

CONTRACTORS' INDUCTION HANDBOOK



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CONTRACTORS WORKING AT EUROFINS ENVIRONMENT TESTING FACILITIES

Eurofins Environment Testing is committed to providing workers (including contractors) with a safe, health and supportive environment in which to work. Please refer to our policy below:

	Document name: Work Health and Safety Policy – Final	Document Owner: EHS Manager
Document number: EHS-POL-001	Recipients: All Eurofins Environment Testing workers and interested parties	Confidentiality level: NIL

WORK HEALTH AND SAFETY POLICY

We all have responsibilities to ourselves, to each other and to the environment in which we work and live. This responsibility includes doing all we can for the health, safety and wellbeing of ourselves, our workmates, contractors and visitors. It's our belief that work-related injuries and illnesses incidents are preventable. Every day we will aim to motivate, educate and encourage you to help us with our focus on protecting our people.

NEED TO KNOW – FOR EVERYONE

We all have a responsibility to:

- **Look out for ourselves and your workmates by never walking past** – speak up and take action when you see something that looks dangerous or doesn't feel safe
- **Report** all hazards, incidents and near misses so we can learn and take action to avoid future harm
- **Take care of yourself and your workmates** – don't put anyone in harm's way and always look out for each other

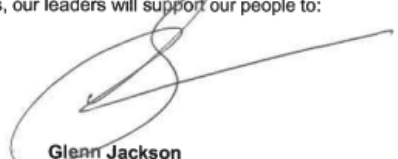
OUR COMMITMENT

Eurofins Environment Testing is committed to providing workers with a safe, healthy and supportive environment in which to work. Moreover, Eurofins Environment Testing recognizes that the health and wellbeing of our workers is important and will commit to providing a supporting workplace culture where healthy lifestyle choices are valued and encouraged. Eurofins Environment Testing strives to achieve exceptional Work Health and Safety performance through its commitment to the following objectives;

OUR PRINCIPLES	OUR ACTIONS
All injuries, occupational illness can be prevented	• Eliminate risk, so far as is reasonably practicable • Protect all workers from health exposures
Everyone's participation is essential	• Involve all workers regarding relevant matters • Actively consult with injured or ill worker, their support person and treating medical professional to help plan their safe return to work • Protect workers from reprisal when reporting incidents, hazards and risks
Management is responsible and accountable for health and safety performance	• Set standards of operational discipline and ensure accountability • Regularly review safety performance for opportunities for continuous improvement • Company officers exercise due diligence in respect of health and safety
All operating exposures can be safe guarded	• Commit to comply to all relevant regulatory, industry standards and other requirements • Ensure effective risk management process is in place • Apply above the line controls with the priority on critical risks
Training and equipping people to work safely is essential	• Provide relevant resources, training, PPE and the right tools for the job including understanding and application of environmental and personal health requirements • All workers are informed of, understand and fulfil their health & safety responsibilities
Working safely is a condition of employment	• Hold each other and our people to account using a Just Culture approach
Safety focused conversations and feedback are a must	• Engage in leader interactions & encourage an open, honest and transparent culture that values health and safety at work
Leaders promote off the job wellbeing and safety	• Resource health and wellbeing initiatives and encourage participation • Following a personal injury or illness, actively work with our employees to ensure they return to work safely
Safety learnings must be shared	• Recognise and celebrate effective risk management and innovations

In addition, we recognise that we are often exposed to activities and sites which are outside our control or influence and where safety and health protection might not hold the same value. In these circumstances, our leaders will support our people to:

- Maintain our level of expectations. This might mean we have to stop work if the conditions on site are not acceptable.
- Endeavour to work together to raise the level of safety, health protection on site where we can influence it as leaders.


Glenn Jackson

Managing Director-Eurofins Environment Testing

September 2023

Review date: September 2026

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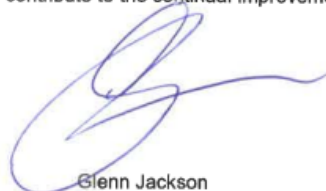
Furthermore, Eurofins Environment Testing is also committed to protect the environment by preventing and eliminating any environmental pollution generated through our work and work completed on the business' behalf. Please refer to our policy below:

 eurofins	Document name: Environmental Sustainability Policy	Document Owner: EHSE Manager
Document number: EHS-POL-002	Recipients: Eurofins Environmental Testing workers and internal/external interested parties	Confidentiality level: Internal and External

ENVIRONMENTAL AND SUSTAINABILITY POLICY

Eurofins Environment Testing Australia & New Zealand operation is committed in protecting the environment by preventing and eliminating environmental pollution and apply sustainability practices on all our activities. We aim to achieve this by:

- Ensuring we comply to relevant environmental compliance, regulation and all applicable standards relating to our activities and other requirements to which the organisation subscribes,
- Ensuring client samples and waste products created are disposed of in an environmentally responsible manner, following regulatory needs, and where possible reused or recycled. Any imported samples from overseas are treated according to national quarantine guidelines.
- Identifying, assessing, and controlling environmental impacts related to our operations as well as supporting sustainable practices.
- Following environmental procedures to prevent pollution, degradation, damage to the environment.
- Committing to reducing our emissions to the environment where possible and to work hard to minimise the risks of air, land and water pollutions through our works.
- Measuring and monitoring our activities against established environmental standards and criteria to meet planned objectives and targets to ensure continual improvement and enhancement of our performance.
- Exploration of new products and materials with smaller environmental footprints and improvement of our waste management.
- Collaborating with all stakeholders to leverage off each other's knowledge to improve or environmental and sustainable practices.
- Communicate this policy to all workers for or on behalf of the organisation and making it available to interested parties.
- Periodically review of the EMS, ensuring that we are following the principles and requirements of ISO14001:2016, maintaining relevance
- Providing continual education/training to all workers to prevent environmental pollution, preserve natural resources. We will guide them in the application of sustainable practices; and
- Encourage all workers including external stakeholders to contribute to the continual improvement of our EMS.



Glenn Jackson

Managing Director
Eurofins Environment Testing
February 2024
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1. PURPOSE

The purpose of this Contractor Handbook is to provide contractors with information about work Health and Safety (WHS) and Environmental requirements, and appropriate conduct, whilst working at a Eurofins Environment Testing site.

The handbook aims to provide general site safety information in order for contractors to meet the following:

- Conduct work in a safe and professional manner, with promptness and efficiency
- Carry out work with minimum disruption to staff members
- Safeguard the health and safety of themselves and others
- Formalise attendance on site by recording entries each day in the sign in iPad or via visitor sign in book/folder
- Be courteous towards all staff members, visitors and other contractors

2. INTRODUCTION

Eurofins Environment Testing Pty Ltd is committed to Health, Safety and the Environment. Contractors are required to comply with all Eurofins Environment Testing WHS and Environmental requirements, policies, procedures, instructions and relevant legislation.

Contractor management procedures which cover responsibilities of parties, selection process, performance monitoring and evaluation of contractors, are contained in the Eurofins Environment Testing WHS and Environment (EHS) Manual. Copies of relevant sections of the manual can be obtained from Facilities Manager and/or Site Business Unit Manager (BUMA) or via the EHS Office.

If a contractor fails to comply with WHS requirements a Contractor - Corrective Action Preventative Action (CAPA) will be prepared.

Contractor activity may be suspended and the contractor's performance will be reviewed.

Before commencing any work, contractors must agree to abide by the safety guidelines and rules contained in this handbook and sign the acknowledgement at the back of the handbook.

Every effort has been made to include all expected requirements regarding contractor performance, but it is possible that not every requirement has been covered.

Any concerns should be discussed with Facilities Manager and/or site BUMA.

3. COMPLIANCE

This document is not intended to encompass all regulatory and other requirements within a specific region of Australia. Each contractor is responsible for knowing and applying the legal regulations and requirements within their work area of responsibility and expertise.

The contractor and their subcontractors' employees and representatives, must comply with all applicable local, state and national health, safety, & environmental regulations.

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3.1 Standards

Where Environment Testing procedures or processes are at a higher standard than that of legislation or regulations as set out in this document or other requirements the contractor and their subcontractors' employees and representatives, must comply with these higher standards.

3.2 Implementation and Monitoring

The Contractor has full responsibility for their subcontractors and they must ensure full management of all their work for compliance with these HSE requirements.

The Contractor is required to ensure all allocation and reporting obligations are implemented and where required, provided for review by the agreed timeframe. These will include provision of all agreed documents and attendance at all meetings as arranged by Eurofins Environment Testing or any client of Eurofins Environment Testing.

3.3 Breaches

Where a major breach or high potential incident is identified when working on behalf of Eurofins Environment Testing, the contractor may be subject performance review, which may lead to termination of the contractor's work.

4. EHS GOALS AND EXPECTATION

There is an expectation that Contractors/subcontractors develop and implement a safe and environmentally friendly processes and management systems with senior management commitment to zero injuries and full compliance. Our business' expectations include the following:

- Expectations are for workplaces to remain injury-free and to actively encourage, promote establishing goals a contractor and their subcontractors' employees and representatives can use achieve that target. Also, recognizing where people working at the location do so safely, protect the environment and provide a high-quality service.
- All contractors/subcontractors work are to comply with the information and requirements set out I this document. It is expected that the contractors/subcontractor ensures their employees and representatives that work at the location embrace the goals and expectations and comply.
- Where engaging any subcontractors, the Contractor *must* include provisions of this document in their contract with them to ensure the subcontractor understands their requirements. Subcontractors' safety and environmental standards must meet or exceed the minimum standards as set-out in by this document. The subcontractor can use the Contractors management system as required by the Contractor.

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5. EUROFINS ENVIRONMENT TESTING RESPONSIBILITIES

Where available, the site's Facilities Manager is responsible for engaging contractors on behalf of Eurofins Environment Testing.

The site's Business Unit Manager (BUMA) is responsible for contractor activity when a representative of Facilities Manager is not available onsite or the work involves laboratory processes.

6. GENERAL INFORMATION

All contractors must hold current public liability and worker's compensation insurance cover.

Contractors involved in providing information or consulting services are required to have appropriate professional indemnity insurance.

Copies of valid certificates of currency must be provided to Facilities Manager and/or Site BUMA before commencing work.

Facilities Manager and/or Site BUMA must be notified of changes to the contractors' insurance coverage in writing at least 15 working days before the changes take effect.

6.1 Qualifications/Licences

Documented evidence of trade qualifications is required for all tradesmen. Licences must be carried by contractors at all times and be produced upon request.

Any work that requires a licence or permit must not be performed unless the contractor has the required licence or permit.

For further information, refer to the "Work Processes/Permits" section of this handbook.

6.2 Contractor Approval

Contractors must be approved by Facilities Manager and/or Site BUMA prior to commencing work at any site. The contractor must provide scanned copies of the following to Facilities Manager and/or Site BUMA:

- Worker's compensation certificate of currency
- Public liability insurance certificate of currency with a
- minimum amount of \$20 million
- Professional Indemnity insurance certificate of currency
- with a minimum amount of \$10 million (where required)
- Photocopies of relevant licenses
- Safe Work Method Environment Statements (SWEMS) or Job Safety Environment Analysis (JSEA)

Further details about the approval process can be found in the Eurofins Environment Testing Health Safety and Environmental Manual. The relevant sections may be obtained from Facilities Manager and/or Site BUMA.

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6.3 Criminal Convictions

Contractors must disclose of any workers who have or receive a criminal conviction during the term of work, and the nature of that conviction to Facilities Manager and/or Site BUMA.

Eurofins Environment Testing reserves the right to refuse site access to those workers.

6.4 Confidentiality

Confidential information includes any information that relates to staff, health professionals and patients at any site and information about the commercial operations, processes and financial information in Eurofins Environment Testing Pty Ltd.

Contractors must not share any confidential information obtained in the course of working at a site without the written authorisation of the relevant Managing Director.

Photographs must not be reproduced or shared with third parties without the written permission of Facilities Manager and/or Site BUMA.

6.5 Intellectual Property

Contractors must ensure that all information and documentation including reports, plans, consents, permits and certificates of compliance used or developed during the contract activity remains the property of Eurofins Environment Testing. This information and documentation must not be used by, or shared with, any other party.

6.6 Company Plant and Equipment

Eurofins Environment Testing tools and equipment are not to be used by a contractor without the express permission of Facilities Manager and/or Site BUMA.

Eurofins Environment Testing property must not be removed from the site.

6.7 Personal Property

Eurofins Environment Testing does not accept any liability for personal property brought onto sites.

6.8 Tools and Equipment

All tools and equipment used on site for contractor activity must be in working order and safe for use. Any defective tool and/or equipment must be removed from the site. If the item cannot be removed, it must be clearly labelled as defective.

Contractors must be appropriately trained to operate all equipment brought onto site. The contractor may be asked to provide documented evidence of this training.

Contractors are responsible for ensuring all tools and equipment are appropriately stored in a safe manner when they are not in use.

All electrical equipment must be tested and tagged in accordance with Australian Standard 3760: "In-service Safety Inspection and Testing Electrical Equipment."

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6.9 Induction

Contractors must be inducted into the site you're working at by the Workplace Manager before they commence any work.

Induction includes, being shown the action or location of:

- Fire alarms (the different tones – where applicable)
- Emergency exit location
- Emergency assembly point
- Fire safety equipment and manual call point location
- First aid facilities
- Restricted access areas (if applicable)
- Spill kit location (if applicable)
- Workplace amenities

When a contractor has completed Induction they must sign the relevant section of the visitor's book.

6.10 Incidents

All incidents must be reported on a Eurofins Environment Testing Incident Report Form held at all sites. When completed the form must be handed to the Facilities Manager or Site BUMA.

If a contractor is involved in a notifiable incident, the contractor must notify Facilities Manager and/or Site BUMA and the EHS Manager. The EHS Manager will notify the Regulatory Authority.

The incident site must be left undisturbed until the regulatory inspectors have been informed and have advised of the appropriate action to be taken.

6.11 First Aid

All Eurofins Environment Testing sites have first aid kits available and trained personnel to administer first aid treatment, if required.

6.12 Fire Alarms

Contractors must familiarise themselves with the location of emergency call points and fire exits within the area they are working. The sounding of the evacuation alarm requires all personnel to evacuate the building to the assembly area.

It is the contractor's responsibility to familiarise themselves with the fire response system at the site and consider the use of these systems as part of their work activity.

Contractors must not isolate the fire alarms, detection or suppression systems without the permission of Facilities Manager and/or Site BUMA. (The exception is where "Hot Work" is performed – see later section)

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6.13 Fire Extinguishers

Contractors must familiarise themselves with the location and operation of fire extinguishers within the area they are working. If a Eurofins Environment Testing fire extinguisher is discharged by a contractor, the contractor must advise Facilities Manager and/or Site BUMA immediately so arrangements can be made to recharge the fire extinguisher.

6.14 Emergency Wardens

Area wardens and, where necessary have been appointed at all sites. Contractors must follow wardens' instructions in the event of an emergency.

6.15 Emergency Procedures

Contractors must have available an emergency plan. The emergency plan must define procedures to be followed in response to an emergency that arises as a result of contract activity.

Contractors must be fully familiar with the Eurofins Environment Testing's emergency evacuation procedure and follow the established emergency procedures. This includes:

- Responding to alarms and public address announcements
- Following instructions by wardens or emergency services personnel

Access to firefighting equipment, emergency exits and egress routes must not be blocked or obstructed at any time.

6.16 Evacuation Procedures

In the event of a fire or any occurrence involving danger to life or property:

1. Raise the alarm
2. Call the fire brigade – 000
3. Report any information to the fire or floor warden
4. DO NOT attempt to extinguish the fire, unless you are trained in the use of the fire extinguisher and you have assessed it is safe to do so
5. Follow the directions of the fire or floor warden while the alarm is in alert tone (BEEP BEEP)
6. When directed by the fire or floor warden, if the alarm goes into evacuate tone (WOOP WOOP) exit the building by the nearest safe exit and proceed to the assembly area.
7. Do not leave the assembly area until the Chief Warden verbally gives the "ALL CLEAR"

7. CONDUCT ON SITE

7.1 Training Requirements

There is an expectation for a contractor/subcontractor to provide adequate training to their employees for ensuring compliance with the requirement in this document and their own EHS practices and procedures. The training will be at an educational and language level understandable to their employees.

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Training will include all necessary requirements for their workers to work in an injury-free environment in accordance with all required legislation. The training shall include use on identifying, recording and dealing with hazardous observations, unsafe practices and behaviour. The Contractor / subcontractor will provide such commitment as necessary for successful application of this initiative.

7.2 Time of Access

Access to sites by contractors will normally be arranged between 8am to 6pm, weekdays unless arranged otherwise by Facilities Manager and/or Site BUMA. Specific approval must be granted by Facilities Manager and/or Site BUMA for any work outside of these hours to ensure appropriate security arrangements are in place. Any work that involves noisy activity can only be carried out between 8am to 5pm.

7.3 Visitors Book

Contractors must sign the visitors book at the start and end of each work day. This book is located at the main reception desk of each site.

7.4 Dress Code

Contractors must be appropriately dressed to carry out their duties. As a minimum, they must be dressed in overalls or their company uniform with approved safety footwear.

7.5 Personal Protective Equipment (PPE)

Contractors must supply appropriate PPE clothing and equipment. Contractors must also ensure the PPE clothing and equipment is maintained to the appropriate standards and replaced as necessary.

If a contractor is unsure about the PPE requirements, they must contact Facilities Manager and/or Site BUMA.

7.6 Mobile Phones

Mobile phones are not permitted to be used while:

- carrying out hot work
- carrying out work at heights
- carrying out electrical work
- carrying out work in confined spaces
- operating mobile plant

When mobile phones are allowed to be used, ring tones and conversations must be discreet. The contractor must consider health professionals, patients and staff when using a mobile phone.

7.7 Drugs and Alcohol

Drugs, except as prescribed by a registered medical practitioner, are not permitted on any site. Alcohol is not permitted on any site.

Eurofins Environment Testing can remove a contractor appearing to be under the influence of drugs or alcohol from any site.

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7.8 Horseplay

Horseplay, practical jokes and pranks are forbidden on any site. Offenders will be asked to leave the site and may not be permitted to return.

7.9 Harassment

Threatening, abusive or insulting action or language likely to cause ill will against any person or group of people on the grounds of race, colour, ethnic or national origin, gender, age, disability, marital or family status, religion ethical belief, political opinion, sexual orientation or health status, is forbidden on any site. It is unlawful for any person to sexually harass another by use of words, or physical behaviour where it is unwelcome or offensive to any person experiencing it, regardless of whether they explicitly advise the alleged harasser to stop.

7.10 Smoking

Where available, smoking is allowed ONLY in smoking designated area.

7.11 Children and Unauthorised Personnel

Contractors are not permitted to bring children or any other persons not connected with the work onto sites. Apprentices are only allowed to work under the direct supervision of a contractor who is licensed to perform work being undertaken by the apprentice.

7.12 Vehicles

Limited parking at sites may be available for service vehicles. If required, the contractor must arrange vehicle access and/or parking with the Facilities Manager/site BUMA.

7.13 Security

Eurofins Environment Testing does not accept any liability if any equipment belonging to the contractor is lost, damaged or stolen while in use or stored on site.

Contractors must not access restricted areas unless written permission is given by Facilities Manager and/or Site BUMA.

Photographs must not be reproduced or shared with third parties without the written permission of Facilities Manager and/or Site BUMA.

Contractors must not use an electronic device to record any activity on site unless written permission is given by Facilities Manager and/or Site BUMA.

7.14 Hazardous Materials

Contractors must comply with the regulations and guidelines for the management and removal of hazardous materials such as asbestos. A copy of the contractor's Certificate of Competence must be supplied to Facilities Manager and/or Site BUMA.

If a contractor discovers or suspects hazardous materials are present in a work area, they must notify Facilities Manager and/or Site BUMA and stop work while investigations are conducted.

7.15 Hazards

Contractors will be notified of any site hazards during induction to the site.

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If a contractor identifies any hazards during the course of the work, they must notify the Workplace Manager immediately and complete a Hazard Notification Report.

Contractors must familiarise themselves with the WHS noticeboard and the hazard register at each site.

7.16 Chemicals

Where the use of chemicals is required, the contractor must have copies of the appropriate Safety Data Sheets (SDS) available. The contractor must ensure all persons who come into contact with the chemicals are aware of safe chemical handling requirements. Copies of the SDS for the chemicals in use must be supplied to Facilities Manager and/or Site BUMA.

Appropriate Personal Protective Equipment (PPE) must be provided and worn when handling chemicals.

Chemicals must be stored in appropriate containers as required by legislation and all precautions shall be taken to ensure both personal safety and the safety of the environment.

7.17 Signs and Barriers

The contractor must ensure appropriate signs alerting people to hazards caused by contractor activity are displayed.

The contractor must ensure barriers are erected to exclude unauthorised persons from entering an activity area where necessary.

7.18 Dust Control

Before any building work begins, the contractor must discuss potential dust issues with Facilities Manager and/or Site BUMA. If it is assessed that dust may be a risk to staff, health professionals, patients or visitors, mitigation processes must be agreed on and implemented.

These may include, but are not limited to:

- Installing temporary extra dust filters to air conditioning
- inlet grills
- Working after hours
- Use of temporary impermeable walls
- Windows and doors being kept closed
- Isolation of work area
- Isolation of fire alarm

The contractor may be required to provide a system to recirculate the air within the site through a filtration process to improve the quality of air and reduce the circulation of dust to near the immediate work area.

If the work activates a fire alarm the contractor must reimburse the costs associated with the attendance of the emergency services.

7.19 Noise disruption

Contractors must discuss anticipated noise with Facilities Manager and/or Site BUMA and agree on a mitigation process before work begins. The mitigation process may include, but is not limited to:

- Working after hours

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- Windows and doors being kept closed
- Isolation of work area.

7.10 Crane Work/Traffic Management

Where work involves a crane or restricts access to or from a site in any way, the contractor is responsible for obtaining the necessary permits and must forward these permits to Facilities Manager and/or Site BUMA along with a Traffic Management Plan. The Traffic Management Plan and permits must be provided at least 10 working days prior to the planned commencement date. Work cannot begin until the Traffic Management Plan has been accepted by Facilities Manager and/or Site BUMA.

7.20 Waste Chemicals

The contractor is responsible for all waste chemicals associated with the contract activity. Waste chemicals must be disposed of in compliance with environmental laws and local government requirements.

7.21 Housekeeping

All excess materials must be cleaned up daily and removed at the completion of the contract activity. The work area should be kept clean and tidy at all times, with access and emergency routes kept clear of obstacles.

7.22 Short Term Storage

Materials and tools must be stored appropriately so they do not create a hazard.

Any dangerous goods must be stored in appropriate containers.

Where large pieces of equipment or resources are required to be stored on site, the contractor must liaise with Facilities Manager and/or Site BUMA to agree safe storage arrangements.

7.23 Completion of Work

The contractor is responsible for ensuring all equipment, materials, tools and rubbish (including debris and liquid waste) are removed when the contract activity has finished and for the “make-good” of the work area.

8. WORK PROCESSES / PERMITS

8.1 Permits/Consents

The contractor is responsible to ensure all necessary consents or permits are obtained before work starts.

Note: This condition also applies in the event of Eurofins Environment Testing applying for the permits/consents.

When required, Contractors must notify appropriate authorities, such as the Water Board etc. about work activities and arrange inspections as required by these authorities. Copies of permits/consents obtained on behalf of Eurofins Environment Testing for the contract work must be provided to Facilities Manager and/or Site BUMA.

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8.2 Confined Space Permit

Areas that are sign posted with a Confined Space Entry by an Authorised Access sign require the contractor to fill out the Confined Space Permit and provide a scanned copy to Facilities Manager and/or Site BUMA for assessment. Work cannot begin until the permit has been accepted.

8.3 Hot Work Permit

Any work that involves flames, sparks or welding requires the contractor to fill out a Hot Work Permit and provide a scanned copy to Facilities Manager and/or Site BUMA for assessment, Work cannot begin until the permit has been accepted.

The contractor must ensure the fire alarm system in the activity area has been isolated before commencing work.

8.4 Flammable Materials

The contractor must ensure that the area around and under the welding and cutting work is cleared of flammable materials. Any structural flammable material (e.g. timber flooring) must be protected by suitable non-flammable material.

8.5 Screens

The contractor must ensure that suitable screens are placed around the work area to protect against welding flash.

8.6 Signage

The contractor must ensure that appropriate danger signs are displayed at entrances to the work area.

8.7 Fire Stand By

The contractor must ensure that a stand by person is present until completion of the task to maintain a fire watch. The contractor is responsible for any consequential damage caused by un-extinguished hot works. Any gas cylinders must be restrained while on site and removed at the end of each working day. They must not be stored on site.

The contractor must ensure the fire alarm system has been reinstated in the area when the work has been completed.

If the work activates a fire alarm the contractor must reimburse costs associated with the attendance of the emergency services.

8.8 Roof Access Permit

Work to be carried out on roofs requires the contractor to complete a Roof Access Permit and issue it to Facilities Manager and/or Site BUMA for assessment. Work cannot commence until the permit has been accepted.

8.9 Working at Heights

Any work inside or outside the site that involves the use of a ladder, scaffold or elevated work platform requires the contractor to adhere to the following conditions:

- Three points of contact must be maintained while climbing a ladder
- All tools Must be secured to the Contractor by a lanyard

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- The area below the work area must be controlled by an exclusion zone by using signs barricades, tapes and or safety cones.
- The contractor must be licensed to operate the plant
- All roofing should be treated as fragile, with contractors confined to walkways provided and marked. Access is not permitted in wet weather.
- Ladders used for contractor activity must comply with the requirements of applicable legislation.
- Power tools must not be used on a ladder.
- All scaffolding must comply with relevant regulations.
- Makeshift work platforms are not permitted.

8.10 Excavation and Demolition

Work that involves excavation or demolition requires a job specific Safe Work Environment Method Statement to be issued to Facilities Manager and/or Site BUMA at least 10 working days prior to the planned commencement date.

Work cannot commence until the Safe Work Environment Method Statement has been accepted by Facilities Manager and/or Site BUMA.

8.11 Electrical Work

Electrical work must be undertaken by a licensed electrical contractor, approved by Facilities Manager and/or Site BUMA.

All electrical work must be carried out in accordance with national and state legislation, regulations and Australian Standards.

Live work is not permitted on a Eurofins Environment Testing site.

Contractors must not interrupt power supply without the permission of the Workplace Manager unless the power needs to be isolated for a safety reason.

All work that requires the isolation of a power supply requires a lock out tag out procedure to be employed.

When a power supply is locked out and tagged out, Facilities Manager and/or Site BUMA must be notified in writing.

All electrical equipment must be tested and tagged in accordance with Australian Standard 3760:2010 "In-service Safety Inspection and Testing Electrical Equipment".

8.12 Do Not Operate or Lock Out System / Tagging Procedure

Any power, water, mechanical ventilation supply system or lifting equipment that needs to be isolated to carry out work, or make the supply to the unit safe, needs to be managed by a LOCK OUT TAG OUT PROCESS:

- The supply must be turned off.
- The supply must be locked with a keyed lock

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- The mechanical system must be locked with a keyed lock
- The supply or system locks must have a tag attached firmly with the contractor's name, contact phone number and a brief statement of what is isolated
- The key to the lock must be kept by the contractor who placed the lock on the supply or system until it is deemed safe to operate by that contractor
- The contractor who placed the lock on the supply or system cannot be coerced or bullied to remove the lock and reinstate the supply or system.

8.13 Manual Handling and Lifting

Lifting aids and devices are to be used whenever possible to reduce the potential for injury when lifting or moving heavy and/or awkward loads.

All lifting equipment must display signs to indicate the weight of the load it is capable of lifting safely.

Any ropes, slings, hooks, chains and winches must be regularly checked for integrity by the contractor.

All lifting equipment must comply with Australian Standards.

These checks are to be documented and be available for inspection by Facilities Manager and/or Site BUMA.

9. ENVIRONMENTAL PROTECTION

9.1 Chemical Handling

The Contractor/subcontractor is responsible for the procurement, transport, storage, handling, use, and disposal of all hazardous chemicals and/or materials required to perform its work.

The Contractor/subcontractor must source chemicals that provide the minimum hazard for persons during its use, exposure and the environment.

Prior to bringing a chemical onto site the Contractor/subcontractor must:

- Notify Eurofins Environment Testing of its requirement for use on site.
- Provide the current Safety Data Sheet (SDS).
- Wait until the chemical is authorised for use on site by Eurofins Environment Testing

Once approved the chemical must be appropriately stored in accordance with the authority of being brought onto site and a Contractor / subcontractor must:

- Have a register of all SDSs on site.
- A copy of every SDS to be available on site for inspection.
- Copy of an SDS to be kept in close proximity of storage area.
- Copy of SDS to be in area of use on site.

Every chemical in its original form or decanted shall be correctly labelled, banded and stored.

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9.2 Storage

Where dangerous or hazardous chemicals in liquid form is stored, it must be kept in a secondary container creating a bund away from any waterway or drains and suitable ventilated. Also, items used to fill plant or equipment must be stored on a bunded area to prevent drips of chemicals going to ground. These measures will prevent leaks to ground that may cause an environmental hazard and reporting of an incident.

The bunded area must have a capacity to contain 110% of the volume of the largest container stored within it. Where items are stored in containers on a bunded pallet, the bunded area must be capable of storing 125% of the largest stored chemical on the pallet.

Some chemicals react to light or heat or the bund fills with water, which may overflow to ground and cause the liquid to be recovered as contaminated waste. Therefore, wherever practical store undercover.

9.3 Waste Handling and Disposal

Any chemical waste or empty chemical containers of used chemicals produced at site are required to be correctly disposed of in accordance with legal requirements.

Waste certificates shall be provided to Eurofins Environment Testing to show correct collection, movement and disposal.

Where chemical spills are not cleaned-up or chemicals are left at the site for disposal by Eurofins Environment Testing intentionally or otherwise will incur an additional cost that will be forwarded to the relevant Contractor/subcontractor.

9.4 Spills, Leaks and Emissions

A Contractor / subcontractor is required to have an environmental clean-up process trained to all its employees. All storage and use of chemicals will be as required under legislation. Any spills or leaks must immediately be contained, cleaned up and removed in accordance with the emergency response procedure. Any leaks must be repaired as soon as possible and wherever practical preventative maintenance applied for plant and equipment.

No chemical will be discharged to any drain or waterway. Spills or leaks with any potential to harm local environment must be re-reported immediately to Eurofins Environment Testing. If a significant spill occurs, the Environmental Protection Authority must be notified in consultation with Eurofins Environment Testing.

10. REMOVAL OF CONTRACTOR

A determination will be made before a worker has their induction revoked in consultation with the Contractor/subcontractor.

Where the matter is of a serious nature, the Contractor / subcontractor may be requested to stand-down a worker from work immediately pending a decision. It is the Contractor / subcontractor responsibility to ensure the welfare of any worker is maintained during any discipline process.

Where a culture is identified of poor compliance with safety requirements the Contractor / subcontractor a stand-down for safety may be required to be followed from the contractor / subcontractor supported by Eurofins Environment Testing.

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Any delays based on any discipline, behaviour and safety matters and will be at the cost of the Contractor / subcontractor for managing any stand-down and other associated rectification matters.

11 KEY CONTACTS

EHS Team
Location: Melbourne – 6 Monterey Road Dandenong South
Phone: 03 8564 5018
Email: lu3x@eurofins.com

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12 CONTRACTOR ACKNOWLEDGEMENT

I _____
FULL NAME

Of _____
ORGANISATION

Acknowledge that the matters contained in the Contractor's Handbook apply in addition to my obligations as a contractor, including under any other agreements between the contractor and Eurofins Environment Testing.

SIGNATURE

_____/_____/_____
DATE

Please return a signed copy to the Contractor Acknowledgement Form to: LU3X@eurofins.com prior to the commencement of work onsite.

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