

ENGEN RULES AND REGULATIONS FOR CONTRACTORS **(INCLUDING STANDING INSTRUCTION 72)**

DEFINITIONS

The following words used in these Rules and Regulations shall have the following meanings:

"Engen"	Shall mean any of the Engen Petroleum Limited Companies in Africa as applicable.
"Contractor"	Shall mean the person or persons or company who is engaged in performing contract services for Engen.
"Engen Equipment"	Shall mean any tanks, pipelines, machinery or any other appliances which are the property of Engen.
"Premises"	Shall mean land and/or buildings within registered property boundaries.
"Engen's Customer"	Shall mean any person or organisation conducting a business on its premises who has a contract with Engen for the supply of Engen products.
"Engen's Premises"	Shall mean Engen owned or leased depots and Engen owned service stations.
"Customer premises"	Shall mean premises occupied by an Engen customer namely industrial/commercial business concerns, service stations not Engen owned, general storekeepers, farms, civil contractor's sites, etc.
"Responsible person"	Shall mean the Engen Engineer, or Depot Manager, or person to whom authority has been delegated by the Engen Engineer or Depot Manager, or the Customer's Responsible Person.
"OHS ACT"	Shall mean the Occupational Health and Safety Act (No. 85 of 1993), and Regulations as Ammended.

ACTION IN THE EVENT OF AN EMERGENCY

Emergencies are situations involving leakage or spillage of any quantities of petroleum products, fires no matter how small, bomb scares and explosions.

Engen Depots and large Customer premises have emergency alarm signals which are normally a loud siren or bell. If the alarm sounds at any time, report to the Depot Manager, or to the Responsible Person in the case of Customer premises where such Responsible person is available, and follow his instructions.



If you personally detect any emergency situation, ie: product leakage or fire, no matter how small, raise the alarm promptly and report it immediately to the Responsible Person. In the case of work sites at Customer premises, where a responsible person may not be available, it is your responsibility to immediately alert the official authorities, ie: police, fire department, etc., if an emergency situation arises. For that purpose, on arrival at the premises, acquaint yourself with the telephone numbers of the authorities. After alerting the authorities contact Engen.

DO'S AND DONT'S FOR CONTRACTORS

The following is a brief summary of Rules and Regulations which apply to work done on Engen's or on Engen Customer's premises. Particular emphasis is placed on safety, accident and anti-pollution prevention procedures.

Contractors are required to comply with the Rules and Regulations in all respects as failure to do so may result in the cancellation of contracts and/or legal action by the Chief Inspector, Occupational Health and Safety, in the department of Labour.

1. General:

- 1.1** Make sure that you are fully conversant with the OSH ACT and Regulations as ammended. Work on Engen's or Customer's premises is governed by the relevant sections of this Act.
- 1.2** Make sure that you and your employees observe the provisions of the OHS ACT and Engen special Rules and Regulations in accordance with the conditions of Contract.
- 1.3** Ensure that you have complied with the provisions of the Compensation for Occupational Injuries and Diseases Act (COID Act).
- 1.4** Provide your employees with approved safety hats, safety-boots, protective clothing, goggles, safety belts and any other safety equipment deemed necessary, which must be worn at all times when dictated by work conditions or regulation.
- 1.5** Personal hygiene must be encouraged amongst your staff. Some petroleum products, as well as rust, sludges, etc., coming in contact with the skin or clothing may be highly toxic and must be washed off to prevent dermatitis. This is particularly so in the case of gasoline with lead compounds, solvents and other petroleum derived products. Provide your employees with adequate protective equipment.
- 1.6** Encourage your employees to use skin barrier creams and hand cleaners as contact of the skin with petroleum products may cause a serious inflammatory condition called dermatitis.
- 1.7** Keep your working areas neat and tidy, and clean up after the job.
- 1.8** Obtain permission from the Responsible Person before using any facilities on the premises.

- 1.9 Provide your own tools and equipment which shall at all times be maintained in good working order. No petrol driven equipment is to be used in a Depot.
- 1.10 Use recognised roadways and footpaths only. Do not traverse common boundaries between other adjacent depots or properties without the prior consent of the responsible person.
- 1.11 Give the Security Guard or Depot Manager a list of your employees who are to enter the premises, with their names and identity document numbers when first visiting the property.

Thereafter, when entering the premises to start daily work, the contractor's site representative must first report to the Depot Manager or Responsible Person to obtain the necessary work permits and special instructions that might be required. Such permit conditions and instructions must be strictly adhered to. After the contractor's site representative has furnished his employees' ID details to the Depot Manager, his employees must thereafter report to the security guard daily before entering the yard.

It is to be noted that the Contractor shall be in possession of a Work Permit, form 929 (Rev), issued daily prior to the commencement of any work (hotwork or otherwise) on site. Work Permits will be issued daily or at more frequent intervals as and when necessary, and will be signed by an Engen employee who has proof of his authority.

- 1.12 Ensure that drivers drive carefully and obey traffic rules and signs, and obey any instructions of the Responsible Person. Vehicles not directly used for the works must be parked outside the premises.
- 1.13 Ensure that any employees apparently under the influence of alcohol or drugs are not permitted on the premises.
- 1.14 Ensure that any theft, accident or unusual occurrence is reported to the Responsible Person immediately.

2. Working in elevated positions:

- 2.1 Ensure that all ladders are properly secured or 'footed' before use.
- 2.2 Ensure that all ladders and scaffold planks are of acceptable design and kept in good condition.
- 2.3 Use roof ladders when working on roofs.
- 2.4 Use safety belts and/or other safety appliances when required.
- 2.5 Use aluminium ladders on site.
- 2.6 Ensure that materials (roofsheets, etc.) are securely fastened down at the end of each day and during windy conditions.

3. Commencement of work:

3.1 *On Engen Premises:*

Do not commence work of any description until you are in possession of the required valid work permit, which can only be issued by the Engen Engineer or Engen Authorised Person in all cases. Only work permits issued on Engen's Form 929 - WORK PERMIT - will be valid.

Work permits are valid for a maximum period of 1 working day or as otherwise specified. Should conditions change, ie wind change, tankship discharge etc, the permit shall become invalid with immediate effect.

Do be aware that you are fully responsible, in terms of the OHS ACT and Regulations, for health and safety of your workforce and for taking the necessary precautions to ensure that you can carry out the work under safe conditions.

3.1 *On Customer Premises:*

Do be aware that you are fully responsible, in terms of the OHS ACT and Regulations, for the health and safety of your workforce and for taking the necessary precautions to ensure that you can carry out the work under safe conditions, especially where flammable products may be present creating a risk of fire or explosion. When in doubt as to the safety of the conditions surrounding the work, report to the Customer's Responsible Person, where such person exists, or seek advice from the Engen Engineer.

3.2 Obtain a copy of Fact Sheet 'Engen Engineering Guide 16-B-L10' from the Engen Engineer in charge prior to starting on any pipework.

4. Hot Work Permits:

Hotwork requires daily permits from the Responsible person and includes items listed below:

- Metal cutting or burning
- Welding, soldering or brazing
- Grinding
- Drilling
- Steel Chipping
- Concrete breaking
- Sandblasting
- Live electrical work
- Use of electrical power tools
- Entry into confined spaces
- Tank cleaning
- Breaching of bundwalls

- Use of cranes in the plant
- Use of internal combustion engines within the plant

Such work shall be attended by responsible Engen personnel and can be halted at any time for any reason.

5. Security:

- 5.1** Do not allow any person to climb over, get through or under any fence.
- 5.2** Do not allow your employees to visit or trespass on any part of the premises other than their place of work.
- 5.3** Do not allow your employees to remove from the premises anything, including your equipment and employee's own tools. Do be aware that Engen reserve the right to search any person, contractor's and Engen's employees, both when entering and leaving the premises.
- 5.4** Do not allow your employees to use short cuts through operating plants.
- 5.5** Do not take cameras, fire arms or liquor into the premises.
- 5.6** Do not discuss your observations regarding plant layout, products stored, tank capacities, etc with any outsiders. In Engen's premises and certain customer sites you may be subject to the official Secrets Act and/or the National Keypoints Act.
- 5.7** Be aware that you are responsible for the safe keeping, distribution and return on completion of the contract of all Engen issued drawings and technical information.
- 5.8** Ensure that your workforce displays, and returns at the end of the day, the temporary work permits issued by the responsible person.

6. Lifting Appliances:

- 6.1** Do not allow loads to be left suspended from unattended lifting appliances.
- 6.2** Do not permit any untrained, inexperienced personnel to operate lifting apparatus/gear or carry out lifting operations.
- 6.3** Do not traverse loads over existing facilities without the consent of the Responsible Person.

7. Good Housekeeping:

- 7.1** Do not leave any material lying around which may damage or injure any equipment or person.
- 7.2** Do not allow material to be thrown or dropped from elevated positions.

- 7.3 Do not allow the indiscriminate dumping of waste, rubbish or scrap. The Responsible Person will indicate where such material can be deposited prior to removal from the depot.

8. **Excavations:**

- 8.1 Do not start any excavation or allow stakes to be driven into the ground without first having obtained a 'Clearance Work Permit' issued only by the Responsible Person.

If excavations are in the vicinity of any structural foundations, clearance must be obtained from the Engen Engineer in charge.

- 8.2 Do not allow excavations or cause any obstruction without providing adequate warning e.g. red flags, danger boards, barriers etc. Excavations left open at night must be surrounded with danger tape secured to drums.
- 8.3 Do notify the Responsible Person immediately of any suspected damage caused to underground services during excavation.

9. **Smoking:**

- 9.1 Ensure that all your employees are made aware that *all Engen Depots* are **NO SMOKING AREAS**. It is each person's responsibility to ensure that he smokes only in a **SAFE** area, inside certain buildings, which will be shown to you by the Depot Manager or Responsible Person. '**No Smoking**' areas in Customer's premises are to be equally strictly observed.

10. **Electrical Tools:**

- 10.1 Do not use any electrical hand tool in Engen Depots until it has been approved by the Responsible Engineer.
- 10.2 Ensure, prior to using electrical tools in Customer's premises, that you can do so in safe conditions. (See also paragraphs 11.4 and 12.).
- 10.3 Do not use trailing leads in the premises without adequate protection, as approved by Engen. All such leads shall be fully unwound and visible whilst in use. No joints will be permitted in trailing leads.
- 10.4 Do not use 'explosive' tools in Engen Depots without the written permission of Engen's Engineer. Do make sure if you use explosive tools in Customer's premises that you have got permission from the Responsible Person and/or that you have ensured that you can use them safely. (See paragraphs 11.4 and 12.).

11. **Pipelines and Tanks:**



- 11.1 Do not open or close any valve without written permission from the Depot Manager or Responsible Person.
- 11.2 Do not enter any tank until a Work Permit has been issued to you. The same applies to any tank chamber in a basement, tunnel or similar confined area where accumulation of flammable or toxic gases may exist.
- 11.3 Be aware that tanks that have contained gasoline with lead compounds or other products like certain petroleum derived solvents and ethyl alcohol, may release extremely dangerous toxic vapours, even after cleaning and gas freeing. This may result from gradual release of vapours from sludge or scale occurring after cleaning. Adhere to the instructions in the Work Permit and always wear the protective gear that is required in the various circumstances.
- 11.4 Remember that, when working on Engen's equipment at Engen's depots and Customer's premises, such as underground or aboveground storage tanks and pipelines which contain or have contained petroleum products, there is always a high risk of fire and explosion occurring, if any source of ignition is created by attempting to carry out any type of hot work, or by using any type of power tools or spark generating tools. Do ensure that the tanks and pipelines are certified 'gas free' prior to attempting such type of work.
- 11.5 Ensure that all measures are taken to prevent product escaping from pipelines being worked on and left open, due to unauthorised opening of an isolating valve. Particularly if such lines are to be left unattended overnight, install blinds and/or blank off as required.
- 12. **Isolation of pipeline system and electrical systems prior to starting work:**
 - 12.1 Do not start work on any pipeline without getting clearance from the Depot Manager or Responsible Person, by means of the Work Permit issued for the day or more frequently if required and ensuring that the necessary valves are isolated and locked out. Electrical Lock out tags are to be issued and logged in a log book.
 - 12.2 Do not start work on any electrical equipment, circuit or switchgear without ensuring with the Responsible Person that all isolating switches are tagged and locked in the "off" position. A similar procedure of logged "lock out" tags as for 12.1 above is instituted in Engen Depots and customer premises.
- 13. **Temporary Structures:**
 - 13.1 Ensure complete safety of the work and personnel through all stages of construction, demolition or revamp.
 - 13.2 Ensure adequate protection of temporary or uncompleted structures against storm damage.

14. Contractor & Sub Contractor Arrangements And Procedures To Ensure Compliance With The Occupational Health And Safety Act, 1993 – Including Indemnity (Standing Instruction 72)

Engen Petroleum Limited and the Contractor or Sub-contractor, as the case may be agree to the following arrangements, procedures and responsibilities to ensure compliance by the Contractor or Sub-contractor to the Occupational Health and Safety Act, 1993 (referred to as 'the Act' in this document).

Section A: Contractor Arrangements, Procedures And Responsibilities In Terms Of The Act

In terms of Section 37(2) of the Occupational Health and Safety Act 1993 (the Act) it is hereby agreed that:-

1. *The Contractor shall be responsible for the full and proper implementation of the terms and provisions of the Act and its regulations in the area of the facility in which the work is to be undertaken for the company by the contractor.*
2. The Contractor shall be responsible for the well-being, in relation to health and safety, of all persons coming upon/into such area in accordance with the Act and Regulations, subject to any further directives issued by management of the company.
3. The Contractor recognises that it is essential that he and his staff are aware of potential dangers, hazards and risks associated with the performance of any work or the operation of any machinery at the facility. Before commencing any work the Contractor shall accordingly ensure that he and his staff have been made aware of any such hazards by appropriate Engen personnel.
4. Engen accepts no co-liability if a Contractor does or omits to do an act which, in terms of the Act, is an offence if the Contractor does not or does the act.
5. To the extent that any work is required to be performed by or under supervision of a person with a specific qualification or permit, the Contractor shall provide Engen, on request, with a true copy of such qualification or permit and shall ensure that such work is done under the direct supervision of this person.
6. The Contractor shall ensure that all staff employed by him are trained to do the work required of them and are competent to work safely.
7. The Contractor shall ensure that he and employees engaged in performing work wear appropriate protective clothing, provided at the Contractor's cost. If the Contractor is uncertain about the appropriateness of protective clothing, competent Engen personnel must be asked to specify, in writing, appropriate protective clothing. Without limiting the generality of the foregoing, clothing, including underwear, shall as far as is practicable, be composed of natural fibres.

8. Tools and equipment utilised by the Contractor shall be properly maintained, safe and equipped with all necessary guards, screens and other safety measures. Equipment shall be used strictly in accordance with manufacturer's specifications. Portable lights and tools shall comply strictly with relevant regulations.
9. The contractor undertakes to report to management of the facility any danger, hazard or risk to health and safety which exists, or arises during the contract work in the area concerned and over which the contractor will have no control.
10. All necessary and appropriate health and safety equipment shall be issued by the contractor to all persons working or coming into the area.
11. *The Contractor or any sub-contractor of the Contractor shall not perform any work required by Engen or a Subsidiary without being in possession of an Engen Work Permit, issued by an authorised Engen employee in respect of the relevant work.*

Section B: Engen Indemnification In Terms Of The OHS Act

The Contractor hereby certifies that all contracting workmen recognise the inherent dangers, hazards and risks that exist on the property of the company and that the contractor:

1. Enters the property entirely at his own risk and therefore the contractor waives any claim of whatsoever nature against the company, its employees, agents and/or mandatories in respect of any loss, damage and/or injury whether same is as a result of any negligent act or omission on the part of the company, its employees, agents and/or mandatories of other independent contractors or by third persons or by way of defective equipment or materials supplied by the company, nothing at all excepted and further the contractor:
2. Hereby indemnifies the Engen, its employees, agents and/or mandatories against any claims from the contractor's employees and/or from any other persons arising from and being caused in the manner set out in 1 as aforesaid, nothing at all excepted.

I, being the person duly authorised to bind the Contractor hereby acknowledge and accept the above terms in Section A and B above and agree that the contractor and all persons engaged on the said contract of work shall adhere to all these terms:

Witness 1

.....
Contractor signature

Witness 2

Name of responsible Engen official

.....

Witness 1

.....
Signature

Witness 2



LETTER OF INDEMNITY

Dear Sirs,

Engen Petroleum Limited

SITE NAME: _____

We hereby acknowledge that in tendering for the work detailed within the tender documents and as laid down on the contract drawings, we are fully aware that there may be considerable danger of explosion and/or fire due to the presence of and/or handling of flammable liquids or gas within 15m of the open trench, pipelines and tanks.

We undertake to carry such repair with full knowledge of the danger. We shall not require or permit any employee or any other person whomsoever, to attempt to carry out hazardous work of any nature without our first having taken all such steps and precautions as may be necessary to ensure that the work is carried out within all possible limits.

We will not undertake any work on site without first being issued with a Work Permit (Form 929), signed by an authorised Engen employee. We confirm that we fall under the provisions of the Occupational Health and Safety Act (OHS Act) 85/1993 in respect of our employees.

Signed: Date:

Contractor:

