GENERAL CONTRACTOR

SAFETY REQUIREMENTS

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1. Objective and scope

The below safety requirements apply to all parties and contractors involved in works at a Barry Callebaut location or contracted by Barry Callebaut. These Barry Callebaut (BC) requirements address key safety concerns to protect both the workers and the property and its assets.

These requirements are mandatory and are applicable in all BC locations and apply to all third parties involved.

In case BC contracted parties (contractors) work with subcontractors, the contracted party has to ensure that all requirements are signed off by the parties they subcontract activities to.

2. Legal Notice

The requirements and expectations set out herein are in addition to, and not in lieu of any other requirements, standards, regulations, manual and expectations applicable. This document is not exhaustive and is subject to periodic review, revision and extension by BC. Terms and conditions set out herein are in no way intended to replace, limit or supersede any contractual arrangements between the supplier and the BC Group, but are by their nature intended to supplement any such contractual arrangements.

3. General Requirements

3.1. Compliance with Regulations and Standards

- Contractors shall comply with local labor legislation.
- Contractors must comply with all applicable local, federal, state and national safety regulations for all relevant activities (e.g. construction, working at height, electrical work, hot work confined spaces). If there are local industry specific standards, all work must comply with these as well.
- Every worker performing specialized tasks must hold the appropriate certifications and or licensure. A list of all persons indicating the tasks they will perform, the company they work for, as well as a copy of their certifications/license will be made available to BC prior to them working at our location. This list will be kept up to date by the contractor and new additions will be communicated to the project manager before the start of their work at the BC site.
- Contractors shall appoint Safety Officers and support staff in sufficient numbers to ensure safety discipline. In addition, the Contractor shall appoint and deploy full time on the work site one Safety Officer for every 30 persons employed on the work site. There may be additional requirements depending on the risk level of the activity(ies).

3.2. Safety Plan

- The contractor will carry out a risk assessment to identify potential hazards (e.g. unstable surfaces, electrical lines, lack of space). At minimum, a documented Last Minute Risk Assessment (LMRA) needs to be done.
- Agreements are made on the control measures to be taken. These shall be shared and signed off by the contractor, the BC Project Manager and the local BC SHE (Safety, Health and Environment) manager.
- Contractors must submit a site-specific safety plan prior to commencing work. The plan should detail all safety measures, emergency procedures, the above mentioned risk assessment and the control measures of any potential hazards.
- Contractors will ensure that anyone carrying out high risk work is fit to do so safely and does not have a medical condition or is taking substances which could result in injury to themselves or others.
- Control measures for identified hazards must be implemented before the work begins.
- Personal protection equipment required to carry out certain work, must always be worn. The Contractor is responsible for providing his own personal protection equipment
- The plan shall contain emergency response procedures, including methods of rescue, first aid, and evacuation routes.

3.3. Daily Safety Briefings

- For all high risk activities and complex jobs, it is mandatory to conduct and document daily safety briefings to review hazards, tasks, and ensure that safety protocols are understood by all workers for all high risk activities. The BC project manager or his delegate shall participate at each Daily Safety Briefing. High risk activities include but are not limited to asbestos handling, construction work (including roof repair), crane & hoist operations, confined space entry, demolition and excavation work, installation or removal of machinery, work involving hazardous chemical or biological agents, hot work, work at height, electrical work, work on equipment emitting radiation, work in extreme temperatures.
- Work permits (Working at height, BC Global Hot Work Procedure and Permit, Electrical Work, Confined Spaces, Hoisting, Excavation, etc.) are mandatory for construction work, working at height, hot work, electrical work etc.. Permits are authorized by the BC Plant Manager or his/her delegate.
- For smaller jobs and non high risk activities, a daily Last Minute Risk Assessment is minimum required.

3.4. Buddy system

- A buddy system shall be in place to ensure another person is capable of assisting if someone becomes injured or incapacitated in the course of their work. This person shall have the required certifications and training, including for rescue. This buddy system is mandatory for all high risk activities. High risk activities include but are not limited to asbestos handling,

construction work (including roof repair), hoisting operations, confined space entry, demolition and excavation work, installation or removal of machinery, work involving hazardous chemical or biological agents, hot work, work at height, electrical work, work on equipment emitting radiation, work in extreme temperatures.

3.5 General prohibitions

- Carrying, possessing and/or using weapons, munitions and/or explosives.
- Photographing and filming without permission.

3.6 Subcontracting

- Each contractor directly under contract with BC is responsible for all personnel under their control whether they are directly hired or subcontracted. The BC contractor under contract with BC must keep a record of subcontractors, employees and temporary employees on site and their training. Furthermore, the BC contractor under contract is responsible to ensure all personnel under their supervision complies with all rules outlined in this document.
- The contractor must be able to demonstrate to Barry Callebaut that the requirements explained herein have been communicated to all personnel under their supervision.

3.7 Proficiency in the local language

- Contractors which work with employees who are not proficient in the local language will work continuously under the supervision of a foreman who is proficient in one of those languages.
- The contractor is responsible for ensuring that all risks, control measures and guidelines are understood by his employees and **need to assess the comprehension .**

3.8 Working hours

- The contractor and his subcontractor(s) must abide by the law governing working hours.

3.9 Access

- Contractors must notify and register (where applicable), in order to gain access to a location.
- The security staff are authorized to search you and to check material and equipment.

3.10 Traffic and transport

- Access to the site in a means of transport must be requested from your contact person and comply with local site requirements.
- Vehicles may be loaded and unloaded with the permission of the security staff, the load and means of unloading could be verified by BC contact person.
- Parking is only allowed in designated parking spaces or where instructed by the security staff.

3.11 Orderliness, neatness and hygiene

- Keep your workplace clean and tidy.
- Materials and tools may only be stored with the permission of your contact person and in the designated place.
- The workplace must be left clean and tidy upon (temporary) termination of the work.
- Waste materials must be separated before disposal.
- Walkways, platforms, emergency routes and emergency exits must be kept free.
- Fire extinguishers, hydrants and reels must be kept free and accessible.
- Food and drink can be consumed in the designated places.

3.12 Waste Management

- Waste materials are collected separately in the appropriate bins and containers.
- Waste must be placed in the designated containers as soon as possible after being released, but by the end of the day at the latest.
- Waste consisting of hazardous substances is delivered to the appropriate site location, unless the hazardous substances have been brought onto the site by a contractor himself. Contractors take away these substances themselves in a responsible manner.
- Hazardous waste is stored in a waste substance container and then taken away.

3.13 Communication and Signage

- Post appropriate warning signs around the work area to alert non-workers to potential hazards, such as falling debris or restricted access areas.

3.14 Emergency Management

- Before entering the site, ensure all personnel are familiar with the emergency provisions of the site (emergency alarm and location, first aid boxes and first aid responders).
- Ensure that you have a first aid kit readily accessible.
- A calamity (accident, fire, …) must be reported immediately.
- A (near) accident, an unsafe situation or an environmental incident is always reported to the BC Project Manager.
- Always report (oil) leakages directly and use oil receptacles in the event of oil leakage. The oil caught in these situations has to be removed following BC local rules.
- Oil leaks in the plant are cleared up and disposed of using oil absorbent materials.
- If required, the contractor will assist with the incident investigation being carried out by Barry Callebaut .

4. <u>Safety requirements for specific activities</u>

4.1 Work Permit

- A Work Permit is issued by the Barry Callebaut Project Manager responsible for intervention. He or she also supervises compliance with rules and guidelines. Your contact person can tell you who the Project Manager is.

4.2 Use of Tools and equipment

- All tools and equipment are in good condition and are regularly inspected or tested. Defective tools and equipment must be removed from service immediately.
- Contractors are responsible for ensuring that tools and equipment are used correctly and in accordance with manufacturer guidelines.
- Where relevant, secure all materials and tools to prevent them from falling and causing injury. Machines and systems belonging to Barry Callebaut may not be operated without the express permission of the Barry Callebaut contact person and ensuring full LOTOTO application where required.
- A valid diploma or certificate must be held in order to operate and use specialised tools and equipment e.g. welding stations , HV voltage power meters etc …
- Electrically driven tools and equipment must be disconnected from the power supply and gas equipment rendered pressure-free, after use.

4.3 Working at heights

- The rules for working at heights apply from a height of > 1.8 meters/6 feet (foot height).
- Provide safe access to and from heights such as scaffolding or aerial lifts that comply with local and BC standards.
- Ensure that all access points are secure and stable to prevent accidents during ascent or descent.
- Specific requirements apply for working on roofs, please refer to these requirements.

<u>4.3.1 Scaffolding</u>

- Scaffolding will only be approved by recognized scaffolding builders and tested by persons certified to do so.
- Scaffolding may only be accessed once they have been approved, and made recognizable by means of a green 'scaftag' indicating the scaffold is safe to use.
- Scaffolding must only be accessed via a ladder (or stairway) attached to the scaffolding for that purpose.
- Scaffolding may only be changed by persons authorized to do so.

<u>4.3.2 Mobile scaffolding</u>

- Mobile scaffolding must be built according to the instructions for use. It may only be put in service following approval and in accordance with the instructions for use.
- Scaffolding may only be accessed once they have been approved, and made recognizable by means of a green 'scaftag' indicating the scaffold is safe to use.

- The working floor height of mobile scaffolding is maximum 8m (26') outdoors and maximum 12m (39') indoors.
- Mobile scaffolding may only be accessed once they have been approved, and made recognisable by means of a green 'scaftag'.

4.3.3 Ladders

- Ladders can be used if 3-point contact can be ensured.
- The maximum height at which this may take place is 7.5 m. (foot height).
- The ladder must be attached against slipping.
- The ladder must be placed on a flat surface, at an angle of 65 to 75 degrees.
- The ladder protrudes at least 1 meter higher than the point to which it gives access.
- If necessary, the work area is fenced off with warning ribbon or cones.

4.3.4 Fall Protection

- Fall Protection: Use of fall protection gear such as harnesses, guardrails, and safety nets is mandatory whenever working at heights above 180 cm / 6 feet.
- All fall protection devices shall be used, inspected and maintained in accordance with the manufacturer's specifications, legal requirements and all recognized standards at least once a year. Records of inspections shall be retained by the (sub) contractors and made available to Barry Callebaut upon request.
- Defective fall protection equipment, or equipment that has been subjected to impact, shall not be used, it shall be locked out and removed immediately from the BC site.
- Safety harnesses, lanyards and associated equipment shall be visually inspected each day prior to use by the user. This inspection shall be documented.
- Where personnel lifting devices are being used (aerial lifts, man-baskets) the occupants must be demonstrably trained, must wear full body harnesses and must be hooked up to a secure point within the equipment.

4.3.5 Tools and materials

- Materials and tools to be used at a height are transported to the working height by means of an appropriate lifting mechanism. Lightweight materials and hand tools may be transported with the appropriate belt or closable shoulder bag.
- When working at height, supplementary measures are taken to avoid persons under the work location being hit by falling materials or tools.

4.3.6 Mobile cranes and lifts

- The following documents accompany a mobile crane. They are checked by the security staff upon access to the Barry Callebaut site. The following points are checked:
    - Crane/lift book with details kept;
    - results of first test or type approval;

- certificates of periodic testing of the hoisting equipment and appropriate hoisting aids.

4.3.7 Hoisting work

- Only approved and certified hoisting tools may be used for hoisting work.
- Barry Callebaut (gantry) cranes may only be used when certified or inspected.
- The area in which the load can be moved must be cordoned off.
- The operator is responsible for safety during the hoisting process. He ensures sufficient supervision.
- Portable telephones/radios must be used as a means of communication if the operator cannot see the load to be hoisted.
- Chain tackles may only be hung from suitable constructions with the aid of tackle clamps.
- A hoisting plan is made for more complex hoisting work (e.g. hoisting simultaneously with other work, limited space, complex hoisting objects,...). This describes all the technical and organizational control measures.
- The hoisting plan is discussed by the Contractor and the intervention officer of Barry Callebaut prior to the hoisting work.

4.4. Confined spaces

Due to specific risks, such as difficult entrances and exits, the risk of suffocation or poisoning, moving parts and risk of explosion, Barry Callebaut may indicate an area as being a 'confined space'. Access to these areas is denoted by special signs at the agreed entrance. The areas may only be accessed and exited via these indicated entrances.

- Access to a confined space is only authorized under a specific Work Permit. A worker is considered entering a confined space when any part of the body breaks the plane of the opening of the confined space, whether or not with the intent to enter. As from the moment a body part breaks the plane, a work permit is mandatory.
- The persons entering the confined space and the standby person shall be trained in confined space entry/activity.
- Access to an enclosed area is only permitted when the access entry point is guarded by a standby person. The standby person remains in place to supervise the employees for the entire duration of the work. Employees must follow the instructions of the standby person.
- A rescue plan must be put in place. The rescue plan should at least cover specific rescue equipment like tripods, harnesses, independent breathing apparatus and communication means.
- The atmosphere in the confined space must be monitored before and during entry. Ensure the gas monitoring devices are calibrated at least annually. Consider density differences between gases to ensure taking into account the worst case scenario.

- Only the following voltages may be used in an enclosed or special area: maximum 50V ~ or 110V=. Transformers and safety transformers may not be located in enclosed or special areas.
- Any hand tool or lighting tool shall comply with local legislation.

4.5 Activities with a fire hazard

4.5.1 General

- The correct fire extinguisher must always be kept close at hand during activities with a fire hazard. Contractors must provide their own fire extinguishers.
- Flammable materials in the vicinity of work with a fire hazard must be removed or covered with welding blankets.
- During work with a fire hazard undertaken on a platform, other workers must not be hindered (rain of sparks) and a welding blanket must be in place around the platform.
- The BC Hot Work Permit and Procedure apply.

4.5.2 Gas cylinders

- When handling gas cylinders, no distinction must be made between full or empty cylinders.
- Gas cylinders must be stored in the open air or in an adequately ventilated area; upright and protected against direct sunlight.
- Gas cylinders must be securely fixed to prevent them from falling.

4.6 Working in areas prone to explosion

It is forbidden to enter and work in an area with a known risk of explosion without permission. Such areas include but are not limited to, sugar storage vessels, powder storage etc…Work in an area prone to explosion may only be carried out under specific control measures set out in a Work Permit.

4.7 Dangerous and environmentally hazardous substances

4.7.1 General

- Taking hazardous or environmentally harmful substances onto the site or their storage must be discussed in advance with the Project Manager to establish whether this is permitted. The written approval of Barry Callebaut is required.
- The contractor must provide a product safety information sheet or an MSDS (material safety data sheet) for the relevant substance(s) to the Project Manager at least 2 weeks before commencement of the work in question. There is a product safety information sheet for each hazardous substance.
- The substances must be used in accordance with the regulations and agreements.
- The hazardous substances are reported to security upon entry to the site.
- Hazardous substances are stored in sound and sealed packaging.

- The packaging of hazardous substances have the correct danger symbol on them and the label is in the language used at the site.

4.7.2 Working with environmentally-hazardous substances

If environmentally-hazardous substances are used preventative measures are first put in place in order to prevent those substances from entering the environment. Environmentally-hazardous substances must always be kept and stored in a (plastic) drip-tray. If it is necessary to remove or tap oil or other hazardous substances, steps must always be taken to ensure that the flow is caught in a drip-tray.

4.7.3 Asbestos and ceramic fibers

If the presence of asbestos or ceramic fiber material is suspected, the work must be immediately discontinued and this must be reported to the Barry Callebaut Project Manager. The area needs to be secured and measures for fiber containment need to be taken.

4.7.4 Radioactive sources

Barry Callebaut must give written permission before radioactive sources can be transported. Radioactive sources are reported to security upon entry to the site.

4.8 Excavation work

Hazardous situations and great damage can be caused on the Barry Callebaut sites due to excavation work. There are gas pipelines, high voltage lines and telecommunication lines under the ground. The locations of these lines are not usually visible above the ground. There is also the possibility of soil pollution. Barry Callebaut assesses all excavation work in terms of the risk and presence of cables, pipelines and/or polluted soil and groundwater.

All work at the Barry Callebaut locations/sites, whereby the ground is compressed, moved or processed, are included under the definition of excavation work. This includes manual and machine excavation, pile driving and drilling, and horizontal direct drilling. Responsibility for execution of the work according to the agreements reached lies with the contractor.

Excavation work may only be carried out with a valid work permit and a valid excavation permit.

4.9 Cordoning off hazardous sites

When carrying out work, (work) areas can pose great risks, so that access to such areas can pose a direct threat. Areas shall be cordoned off or hazardous situations screened off, depending on the risks. The degree of cordoning or screening is determined in consultation between the Barry Callebaut Project Manager and the Contractor.

- Screens, cordons and floor seals must be respected, and are forbidden areas for unauthorized persons.
- Cordoned off areas may not be accessed without permission or a work permit.
- Screens, cordons and floor seals may only be removed or adapted following permission by Barry Callebaut .
- Never dismantle or operate labeled and/or locked sealing devices.
- Barry Callebaut uses the following cordon types:
- Solid cordons (railings or scaffolding material)
- Openings in floors, walls and platforms are cordoned off with a hard cordon to prevent people falling through them. Ribbons and barriers may not be used for these purposes.
- Red and white cordons such as barriers, chains or tape
- Hoisting areas, dangerous areas where leakages and so on are present are cordoned off with red and white cordons.
- Yellow and black cordons such as tape, floor markings
- Areas with an enhanced health risk such as asbestos clearance, high pressure cleaning and explosion risk areas are cordoned off with yellow and black ribbon.

5. Inspection and Compliance Monitoring

- Site Inspections: Regular safety inspections must be conducted by a competent person designated by the contractor to ensure compliance with all safety protocols.
- Reporting: Contractors must immediately report any safety incidents, near-misses, or violations to the BC project leader.

6. Penalties and Enforcement

- Non-Compliance: Failure to adhere to these safety requirements may result in the suspension of work, penalties, or termination of the contract.
- Corrective Actions: Contractors must take immediate corrective actions to address any safety violations or hazards identified during inspections.

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