



Sands China Limited

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# **SANDS CHINA FACILITIES DEPARTMENT**

## **Outside Contractor Requirements**

**SCL-OHS-OSCR-01-01**

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# Section 1



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# Sands China Limited

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## 1. Safety Policy



### Sands China Limited

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#### OCCUPATIONAL HEALTH AND SAFETY POLICY

Sands China Limited is a gaming operator that provides a safe and healthy working environment to all Team Members. Sands China believes that the successful application of occupational health and safety requires the effort from Management, Team Members and Macao Government. Sands China recognizes that occupational health and safety is an integral part of business performance. Sands China is committed to fulfil OH&S legal and other requirements and to provide continual improvement of the occupational health and safety management system.

The objective of Sands China Facilities Department Occupational Health and Safety Policy is to provide a safe and healthy workplace for all team members. To provide Team Members with the training and information necessary to deal with safety issues that may arise quickly and effectively. The policy is intended to demonstrate a commitment by management to reduce and minimize work related occupational health and safety risks, hazards and injuries to all Team Members.

#### 職業健康與安全政策

金沙中國是一間為所有員工提供安全與健康的工作環境的博彩企業。金沙中國相信職業安全與健康的成功地實踐需要管理層、員工和澳門政府的努力。金沙中國認為職業安全與健康是業務上不可或缺的部分。金沙中國致力於履行職業安全與健康的法律和其他要求，並不斷改進職業健康和安全管理體系。

金沙中國設施管理部職業健康與安全政策的目標是要為所有員工提供安全與健康的工作環境、為員工提供培訓及所需資料，以處理突如其來的安全問題。這政策是表明管理層的承諾；令所有員工在有關職業安全健康的風險、危害及傷害方面減至最少。



Approved By: Mike Naylor, SVP of Facilities Management

Approved Date: 24 July 2018

批准人：Mike Naylor，設施管理部高級副總裁

批准日期：2018年7月24日

# Section 2

## 2. Appearance Standard

Contractor will provide their employees with a uniform to facilitate a Professional appearance to Sands China Limited guests, casino & hotel security and for worker safety.

1. All workmen/contractors must wear tidy clothes and shoes during the course of the work. No workman is allowed to be bare-footed or naked.
2. Jackets must be neat and in good repair.
3. Headgear is to be neat and in good repair. Inappropriate logos will not be permitted.
4. No gang attire.
5. Fulfill local regulations & Sands China Facilities Department (SCFD) Outside Contractor Requirements for Personal Protection Equipment (PPE), (footgear, hardhats, goggles, ear protection, respirators, fall protection, etc.)
6. Male & Female: Hair must be neat, clean and appropriately styled at all times. Extreme hairstyles and/or unusual hair colors are not permitted. Long hair must be pulled back when using any equipment where it could provide a hazard (chain saw, grinders, etc.) beards and mustaches must be well groomed at all times.
7. The Sands China Ltd. Management will resolve any differences in opinions concerning appearance, Contractors are required to comply with The Sands China Ltd. Management's final decision.

# Section 3



### **3. Designated Work Areas/Use of Sands China Ltd. facilities**

Contractor's access is restricted to the designated work area & contractor should facilitate their safety and security concerns.

1. Contractor should restrict their activities to their designated work area.
2. Building material, equipment, tools, etc. shall not be placed outside the designated work area.
3. Contractor will not use Sands China Ltd. facilities (i.e. telephone, fax, TV, network system and Team Member Dining) unless advised otherwise.
4. Contractor is not allowed to use guest toilets at any time.
5. Contractor is not allowed to use fire hose-reel tap water for any reason except for fire extinguishing purpose.
6. The contractor is not allowed to use passenger lifts for the transportation of machines, equipment, tools and workmen except with the prior written approval from SCFD.
7. All machines, equipment and tools to be transported to and from the working area shall use the designated loading bay, service lifts and service passageway. For transportation of heavy equipment or use of any service lift, contractor should seek permission from SCFD in advance.
8. Fee will be charged if the service lifts are damaged or made dirty during the course of work.
9. Do not block fire doors
10. Worksite access doors should always be closed.
11. An appropriate protection will be provided to separate the worksite (Hoarding, safety barrier, overhead protection, etc.

# Section 4



### **4. Interact with Sands China Ltd. Employees and Guests**

Contactors will not interfere with the normal work schedule of Sands China Ltd. employees and be courteous in the presence of guests.

1. Contractor should not interrupt the normal workflow of Sands China Ltd employees.
2. Any special needs are to be directed to a SCFD, i.e. equipment needed, schedule changes, access to work areas, etc.
3. Contractor will conduct themselves in a professional and polite manner, while on Sands China Ltd. property. Rude or obscene language or gestures will not be tolerated.

# Section 5

## 5. Permits and Project Updates

Contractor must acquire any required permits and provide daily updates to the designated team in SCFD.

1. Any required permits must be acquired prior to the start of any work, e.g. blocking off part of a street for use of boom lift or crane, safe work, hot work & fire alarm output, fire system suspension etc.
2. All required permits will be in place before any work is started including,
  - a. Hot Work Permit
  - b. Fire alarm output disable
  - c. Red Tag Permit (Sprinkler Shut off)
  - d. Lock Out & Tag Out
3. All workers without a worker permit must arrive at the security check point/staff entrance to apply for a worker permit before entering to work and return the worker permit before leaving on a daily basis. Contractor should inform and get approval from SCFD Teams before work start.
4. Generally the normal working hours are 9:00a.m. to 6:00p.m., if any work is considered necessary outside this period of time, it can only be carried out with the permission of SCFD, Security department and the department the contractor is working for.
5. Updates are to be delivered to the department the contractor is working for. The updates will include:
  - a. Start and stop time of the work
  - b. Contract labor hours
  - c. Material(s)used
  - d. Equipment used
  - e. Status of the project, i.e. work completed that day, problems encountered, scheduled work for the following day and project needs.

# Section 6

## **6. Noisy Work**

Contractors are restricted to carry out noisy work in order to minimize the disturbance to guests/ operations.

1. Provide detailed information & schedule of the noisy work for SCFD approval prior to any site work.
2. SCFD reserves the right to stop any noisy work at any time upon verbal instruction of Facilities/ Security management or Hotel duty manager onsite.

# Section 7



## 7. Occupational Health & Safety

The SCFD's Outside Contractor Requirements are designed to ensure the wellbeing of our guests, employees and contractors and to prevent on-the-job injuries and accidents. Contractors shall ensure all works and other associated activities comply with the requirements of the SCFD Outside Contractor Requirements and local regulations.

1. All local regulations & SCFD Safety Requirements will be met or exceeded on all jobs.
2. If the work involves 20 workers or more working in our property, a suitable qualified safety personnel shall be employed to implement and ensure that safety standards are maintained and their works are carried out safely and without risk to health. For less than 20 workers, a safety representative shall be assigned to handle all OH&S related issue.
3. Contractor shall follow SCFD requirement ensure health & safety for their staff, owner's employees and guests. It shall include, but is not limited to:
  - *Confined Space:*  
Comply with local regulations and obtain SCFD approval before work start, assign competent person to handle all related site assessment, entry permit, checking on all required equipment & PPE etc. In order to make sure works are carried out safely and fulfill all local regulations.
  - *Operating Hoist:*  
Hoist Operator should be a competent person with proper training. Secure the work area and watch personnel shall have a clear view of the area. Ensure the hoisting equipment has been tested & certificated by an authorized party with a valid certificate available. Make sure the loading is less than the maximum allowable load and should be balanced and correctly fastened and installed on the hook. Never use a hoist for lifting, supporting or transporting people.
  - *Gondola:*  
Only competent persons are permitted to operate and/or be on the gondola. The competent person should follow local regulations to perform proper safety check before work & maintain related records.
  - *Ladder Usage:*  
No wooden ladder is allowed in the workplace. Ladders are used for access purpose only. Always maintain three points of contact. Ladders should not be used as working platforms.
  - *Working in MEP Plant Room:*  
Access to, or working in, a MEP plant room (room equipped with mechanical and/or electrical equipment, pumps, motors and air conditioning equipment), requires wearing a hard hat with chin strip as a must and working alone is not allowed except for visual inspection only. Follow all the safety notices posted inside/ entrance of the plant

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rooms. Obtain Work Authorization from SCFD before access or work in MEP plant room area.

- **Chemical Safety:**  
Each chemical should have its own MSDS and be stored in a suitable container. Proper labels will be displayed on the chemical container. To prevent chemical spill, chemicals stored on shelves or onsite need to be provided with secondary containment or with a spill kit. Chemicals should be sorted so that different types are not mixed together. PPE is required when handling chemicals.
- **Personal Protective Equipment(PPE) :**  
The best method is to do overall protection, use PPE as the last line of defense only when you cannot control and implement safer measures. Suitable PPE is to be provided. The below table is for reference only, it depends upon actual circumstance. All PPE provided should fulfill local regulations.

<b>Task</b>	<b>P.P.E.</b>
Working at Height	Safety Helmet with chin strip, Safety harness
Spraying/Painting	Mask, Apron, Chemical-Resistant Gloves, Goggles
Welding	Protective Welders Face/Radiation protective Eye Shield, Flame Proof Protective Gloves, Apron, Safety Boots
Cutting/Polishing	Leather gloves, Ear plug, Goggles
Entering into high noise level area	Ear muffs/Ear plug
Manual handling operation	Gloves, appropriate Shoes
Chemical Handling	Goggles, Mask, Chemical-Resistant Gloves, , Apron, appropriate Shoes
Entering Mechanical Rooms	Safety Helmet with chin strip, appropriate Shoes

- **Working at Height**  
All sides of the working platforms from which a person may be liable to fall more than 2 meters shall be provided with at least two guard-rails of adequate strength and toe-boards securely fixed in position. The height of the top guard-rail shall be between 900mm and 1150mm from the floor. The Toe-board shall at least 200mm high.
- **Electric Safety:**  
Electrical supply installation must be undertaken by a competent person. Electrical equipment cables & sockets shall be properly earthed &

waterproof type if necessary. Wire shall be placed high to prevent damage to the wire.

- *Lock out and Tag out:*

The following are minimum requirements for the SCFD lock out Tag out process. Lockout is the preferred method of isolating fixtures, equipment or machinery from energy sources. It shall be used to ensure that the fixture, equipment or machinery is isolated from all potentially hazardous energy and locked out and tagged out before Authorized and/or affected personnel perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause bodily injury and/or to prevent damage to fixtures, equipment, machinery or the environment. Liaise with SCFD to have the energy sources isolate before work starts and follow SCFD procedure.

- *Fire Precautions:*

Contractor is required to ensure sufficient fire extinguishers for their work, existing SCFD fire extinguishers are not allowed to be relocated. Make sure not to block any fire service equipment and/or fire exits. All fire service equipment is for emergency use only and not allowed for any other purpose.

- *Hot Work:*

A Hot Work permit is required for all work (welding, metal cutting, etc.) that will have a fire risk. Work can only begin after obtaining an approved Hot Work Permit from SCFD fire shop.

4. Upon request by SCFD, contractor shall submit Safety Plan 14 days before the work starts for SCFD approval.
5. Carry out Occupational Health & Safety Inspection with/without the presence of SCFD representative regularly or commencement of the work/project. SCFD representative may spot check on the OH&S without advance notice.
6. All equipment will be used in accordance with the manufacturer's safety recommendations.
7. Contractors will supply their own safety equipment. Projects will be stopped if the proper safety equipment and/or requirements is not being used and/or followed.
8. Before leaving, the site must be checked by a site/safety personnel to ensure that there is no possibility of spontaneous combustion, electrical short circuit or water leakage
9. SCFD Contractor shall report to SCFD in case of work injury within 24hrs, submit accident report and corrective action required. Contractor has the full responsibility to comply with local regulation & liaise with local authorities to handle work injury case.



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10. If the contractor's employee works in or around areas where there is a potential hazard to Sands China Ltd., it is the contractor's responsibility to contact Facilities Service Centers at:

Venetian & Plaza : 811 84999

Sands Cotai Central : 811 38499

Parisian : 811 14999

Sands Macau : 811 84999

# Section 8

### **8. Site/ Site Storage**

Contractors are responsible for the clean up of the work site on a daily basis. The site shall be left in a neat and acceptable condition as determined by SCFD.

1. Work site is to be clean before contractors go to break or lunch and at the end of each workday.
  - Removal of all debris from entire job site/storage.
  - Removal of all debris from streets, sidewalks, or any area visible to guests.
  - Debris includes any discarded plant material, plant containers, soil, food wrappers & cups
  - Do not obstruct fire service equipment and/or fire exits.
2. Upon completion of the construction, make sure the site/storage is neat & tidy before final acceptance.

# Section 9

## **9. Food/ Beverages/ Smoking**

Eating, drinking and smoking is permitted in designated areas only.

Food and beverages will be allowed in designated areas only. Food and beverages will not be allowed within the work site or in any public area. Drinking alcohol and/or being intoxicated is strictly forbidden at the worksite.

Smoking is only allowed in the designated smoking area. Use of guest smoking areas is not allowed.



# Section 10

## **10. Training**

Contractor will meet or exceed all local regulations & SCFD requirements. Training record/certificate will be provided to SCFD upon request.

Contractor will provide training and safety documentation with bids, if required. If the contractor does not meet or exceed any, or all, local regulations & SCFD mandated training requirements, bids may not be accepted.

# Appendix



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## 11. Requirement Acknowledgment

I acknowledge receipt of Sands China Ltd. Outside Contractor Requirements, consisting of twenty-eight (28) pages, and agree to comply with them. Failing to do so, I accept being terminated the work immediately until further notice.

CIS Number & Description: \_\_\_\_\_

Company Name: \_\_\_\_\_

Representative's Name/Title: \_\_\_\_\_

Signature & Chop: \_\_\_\_\_ Date: \_\_\_\_\_