



“AEG”





Contractors

Management Procedures

AMBASSADOR
Education Group
Chiang Mai – Thailand
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TABLE OF CONTENTS

Index

	Page
1. Purpose	2
2. Scope	2
3. Definition	2
4. Environment, Health and Safety Committee	5
5. Responsibilities	5
6. Qualification of Contractors	8
7. Pre-Bid Information	8
8. Orientation Program	9
9. Code of Conduct and Enforcement	9
<i><u>Annex 1: Safe Plan of Action</u></i>	10
<i><u>Annex 2: Site Safety Inspection Checklist for Contractors</u></i>	11
<i><u>Annex 3: Contractor Safety Qualification Form</u></i>	14



Contractors Management Procedures	Document Number:	EHS-XX
	Revision Number:	00
	Effective Date:	
	Page Number:	3 OF 14



1. PURPOSE

This procedure is to ensure contractors maintain a minimum level of safety performance appropriate to Ambassador Education Group (**AEG**). Contractors are required to comply with the AEG safety procedures, as well as to all local regulations.

2. SCOPE

This procedure is applicable to all contractors, works/projects performed at **AEG**.

3. DEFINITION

1. **Contractor**: is a non-**AEG** employee / group hired to perform any of the following work:
 1. Construction
 2. Maintenance
 3. Service / Repair
- 3.2 **Technical Service**: is an **AEG** employee who contacts the contractors to perform the project / work.
- 3.3 **Construction Management Firm**: A company hired by the **AEG** to perform construction related activities and oversee the EHS requirements for the contracted project.
- 3.4 **Contractor Safety Qualification Form (CSQF)**: A form issued by purchasing to gather contractor safety related information to allow contractors to bid on projects and services.
- 3.5 **Pre-Activity Meeting**: A meeting conducted to review work/project activities, tasks and schedules with the Technical Services, contractor, subcontractor and the EHS Manager.
- 3.6 **EHS**: Environment Health Safety
- 3.7 **EHS Orientation**: Provides an overview of the site EHS requirements and IFC standards to all new contractor personnel prior to starting work on-site.
- 3.8 **SSSP**: Site Specific Safety Plan which outlines the Contractors' safety requirements and programs which will be implemented on-site.
 - a) An SSSP must be prepared and then reviewed by **AEG** prior to work commencing. Work cannot commence until approval has been received from EHS Manager.
 - b) The SSSP must contain at a minimum safe work method statement, site safety rules, details of health and safety training and risk control plans, and additional information.
 - c) The SSSP must also contain an organisational structure for the project and define the responsibilities for EHS and security and identify the resources for verifying EHS and security performance.
- 3.9 **Risk Assessment**: Risk assessment shall be carried out before the commencement of any task that may pose a EHS and security risk. The assessment shall be documented and records to be provided and submitted to **AEG** EHS department.

Contractors Management Procedures	Document Number:	EHS-XX
	Revision Number:	00
	Effective Date:	
	Page Number:	3 OF 14



The following information shall be provided in the Risk Assessment:

- a) Names and designations of risk assessment team members
- b) Inventory of trades and/or work activities by process or location, associated with machinery, equipment and chemicals
- c) Hazards identification for each activity, and possible types of accident or incident
- d) Existing risk control measures (implementation to be based on principle of hierarchy of controls)
- e) Risk matrix applied to assess the hazards
- f) Risk level for each hazard
- g) Recommendations on additional risk controls required
- h) Persons involved in implementing the risk reduction measures
- i) Signatures, date and designations of persons conducting risk assessment
- j) Signatures, date and designations of management approving or endorsing the assessment
- k) Steps to be taken to eliminate any foreseeable risk to any person who may be affected by the activity in the workplace

3.10 Safe Systems or works

☐ Permit to Work:

Permit to work system shall be implemented and is required for the following activities:

- (a) Working at height
- (b) Demolition
- (c) Hot work
- (d) Excavation work
- (e) Lifting
- (f) Confined space entry
- (g) High voltage electrical work

The persons applying and approving the work and permit must be trained and authorized.

☐ Lockout Tagout:

Lockout Tagout is required for all servicing of machines, equipment and systems in which the unexpected energization or startup of the machine, equipment, or system, or the release of stored energy (chemical, mechanical, electrical, thermal, pneumatic, hydraulic, potential) could cause injury to personnel.

3.11 Safe Plan of Action (SPA): An element of the SSSP which requires contractors to evaluate individuals' tasks to determine the associated hazards, required training and PPE to perform the task safely (see Annex 1).

3.12 EHS Manager: Responsible for the implementation of **AEG** Contractor EHS Programs

Contractors Management Procedures	Document Number:	EHS-XX
	Revision Number:	00
	Effective Date:	
	Page Number:	3 OF 14



4. HEALTH, SAFETY AND ENVIRONMENT COMMITTEE

An EHS Committee must be established for the duration of the project.

The Project Manager and EHS Manager are responsible for establishing an EHS Committee. All elected EHS committee members or representatives must be appropriately trained.

Duties of the EHS Committee:

1. The purpose of the EHS Committee is to communicate and consult with all employees, sub-contractors and service providers for sharing relevant EHS information and providing all parties the opportunity to express their views on EHS matters that may affect them.
2. At a minimum, the EHS Committee shall perform the following duties:
 - a. Plans and develops accident prevention programs. Health, Safety, Environment and Security Requirements
 - b. Directs the accident prevention efforts of the company in accordance with the EHS programs. EHS performance and government regulations.
 - c. Conducts EHS Committee meeting at least once a month.
 - d. Reviews reports of inspection, accident investigation and implementation of the program.
 - e. Prepare and submit reports on committee meetings to relevant stakeholders.
 - f. Provide necessary assistant to government inspecting authorities in the proper conduct of the enforcement trainings for employees.
 - g. Initiate and supervise safety, health and environment trainings for employees.
 - h. Develop and maintain contingency plan and organize emergency service units as maybe necessary to handle disaster situations.
 - i. Perform all duties provided in the safety, health and environment programs or those that are necessary and incidental to the fulfillment of their duties herein described.

5. RESPONSIBILITIES

5.1 Technical service:

- Ensures that contractors and all proposed subcontractors have completed the CSQF prior to bidding
- Participates in pre-bid meetings to ensure the contractor is made aware of all safety regulations and standards which may be unique to the project.
- Ensures that the contractor has submitted a written SSHASP including completed SPA prior to beginning work on-site.
- Determine the need for a full-time contracted Project Safety representative. The determination will be based on the number of contractor employees and the complexity of the project. The EHS Manager shall be contacted to assist the Technical Service with this process.
- Ensures that contractors designate a Safety Supervisor who is competent (has Safety Certificate from local authority) for the project scope of work and has the authority to correct safety issues and hazards.

Contractors Management Procedures	Document Number:	EHS-XX
	Revision Number:	00
	Effective Date:	
	Page Number:	3 OF 14



- Ensures that the contractors have been trained on the requirements of this program and all elements defined in the SSHASP and SPA.
- Coordinates with EHS Manager to ensure that all applicable requirements are communicated to contractors prior to and during work on-site.
- Ensures that the contractor’s site employees have received EHS orientation before any work is allowed to start.
- Perform weekly safety inspections with the EHS construction safety manager. Annex 2 presents a copy of the Contractor safety Inspection Form.
- Maintain in the project file, pre-construction meeting notes, completed contractor safety inspection forms, permits, written accident / incident reports, contractor Material Safety Data Sheet and other applicable records.
- Participate with contractor personnel and EHS in joint investigations of recordable injuries and near misses. Issue accident / incident reports.
- Monitor / evaluate contractor safety performance throughout the duration of the project.
- Obtain from each contractor a written monthly project safety report by the fifth business day of the following month. The safety report shall include the previous month’s recordable and lost time injuries and a running total of safe hours worked by all the job-site personnel. This information will be forwarded to EHS Manager.

5.2 Construction Management Firm:

- Ensures that all subcontractors proposed to work on the project have completed the CSQF prior to starting the work.
- Participates in pre-bid meetings to ensure the contractor is made aware of all safety regulations and standards which may be unique to the project.
- Prepare and submit a written SSHASP including completed SPA prior to beginning work on-site.
- Designate a Safety Supervisor who is competent (has Safety Certificate from local authority) for the project scope of work and has the authority to correct safety issues and hazards.
- Train all employees and subcontractors on the requirements of this program and all elements defined in the SSHASP and SPA.
- Ensure that all employees and subcontractors have received EHS orientation before any work is allowed to start.
- Perform weekly safety inspections of the project work-site.
- Conduct regular (e.g., daily, weekly) safety meetings and maintain minutes of meeting.
- Maintain in the project file, safety inspection forms, permits, written accident / incident reports, contractor Material Safety Data Sheet and other applicable records.
- Leads the joint investigations of recordable injuries and near misses. Issue accident / incident reports.
- Monitor / evaluate subcontractor safety performance throughout the duration of the project.
- Provide a written monthly project safety report by the fifth business day of the following month. The safety report shall include the previous month’s recordable and lost time injuries and a running total of safe hours worked by all the job-site personnel. This information will be forwarded to EHS Manager.

Contractors Management Procedures	Document Number:	EHS-XX
	Revision Number:	00
	Effective Date:	
	Page Number:	3 OF 14



5.3 Project EHS Manager (for larger project):

- Conduct and document pre-planning safety meetings with the Contractor’s Safety Supervisor. Pre-planning meetings shall include, at a minimum: a review of the contractor SSSP, SPA and applicable training requirements for on-site personnel.
- Conduct regular weekly safety meetings with Contractors’ Safety Supervisor and maintain minutes of meeting.
- Conduct daily job-site and work area inspections. Conduct formal weekly job-site inspections noting safety violations and corrective actions and maintain records.
- Participate in joint investigations with Technical Service, Contractor Safety Supervisor and EHS Manager for all recordable injuries and near misses.
- Coordinate with **AEG** EHS Committee to ensure that current EHS and IFC standards and requirements are implemented on the project site.

5.4 EHS Manager:

- Review CSQF and provide information to the **AEG** site, defining site specific requirements for contractors.
- Provide EHS orientation to new contractor personnel.
- Attend pre-bid, pre-planning and pre-construction safety meetings with the Contractor’s Safety Supervisor and **AEG** site.
- Attend initial meetings with the Project staff and subcontractor’s representative to clearly define their role within the Site safety program.
- Collect man-hours from all on-site contractors.
- Perform safety inspections of the project work-sites and provide a summary of safety violations and corrective actions to the Site and Contractor Safety Supervisor.
- Periodically attend job site toolbox meetings and EHS Committee meetings.
- Participate in joint investigations with Technical Service, Contractor Safety Supervisor for all recordable injuries and near misses.
- Ensure that current EHS and IFC standards and requirements are implemented on the project site.
- Participate in the issuance of initial permits (e.g., hot work, confined space entry, excavation, etc.) for project sites.

5.5 Purchasing representative:

- Ensure all contractors invited to a bid on a project complete return the CSQF and submit their formal written EHS program.
- Contractor approval information will be maintained on the Contractor Approval file.
- Maintain a current database of pre-qualified contractors. Contractor qualifications must be reviewed every 3 years.

5.6 Contractor employees are required to comply with this document and all Contractor specific EHS requirements.

Contractors Management Procedures	Document Number:	EHS-XX
	Revision Number:	00
	Effective Date:	
	Page Number:	3 OF 14



6. QUALIFICATION OF CONTRACTORS

- 6.1** Prior to performing any work at **AEG** site, each Contractor and their subcontractors must review and complete an individual CSQF (*see Annex 3*).
- 6.2** Contractors who will be working at **AEG** site are required to have programs which address, at a minimum the following topics:
- Employer orientation for new employees
 - Health and safety requirements
 - Toolbox safety meetings
 - Accident investigation and injury reporting (including near misses)
 - Environmental awareness
 - Controlled substance abuse policy
- 6.3** Contractors working on Construction Projects will be required to have all workers complete the OSHA 10-hour construction safety course certification or equivalent.
- 6.4** All Contractor supervisors overseeing Construction Projects are required to complete the OSHA 30-hour construction safety course certification or equivalent.

7. PRE-BID INFORMATION

- 7.1** Due to the wide variety of possible construction, renovation or repair work, which can be performed on-site, this program will not attempt to delineate all possible compliance issues. Contractors are responsible for knowing the applicable safety and environmental regulations, for the type of work they are performing and ensuring full compliance with those regulations.
- 7.2** Every contractor and subcontractor deemed qualified to a bid on a particular project shall be made aware of **AEG** EHS requirements outlined in this document.
- 7.3** In situations where the project will require contractors to work in close proximity to existing active **AEG** operations (e.g., classroom, office, canteen, etc.), additional requirements and / or training will be given by **AEG** site.
- 7.4** The Construction management Firm or prime contractor is contractually responsible for the enforcement of EHS requirements regarding all of their employees and those of any subcontractor. **AEG** has the right to exclude from the site any contractor, subcontractor or employee who fails to comply with safety regulations.
- 7.5** It is the responsibility of the Contractors and Subcontractors to provide all employees the proper training, medical clearance, personal protective equipment (PPE), supplies, etc. to provide the scope of work identified.

Contractors Management Procedures	Document Number:	EHS-XX
	Revision Number:	00
	Effective Date:	
	Page Number:	3 OF 14



8. ORIENTATION PROGRAM

8.1 Prior to beginning the work, contractors shall attend the AEG site Contractor Orientation. The orientation provides an overview of the site EHS requirements and pertinent safety and environmental regulations.

8.2 Annually, Contractors and Subcontractors are required to attend a refresher orientation training class.

9. CODE OF CONDUCT AND ENFORCEMENT

9.1 AEG site exercises a “***Zero Tolerance Policy***” and reserves the right to revoke access to the site of any Contractor, Subcontractor or associated personnel that they deem in violation of **AEG** programs and policies.

9.2 Enforcement of AEG Contractor EHS program will be performed on a 3-strike basis:

- **1st Offense:** The contractor violating the rules will receive a verbal warning.
- **2nd Offense:** A written warning will be issued to the Contractor and forwarded to the Site representative and EHS Manager. The written warning will be used to evaluate future work on-site.
- **3rd Offense:** may result in removal from the site. The AEG site representative, EHS Director and the Contractor Safety manager will decide length of the removal period. If it is determined that the Contractor, Subcontractor or employees will be removed from the site permanently, the name of the Contractor and or individuals removed from the site will be maintained by Security so that the appropriate badges will not be re-issued.

Contractors Management Procedures	Document Number:	EHS-XX
	Revision Number:	00
	Effective Date:	
	Page Number:	3 OF 14



Annex 2: SITE SAFETY INSPECTION CHECKLIST FOR CONTRACTOR

Site contact:

Date:

contractor:

Inspected by:

Location:

Job #:

DATE DEFICIENCIES CORRECTED:

			Assessment *
		<u>1. HOUSEKEEPING</u>	
		Material (including the wastes) storage	
		Adequate trash containers	
		Lighting/ventilation	
		Exits, stairs kept clear	
		<u>2. PERSONAL PROTECTIVE EQUIPMENT</u>	
		Wear hard hats	
		Safety glasses with side shields	
		Grinding/cutting face shields	
		Respirator in use	
		Ear protection	
		Hand protection	
		Safety shoes	
		<u>3. FIRE PREVENTION</u>	
		Adequate number of extinguishers	
		Fire hazards - scrap pile	

Contractors Management Procedures	Document Number:	EHS-XX
	Revision Number:	00
	Effective Date:	
	Page Number:	3 OF 14



4. TOOLS (HAND AND POWER)

Proper grounding or double insulation

Equipped with guards

Operated by trained employees

Equipment without defects

5. WELDING, CUTTING, GRINDING

Safe work permit issued

Gas cylinder stored and anchored properly

Gas cylinder verification must be valid within 5 years

Equipment grounded

Hoses in good condition

Valve caps in place

6. ELECTRICAL

Ground fault circuit interrupters assured equipment

Grounding regulations provided for electrical cords and equipment

Temporary lights guarded

Wiring well insulated and in good physical condition

Spliced or taped wiring

No electrical wire on the workshop, particularly in the humid place

Electrical joints must be conform

7. LADDERS

Properly secured when in use

Steps of ladder

Ladder in good condition

Non-skid feet on ladder

8. SCAFFOLDING

Scaffolding not rusty and not deformed

Guard rails, toe boards, screening in place

Adequate cross bracing

Adequate flooring provided

Contractors Management Procedures	Document Number:	EHS-XX
	Revision Number:	00
	Effective Date:	
	Page Number:	3 OF 14



Flooring secured to scaffold

9. BARRICADES

1 meter high

Traffic/pedestrian hazards clearly marked

Floor openings covered or barricaded

Wall openings barricaded

Roof edges barricaded

10. EXCAVATIONS

Safe work permits issued

Shored or sloped as required

Properly barricaded

Ladder provided for entering and exiting

1 11. CRANES

Safe work permit issued

Rated load capacity posted on equipment

Signal person present during operation

Area below swing radii of crane barricaded

Inspection of machinery prior to and during usage

12. SAFETY HARNESS

Safety harnesses worn for elevated work

Life line adequately secured

13. OTHER PROTECTIVE EQUIPMENT FOR AEG PERSONNEL, EQUIPMENT, RAW MATERIALS AND ENVIRONMENT

Determined in concrete event

14. EMERGENCY NUMBERS

Site contact name and number posted

- Security body: 117**
- EHS Manager: 131**

REMARKS:

Contractors Management Procedures	Document Number:	EHS-XX
	Revision Number:	00
	Effective Date:	
	Page Number:	3 OF 14



Contractors Management Procedures	Document Number:	EHS-XX
	Revision Number:	00
	Effective Date:	
	Page Number:	3 OF 14