

ROLLS-ROYCE

**HEALTH, SAFETY & ENVIRONMENT
STANDARDS FOR CONTRACTORS
For work controlled under HSE CS 06**

DECEMBER 2024

Rolls-Royce Health, Safety and Environment Standards for Contractors HSE_CS_06_08

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A. DEFINITIONS

In this document the following definitions apply:

“The Company” – Means **Rolls-Royce** plc and any subsidiary company of Rolls-Royce plc.

“Contact” – Means the **Rolls-Royce** person who will act as the primary point of contact between the Company and its contractors. In Rolls-Royce general contractor activity is managed according to Control Standard HSE CS 06 and under this standard the Rolls-Royce primary point of contact will typically be the Contractor Supervising Officer, known as the CSO.

“Contractor” - A recognised company not owned or controlled directly by Rolls-Royce that has been engaged to undertake specific work on Rolls-Royce premises or work on behalf of Rolls-Royce on a customer’s premises.

“Embedded Contractor” – a contractor that has been appointed by Rolls-Royce under a long-term contract arrangement and that has additionally been successfully vetted and appointed under the requirements of HSE CS 06 04. Embedded Contractors may only be appointed for 12 months before the appointment must be renewed.

B. SCOPE & PURPOSE

This standard applies to all Rolls-Royce controlled premises for works undertaken using the HS&E Control Standard for Contractor Management HSE CS 06. This standard shall be considered by the Contractor as Client Requirements for HS&E under the contract terms between Rolls-Royce and the Contractor. It defines the minimum Occupational Health, Safety and Environmental (HS&E) standards applicable generally, for compliance by contractors that work on Rolls-Royce controlled premises. Additional standards and requirements may apply on a task-by-task basis, or as a specific requirement to a particular contract. These additional requirements will be subject to specific communication by the Contact in advance of works starting. Appendix B may be used by the Company’s contract manager or work requestor to identify any additional standards (in full, or in part) as they may apply to any specific case.

All contractors shall inform their employees and any sub-contractors and their employees of the content of this company standard and shall monitor their compliance with it during execution of any work.

The Company requires all contractors that undertake work on its behalf to make proper provision for the health, safety, and welfare of their employees and to ensure that their activities do not present a significant risk to the health and safety of others, such as the Company’s employees, other contractors, or members of the public. Contractors are also required to prevent environmental incidents and avoid or minimise any environmental impact from their activities while undertaking work. Contractors are expected to meet all applicable legal requirements in addition to the standards set out in this document.

C. LEGAL & CONTRACTUAL

Contractors are expected to meet the standards in this document, considering the following specific HS&E conditions:

- i. This document is part of the Standard Conditions of Work on Site (forming part of the contractual terms between the Company and the Contractor). Failure to comply with these standards will be considered a breach of contract.
- ii. In all matters arising in the performance of the contract the contractor must comply at his own expense with relevant statutory obligations, the minimum standards set out in this document and recognised good practice, which underpin the Company HS&E Policy. Additional rules and conditions may be introduced to deal with local situations. Such rules etc. will be in addition to and not in substitution for requirements contained in this document.
- iii. This document does not encompass every aspect or hazard that may arise, nor does it relieve any Contractor of their responsibility to their employees, or of their liabilities under the conditions governing any contract they may have entered into with the Company.
- iv. When the arrangements with the Company permit sub-contracting, Contractors are responsible for appointing competent and suitably resourced Sub-Contractors, and for ensuring that each of their sub-contractors is in possession of these Standards and that they comply with them.
- v. Prior to work commencing the Contractor must arrange an effective system of communication between his nominated representative or supervisor and the nominated Company Contact. The arrangements must ensure local management/supervision are informed before work commences.
- vi. Contractors and their employees shall not carry out any practice or process with a foreseeable risk to health, safety, property, or the environment (whether, or not, such practice or process is specifically mentioned in this standard) unless appropriate risk assessments have been made, method statements/or safety plans prepared, and suitable precautions taken as agreed with the Contact. For example, contractors must inform the Contact of any planned activity which may impact upon the health and safety of Company employees. It is essential that the standards applicable to the work being undertaken are incorporated into method statements and/or safe working procedures.

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- vii. Contractors' employees and sub-contractors must be competent for the tasks they are to perform. Evidence of suitable training and appropriate certification will be required. Health and Safety passport schemes are recognised by the Company. All contractors' employees and sub-contractors' employees must be made aware of their duties under local health and safety legislation and those imposed by the standards in this document.
- viii. The contractor shall be liable in accordance with the conditions of this standard for any damage suffered by the Company or third parties in connection with work to be undertaken by the contractor. The contractor shall be liable for any damage to persons, materials, and property, on the basis of legal provisions, inclusive of the personal liability of any of its agents and employees that occurs in connection with the performance of and on the occasion of the work covered by the present contract. The contractor shall be liable both for the faults of its personnel and for its own faults.
- ix. Civil liability lawsuits in the event of infractions of legal provisions or of the provisions in this standard by the contractor or by his employees shall be at the latter's expense. The right is reserved to cancel the contract without notice in the event of infractions.
- x. The contractor shall insure itself to an adequate level and at its own expense against the risks and liabilities arising from the contract with the Company, of which, the requirements of this standard are an integral part. The contractor shall supply evidence thereof where required.

D. SELECTION OF CONTRACTORS (CAPABILITY & COMPETENCE)

All contractors will be subject to the Company's selection procedures. These include pre-contract assessment and appraisal of both commercial and health, safety and environmental (HS&E) competence, resourcing, and performance.

The Contractor is required to respond to requests for information made by The Company in respect of pre-engagement assessment prior to working on site. For HS&E The Company may also use an external vendor assessment service and accreditation of the contractor to these services may satisfy the requirements of The Company.

The HS&E performance of all contractors successful in the selection process will be monitored periodically and if agreed standards are not met the contractor may be removed from being one the Company's approved contractors.

Contractors are generally expected to implement a health and safety management system comparable with the requirements of ISO 45001 and an appropriate environmental management system comparable with the requirements of ISO 14001. Where this is not possible, or not in place, contractors must be able to demonstrate how HS&E risks to which they are exposed or that are inherent within their work approach (tools, techniques, materials) are being managed and controlled.

Contractors must be capable of undertaking the work for which they are appointed by the Company with the application of adequate and effective safety controls from commencement to completion.

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1.0 - HS&E STANDARDS TO BE MET PRIOR TO WORKING ON SITE

Each job for which a contractor is engaged must be administered for HS&E using a Works Authorisation Form (WAF), to be prepared by the Contact. The WAF will document compliance with the following process requirements:

1.01 Information to be provided by Rolls-Royce.

You will receive information on any significant HS&E issues which may affect your activities when working for the Company. This will include the identification and provision of any specialist Rolls-Royce control standard if applicable by the Contact.

If you do not receive HS&E information, you must request confirmation from your Contact regarding potential hazards your employees may face whilst working on site.

1.02 Information to be provided by the Contractor.

Suitable risk assessments must be carried out by the contractor with clear description of controls to be applied to all hazardous activities and substances involved in their work. This assessment must take due account of the information received from Rolls-Royce, together with the hazards inherent in the methods, tools and equipment required to carry out the work. An appropriate method statement and/or safety plan must be drafted to communicate the safe working procedures which must be accepted by the Contact, then implemented by the contractor and kept available for inspection.

1.03 Pre-Start Site Meeting

Prior to the commencement of work the contractor and the Contact will agree the main areas of concern and the controls to be applied. This will include work where, due to heightened levels of risk, a dedicated permit to work system will apply.

Work involving the following High Consequence Hazards will require the use of Permit to Work (PTW) systems and accompanying Safe Systems of Work:

- ✓ **Hot Work**
- ✓ **Hazardous Substances or Services** – Work to sever jointing and/or remove containment.
- ✓ **Confined Spaces**
- ✓ **Ground Disturbance** / interference with buried services
- ✓ **Disablement of emergency facilities**
- ✓ **Work at height** (non-routine or in close proximity to a hazard such as a gantry crane or conductor)
- ✓ **Radiation** (non-routine)
- ✓ **Asbestos**
- ✓ **Isolations of Energy**
- ✓ **Electrical** – high voltage (>1000Vac or 1500Vdc) or non-routine work

All work will be recorded by the Contact and affected local area controllers, such as manufacturing cell managers shall be informed of work plans during the pre-start process.

2.0 - HS&E STANDARDS TO BE MET WHEN ARRIVING ON SITE

2.01 Signing-in and security pass.

Contractors working on non-Rolls-Royce sites on behalf of the Company must adhere to the host company's security processes.

All members of the Contractor's work team or crew must sign in on arrival at site and sign out at the end of each shift and Contractors must be issued with a security pass which must be worn at all times.

No contractor's vehicles may be brought onto any Rolls-Royce site without a valid vehicle pass being displayed or registration of the vehicle with Rolls-Royce. For the first visit to site contractors are permitted to park in the "visitors parking area" to receive their initial instructions and security clearances, thereafter contractors must follow the instructions given to them in the site induction or directly by the Contact.

2.02 Site induction.

Work shall not commence until contractors have completed an appropriate induction. This will consist of a global induction describing the Company's general HS&E rules and a site-specific induction concerning local hazards and procedures, including site specific emergency arrangements.

The Contractor shall comply with all requirements set out in the Induction they receive.

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2.03 Authorisation to start work.

The Contractor AND the Contact shall each sign or record acceptance of the Work Authorisation Form (WAF) prior to works starting. This will record that the required steps prior to work commencing have been completed and that each agree with this. Work shall not commence until the WAF is completed by the Contact to authorise it.

2.04 Permit to Work – for prescribed high consequence hazards.

A PTW is to be used by all contractors (including embedded contractors) for prescribed situations (as listed above ref 1.3). The requirements of a PTW are in addition to general works authorisation (as provided by a WAF) and must not be used or seen as being equivalent to or in replacement of a WAF.

The instructions contained in a permit to work for high consequence hazards must be strictly adhered to. No work relevant to the permit to work may commence before any relevant permit is issued and no work other than that detailed in the permit may be carried out.

The embedded contractor or the contractor's supervisor or manager in charge of the works will be required to sign their acceptance of the conditions set out in the permit to work. The employees of all contractors and subcontractors concerned must be made fully aware of the permit to work conditions, by the supervisor or manager in charge, and comply with them.

Note - In some countries the term "permit" is used culturally for general works permissions. All WAF's or general work permit's must not be seen as PTW to control prescribed High Consequence Hazards.

3.0 GENERAL HS&E STANDARDS TO BE MET WHEN WORKING ON SITE.

This section (3.0) contains requirements that apply generally to all contractor's activity on site (including embedded contractors). These standards will always apply and are not specific to any situation. Standards that are included in section 4.0 are situational and apply when relevant.

3.01 Personal Responsibility for HS&E - Life Saving Rules.

Rolls-Royce has identified ten H&S circumstances that carry serious consequences to individuals. They also have, easy to understand control measures that if applied are reliable in preventing harm.

The Company lists these as our "Life Saving Rules". These are non-negotiable behaviours that every one of us must follow every day. There are five things you must always do and five things you must never do.

Our Life Saving Rules are:

- **ALWAYS wear your seatbelt and obey the speed limit.**
- **ALWAYS speak up to report unsafe acts or conditions when you see them.**
- **ALWAYS protect yourself against falls and use the specified protective equipment when working at height.**
- **ALWAYS wear mandated PPE (personal protective equipment) correctly.**
- **ALWAYS adhere to the approved lifting methods.**

- **NEVER use or programme a handheld device when driving.**
- **NEVER work or drive under the influence of drugs or alcohol.**
- **NEVER assume electrical equipment is isolated – ALWAYS test before touch with approved equipment.**
- **NEVER deactivate or bypass safety critical equipment such as interlocks and guards when using machinery.**
- **NEVER enter a confined space unless trained and authorised.**

The Company expects the management and supervisory staff of all Contractors to make these rules clear to its employees, to communicate them and take leadership action towards them. The Company reserves the right to remove individuals from site that do not abide by these life-saving rules.

A copy of these rules as a poster is provided in the Appendix.

3.02 Substance Abuse

All contractors and subcontractors should inform their staff that the Company reserves the right to test all persons on its premises for substance abuse.

Any person found in possession of alcohol or illegal substances, or whose performance is impaired by them will be removed from site.

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3.03 General HS&E Risk Management

Before work commences, The Contractor will undertake and record a risk assessment for all works undertaken on the Company's premises. This will consider all hazards relevant to the work location together with the hazards that are relevant to the work method, tools, materials substances and techniques to be used. The Contractor shall document the assessment and provide suitable controlling measures to ensure the work may be carried out safely and without harm to anyone affected by the work as it is carried out.

The risk assessment must be prepared and retained by the Contractor for acceptance by the Contact before starting, and for inspection throughout the duration of the works.

3.04 Dynamic HS&E Risk Management (For Emergent and Unforeseen Risk)

Whilst general risk management for all work will require that the risk assessment and the required safety controls are documented before work is undertaken, all contractors must expect these original plans to become unsuitable when unforeseen circumstances arise. This may be from a new hazard or from a change in personnel or any other change that emerges after work has started.

Contractors must apply an approach to work that expects changes to take place and actively looks for these changes on a regular basis. The original risk assessment and controls must be revised when they cease to be effective following changes to the work method or environment, this may be in the form of a dynamic or point of work risk assessment.

Contractors are expected to ensure their staff understand clearly, the need to STOP WORK when circumstances are changed, and the current plan is unsafe. The Company Contact must be informed, and they are expected to support Contractors in such events.

3.05 Supervision

Contractors will provide appropriate supervision for the work that they undertake on the Company's premises. They shall be suitably trained and experienced in the relevant work activity, and they shall be authorised to manage the contractors own staff and give direction to any subcontractor personnel that may be engaged with directly, by the contractor.

Arrangements for supervision, including the names of nominated supervisors shall be provided in risk assessment and safe work methodology plans (such as RAMS). The Contractor's nominated supervisors shall be responsible for ensuring work planning is adhered to and complied with, this will include (not exclusive): Risk Assessments, Task Hazard Analyses, Job Safety Analyses, Method Statements, Permits to Work or any similar approach. They are also responsible for ensuring work stops when it becomes known to them that any planned work method or control is unsuitable or unsafe due to any change in circumstances.

3.06 Competent Workforce – Employees of Contractors and Sub-Contractors

Contractors shall ensure that all persons arriving on the Company's premises to undertake work for them, including their direct employees and the employees of any subcontractor that they have engaged with, are appropriately trained and competent to undertake the work and to use and/or operate any tool, machine, or piece of equipment that they require during the works.

Contractors are expected to provide details of relevant training certification of its personnel within the risk assessment / method statement submitted at work authorisation stage. These certificates must be current and remain in date for the period that the work takes place on the Company's premises.

3.07 Personal Protective Equipment (PPE)

The minimum PPE required generally for all contractors undertaking work on The Company's premises or sites includes safety footwear and Hi-visibility vest, these are to be worn at all times. Additionally The Contact will identify through the work authorisation process if specific personal protective equipment (PPE) is required, for designated work areas or sites. The Contractor must provide suitable PPE and their employees must always use it when in the designated areas and keep it clean and properly maintained.

The Contractor and its subcontractors shall undertake a risk assessment to determine the task specific PPE required by workers for its own work activity. The Contractor and its subcontractors shall identify all PPE requirements in the risk assessment and provide their employees with all necessary personal protective clothing and equipment and ensure its proper use and maintenance.

3.08 Shared Workplaces – interface with operations

Work must not commence over or in proximity to working areas, gangways, or roads until precautions to ensure the safety of all persons and property have been agreed with the Contact. Suitable barriers to delineate The Contractor's working area, warn against and prevent unauthorised access, should be used where possible in agreement with the Contact.

Contractors must display prominent notices stating when their employees are working, including overhead working. Additionally they must notify the area occupants prior to commencing and maintain their own work within a defined and protected area. Unauthorised access to the work area must be prevented (including by the Company's staff).

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3.09 Housekeeping

The work site must be kept in a clean, orderly, and safe condition during the work. When the work has been completed all equipment and any excess or waste materials must be removed by the contractor.

3.10 Communication (HS&E)

Sharing information concerning the work to be undertaken, the hazards involved, and the controls required to carry out the work safely is a critical and key requirement. All contractors are expected to maintain regular communications with the company's Contact, local area controllers and the workforce undertaking the work.

Contractors are expected to undertake daily communication events at the start of a working shift to confirm understanding across all affected parties with respect to planned work, HS&E hazards, any changed circumstances, and controls.

Additionally contractors are expected to freely report and communicate on the event of any change to plans, work circumstances or the arising of any unforeseen hazards. The Company's contact is expected to be a trusted partner in the ability of each party to share important information.

3.11 Incident Reporting (Injuries, Near Misses, Observation, Damage)

All HS&E incidents of harm or damage, accidents, dangerous occurrences, unsafe conditions, "near misses" HS&E incidents whether they be to personnel, property or the environment must be reported promptly to the Contact.

Contractors shall respond to and provide relevant information relating to requests from the Contact regarding incident data relevant to the contractors work on the Company's sites and premises.

3.12 Emergency Arrangements

In the event of a significant incident during the contractor's activities they must immediately enact the emergency procedures in accordance with their induction (ref 2.02) and cooperate with reasonable requests made during the subsequent emergency response.

Contractors and their employees must adhere to the site security rules and ensure that they sign in/out to facilitate identification of personnel in the event of a fire or other major incident.

4.0 SITUATIONAL HS&E STANDARDS TO BE MET WHEN WORKING ON SITE.

This section contains requirements that apply to specific circumstances or situations during the work on site. These are common or frequently occurring requirements about which work at Rolls-Royce will always require knowledge of and compliance with. Additional standards may also be required, in specialist situations, as instructed by the Contact as part of the pre-start process (ref 1.0 And Appendix B).

All contractors (including embedded contractors) must comply with section 4.0 in the event that their work applies to these circumstances.

Note - This section is listed Alphabetically by issue/situation.

4.01 Access Restrictions

Contractors' employees will not be permitted to enter areas to which access is restricted without the permission of the Contact. Persons under the age of 18 years of age and non-working animals must not be brought on to Company premises or sites.

4.02 Asbestos

Do not start work of an intrusive nature concerning the fabric of a buildings or structure, without confirming the absence of asbestos materials. If asbestos is present, the Contractor must always comply with legal requirements and procedures, as agreed within the Contact.

Anyone who disturbs asbestos that has deteriorated or been damaged and is releasing fibres, can be at risk of asbestos-related diseases such as lung cancer. Anyone whose work involves drilling, sawing, or cutting into the fabric of premises could potentially be at risk. If suspect material is found STOP IMMEDIATELY, discuss with the Contact, and agree the way forward.

4.03 Chemicals

Contractors must store materials safely in agreement with the requirements set by the Contact. Incompatible materials must not be stored together, e.g. acids and alkalis. All bulk storage of hazardous liquids, oils and fuels etc. used by the contractor must be provided with suitable secondary containment and protection against impact damage. There must be secondary containment at

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filling and discharge points; if access is not restricted, they must be locked. Decanting of any materials must take place within secondary containment.

If surface water could be polluted and drains or ground contaminated during the storage or transportation of liquids, suitable spillage response kits must be provided by the contractor.

All material brought onto site in tanks, drums or other containers must be suitable for the substances, properly marked with the name of the material and, where necessary, relevant hazard and safety information.

4.04 Company Equipment (use of)

Use of the Company's tools, plant, vehicles, materials or substances or other equipment is not permitted. Exceptions can be made as part of the contractual arrangements or in special circumstances by agreement with the Contact.

4.05 Company Utilities & Services (use of)

Contractors must not make use of Company services such as electricity, gas, water, or compressed air supplies for supplying power to portable tools, temporary lighting or any other purpose unless agreed with and arranged by the Contact. Any permission granted by the Contact may be subject to conditions, which must be followed.

4.06 Compressed Gases and Flammable Liquids

Prior notification must be given to the Contact of any intention to use welding equipment, blow lamps or any open flame anywhere within the Company's premises. Such work must only proceed with the authorisation of the Contact after additional control measures, including a Permit to Work for hot works, have been identified and agreed. In designated areas open flames and "hot work" is prohibited, and notices are posted to this effect.

All compressed gas cylinders must be stored in the open air, always secured in an upright position and acetylene cylinders must be kept separate from oxygen and flammable gas cylinders such as propane, butane, etc. All oxygen and acetylene cylinders must be fitted with suitable flashback arrestors. Full cylinders should be segregated from empty cylinders and any incompatible gases in the designated storage area. The storage location must be agreed with the Company's local fire officer or safety adviser.

Flameproof equipment or equipment with equivalent protection must be used in designated areas when highly flammable substances are present. Safe methods of working must be agreed with the Contact before work commences.

4.07 Confined Spaces

A Permit to Work will normally be required to work in a confined space, (ref 1.03 and 2.04). Confined spaces include pits, sewers, drains and tanks, etc. Work in a confined space must not commence unless the Contact/Permit Issuer has authorised it.

4.08 Construction

Construction work is inherently hazardous, and the contractor must therefore have effective management arrangements and H&S plans in place, which should be accepted by the Contact before work starts. Only construction work that meets the Minor Works definition may be managed by the Contact under HSE CS 06 (ref 4.08.01).

Minor construction works are those undertaken by the operations/business occupying Rolls-Royce sites that meet the following description.

4.08.01 Construction (Minor Works Definition)

Minor works are simple in nature, low in risk and use traditional (non-specialist) construction skills. Additionally in respect of this standard, they must not exceed 10 working days duration on site and must not involve more than 10 workers on site at any time (including Rolls-Royce staff that are involved such as maintenance or manufacturing services).

Work involving any of the following description may NOT be considered minor works:

- Any high-risk activity for which a Permit to Work is required under HSE CS 13,
- Any work to amend, remove, replace, or demolish a structural or load carrying aspect of any building or structure.
- Any work requiring temporary works (such as scaffolding, props or formwork) to support the work under construction during any part of the project.
- Any work undertaken by Group Property (Projects or FM).

All other construction work must be managed as a Project under HSE MS 18

It is the responsibility of the Contact to determine the application of HSE CS 06 or HSE MS18

4.08.02 Construction (Responsible Parties)

The Company shall ensure that the following parties are appointed or incumbent on any site that undertakes Minor Works Construction under HSE CS 06:

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- Work Requestor (Rolls-Royce).
- Site Accountable Person (Rolls-Royce AP).
- Site Responsible Person for Contractor Management (Rolls-Royce RP).
- Contractor Supervising Officers (Rolls-Royce CSO's)
- Designers (as necessary by appointment or action)
- Main Contractor (The Contractor appointed by Rolls-Royce)
- Other Contractors (others, including Sub-contractors and Rolls-Royce maintenance if applicable)

4.09 Drains and Watercourses

Use of Company drains, or sewers must be agreed with the Contact to ensure any liquid waste entering them does not pollute the environment, compromise pollution control devices or contravene any environmental permit. Where necessary the Contact will provide details of the Company's drains to ensure that surface water drains are not confused with drains to sewer etc.

Waste liquids must not be discharged into surface water drains under any circumstances. Where site drains are colour coded then surface water drain grills are normally coloured blue and foul drains coloured red. This must be confirmed with your Contact.

Cleaning of vehicles and equipment must be done in dedicated areas away from surface water drains.

Site roads must be regularly cleaned and kept free from deposits to prevent silt, oil or other materials entering any drain or watercourse.

The washout from concrete mixer lorries must not be allowed to flow into any drain or watercourse.

4.10 Electricity

All electrical work shall be carried out on a dead/de-energised circuit. Only when it is impossible to undertake an aspect of the work without that circuit being live may live working take place. In these circumstances and for the specific aspect of work only, live working may be carried out if the following planning steps and decisions have taken place and been recorded beforehand:

- Justification for working live must be formally written down and documented by the contractor in accordance with the requirements of the Company's process document HSE CS01_03 (Live Electrical Working).
- A dedicated risk assessment and safe system of work for the specific live working task must be written down and documented by the contractor.
- The circumstances concerning live working must be communicated to and agreed by the Contact. This will include the issue of all documentation justifying the need to work live, defining, and assessing the risks and describing the safe system of work to control those risks.

Electrical equipment, circuits or conductors of any kind must not be left live and unprotected. Protection must always be provided either through appropriate isolation (making it dead), insulation, or protection against contact. The use of warning notices or ineffective isolation such as fuse removal or use of the "off switch" is not considered adequate. Isolation or lock-off devices must be used in accordance with a Safe System of Work, as required by Rolls-Royce process document HSE CS02_00 (Isolation of Energy Sources).

Portable electrical tools and equipment provided by the contractor should be operated at reduced voltage, e.g. 110V centre tapped to earth or battery powered, and the contractor shall ensure that all such equipment has been appropriately examined, tested, and maintained and be able to provide evidence to this effect when requested.

Electrical PPE and arc flash protective workwear must be determined by the contractor through a documented risk assessment process. This must comply with the Company's minimum PPE standard when working on electrical assets and equipment owned and/or controlled by the Company. This requires that electricians employed by a contractor or working under contract to a contractor must always wear daily work attire that provides CAT 2 arc flash rated protection irrespective of the arc flash rating of the asset or equipment. Higher rated workwear will be determined and recorded in accordance with the contractor's risk assessment process.

4.11 Electricity – Competent Persons

The contractor shall ensure that all persons employed by them or working under contract to them are competent to undertake the scope of the work defined by the contract with the Company. For electricians these persons may be termed an "SP" by the Company., which aligns to internal terminology meaning "Suitable Person".

The contractor shall ensure that the competence requirements for each person are assessed in line with the work that they are allowed to undertake, and that the requirements to become competent through training, qualifications and experience are provided to that person their employer.

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In addition to this assessment the contractor shall accordingly provide authorisation to each person working on electrical systems to only carry out the type of work for which they are competent. This assessment and authorisation process shall be recorded and maintained for each person and made available to the Company as evidence of its completion.

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4.12 Excavation

A permit to work, must be obtained before any excavation is undertaken to ensure continued safe access and the avoidance of damage to underground services. The disposal of any groundwater recovered must also be approved by the Contact. Nothing which could cause pollution, including silty water, can be pumped directly into a river, stream or surface water drain. Dirty water can be pumped to the foul sewer only if it has been agreed with the local water treatment company or is within the site discharge consent. If there is any doubt about the quality of water or if it is known to be contaminated (e.g. by oils and chemicals from potentially contaminated land) then it must be recovered and removed to a licensed waste disposal site or treatment facility by a licenced waste disposal contractor. See also the requirements under Drains and Watercourses (ref 4.09).

Whenever excavations are planned, the Contact shall provide relevant information to the Contractor relating to any buried services, such as electrical and telecommunication cables, pipes, or sewers.

4.13 Explosive Atmospheres

When contractors are required to work in areas where there is the potential for the build-up of an explosive atmosphere, for example where there are flammable liquids, gases or dusts, the contractor must ensure that only equipment that meets the appropriate electrical and mechanical standards is used, so as not to present an ignition source in these areas.

4.14 Fire Safety

Smoking is prohibited the Company's premises. This includes within buildings and in external areas within the site boundary. Smoking areas are NOT provided within the boundary – this rule applies to the Company's employees and Contractors alike.

Work that, by necessity, involves:

- The isolation or removal of smoke alarms, fire alarms or any other fire detection or prevention equipment,
- Restriction to emergency exits, access roads or gangways necessary for access by firefighting equipment,

May only proceed after a Permit to Work has been raised for Disablement of emergency facilities (ref 1.03 and 2.04).

Care must be taken to prevent damage to sprinkler and other fire suppressant systems, heat, or smoke detectors. Paint must not be applied to these items and care must be taken to avoid using heat or producing smoke or dust which will activate sprinkler heads or detection devices.

Connection to fire hydrants is not allowed unless permission has been obtained from the Contact. When working inside buildings, Contractors' employees should be aware of and obey all fire alarm and evacuation procedures. The Contractors' supervisors must ensure that this information is available, and instructions are given before work commences.

Contractors must provide and properly maintain suitable and sufficient firefighting appliances and ensure employees/sub-contractors are instructed in their use.

Accumulations of combustible materials or flammable liquids must be prevented. Storage near surface waters should be avoided to prevent possible contamination from fire water run-off. Storage of such items must be approved by the Contact and local fire officer or HS&E advisor.

The burning of any rubbish on site is prohibited.

4.15 First Aid

Suitable and sufficient first aid provision must be provided by contractors for their employees and, as appropriate, for their sub-contractors. There should be no reliance upon The Company's resources for first aid provision unless this has been agreed.

4.16 Hot Work

All hot work will be conducted under a Permit to Work (ref 1.03 and 2.04). This will include welding, flame cutting, brazing, grinding and all similar operations capable of creating an ignition source. A Hot work permit must be identified with the Contact and will require the submission of an adequate risk assessment and safe system of work before work may commence.

Oxy-fuel flame cutting, or welding equipment must be fitted with suitable flash back arrestors and one-way valves on both pipelines. Flexible hoses must be inspected to ensure these are not damaged. When used, the equipment should be secured onto a suitable wheeled trolley stand, used in the upright position, and be kept in a well-ventilated area at all times.

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4.17 Isolation of Energy Sources

All requirements to isolate any energy source must be agreed and recorded on the Work Authorisation Form (WAF). This will include (not exhaustive): Electrical, Mechanical, Hazardous Substances, Fuel, Steam, Pressure, Heat, Cold, Radiation, Instrumentation & Control systems, Stored energy systems such as batteries and capacitors.

After declaring the requirement to isolate an energy source, before work starts, the contractor must agree the approach and responsibility with the Company's authorised personnel for isolations specific to the site where the work is taking place. The company Contact will support identification of authorised personnel.

No isolation may proceed without the agreement of the Company's authorised person (isolations).

4.18 Lifting

Contractors must provide the Contact with current certificates of test and thorough examination together with records of inspection before any lifting operation commences. This will include all lifting accessories (equipment used below the hook to attach, secure and carry the load) and lifting equipment (use to transport the load from one point to another such as, mobile cranes, hoists, telehandlers, forklifts etc). If the documentation is not in order, the lifting operation must not take place.

All personnel associated with lifting operations must be competent in their role.

4.19 Lone Working

Lone working for high-risk activities (determined by risk assessment), activities or activities subject to Permit to Work and any activity by contractor that has not been assigned "Embedded" status are prohibited.

Lone working activity must be agreed with The Company Contact using the work authorisation process before any work starts.

4.20 Machinery

Contractors involved in the installation, repair, modification or removal of plant, machinery or equipment must immobilise or leave such plant in a safe condition, e.g. "locked off", whenever it is left unattended. This requires the replacement of all guards and covers over dangerous parts when the plant or machinery is capable of being put into operation.

Interlocked systems or similar safeguards must not be overridden or otherwise interfered with without the agreement of the Contact and the provision of suitable precautions, e.g. safe working procedures or permits to work. Suitable warning signs should be displayed.

4.21 Mobile Elevated Work Platforms

All plans to use mechanical equipment to enable workers to undertake work at height must be confirmed in risk assessments and safe working methodology statements as part of the work authorisation process.

Equipment must be provided and maintained in a safe condition for work and pre-use safety inspection must be undertaken at the start of each working shift.

When not in use equipment shall be parked/stored in a safe place and they shall be suitably immobilised to prevent unauthorised use. Re-fuelling and re-charging shall be undertaken in a location dedicated and suited to that activity, to be agreed with the company Contact.

The operators and supervisors must all be trained and competent to undertake the work.

4.22 Noise

Contractors must inform the Contact and local area supervision before commencement of any noisy operations. This will include information about the likely duration and expected noise levels.

Risk prevention measures should prioritise elimination and avoidance if possible, including consideration of hours of working, proximity to other workers, location of noise generating plant and equipment, the application of noise attenuation barriers to workspaces (hoardings) and tools (applied silencers) to minimise noise propagation.

The Contractor shall display notices, agreed with the Contact, if the general public are likely to be inconvenienced, apologising for the inconvenience, and indicating the planned completion date for the work.

4.23 Overhead Hazards (Cranes and Powerlines)

Work must not commence above ground or floor level in a position where persons carrying out the work could be hit or trapped by the structure or mechanism of a crane, until the safe working arrangements and controls are agreed with the Contact and have been implemented and this will include a Permit to Work at height in proximity to a significant hazard (ref 1.03 and 2.04).

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Similarly, any work involving access in proximity to overhead powerlines or conductors must not commence unless permission has been granted by the Contact and a Permit to Work with appropriate isolation controls has been issued to eliminate or reduce the risks to an acceptable level. Specific attention must be given to the use of mobile cranes, man-riding platforms, scaffolding and ladders in this situation.

There must be no working under a suspended load.

4.24 Ozone Depleting Substances and Fluorinated Gases

When a contractor is required to work on, remove or dispose of fire suppressant or refrigeration equipment containing an ozone depleting substance (ODS), e.g. halon or chlorofluorocarbon (CFC) and hydrochlorofluorocarbon (HCFC) gases, or fluorinated gas, e.g. hydrofluorocarbons (HFCs), sulphur hexafluoride (SF6), the methods of work, test and disposal must be agreed with the Contact before work commences. Venting of an ODS to atmosphere is forbidden on any Rolls-Royce site.

4.25 Pipework

For all work on pipework, authorisation by the Contact (ref 2.03) must consider and record the consequences of breaking any joint, removing any valve, or dismantlement of any pipework run. This shall include pipework that has been out of use for a considerable time. As a result of this consideration, any work identified that is required to sever or break pipework that carries a Hazardous Substances or Hazardous Services must be undertaken under a Permit to Work (ref 1.03 and 2.04).

Safety controls appropriate to the hazard must be applied. These may include draining and purging the pipework fully and safely managing all residual contents contained in a suitable vessel provided and suitably positioned before work commences. Adequate precautions must be taken to protect the people involved against the current or previous contents of any pipework broken into, even after purging/draining.

4.26 Plant and Equipment

Contractors must provide and maintain suitable plant and equipment for the work to be carried out safely and in accordance with statutory health, safety, and environment requirements. For example, where plant and machinery are used, all dangerous parts must be securely guarded, and operators must be trained and competent.

Contractors must ensure that all plant and equipment used on the Company's premises has been inspected by a competent person and is in good condition immediately prior to work commencing and is properly maintained, inspected, and used thereafter. Suitable inspection records must be available.

Faulty or damaged equipment such as ladders, stepladders, and scaffolding, must be identified and removed from the site. The Company reserves the right to remove such items and destroy them if contractors fail to take the necessary action. (The Company will not accept responsibility for the contractor's loss of such defective items).

Contractors must leave all equipment safe and secure at the end of each working day. Care must be taken not to adversely affect site security, for example, all ladders and access equipment shall be removed from boundary walls and fences.

Where it is necessary for the washing down of contractors' plant and equipment, prior to driving on the public highway, this must be carried out in a designated area agreed with the Contact – see also arrangements for drains and watercourses (below).

4.27 Radiation

Work must not commence on or in the vicinity of x-ray or other ionising radiation enclosures or on roof areas above such enclosures unless a Permit to Work has been issued (ref 1.03 and 2.04). The method of work to be followed must be agreed with the Contact and a 'Competent Person' from the Rolls-Royce ionising radiation or x-ray function.

Radioactive isotopes must not be brought onto Company premises unless prior permission has been granted in writing and the method of work agreed with the Contact and the Rolls-Royce Radiation Protection Advisor (RPA). Contractor Employers should be aware that local procedures may require additional monitoring or surveillance services, for example, Classified Radiation Worker status. Classified or monitored workers require annual medical reviews and record keeping services, the responsibility for which lies with the employer.

4.28 Vehicles, Transport and Pedestrians

Contractors' vehicles must obey the site speed limits displayed on Company premises or instructed at induction, and drivers must obey any local site rules. All vehicles must be road-worthy, and the drivers insured. Use of any handheld device whilst driving is prohibited.

Passengers must not be carried on any vehicle unless the vehicle is equipped to carry passengers. Where restrictions are imposed on vehicle movement at certain times of the day, contractors must not move vehicles during those times.

Vehicles shall only be parked in areas designated for parking, unless agreed otherwise with the Contract.

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Vehicle parking must take account of local conditions and facilities, e.g. the width of access routes, the position of fire exits, hydrants, etc.

Any reversing and/or manoeuvring of vehicles (other than cars) must be done with a “look out” or banksman to assist the driver.

Rolls-Royce reserves the right to have any vehicles or drivers removed from Company premises where these rules are not followed.

Consideration for the vulnerability of pedestrians shall be always considered. There should be segregation of pedestrians and vehicles as far as possible, and vehicles should be prepared to give way to pedestrians.

4.29 Waste Management

The contractor is responsible for efficient removal of all waste material, spoil, rubble, and general rubbish arising from work on site unless otherwise agreed with the Contact. All waste disposals must be carried out in accordance with the relevant local statutory requirements, including appropriate labelling (clearly showing both the name / description of the waste and any related hazard warnings / symbols).

Waste must not be deposited in the Company's waste skips, bins, etc. unless agreed with the Contact. Any such waste must be in accordance with the description of waste allowed in the relevant container.

Contractors must dispose of hazardous waste in accordance with the relevant regulations.

Storage of such waste must be secure, to prevent unauthorised access, and appropriate, to prevent release to or contamination of the environment. Quantities of stored hazardous waste must be minimised and must never be allowed to approach thresholds whereby a company and/or contractor require a licence/permit (unless agreed with the Company as part of a specific contract, e.g. for land remediation) Advice can be obtained from the Contact.

4.30 Work at Height

All work at height must be planned, organised, and carried out by competent persons. Plans should be discussed with the Contact. Where risks cannot be avoided, they should be prevented and collective control measures, should be used in preference to personal protection such as harnesses. This will include giving priority to completing as much of the work as possible at ground level, and using solid barrier fall protection such as handrails and/or covers for voids and penetrations.

Where persons working at height (for any duration – no matter how brief) can only be protected by the wearing of harnesses alone or where that work exposes the person to an additional hazard of significance, (e.g. a moving crane, an electrical conductor, a gaseous relief valve) then that work at height shall be conducted under a Permit to Work (ref 1.03 and 2.04). until either the harness is no longer required or the hazard is no longer present.

All scaffolding must be secure and safe. Before leaving work, all loose tools and materials must be secured or brought down to ground level and suspended loads must be lowered to the ground. Toe boards, guard rails, walkways and other parts of scaffolding must not be removed except to allow passage of materials and in such circumstances, they must be repositioned immediately afterwards.

Before the movement of any mobile scaffolding all persons must descend to ground level.

Ladders must not be erected on the platforms of tower scaffolds. All scaffolding should be subject to periodic and suitable inspection, test and examination by competent persons, and the records kept readily available for examination.

Many factory roofs and roofs of enclosed areas within larger buildings contain fragile materials such as asbestos sheeting and glazing panels. Access is forbidden on to such roofs unless crawling boards or similar protected access arrangements are used. These arrangements must be agreed with the contact before the work begins.

It is forbidden to stand or walk directly on any fragile roof within Company premises. Properly constructed working platforms must be provided by the contractor. Materials and equipment must not be dropped, thrown down from or thrown up to, trestles or any position above ground level. Suitable waste chutes, hoists, winches, or other mechanical handling equipment must be used.

Appendix A

Rolls-Royce Life Saving Rules

The Company expects the management and supervisory staff of all Contractors to make these rules clear to its employees, to communicate them and take leadership action towards them. The Company reserves the right to remove individuals from site that do not abide by these life-saving rules.



Our Life-saving Rules

Always...



ALWAYS speak up to report unsafe acts or conditions when you see them.



ALWAYS wear your seatbelt and obey the speed limit.



ALWAYS wear mandated PPE (personal protective equipment) correctly.



ALWAYS protect against falls and use the specific protective equipment when working at height.



ALWAYS adhere to the approved lifting methods.

Never...



NEVER use or programme a handheld device when driving.



NEVER work or drive under the influence of drugs or alcohol.



NEVER assume electrical equipment is isolated – **ALWAYS** test before touch with approved equipment.



NEVER deactivate or bypass safety critical equipment such as interlocks and guards when using machinery.



NEVER enter a confined space unless trained and authorised.

ZERO HARM

