



**A NUESTRO SIG
LE PONEMOS
CORAZÓN**

Calidad, Medio
Ambiente, Seguridad
y Salud en el Trabajo.

CONTRACTORS 'MANUAL



This document is proposed as a tool to ensure that all the contracts which TRONEX S.A.S establishes with third parties whether they are natural or legal persons in their commercial activities, services, adjustments, structure development, etc., comply with the requirements to prevent work accidents, occupational diseases of contractors and / or subcontractors.

It contains general requirements for all contractors (natural persons or legal rights), therefore it must be disclosed to the bidders from the moment they present the proposal in order to be managed as a guide, a means of consultation and reference, the requirements mentioned herein are mandatory.

RESPONSIBILITIES OF THE COMPANY OR CONTRACTING PERSON

Any person hired directly or indirectly by the company or CONTRACTOR to work within the facilities of Tronex S.A.S. must know and abide by the rules established within the company and in this plan as well as the legal regulations of Health and Safety at Work.

ADMINISTRATOR OF THE CONTRACT BY TRONEX S.A.S

It is the responsibility of the Company to take care that companies or people, CONTRACTORS; comply with all technical and administrative standards and what is established in this plan, in addition to the current legal regulations with safety and health at work and will be directly responsible for:

- Contractors within the premises of Tronex.
- Assign temporary storage areas for equipment and tools.
- Notify the Occupational Health and Safety area of the scope of the contract between the interested parties.
- Schedule the work progress meetings (when these exceed more than 15 working days).
- Establish and track the activities outlined.
- Conduct assessments of contractor management.

RESIDENT ENGINEER

He is the person in charge of each contractor company, who will guarantee the fulfillment of the technical, administrative and safety and health standards in the works issued by the competent authority or described in this document, he will also be responsible for:

- Introduce standards Safety and Health at Work contractors.
- Minimize the risk of incidents and / or accidents or the appearance of occupational diseases.
- Carry out follow-up and control of compliance with Health and Safety regulations in the Workplace.
- Guarantee the affiliation of the CONTRACTOR personnel to the General System of Professional Risks.
- Perform management reports and progress of the work and send it to the area of Health and Safety at Work Tronex.
- Ensures compliance with Occupational Health and Safety standards before starting to work.

LEADER OF SAFETY AND HEALTH AT WORK

- Makes sure the contractor has seen the induction video and approved the respective proof.
- Trains the resident engineer or HSEQ of the contractor for the preparation of ARO (Occupational Risk Analysis) and work permits.
- Issues SST Requirements according to ARO.
- Reviews the respective SST requirements (AROS - Work Permits and documentation requested).
- Supports the SST parameters.
- Performs daily inspections and / or as necessary according to the risk.
- Verifies compliance with SST standards and suspends activities as a consequence of non-compliance with them.
- Makes opening of the respective work permits.

NOTE: Every contractor adheres to the integral policy of Tronex and the policy of alcohol and drugs ensuring compliance during the execution of the contract.

REQUIREMENTS AND OBLIGATIONS OF THE CONTRACTORS

The contractor must comply with the legal guidelines, specific to the client, and corporate in order to ensure an alliance that allows it to reach the results established based on the SGI Tronex S.A.S

ABOUT SAFETY

SG-OSH management system and health and safety at work

The contractor must implement, maintain, execute the Health and Safety Management System at work in accordance with the guidelines and risks inherent to its activity and the service provided to Tronex S.A.S; This document must be signed by the legal and professional representative with a License in Occupational Health.



LEGAL REQUIREMENTS

The contractor must:

- 1.** Identify and keep updated the legal requirements applicable to the activity performed.
- 2.** Disclose to staff the applicable legal requirements according to the activity to be developed.
- 3.** Follow up on the applicable legal requirements.

AFFILIATION TO THE SOCIAL SECURITY SYSTEM

The contractor must:

Make the respective affiliation and payment of contributions to the general social security system.

Note: This requirement applies to ALL contractors; regardless of the service provided or the time for which I acted as a contractor.

IDENTIFICATION OF HAZARDS AND RISKS

The contractor must have a mechanism to identify hazards and risks, and perform the assessment within the ARO (Analysis of risk by trade) for the work contracted, under the format of Tronex S.A.S.

Stated ARO must be sent 2 days before starting its activities within the facilities of Tronex S.A.S. For exposure to chemical risk, the contractor must have all the security elements and carry the spill kit.



OCCUPATIONAL MEDICAL EXAMS

In compliance with resolution 2346 of 2007, the contractor will be obliged to determine the respective occupational medical examinations by means of a job profile diagram signed by a doctor with specialization and a license in Occupational Health, guaranteeing the execution of the same and their respective custody, additional must verify special conditions such as:

- Work at heights.
- Cargo handling.
- High and low voltage.
- Confined spaces.

Guaranteeing the beginning, periodic (yearly) and the completion of the work examinations.

TRAINING AND SKILLS

The contractor must guarantee the planning, execution and follow-up of induction programs, training according to the significant risks identified and the cargo profiles, guaranteeing the records and compliance with current legal guidelines.

PERSONAL PROTECTION ELEMENTS



The contractor must:

- 1.** Identify the PPE necessary for the execution of the activities.
- 2.** Guarantee the quality of the PPE.
- 3.** Supervise the use.
- 4.** Perform periodic inspections..
- 5.** Guarantee the supply and stock for the conducting of activities.
- 6.** Validate its operation.
- 7.** Properly dispose.
- 8.** Document the technical specifications and requirements of the EPP.

PROFILES

The contractor must document and present to the contract administrator and the SST area the respective resumes of the personnel and certificates according to the work to be carried out in order to guarantee the training and competence for the execution of the tasks.

EMERGENCY PLAN

The contractor must develop, implement and maintain an emergency plan containing at least:

- Company Identification.
- Vulnerability analysis.
- Resources.
- People in charge and roles.
- MEDEVAC (patient transfer system).
- PON (Normalized Operating Procedure).
- First Aid and Medical Services.

INCIDENTS AND WORK ACCIDENTS

At the time of an accident at work the CONTRACTOR company; must move the injured person to the nearest IPS (Healthcare Institution) and make the respective FURAT report within 48 hours to the corresponding entity.

Note: ALL SERIOUS WORK ACCIDENTS must be investigated in compliance with current Colombian legislation.

The investigation should be shared with the SST area of Tronex S.A.S.

SIGNALING

The contractor must perform the signaling and demarcation of the areas to be intervened in accordance with the early detection of risks; all areas of intervention should be demarcated to avoid the transit of personnel.



ADMINISTRATIVE REQUIREMENTS AND STANDARDS

- All personnel must carry an identity document, which must be presented upon entry into the main gate.
- The **CONTRACTOR** company is obliged to present at the front desk of Tronex S.A.S the payment form and affiliation to the main social security system of the personnel working with him.
- The **CONTRACTOR** company or person is required to maintain the affiliation payment to the general social security system to date for the duration of the work for which was contracted (law 100 of 1993 Book I chapter II pensions, Book II Chapter II Health, Decree 1295 OF 1994 Chapter III).
- It is prohibited to admit minors to work as a companion or worker (Resolution 2400 of 1979, title XIII).
- All **CONTRACTOR** personnel must use at all times during their labor shift the uniform provided by the contractor or contractor party in case of not having a corporate uniform, it must be provided as a minimum; overalls in drill or Jean, shirt, steel toe boot (Law 11 of 1984, articles 7 and 8, Resolution 2400 of 1979, Title IV Chapter I).

ADMINISTRATIVE REQUIREMENTS AND STANDARDS

- If any representative of Tronex finds a **CONTRACTOR** personnel to present signs of drunkenness or being under the effect of stimulants or hallucinogens will immediately report to the area of SST and it will take the necessary corrective measures to ensure the safety of the employee, the people and the safety of the plant.

- The company or personnel **CONTRACTOR** will not allow its personnel to smoke during the execution of the tasks (Resolution 1956 of 2008).

- **CONTRACTORS** must not perform any work that is beyond the scope of the contract.

- The **CONTRACTOR** company must cordon off the area of influence of the work to be done in order to avoid inconveniences and accidents to third parties by making a provisional closure when dealing with construction works or structural reforms (Resolution 2400 of 1979).

- The **CONTRACTOR** company must place signs according to the identification of the risk.

- The **CONTRACTOR** is obliged to withdraw the personnel under his charge that does not comply with the OSH regulations.

TÚ HACES PARTE DE NUESTRO
SISTEMA INTEGRADO DE GESTIÓN
———— **TRONEX**  ————

POR ESO:



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