

EHS GUIDELINES FOR AHKC SUPPLIERS / VENDORS / CONTRACTORS

Background: A. H. Khan & Co. has always been pro-active in ensuring safe and healthy working environment for all its company personnel and non-company people engaged in direct or indirect business activities with AHKC inside or outside company premises. This is followed as a matter of complying with our Environment, Health and Safety policy and the policy objectives thereof. It also includes the environmental and bio-diversity conservation aspects of company operations and the enlisted suppliers', vendors' and contractors' activities internal or external to the AHKC premises.

These guidelines are the basic requirements for the above category of people. The explanation or details of each individual VBP (Values business partner) group may be obtained from the respective line Manager who has got the ownership of the activity or from the EHS Manager, had there been any confusion or ambiguity arises regarding these general guidelines.

Basically, the category of indirect suppliers is divided into two main groups. Namely,

- a) Indirect materials supplier
- b) Indirect services provider

A) INDIRECT MATERIALS SUPPLIER:

1. The supplier has to ensure that the materials or any part of it is not hazardous to human health and safety with respect to the user(s) and the people in the vicinity. Also, he has to ensure that any emission / discharge from it or normal usage of it will not have any adverse effect on the environment or bio-organisms in the vicinity.
2. In case of supplying of imported materials, the supplier should ensure that it has got the "CE" or equivalent certification from the manufacturer's end as a conformance to environmental, health and safety requirements.
3. Supplying of any chemicals must be accompanied by the Material Safety Data Sheet (MSDS) provided by the manufacturer.
4. For the supply of Hazardous Chemicals (inclusive of insecticides, pesticides and flammable materials), the supplier has to ensure that the containers bear appropriate labels / signs, handled and transported in compliance to AHKC safety procedures.
5. While the supplier's / vendor's people and/or their transports / carriers are within AHKC premises, must obey ALL the EHS guidelines as enforced from time to time by AHKC, applicable to them and their activities.

6. Any accident / incident during transportation of the supply to AHKC premises or while inside AHKC area must be informed to the respective Manager who is the process owner.
7. In case of supplying locally manufactured materials, the supplier / vendor must ensure that his workshop is fully EHS compliant as per AHKC guidelines, ILO convention and local regulations. AHKC representatives may visit the site to verify compliances.
8. Spillage of any material, chemical or oil during loading, unloading or transportation within or outside AHKC premises is strictly prohibited. Any accidental spillage of above goods to be reported immediately to the AHKC Manager concerned.
9. In case of transporting / handling flammable materials, special precautions must be taken to prevent and/or protect fire incidents within or outside AHKC premises. This particularly emphasises on the usage of static electricity earthing provisions for vehicles / containers, availability of appropriate fire extinguishers, escorted by trained people capable of handling emergencies etc.
10. The supplier / vendor should always quest for better alternatives of his supplies with respect to environmental and bio friendliness, handling comfort and less waste, dust or residue generation.

B) INDIRECT SERVICES PROVIDER:

All Service providers, their employees and any sub-contractors of the Service providers and their employees whilst on Company's premises must comply with all Environmental, Health & Safety legislation as well as company's Environmental, Health & Safety Regulations. Some of the major points from Environmental, Health and Safety Manual of A. H. Khan & Co. are as follows:-

- a. Ensure that **Work Permit** for work at height, working with heavy objects, electrical work, hot work, entry into confined space etc. are obtained from concerned Manager before starting any job on Company premises.
- b. Ensure that all equipment and tools brought to the company premises are in a safe condition, have recently been checked, obtained written certificate and that all personnel using the equipment/tools have been trained about the safe operation of those equipment/tools.
- c. All jobs must be done with appropriate tools and fixtures depending on the nature of job.
- d. On the occasion of event management at company premises or at outside company premises, the concern organization **MUST** follow standard AHKC EHS guideline. For necessary clarification and EHS work instructions, he/they **MUST** contact with the manager responsible for the event and the technical services department.

Some salient points from Environmental, Health and Safety Manual of A. H. Khan & Co. are stated below for your easy reference. This list is not complete and exhaustive. For all practical environmental, safety and hygiene related issues, this Environmental, Health and Safety guidelines of the company must be treated as the complete code of conduct in this regard.

1. Fire Safety:

- a) Ensure that the Factory's Standing Instruction on Fire Safety is understood and followed by everybody.
- b) Everybody must have adequate knowledge about the location of fire hazardous element / zone, fire station, fire assembly point, fire fighting equipment and emergency evacuation doors.

2. Safety Clothing & Gears:

- a) Ensure all necessary protective clothing as required by the nature of the job are used (safety spectacles, goggles, face shields to protect eye and face, ear muff and ear plugs to protect hearing, foot wear and hand gloves to protect foot and hand, safety helmets to protect head, respiratory protective equipment, body protective clothing, safety belts/fall arrestor for high level job etc.)
- b) Must wear helmet when working above 2 meter high or hammering an object. The helmet should be in perfect condition with chin strap and inner frame intact. It is mandatory to use helmet at construction sites and inside warehouses at all times.

3. Hand Tools:

- a) All hand tools must be of company's / International standard and an appropriate one for the job; and under no circumstances a damaged or non standard tools will be used; such as files without handles, mushroomed chisels, worn-out screw driver, hammering an object by another object other than a hammer etc.
- b) Tools not in use must be secured or placed in holders while work is being performed overheads.
- c) Throwing tools or materials from one location to another, or dropping them to lower levels must not be permitted.
- d) Use of Adjustable Spanner (slide-wrench) is prohibited at all times.

4. Portable Electrical Tools:

- a) All portable electrical equipment / tools like hand drill, hand grinding machine etc. must be double insulated with maximum working voltage of 110V AC and the earth fault loop impedance of the circuit does not exceed the values

required for the protective device in order to ensure a maximum disconnection time of thirty milli-seconds.

- b) Any electrical power tapping must be done through company's standard 110V plug and sockets extensions connected only through ELCB.
- c) Defective plugs, sockets, cables must not be used under any circumstances.

5. Electrical Arc Welding:

- a) Electrical Welding set must be of International standard with insulated cable connectors of the locking joint type and capable of being plugged into company's standard sockets connected only under ELCB.
- b) Power cable must not be entangled with welding cable and both welding and power cable must be clear of ladders, passage ways or doors and there should be no possibility of over run by trolley, skips, trucks etc.
- c) Earthing of welding set must be done properly with standard earthing clamp directly to the object to be welded, and not through any other objects or machine body.
- d) Any person doing welding job must be a certified welder and accompanied by a 'Fire Watcher' equipped with necessary Fire fighting equipment.

6. Gas Welding:

- a) All gas welding set must be of International standard equipped with all necessary safety accessories like flash back protector, pressure regulator, meters, valve wrench/wheel, fire extinguisher etc.
- b) Any gas cylinders must not be kept in the vicinity of heat source, Protection must be given from extremes of temperature, physical damage, electric current and contamination of oil or grease.
- c) Any person doing gas-welding job must be a certified welder accompanied by a "Fire Watcher" equipped with necessary fire fighting equipment.

7. Colour Coding:

- a) Ensure that all employees have adequate knowledge about company's colour coding system, environmental, health and safety sign and symbols.
- b) Everybody must be capable of identifying hazardous element, areas/zones to protect themselves with necessary protective clothing/devices.
- c) Everybody must be capable of identifying any hot/service line (electric, gas steam, water, telephone etc.)

8. Scaffolding & Platforms:

- a) Ensuring that the scaffolding/ladders/cat-walks to be used are inspected and found in safe condition and any scaffold made/fitted must be of company's standard and approval in writing by the authority before use.
- b) Metal ladders must **NOT** be used while doing any electrical job.
- c) While using ladders one person must be at the bottom of it tightly pressing the feet of the ladder to the ground.

9. Housekeeping:

- a) Ensure good housekeeping near working place all the time, providing proper barricade with necessary sign board and safe access to all work areas free from any obstruction, projections and oily materials.
- b) All floor and wall openings that may cause accident near working place must be blocked or properly guarded.
- c) No dangling and/or trailing cables will be allowed in the work areas which may cause any entanglement.

10. Locking-off Procedures:

- a) Ensure that main switch, Local Isolators, Main isolating valves of compressed air, steam, vacuum, water etc. are in '**OFF**' position and locked using a multi-locking device before starting of any job on the machine or any energy line.
- b) Everybody must know how to use a multi-locking device and locking system of a main switch, steam, compressed air, water, vacuum isolating valves.
- c) Ensure that everybody doing electrical jobs is certified electrician.

11. Confined Space Entry:

- a) Entry permit must have to be obtained prior to any entrance into a confined space (like underground/ground/over the ground tanks, cylinders etc.)
- b) The entry door of the cylinder or confined space must have to be kept open at least an hour before entry and a fan / blower (conforming all Safety status of AHKC) to be used for forced ventilation.
- c) An escort should always be ready outside the confined space constantly watching if anyone inside falls sick and should arrange for immediate removal of the affected person from inside the space and rush for medical care.

12. General Safety & EHS:




- a) Ensure that you or any of your sub-contractor(s) engaged by you or your employee or worker under your direct or indirect control does not use any process, tool, method or materials having an adverse effect on the surrounding environment i.e. air, soil, ground and surface water. Nor you will be allowed to use any chemical(s) having a detrimental effect on environment, vegetation and wild life in and around the work-area.
- b) You will be required to have trained personnel for consistent supervision and control on above requirements. But it does not mean that your responsibility on the EHS issued for your job is diminished.
- c) Any transport you bring inside the company premises must be in a good condition mechanically (engine condition, hand brakes, lighting etc) and environmentally (no black/blue smoke emission, no oil leakage, no damaged seat belts etc.).
- d) Transports should be parked **ONLY** in the demarcated areas and under no circumstances anybody will rest or sleep under or beside the parked vehicle.
- e) Any equipment using electrical main supply must have appropriate earthing facility with a 3pin flat plug-socket arrangement covered by ELCB.

- f) Joining electrical cables are usually discouraged in AHKC. If at all necessary, appropriate connectors to be used and to be kept out of reach of any person. Connecting the cables by twisting the wire ends and cello taping them and keeping them within human reach is prohibited.

13. Penalty Clause:

- a) Violation or non-adherence of the above instructions and procedures shall warrant imposition of penalties on the concerned contractors at the sole discretion of AHKC. Generally, the penalty ranges would be as follows:
Any MINOR violation (as decided by the manager employing the contractor) for the first instance shall warrant a penalty ranging from Tk 500 to Tk. 5000. Recurrence of similar violations would lead to dismissal of the enlistment of the contractor.
- b) Any major and deliberate (as assessed by the manager concerned and the EHS Manager) EHS violation shall lead to cancellation of enlistment with immediate effect.

We do hereby declare that I will abide by all the EH&S guidelines mentioned above.

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