



SWIFT STANDARD ON HEALTH, SAFETY AND ENVIRONMENT (CONTRACTOR)

Name of policy: Swift Standard On Health, Safety And Environment
(Contractor)
Version: 1

Prepared by:
Group Legal & Corporate Services

Address: Suite 8.02, Level 8, Intan Millennium Square 2,
88, Jalan Batai Laut 4, Taman Intan, Klang,
41300, Selangor Darul Ehsan.
Tel: 03-3341 3388
Fax: 03-3343 3387

All rights reserved.

No part of this manual may be reprinted and reproduced in any form or by
any means,
without the prior permission in writing from the Group.

First published and distributed on (23 January 2025).

SWIFT STANDARD ON HEALTH, SAFETY AND ENVIRONMENT

The CONTRACTOR is obliged to comply with SWIFT's Health, Safety and Environmental requirements as updated by SWIFT from time to time in the performance of the CONTRACT.

1. General Safety Rules (not limited to)

- a) The CONTRACTOR shall appoint one of its personnel on the work site as the safety coordinator. This person is responsible for coordinating the CONTRACTOR's safety activities and serves as the local contact for all safety matters.
- b) The CONTRACTOR must have an insurance policy covering their workers.
- c) The CONTRACTOR entering the site must wear appropriate work clothing and personal protective equipment as required.
- d) Gambling, smoking, and sleeping at the site are strictly prohibited.
- e) SWIFT HSE Department has the right to stop any hazardous work being carried out.
- f) All hazards must be identified using precautionary signs (warning labels must be posted at the site).
- g) Report unsafe acts or conditions (UCUA) to your supervisor immediately.
- h) Fighting, horse playing, stealing, running, drug or poison use or firearms are strictly prohibited.
- i) Throwing materials from elevation is prohibited.
- j) Operate only the equipment that you have been trained to use.
- k) The workplace must be kept clean at all times, and debris must be cleared on a daily basis. Practice the buddy system when using ladders.
- l) All chemicals must be properly kept in a labelled container.
- m) All general wastes must be disposed accordingly.
- n) SWIFT Traffic Safety Rules must always be complied.
- o) Working equipment must be kept in safe working conditions.
- p) The CONTRACTOR shall attend all HSE meetings. (if required)
- q) The CONTRACTOR shall ensure that its personnel are aware of the emergency response plan.
- r) Never violate any warning signs or barricades.

2. Responsibility

- a) The CONTRACTOR must maintain good housekeeping while working in SWIFT's area.
- b) The CONTRACTOR's supervisor/appointed personnel must be trained and well-versed in HSE matters. This is to ensure that they can supervise their subordinates on HSE matters while working in SWIFT.

3. Reporting of Accidents

- a) All incidents (accidents, injuries and near misses) must be reported to the respective SWIFT Custodian or HSE personnel, and investigation shall be carried out as per SWIFT incident and reporting procedure.
- b) The CONTRACTOR must provide relevant accident statistics at their workplace every month to the HSE Department.
- c) The CONTRACTOR must provide to SWIFT the following statistical data on a monthly basis:- (if required)
 - i. Total working hours per month.
 - ii. The total number of workers working in SWIFT, including supervisors.
 - iii. All incident reports.

4. Drug, Poison and Alcohol

- a) The CONTRACTOR must ensure that the workers are free from drug, poison and alcohol or any other dangerous items that may cause danger while working in SWIFT.
- b) The CONTRACTOR must conduct drug, poison and alcohol tests on their workers every year. The cost must be borne by the CONTRACTOR itself.
- c) SWIFT HSE Department will conduct drug, poison and alcohol tests randomly on the CONTRACTOR's workers; any worker found positive on the tests will be removed from SWIFT, and relevant parties will be informed.

5. Personal Protective Equipment ("PPE")

- a) The CONTRACTOR must provide their workers with adequate PPE.
- b) All workers working in the area shall wear PPEs at all times.
- c) Proper eye protection and heat resistance gloves must be worn during welding activities.
- d) Proper respirators with cartridges must be worn during spray painting activities. If the cartridge's life span has expired, it must be changed accordingly.
- e) According to local regulations, these PPEs must be rated and acceptable for their intended use.
- f) The CONTRACTOR must ensure all workers are trained to use and correctly maintain their PPEs before commencing any work and supply the right PPEs for the right task.

6. Equipment(s)

- a) All work tools shall be fitted with protective guards and safety devices from the original manufacturer or as required/advised by the SWIFT HSE Department.
- b) All tools and electrical cables shall be maintained and kept in good condition.
- c) All welding sets shall be inspected, maintained, and kept in good condition. They shall be fitted with appropriate flashback devices and compression-type hose fittings. A fire extinguisher shall be made available at the work area.
- d) All vehicles and mobile equipment shall be fitted with reverse motion alarms.

7. Hazardous Energies

All hazardous energy systems (electrical, hydraulic, chemical, pneumatic, mechanical, etc.) shall be physically locked out and tagged prior to maintenance, servicing, adjusting and cleaning activity.

8. Safety Work Procedures

- a) All work more than two (2) meters above the ground, where no fall preventative measures are in place (such as approved guardrails, safe work platform, etc.) shall employ 100% fall protection.
- b) Where activities involving working at height can be done from a specially designed ladder and work platform with guardrails, the means employed shall fully protect the workers.
- c) The safe work procedure shall always be the method employed rather than the most expedient or economical method.

9. Job-Specific HSE Training

- a) All workers must undergo a SWIFT safety training before any task begins. This training shall cover SWIFT HSE policies, procedures and other general safety requirements. It shall also include the expectations from workers performing specific tasks that need additional safety training before they are allowed to perform those tasks.
- b) The CONTRACTOR's workers must attend toolbox meetings conducted by SWIFT HSE personnel.

10. Material Storage

- a) Material storage areas at job sites should be kept neat and clean.
- b) Storage planning must include consideration for access to fire exits and fire control (i.e., do not obstruct fire exits and doorways) and segregate materials to minimise fire spread (i.e., do not mix new material with waste material).
- c) It is a violation of SWIFT Policies to dump or release any waste material into drains, sinks, storm sewers, pits, lagoons, pumps, surface water, and groundwater or on the ground.
- d) All wastes as a result of repair or construction work must be disposed in accordance with prior arrangements with the owner.
- e) All chemicals from the CONTRACTOR must be managed as per Occupational Safety and Health (Use and Standard of Exposure Chemical Hazardous to Health) Regulations 2000 (USECHH Regulations) to control exposure of chemical hazardous to health at workplace.
- f) The chemicals must be stored properly to ensure safety, regulatory compliance, and environmental protection
- g) The CONTRACTOR must acquire the Safety Data Sheet ("SDS") from their supplier and submit it to the HSE Department for review.

11. Environmental Requirements

- a) The CONTRACTOR must manage any chemical spillages using appropriate containment measures. Chemical waste must be safely stored in drums and kept in designated scheduled waste storage areas.
- b) The CONTRACTOR is to report to the SWIFT Custodian/personnel and HSE department in the case of major or uncontrollable oil spillage.
- c) Under normal condition, all forklifts must be treated with proper preventive maintenance in the vehicle maintenance area.

12. Occupational Health and Hygiene

- a) The CONTRACTOR must obey the OCCUPATIONAL SAFETY AND HEALTH ACT 1994 (as at 1 June 2024), the Environmental Quality Act and Regulation 1974, Immigration Act 1963, Workers' Minimum Standards of Housing and Amenities Act 1990 (Act 446), and other relevant rules and regulations.
- b) The CONTRACTOR shall be responsible for the medical welfare of its personnel and shall provide: -
 - i. Basic facilities (first aid box).

- ii. Periodic medical examinations. (if required)
 - iii. Arrangement for professional medical treatment. (if required)
- c) The CONTRACTOR shall ensure that all its personnel are medically fit to perform their work.
- d) The CONTRACTOR shall adhere to Government regulations for medical surveillance or industrial hygiene monitoring.
- e) The CONTRACTOR shall ensure that its personnel shall maintain the highest standard of hygiene.

13. SWIFT Policies and Safety Rules

- a) The CONTRACTOR shall be aware of, understand, and comply with SWIFT Group's policies and safety rules. The CONTRACTOR will be notified of failure to follow the HSE standard procedures and will be requested to obey the requirements as soon as possible. An investigation will be carried out to approach this failure. If the CONTRACTOR is unable to comply with the HSE requirements, all work will be stopped immediately.
- b) SWIFT will share/communicate all the HSE requirements that the CONTRACTOR must fulfil through an induction program, training, and toolbox meetings.
- c) The CONTRACTOR must ensure that the workers are able to carry out their tasks safely.
- d) SWIFT shall notify the CONTRACTOR accordingly for any changes or revisions to the policies.

14. New Rules and Regulations or Procedures

The CONTRACTOR warrants that it will comply with any new rules, regulations, or procedures being implemented or imposed by government authorities in relation to HSE during the contract period.

