

# CONTRACTOR SAFETY AND SECURITY GUIDELINES

(Doc. No.: C: 2A: 07:00:05)

## SAFETY, HEALTH AND ENVIRONMENT POLICY



### **Safety Health & Environment Policy**

- We believe that all accidents are preventable. Incident-free operation is our objective. We ensure, assess and strive for continual improvement of our performance.
- The safety and health of our employees and neighboring communities, as well as the integrity of their living environments, have absolute priority over economic interests.
- Styrenix Performance Material Limited's SHE performance is a fundamental priority for the management, who are ultimately responsible for it. Management will lead by example and allocate all required resources to achieve excellence in SHE performance.
- We shall provide a framework for setting and reviewing environmental objectives along with health and safety objectives.

#### **STYRENIX PERFORMANCE MATERIALS LIMITED IS COMMITTED**

- To encourage a SHE culture of open dialogue, coaching and trust. We ensure that all employees and service providers understand their SHE responsibilities.
- Styrenix Performance Material Limited will give due importance to SHE aspects in all decision making including purchase of a plant, equipment, machinery, materials selection and SHE performance of individuals in their career advancement.
- To operate in full compliance with applicable SHE laws and other requirements and maintain full transparency towards the responsible authorities.
- To protect the environment and prevent pollution.
- To eliminate hazards and Occupational Health & Safety risks.
- Involving workers through consultation and participation in various SHE activities.
- To continually improve safety, health and environmental management system to enhance the SHE performance.

**Date** : 01.10.2025  
**Place** : Vadodara  
**Rev.** : 01

  
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Ref. Doc No.: Annexure 5, IMS Manual

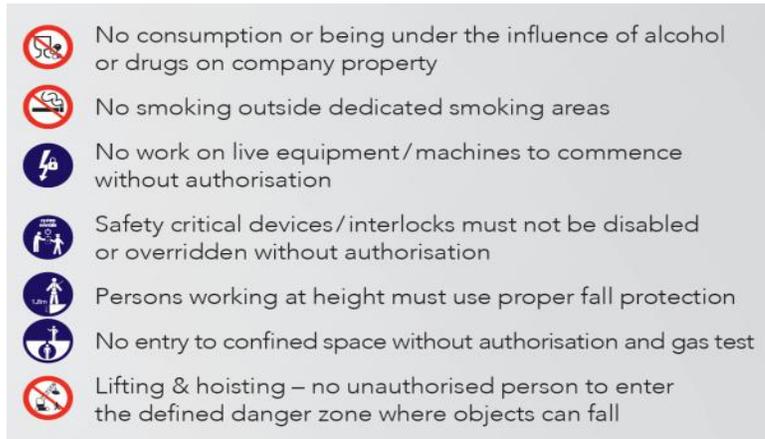
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## I. GENERAL REQUIREMENTS

Contractors shall be treated consistently with Styrenix employees. The expectations and standards are the same for everyone at any working place.

1. It is mandatory to all contractor's workers to understand and follow the Styrenix Life Saving Rules (LSR) attached below at all times. Failure to follow the same shall result in immediate dismissal from site.



2. Contractor supervisors and their workers shall be actively involved in site Behavioral Based Safety Observation program (BBSO) and contractor supervisor has the responsibility for promoting and implementing the same.
3. Contract services to Styrenix sites is subject to satisfactorily approval on Pre- qualification requirements and also Contractor performance shall be evaluated on regular and annual basis, to review progress and decide continuation of services with Styrenix.
4. Contractor companies engaged in work on Styrenix sites must have a safety management system which guarantee a good level of safety awareness and knowledge held by the individuals working for the organization to deliver a high standard of SHE performance.
5. Contractor must have valid licenses and permits from statutory authorities for working with Styrenix.
6. Contractors must always meet and follow the Styrenix SHE requirements, to work on Styrenix Sites. Requirements specific to work in which the contractor worker shall be involved will be provided to Service providers.
7. Contractors shall ensure that all the contractor workers and the supervisors are trained in the work they are serviced for, including statutory training that shall be applicable under the country laws & regulations. The same shall be produced to Styrenix contact on request.

## II SECURITY

- Personnel and equipment must enter or exit at gates designated by Styrenix.
- Personnel vehicles are not allowed inside factory premises. For business vehicles, SHE procedures shall be applicable.
- Personnel, materials, tools, and equipment are subject to inspection when entering or exiting the facility.

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- Styrenix reserves the right to refuse admittance to any person, tools, material, or equipment which an Styrenix representative deems is in the best interest to Styrenix.
- Contractor identification badges must be worn in full view at all times while on the premises. No loitering or wandering to other parts of the plant.
- Any materials, tools, equipment, or other items must be accompanied by the approved materials Gate Pass before leaving the plant.
- Contractors bringing in their own materials, tools, equipment or other items must be declared at the guardhouse before entering the Plant, where in this case, materials Gate Pass will not be required upon exit.
- Contractors are allowed to use designated toilets only

## ***III TRAFFIC REGULATIONS***

- Maximum speed within the facility is 10 km per hour unless otherwise posted. Each driver must abide by speed regulations and comply with traffic signs while driving in the facility.
- Use of Safety belt is mandatory while driving on company business.
- Drive slowly when passing plant operating areas, construction equipment or areas and when approaching intersections, pedestrian crossing and designated walk path.
- Parking is only allowed on designated lots. Wheel chokes shall be always applied.
- If parking inside the facility is necessary, approval must be obtained from Styrenix representative and the required work permit. To park, leave the key in the ignition, shut off engine and set the parking brake.
- Never block firefighting equipment.
- Use directional signals to indicate turns in traffic. Use flasher signal when stopped near the side of a road.
- Exercise caution always while driving.
- While driving and there is a fire alarm, drive to the Guard House immediately. Follow site emergency procedure.

## ***IV THEFTS***

- Thefts of any kind is unethical and will not be tolerated.
- All cases of theft are to be reported to Styrenix contact immediately.
- Contractors will take precautionary measures to safeguard equipment, materials, and personal property in their work area.

## ***V WORK AREA***

- Personnel and equipment should follow the route to and from job sites as designated by Styrenix.
- Contractor personnel are restricted to the designated work area.

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- The contractor/subcontractor is to display the Safety Orientation Pass (non-transferable) while working in the plant. The pass is valid for one year from date of issue. Contractor orientation and test shall be conducted each year, and a new pass will be issued upon completion of the orientation and test.
- Pedestrians shall walk sideways and not walk in the middle of the road.
- Contractors shall not enter an operating area unless specific permission is obtained from the Styrenix personnel in charge. When leaving the area, check out with the individual in charge.
- Contractor shall not perform work in an operating area unless approved work permit has been obtained and Lockout Tagout (LOTO) has been performed on system. Approved Work Permit must be displayed on site at all times.
- All contractor job shall be supervised by contractor supervisor. A typical maximum ratio of 8 – 12 operatives per supervisor should be applied, the number being based on the nature and risk of the work and its geographical location.
- The contractor's site supervisor and his workers shall be involved in daily Safety tool box meetings. Also, the contractor supervisor must provide pre task/work briefing to his workers in language known to him, maintain records.
- Contractor Supervisor shall inspect the workplace at regular intervals, and ensure unsafe acts and conditions are rectified before the job is started. Maintain records.
- Material and equipment is to be unloaded and stored in areas designated by Styrenix.
- Material storage areas and equipment therein shall be marked with suitable identification.
- Where joint contractor activity is involved, cooperation must be maintained between contractor firms to provide for minimum delay and interference with the functional. Personnel must not obstruct, delay, or endanger the work of others.
- Any damage to existing facilities or equipment shall be reported immediately to the Styrenix contact. Cost of repairs or replacement shall be provided by the Contractor at his expense in a manner acceptable to Styrenix. Styrenix may make repairs at Contractor's expense if a satisfactory agreement is not reached.
- The Contractor shall preserve and protect as necessary all existing facilities at the jobsite. Existing facilities, utility service, or materials shall not be used by the Contractor except where specifically permitted by Styrenix.
- Working on live high-pressure systems is not allowed at Styrenix sites High pressure systems are generally those that require ANSI/ASME 300 or higher rated flanges and those operating above 20 bar.
- Hand phones are not allowed inside factory premises.

## **VI PERSONAL PROTECTION**

- Safety shoes, safety helmet, safety glasses and fire-retardant clothing (FRC) are minimum requirement when working in the facility. The contractor must always

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provide and enforce the wearing of proper personal protection for all employees at site.

- Other personal protective equipment such as respiratory equipment, gloves, face shields, hardhats, etc. must be worn as required by the area or work and must be provided by the contractor.
- For special jobs like High Pressure Water jetting/cleaning, following minimum PPE is mandatory as per High pressure water jetting procedure requirements.
  - Cut safe safety boots with metal middle foot protection.
  - Waterproof suit with HPWJ cut resistance.
  - Full face visor and safety glasses with side shield
  - Cut safe gloves.
  - Safety helmet
  - Noise protection

A. All Personal Protective Equipment (PPE) must be in good condition. PPE that are in poor condition shall not be allowed to use in the plant or work area.

## ***VII CONTRACTOR HAZARD COMMUNICATION***

At the pre-construction meeting, contractor supervisors will be informed by the Styrenix representative of the hazardous substance(s) they may encounter in their work area within the facility. Personal protective equipment requirements or recommendations will be made at this time and MSDS's provided (per the contractor's request). The contractor shall proactively seek any safety data of material from Styrenix Contact, if required.

The contractor supervisor is responsible for informing their employees of the hazardous chemicals which may be encountered in the facility work area. Also, contractor management must train their employees in proper chemical handling (including transport, disposal), to read and understand Material Safety Data Sheets and Bulletins and labels, and the proper use of personal protective equipment.

For chemicals which are to be brought into the facility, the contractor must provide the Styrenix representative with Material Safety Data Sheets on each chemical at the pre-construction meeting. All hazardous chemicals brought into the facility must be labeled per the Hazard Communication requirements.

## ***VIII HOUSEKEEPING***

- Housekeeping is important at all times.
- Contractor shall practice good housekeeping in all areas of their operations on a continuous basis. The work site must be kept free from accumulation of waste materials or rubbish caused by construction. Upon completion of the job, contractor is to leave work areas "broom clean" or its equivalent.

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- Scrap material and trash will be accumulated and disposed of on a daily basis, in the manner designated by Styrenix. Contractors are not allowed to dump such materials at the plant's rubbish bin center.
- All necessary excavation must be correctly backfilled, and the site restored to its previous condition as the job progresses. All open excavations must be properly barricaded.

## ***IX MEDICAL TREATMENT AND ACCIDENT REPORTS***

- All incidents including near shall be logged and reported immediately to Styrenix immediately.
- Site procedure on reporting and investigation of incident must be followed, with contractor Supervisors involvement in investigation. Learnings from incident investigation shall be shared by Contractor Supervisor with his workers.

## ***X MISCELLANEOUS***

- Illegal drugs or alcohol are not allowed in the Styrenix facility. The Contractor Supervisor will see that their employees under the influence of alcohol or narcotics are escorted out of the facility immediately. Personnel under the influence of alcohol and/or narcotics shall not be re-assigned to work within the facility (by Contractors/subs as appropriate).
- Firearms and other dangerous weapons are not allowed in the facility. Contractor Supervisor will see that any of their employees, visitors, or subcontractors bearing such items are escorted out of the facility immediately and are not re-assigned to work within the facility.
- Proper clearance must be obtained before photographs may be taken within the facility. Approval must be obtained from the Styrenix representative who will outline the conditions and restrictions for use of the camera.
- There shall be no sleeping in the facility and taking of meals are only allowed at designated area.
- All contractors shall comply with the national and/or local guidelines and regulations on safety and health in the workplace.
- Food and drinks are prohibited in operation areas. Site specific policy shall be applicable.
- It shall be the responsibility of the main contractor to ascertain that all sub-contractors are aware of and adhere to the safety regulations contained in this document and the Contractor Safety guidelines are provided from time to time.

**NOTE:** The requirements herein specified are minimum only and in no way absolve the contractor for any and all further steps necessary to complete the work safely, or to follow and comply with other safety guidelines.