

## HSE Rules & Regulations for External Providers

- 1. Insurance** – At the sole cost and expense of the Contractor (the term “Contractor” is used as a reference individually and collectively to any external provider who supplies goods and/or renders services to the Company), all workmen must be covered by valid Workmen Compensation Insurance as required by applicable law and public liability insurance. A copy of these insurance policies (including any renewal of the same) must be submitted to the HSE Department.
- 2. Health, Safety and Environment (“HSE”) Provisions** – In assuming or undertaking any work in the supply of the goods and/or services at the Company’s yards, premises or on board a vessel operating in any jurisdiction (collectively referred to as the “Yard”), the Contractor shall, as part of his scope of work, be responsible at his own cost and expense for all measures which by virtue of the HSE provisions of any ordinance, enactment of regulation or the working rules of any industry including, inter alia, the Workplace Safety and Health Act 2006 and its amendments thereof, is required to assume the health, safety and environment of all workmen employed by himself or his subcontractors of any tier to work at the Yard.
- 3. Transport** – The Contractor shall be responsible for the daily transportation of his workmen to and from the Yard. The Contractor shall be responsible for the provision of adequate insurance cover for all vehicles used to transport such workmen. If an accident shall occur and such workmen are injured or any damages, loss or injury is caused to any person, property or thing in the course of transit and a claim is directed or sought against the Company (the term “Company” is used as a reference individually and collectively to cover Baker Engineering Pte. Ltd., Sea Deep Shipyard Pte. Ltd., Sea Hercules Cranes Pte. Ltd. and BT Titanium Pte. Ltd. including its parent and their respective affiliated companies, directors, officers, agents, representatives, employees, assignees and subrogees) for such injuries, accidents, death, damages or losses arising out of or in connection with the accident, the Contractor shall indemnify and keep indemnified the Company should such workmen, their dependents or any other party who claims for any such damages, losses, injury or death against the Company.
- 4. Shipyard Safety Instruction Course Certificate (“SSIC”)** – All workmen must possess a valid SSIC General Trade Certificate and a work permit (where applicable) before they are allowed to work at the Yard. Fitters, welders and grinders must possess the SSIC Hot-Work Trade Certificate in addition to the General Trade Certificate. Blasters and Painters must possess the SSIC Painting Trade Certificate in addition to the General Trade Certificate. The SSIC Certificate(s) must be shown to the HSE Department before attending the Safety Induction Course while the work permit (where applicable) must be shown to the Security Officer at the gate on entry into the Yard for registration.
- 5. Illegal Workers** – The Contractor is strictly prohibited from engaging or bringing any illegal worker into the Yard at all times. The Contractor hereby agrees that in the event the Company is fined or prosecuted under any applicable or prevailing statutes or regulations relating to the employment or harbouring of any illegal worker, and such illegal worker is found to be from the Contractor, then the Contractor shall indemnify the Company in full for all fines paid and for all legal expenses and costs incurred, without exception, irrespective of any fault or negligence on the part of the Company, it being the sole responsibility and liability of the Contractor for its failure to strictly comply with this provision. The foregoing indemnity shall continue to apply where such illegal workers are brought or found outside the Yard such as dormitory or temporary worksite.
- 6. Shipyard Supervisor** – The Contractor, if engaged to work at the Yard, must provide at least one Supervisor or more as per the Company’s requirements and such Supervisor(s) must have completed and passed the Shipyard Safety Supervisor Course (“SSSC”) conducted by an accredited training provider.
- 7. Safety Induction Course** – The Contractor and its workmen are required to attend the Safety Induction Course conducted by the Company’s HSE Department before commencement of any work at the Yard. Such induction shall be registered and booked in advance and is subject to availability.
- 8. Vessel Safety Co-ordination Committee (“VSCC”)** – The Contractor’s Safety Supervisor is required to attend the daily VSCC meeting conducted by the Company.
- 9. Permit-to-Work System (“PTW”)** – Where there is any work to be carried out at the Yard, the Contractor shall apply for a PTW and ensure that it has been endorsed by the relevant personnel of the Company before commencement of the work. No work shall start or continue without a valid PTW. Only a competent person who has undergone the SSSC and is appointed by the Contractor shall be permitted to apply for the PTW.
- 10. Personal Protective Equipment (“PPE”)** – The Contractor shall provide its workmen with appropriate PPE and ensure that its workmen use such PPE while working at the Yard. In addition to equipping workmen with such other safety items, tools and/or equipment depending on the nature of the work requirements, the basic PPE shall include safety helmet with chin strap; ear plug; safety spectacle; dust mask; safety belt or harness; and safety shoes.
- 11. Work at Height** – The Contractor shall ensure that scaffolding shall only be erected or dismantled by qualified scaffolds erectors. Where any work on scaffold is required, Contractor shall ensure that the appropriate PPE is issued to the workmen. Workmen are to ensure that the scaffold tag is present and valid for use before embarking on the scaffold. Supervisors of workmen who are required to perform Work at Height (in accordance to MOM regulations) are to apply for a PTW and to ensure that it is endorsed by the relevant personnel of the Company prior to the start of work. Supervisors and workmen are to be adequately trained and have attended the appropriate courses before being allowed to Work at Height.
- 12. Hot Work** – Where any hot-work is to be carried out at the Yard, the Contractor shall apply for a PTW and ensure that it has been endorsed by the relevant personnel of the Company prior to the start of work. The Contractor shall assign a person who has been trained in at least basic firefighting to be a Fire Watchman.
- 13. Gas Cylinder** – Gas cylinders must always be placed in a standing position. They must either be placed in a cylinder rack or secured by wire to a fixed structure. Valves and other fitting should be kept free from oil, grease and paint. Gas cylinders should be placed at least four meters away from any heat source or possible electrical contact.
- 14. Gas Cutting** – All cutting torches must be fitted with (a) flashback arrestor at every fuel gas and oxygen outlet (manifold / gas cylinder), and (b) non-return valve at all torch inlets.
- 15. Electrical Arc Welding** – The Contractor shall ensure that (a) welding cables are inspected daily, and (b) electrode holders are fully insulated.
- 16. Entry into Confined Spaces** – The Contractor shall always ensure that no personnel is allowed to enter a confined space unless the following conditions are met: (a) a valid entry permit has been obtained from the HSE Department, (b) such personnel has completed and passed the confined space training conducted by an MOM Accredited Training Provider, and (c) such personnel carries with him a calibrated personal gas meter and a working torchlight at all times. Personnel entering a confined space shall ensure that there is adequate ventilation and lighting and shall also check the gas monitoring board for the reading on the oxygen level and harmful and/or explosive gases.
- 17. Reporting of Accidents** – All accidents must be immediately reported by the Contractor to the HSE Department or Security Department. It is the responsibility of the Contractor to report such accidents as specified by MOM to the Commissioner for Labour and Commissioner of Workplace Safety and Health immediately within the stipulated timeframe given by MOM with a copy of the report to be submitted to the HSE Department.
- 18. Smoking Area** – Smoking is only allowed at designated smoking corners.
- 19. Removal of Work Debris and Waste** – The Contractor shall from time to time remove and dispose of all debris and waste caused by or arising from its work as such debris and waste accumulate and shall be obligated to leave the Yard clean and free from debris and waste upon completion of the work. When performing work at the Yard, the Contractor shall at all times comply with all regulations administered by the National Environment Agency (NEA) as well as the Company’s prevailing waste and recycling practices.
- 20. Housekeeping** – Littering at the Yard is strictly prohibited. Rubbish and scraps must be discarded into the appropriate bins provided. All personnel are responsible for the cleanliness of their working areas. At no time should any workmen be allowed to consume food on-board the vessel or at the Yard other than at designated areas.
- 21. Yard’s Crane Usage** – The Contractor, when utilising any crane facilities at the Yard, must ensure that: (a) only appointed Riggers and Signalmen are allowed to carry out lifting operations, (b) all appointed Riggers and Signalmen must be formally trained under the Marine Riggers

and Signalman course, (c) all appointed Riggers and Signalmen must discharge their respective duties as described under the relevant regulations, and (d) the workmen and/or Supervisors are properly trained and authorised to operate the overhead or gantry crane.

**22. Fire Fighting Equipment** – All emergency related equipment (such as fire hydrant, first aid box, etc.) are not to be used unless necessary during an emergency. Usage without appropriate cause will constitute a breach of the Company's HSE Rules and Regulations.

**23. Control of Hazardous Waste, Materials and/or Substance** – No hazardous waste, materials and/or substance shall be brought into the Yard by the Contractor unless prior approval has been given in writing by the Company. All hazardous waste, materials and/or substance brought into the Yard shall be accompanied by a Safety Data Sheet from the manufacturers. Hazardous waste, materials and/or substance must be properly contained, identified and segregated from other waste. Contractor shall be responsible for handling of hazardous waste, materials and/or substance arising from its work and shall comply with the guidelines/instructions of the HSE Department on the handling and disposal of such hazardous waste, materials and/or substance. Hazardous waste, materials and/or substance must not be discharged onto the ground or into water drains or other drainage systems. All hazardous waste, materials and/or substance shall be disposed through NEA licensed Toxic Industrial Waste (TIW) Collectors and in accordance with the Environmental Public Health Act and the Environmental Public Health Act (Toxic Industrial Waste) Regulations.

**24. Tools and Equipment Checking Procedures** – Unless agreed otherwise by the Company, the Contractor shall provide all materials, equipment and tools necessary for the performance of the work at the Yard. The Contractor's tools or equipment that are brought into the Yard must be in good working condition and Page 2 of 2 Baker Engineering Pte. Ltd., Sea Deep Shipyard Pte. Ltd., Sea Hercules Cranes Pte. Ltd. & BT Titanium Pte. Ltd. (27 Feb 2023) possess valid certificates. All tools must be declared at the Guard Room and authorised by the Company's respective managers before the same is permitted to be brought into the Yard. All electrical hand tools must be checked by approved personnel within the Facilities Department, at least once every 30 days, and a sticker indicating the last date of inspection must be displayed prominently on the hand tool. All gas hoses and torches must be checked by approved personnel within the Facilities Department at least once every 14 days and a tag indicating the last date of inspection must be displayed prominently on the hoses and torches. All welding cables must be checked by the individual Contractor supervisor at least once every month and a tag indicating the last date of inspection must be displayed prominently on the welding cables.

**25. Usage of a-frame ladders** – Only approved a-frame ladder with top 3 rungs blanked off, painted in red with indication of paint section/Contractor name on side frame of ladder are allowed to be used at the Yard. When ladder is not used on a firm, level or solid ground, an assistant is needed to hold the ladder.

**26. Toilet Facilities** – Toilet facilities are provided at the Yard and should be properly utilised and well-kept at all times. Such facilities should not be abused or misused. Acts of vandalism will be reported to the police.

**27. Traffic Regulations** - The speed limit of all vehicles at the Yard is 15 km/h. No vehicle is allowed to be parked in areas which might impede the movement of ambulances and fire engines. Parking of vehicles outside workshops, alley ways and roads leading to the slab areas is prohibited.

**28. Drugs & Alcohols** – Drug or substance abuses are strictly prohibited. Personnel found consuming or in-possession of drugs will be handled over to the local authorities. Alcohol consumption at the Yard is strictly prohibited.

**29. Storage and Use of Company Material** – The Contractor shall ensure that all Company issued materials are stored in such manner that the same shall be adequately protected against deterioration by weather, fire, theft, and burglary or otherwise. The Contractor shall compensate the Company for any damage or loss arising out of such incidents. The Contractor shall provide all workmen necessary to assist in the protection of the Yard, the works and of the materials and plant, and all things at the Yard during the execution of the works, and shall be solely responsible for and shall take all reasonable and proper steps including protecting, securing, lighting and watching all places on or about the works, and the Yard which may be dangerous to his workmen or any other person whomsoever. Any tools, scaffolding or otherwise supplied by the Company to the Contractor shall be signed for and returned in good order. The Contractor shall be held responsible for the costs of any equipment found to be missing or damaged. The Company reserves the right to, with notice or otherwise, use any or all Contractor's materials, tools, equipment etc., which are in the Yard.

**30. Updated and/or additional HSE Rules and Regulations** – The HSE Rules and Regulations contained herein are not exhaustive. The Contractor and his workmen must at all times comply with all health, safety, welfare and environmental rules and regulations as advised by the Company or its representatives, whether orally or in writing. The Contractor undertakes to ensure that it will always adopt a policy of best practice in this area and will comply with all applicable statutory rules and regulations relating to health, safety, welfare and environment of his workmen and the Yard.

**31. Liability** – Safety, health, welfare and environmental rules and regulations enforced by the Government or any competent authority must be observed at all times. The Contractor is responsible for ensuring that his workmen are aware of and conform to the Company's HSE Rules and Regulations at all times. The Company, shall not be liable for any fines, etc., to any Authorities and/or the Government. If such fines are imposed on the Company arising out of the non-compliance with these HSE Rules and Regulations by the Contractor, including any other rules and regulations imposed by law but not stated herein, the Contractor undertakes to indemnify and hold harmless the Company of all fines incurred or paid and any legal fees expended by the Company in dealing with any summonses and/or fines. The Contractor shall further indemnify the Company against any expense, liability, claim or loss in respect of any injury or damage whatsoever to any property real or personal arising out of or caused by the carrying out of the works or brought against, incurred or suffered by the Company as a result of a breach by the Contractor, his workmen, subcontractors, employees, suppliers and/or agents, of any of the conditions and requirements stated herein.

**32. Penalty System** – The Contractor shall ensure that his workmen comply with these HSE Rules and Regulations. Any workman who breaches any part of these HSE Rules and Regulations shall be liable to be fined or barred from entering the Yard. Such offenders may also be reported to MOM. The Contractor is hereby warned that the Company will not hesitate to take appropriate action against the Contractor or his workmen if they are involved in any illegal practices at the Yard.

**33. Other** - The Company reserves the right to charge any costs of work stoppages, damage to equipment, and training or otherwise, to the Contractor due to its failure to comply with these HSE Rules and Regulations.