



Brown & Root

Industrial Services, LLC

Pre-Qualification Requirements



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INTRODUCTION

The purpose of this document is to provide a framework of responsibilities and an evaluation process for Contractors (referred to as the **Contractor**) providing services for Brown & Root Industrial Services, LLC (referred to as Brown & Root) in order to provide a safe and healthy work environment for all workers. The Contractor is responsible for adopting a health and safety program which assures compliance with all provincial, state and federal laws. Brown & Root is committed to hiring Contractors who demonstrate compliance with legal mandates, and who demonstrate good safety performance. Brown & Root is responsible for providing a safe work environment for all workers and for providing Contractors with site specific health and safety information.

1. TOTAL LOSS CONTROL PHILOSOPHY

The occupational health and safety of each employee/contractor, the protection of the environment and community, and the protection of physical assets are of vital importance in the conduct of our business. All risks can be managed to prevent personal injuries or illnesses and minimize other potential losses.

- Management is responsible for providing a safe and secure working environment by ensuring:
 - compliance to the letter and spirit of current legislated regulations and site rules;
 - proper equipment, procedures and training are provided;
 - effective security and emergency response systems are in place.
- Each worker is responsible for working safely with equal concern for the safety of co-workers by complying with health and safety legislation and with established rules and procedures.
- Each worker is responsible for maintaining and operating all functions under his/her control to ensure efficient operation within all regulated environmental control standards.
- Zero Harm can be achieved only through the support and active participation of everyone.

2. HEALTH, SAFETY, ENVIRONMENT MANAGEMENT SYSTEMS

These practices are defined in the form of requirements, to be followed by all Brown & Root employees and Contractors working under the Brown & Root Safety program. It includes Brown & Root's obligation to provide a safe work environment, your responsibility to work safely, and applicable work procedures to be known by all affected workers. Through the orientation process, Contractors are to be informed of the known hazards related to the work being performed and the process area where they will be working.

3. PRE-QUALIFICATION QUESTIONNAIRE

Contractors who share Brown & Root's safety beliefs and dedication to Zero Harm will be preferred. Contractor safety performance will be a significant criterion in the Contractor selection process. Contractors must establish a track record of outstanding performance and a rigorous Safety Management System of their own. This is part of the formal qualification process.

A Pre-Qualification Questionnaire must be completed by all Contractors who wish to have their names on our qualified Contractor List. This is normally accomplished through the Contractor's registration with ISNetwork. Contractors not approved through the self assessment process will





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be informed of the areas of deficiency so they may have the opportunity to enhance their programs to meet qualification standards. Brown & Root's Contracts Department will facilitate this process. The evaluation will be performed in conjunction with the Contracts and the HSE Department. The self assessment will be utilized to identify strengths and weaknesses in Contractor programs enabling us to better match Contractors with related jobs and identify additional requirements that may have to be addressed in order to perform a task or project safely.

- Any of Contractor's subcontractors involved in the work are to be identified and approved by Brown & Root prior to entry onto the site.
- The subcontractors are the responsibility of the Contractor and it is the Contractor's responsibility to ensure that the same safety requirements must also be met by the subcontractor. Brown & Root reserves the right to control which subcontractors will be performing work on the site. If at any time subcontractors are to be brought onto the site, the Contractor must inform the Brown & Root contact and Contract Administrator in order to receive the appropriate approvals.

All Pre-Qualifications will become part of the existing file on each Contractor and are for the sole use of Brown & Root and the named Contractor. Random evaluations of the self assessment information presented will be conducted to confirm the accuracy of the information.

The following items will be utilized to select a Contractor for a specific scope of services:

- An evaluation of the Contractors safety and loss prevention performance.
- A review of the Contractors self assessment and associated documentation.
- A review of previous work history for Brown & Root or its affiliates or subsidiaries.
- A review of the management systems, programs, procedures and equipment that the Contractor has to safely complete the job.
- A review of Job Specific Policies and Procedures to meet Quality Assurance Standards.



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GENERAL INFORMATION

1. ORIENTATION

All Contractors' employees must first go through a site orientation prior to performing work on site. **Any Contractor job leader/supervisor must then attend an extended orientation.** Specific expectations will be defined and the results of non compliance reviewed. All Contractors will be met at the orientation center and taken to the department / work area in which the work will take place. No Contractors are to enter the site from the orientation center without the accompaniment of a Brown & Root contact or designated alternate. Upon arrival at the work site, a department/job specific orientation will take place to fully inform the Contractor of specific job tasks, any associated hazards, and required procedures for the area.

2. RESPONSIBILITIES

Zero Harm is best achieved by being alert, understanding the associated hazards and effective control measures, ensuring the safe way to accomplish each task is understood and by being ever mindful of changing conditions and situations which may compromise safety.

A. Brown & Root and Contractor Management Responsibilities

- Promoting Zero Harm programs, MyKey Stop Work, CtCC and Keys to Life.
- Providing safety and job instruction training.
- Supplying proper tools and equipment.
- Supplying protective clothing and equipment.
- The Contractor is responsible for all its employees and for all other persons calling on it or doing business with its firm while on site. All other individuals working for a specific Contractor must follow the guidelines for site entry, including orientation
- Subcontractors must be identified and approved by the Contract Administrator prior to entry on the site.
- Ensuring the safe conduct of visitor(s) or calling person(s).
- Ensuring compliance with all regulations, procedures and contracted obligations to Client.

B. Contractor Supervisor/Job Leader Responsibilities

- Providing safety and job instruction.
- Ensuring that safety management systems, safe practices and procedures are adequate, current and correctly applied.
- Conducting a job plan review to ensure employees understand the hazards and controls, safety programs and special procedures required for the job.
- Ensuring tools and equipment provided are safe and suitable for the job.
- Taking disciplinary action in the case of deliberate infractions to safety rules and regulations.
- Ensuring daily Tool Box and Weekly Safety Meetings are held and documented.
- The Contractor has the overall responsibility for health and safety at their job site. This shall include Contractor's employees as well as Sub-Contractors employees and all visitors.

C. Contractor Employee Responsibilities





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- Doing your jobs safely in accordance with procedures and the safety rules, regulations and practices of Brown & Root.
- Using good judgment.
- Keeping your mind actively on the job.
- Stopping any unsafe work when conditions or acts warrant it.
- Timely reporting of incidents, unsafe conditions and practices
- Machinery, tools and operating equipment must be inspected before, and after use.
- Using the proper tool for the job.
- Maintaining equipment in good condition.
- Damaged equipment and tools must be removed from service and reported to your supervisor.
- Providing feedback on better ways to do a job.
- Attending Tool Box and Weekly Safety Meetings
- Reporting any medical condition(s) that may affect your ability to perform your duty safely to your Supervisor.

D. Occupational Health and Safety

- All personnel must understand their obligations under the Occupational Safety and Health Act (OSHA) governing the working environment and be aware of the regulations and codes and standards contained or referenced by the Act.
- Contractors shall comply with all relevant Federal, Provincial, State, Municipal and other local safety regulations.