method statement of the work to be conducted and associated Job Hazard Analysis as required by local regulations where applicable.
 - [Evidence of calibration or verification for monitoring and measuring equipment where applicable](#)
-
- Contractors and subcontractors shall employ competent persons to carry out the assigned work.
 - Contractors and subcontractors shall brief all involved workers on the job, associated OH&S hazards and environmental aspects as well as adequate control measures to be respected.
 - Contractors and subcontractors shall ensure all material (including chemical products), equipment and tools introduced onsite comply with applicable safety standards, are properly used, properly stored and are calibrated where applicable.
 - Contractors and subcontractors' employees shall take the food only at designated places.
 - Contractor and subcontractors' employees shall use dedicated pedestrian walkways without making any shortcuts to access the work zone.
 - Contractor and subcontractors' employees shall not use compressed air for cleaning their clothes or body.
 - Contractor and subcontractors' employees shall not use fire hose reels as a water supply source for the intervention.
 - Contractor and subcontractors shall provide the necessary Personal Protective Equipment.
 - [Contractors and subcontractors are required to manage the waste generated from their activity according to applicable regulatory requirements. This covers temporary storage, labeling, segregation, collection, transportation and final disposal. Evidence of compliance shall be provided to COFICAB.](#)

IV. EHS Performance evaluation

COFICAB undertakes suppliers' EHS performance evaluation considering EHS criteria subject to this document.

[Any reported non-compliance with the EHS requirements or reported unsafe condition/unsafe act will be considered in the supplier performance evaluation.](#)

V. Penalty

In case of non-compliance with COFICAB EHS requirements resulting in a high risk of injury, ill-health, or environmental incident, COFICAB reserves the right to stop the services immediately.

ANNEXE: EHS ANALYSIS

The following EHS analysis defines common OH&S hazards & environmental aspects linked with access to COFICAB plants by any supplier (product or service), in addition to associated control measures and responsibilities.

For service providers, further EHS risk & impact analysis might be required to be completed below (in the blank section) or else in the Permit to work system, where applicable, as explained in [SECTION 3](#) Specific EHS Requirements for service suppliers (contractors and subcontractors).

Activity	OHS Hazard or Environmental Aspect	OHS Risk or Environmental Impact	Control Measures	Responsibility
Vehicle Access to the Site	Traffic hazard	Collision between vehicles, vehicle & infrastructure, vehicle & pedestrians	Respect the speed limit inside the site	Drivers
			Only Park the vehicle in designated parking	
			Only reverse parking is Allowed	
	Fuel/engine oil leakage	Soil contamination	Ensure vehicle condition inspection prior to visiting our premises and where applicable make sure you have spill kits inside the vehicle	
Access to COFICAB plant and use of welfare facilities (restrooms, water fountains, etc.)	Exposure to CO-FICAB Activities associated hazards	Injury or health illness	Report engine oil leakage or any incident to EHS department	COFICAB Management Team
			Site EHS induction	Supplier
	Exposure to microbiological hazards when using welfare facilities (Example: infectious bacteria)	Infections and illness	Comply with EHS site rules: Permit to work system for contractors & subcontractors' interventions onsite, use of designated walkways, respect mandatory PPE per zone...etc.	
			Regular cleaning and disinfection	COFICAB Management Team

Circulation inside the plant	Slippery surface, tripping hazards	Slips, trips, and falls which result in injury	Designated walkways for pedestrians maintained clean and free from any obstructions	COFICAB Management Team
			Respect site EHS rules	Supplier
Handling of material, equipment, tools* *Example during reception of supplies or loading of waste by collectors	Manual Handling	Musculoskeletal disorders in case of poor handling practices of heavy loads (back or upper limb Strain...)	Ensure any worker involved with manual handling is aware of the risk related with manual handling	Supplier
			The weight should be indicated on the load	
		Falling object causing injury	Use adequate handling equipment	
			Buddy system where required	
	Mechanical Handling	Falling object	Adopt manual handling safe practices	Supplier
			The use of COFICAB lifting equipment to handle supplied material/equipment is only authorized for COFICAB forklift operators**A permit to work system applies for lifting operations conducted by contractors' workers	
		Overturning of equipment	Competent COFICAB forklift operators	Overturning of equipment
		Collision with structure or pedestrian	Adequate lighting and floor marking	COFICAB Management team
			Respect EHS rules for circulation inside the plant	Supplier

	Spillage if handling involves chemicals* *Example reception of chemicals or removal of chemical waste by collectors)	Slips and falls	Ensure products & materials are properly contained, labelled, and packed Ensure all product or material are adequately handled	Supplier
		Soil/ water/ or air pollution	Provide Safety Data Sheets for any supplied chemicals Where applicable make sure you have spill kits inside the vehicle	
			Communicate emergency instructions to external providers	COFICAB Management team
	Generation of packaging waste	Soil/ water/ or air pollution	Ensure adequate segregation & disposal of packaging	COFICAB Management team
Additional Tasks where applicable	Additional Hazards / environmental aspects	Additional risks or environmental impacts	Additional control measures	Responsibilities

