

SCHEDULE: SHEQ FOR CONTRACTORS PROVIDING SERVICES

Document Changes (17 March 2023)	
Section	Change
All	New Format
	Definitions updated
	To include Life Saving Rules

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0 Preliminary

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0.2 Defined Terms

Agreement	means the agreement to which this document is attached as a schedule or appendix
Contractor	means the contractor providing services described in the Agreement
Helios or Helios Towers	means the company stated in the Agreement requiring the services
Helios Life Saving Rules and Standards	means the document attached as the Annex, with any amendments or additions issued from time to time by Helios to Contractor
Services	means the services Contractor is providing under the Agreement
SHEQ	means safety, health, environment and quality
Site	has the meaning given in the Agreement
Vehicles	means mechanical transportation with four wheels or more ie cars, pickups, vans, trucks and buses. Not motorcycles or tricycles.

1 SHEQ REQUIREMENTS

- 1.1 Contractor shall comply with Helios SHEQ Policies and Procedures and this schedule, including the Helios Life Saving Rules and Standards, and any subsequent amendments or additions.
- 1.2 Contractor shall ensure, and be held solely and entirely responsible for ensuring, that all its personnel and sub-contractors and their personnel working on the Sites are familiar with, understand and comply with Helios SHEQ Policies and Procedures and this schedule, including the Helios Life Saving Rules and Standards, and any subsequent amendments or additions.
- 1.3 All work relating to the provision of the Services shall be carried out in accordance with rules, regulations and instructions issued by Helios. The above shall be interpreted to include all national/local rules, regulations and laws concerning all aspects of safety.
- 1.4 Should any of the works be at a Site, which is classified by Helios as hazardous, particular attention is drawn to the necessity of strict adherence to regulations and instructions applicable to such Site, which shall include compliance with written permit-to-work systems.
- 1.5 Contractor shall be responsible for ensuring that standards similar to those described in this schedule apply to sub-contractors' SHEQ management systems and SHEQ performance.

2 CERTIFICATION AND COMPLIANCE

- 2.1 If Contractor is a Maintenance Partner then they shall be certified to **ISO 9001/14001/45001** by a UKAS accredited third party within 18 months of the effective date for the Agreement. Within 30 days of that effective date, Contractor must provide Helios with an action plan and responsibility matrix setting out the steps to be undertaken, with timeframes, to achieve the certification required.
- 2.2 Contractor shall remain compliant with the International Finance Corporation (IFC) E&S performance standards.

3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 3.1 Contractor shall provide, at Contractor's own cost, all necessary PPE, including uniform, helmets, safety boots and gloves, plus any other special equipment as detailed in the Helios SHEQ Policies and Procedures, in sufficient quantities to ensure safety for its and its sub-contractors' personnel.
- 3.2 Contractor shall replace any items of PPE at its own cost, which in the opinion of the Helios SHEQ coordinator, does not meet with Helios standards or becomes defective during use.

4 COMPETENCE ASSURANCE

- 4.1 Contractor shall have in place a formal system of competence assurance for its and its sub-contractors' personnel, the scope of which shall cover as a minimum:
 - 4.1.1 training for all trade/discipline skills required in the provision of the Services (which training shall also comply with any training needs analysis notified by Helios);
 - 4.1.2 understanding of safe working practices including, without limitation, permit-to-work systems, environmental awareness and waste control; and
 - 4.1.3 a means of confirming that the competence assurance system is effective and verification that all its and its sub-contractors' personnel are covered and have been assessed for competence.
- 4.2 Helios has the right to instruct Contractor's and its sub-contractors' personnel to undertake testing with respect to their competence. As a result of an unsatisfactory test result, Contractor shall remove the relevant personnel from performing the Services and provide a more qualified and experienced personnel, fully competent to carry out the tasks assigned with no additional cost to Helios.
- 4.3 Helios has the right to object to and require Contractor to remove any of its or its sub-contractors' personnel who in the opinion of Helios misconduct themselves or are negligent in the proper performance of duties and such personnel shall not be again employed by Contractor or its sub-contractors for work for Helios without prior written approval of Helios.

5 SHEQ REPORTING

- 5.1 Contractor shall report immediately to the Helios managing director and Helios SHEQ coordinator (or for Services that are just for Site security, to the Helios security representative) and record in writing within twenty four hours of the incident, all SHEQ incidents on any premises of Helios or Contractor or at any third party or public locations where Services are being carried out on Helios' behalf. For the avoidance of doubt reporting shall include:
 - 5.1.1 all fatalities and recordable injuries under the US Occupational Safety and Health Administration ("OSHA") reporting requirements; and
 - 5.1.2 all other incidents, including near-misses.
- 5.2 Contractor shall submit a monthly formal SHEQ report in Helios' format to the Helios SHEQ coordinator (or for Services that are just for Site security, to the Helios security representative), no later than the fifth working day of each month reporting as a minimum the following:
 - 5.2.1 all fatalities and recordable injuries under OSHA reporting requirements; such injuries shall also be expressed as a frequency per million man-hours worked;
 - 5.2.2 all other incidents which either result in, or have potential for, significant injury/damage/loss;
 - 5.2.3 all near-miss incidents which have high potential for injury/damage/loss;
 - 5.2.4 performance against SHEQ targets;
 - 5.2.5 a summary of monitoring activities, reviews, inspections and audits; and
 - 5.2.6 a summary of the status of any remedial actions.

6 SHEQ INITIATIVES AND CAMPAIGNS

- 6.1 Contractor shall implement, engage and comply with, at its own cost, all Helios SHEQ related initiatives and campaigns applicable to the Services. Helios SHEQ related initiatives and campaigns shall include, but are not limited to, applicable actions arising from Helios incident review boards, SHEQ Management Reviews and Safety Directives.

7 VEHICLES

- 7.1 Contractor shall make sure that all vehicles both owned and leased, are fitted with IVMS (in-vehicle-monitoring-systems) and able to report monthly on the vehicle performance parameters as required by Helios.
- 7.2 Contractor shall make sure that all vehicles both owned and leased, are fitted with inward and outward facing dashboard video cameras which are able to report monthly on the vehicle performance parameters as required by Helios.
- 7.3 Contractor shall only use motorcycles if specifically authorised in writing to do so by Helios Group Head of SHEQ. If motorcycles are so authorised, Contractor shall ensure that all motorcycles, both owned and leased, are fitted with GPS and able to report monthly on the motorcycle performance parameters as required by Helios.

8 RIGHT OF AUDIT

- 8.1 Helios reserves the right to audit Contractor to assure itself that SHEQ matters are being managed and controlled in accordance with the requirements of the provisions in this schedule and Contractor's SHEQ management system.

9 SHEQ ENFORCEMENT

- 9.1 Helios may at any time instruct Contractor to stop all works if, in its sole opinion, any work is progressing in an unsafe manner which could result in damage to any installation or equipment or property or cause injury to any person. Any costs incurred as a result of such cessation or interruption of the work shall be solely for the account of Contractor, and no claims whatsoever shall be entertained by Helios in respect of such costs or associated delays.
- 9.2 Contractor, its personnel and sub-contractors and their personnel shall comply with Helios SHEQ Policies and Procedures and this schedule, including the Helios Life Saving Rules and Standards, and any subsequent amendments or additions. Failure to do so or to satisfy Helios with regard to SHEQ risks shall constitute a material breach and shall entitle Helios to terminate the Agreement in accordance with the agreed termination provisions.

ANNEX

Helios Life Saving Rules and Standards

Life Saving Rules instructions

Work does not start until everyone knows the Life Saving Rules and how to follow them.



Seatbelt
Always wear your seatbelt



Electrical isolation
Always verify electrical isolation before work begins



Drive safely
Always follow the speed limit



Line of fire
Always keep yourself and others out of the line of fire



Working at height
Always protect yourself against a fall when working at height



Lift plan
Always follow the prescribed lift plan



Mobile phones
Never use your phone while driving



Night driving
Never drive at night without approval



Alcohol and drugs
Never use alcohol or drugs while working or driving



Suspended loads
Never walk under a suspended load



Stop Work Authority

All members of our workforce should understand that they have the responsibility and authority to intervene and stop work if they observe potential or actual non-compliance to these rules or indeed any other unsafe activity. The intention is to create a safe working environment for everyone.

All operating companies (opcos), and our partners, should promote the development of a culture that encourages individuals to intervene and that only allows work to be carried out when there is compliance with these rules.

Proactive intervention may be the last opportunity to prevent a serious injury or fatality. If rule breaking occurs, workers must immediately notify their supervisor, the person in charge of the work activity or higher-level management.

Tom Greenwood,
Group CEO, Helios Towers plc

Life Saving Rules are in place for your own safety.

If you choose not to follow these rules you choose not to work with Helios Towers.

Do it Right, Do it Safely

Standard

1

Personal protection

MINIMUM PPE REQUIREMENTS FOR ALL PERSONNEL ON SITE



Hard hat



Hi-vis vest



Safety shoes

Additional PPE for construction activities



Safety goggles



Gloves



Safety harness

Standard

2

Vehicle safety



MINIMUM DRIVER REQUIREMENTS



Valid driving licence



Defensive driving certificate



Medically fit to drive



No unauthorised night driving



MINIMUM VEHICLE REQUIREMENTS



IVMS fitted



Daily vehicle check completed



No unauthorised passengers



No passengers in cargo bed

Life Saving Rules



Always follow the speed limit



Always wear your seatbelt



Never use your phone while driving



Never use alcohol or drugs while working or driving

Standard

3

Working at height

SUPERVISORS



Paperwork

Carry out point-of-work risk assessment



Team

Check competent and fit to climb



Equipment

Check certified and fit for purpose



Environment

Check for hazardous weather and wildlife



Structure

Check integrity and safe to climb



Rescue

Ensure effective rescue plan in place



Communication

Ensure team understand climb plan

ALL CLIMBERS



Supervision

No supervision, no climbing



Fall arrest

- ✓ Always use a five-point harness and double lanyard
- ✓ Always hook high and secure

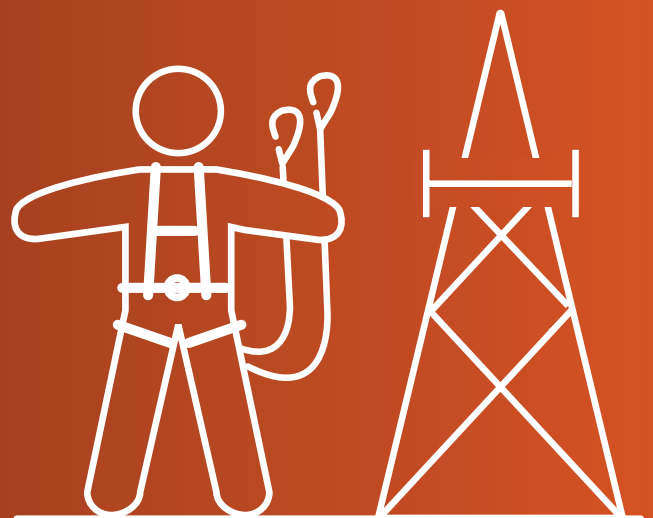
Life Saving Rules



Always protect yourself against a fall when working at height



Never use alcohol or drugs while working or driving



Electrical safety

PRIOR TO USING ELECTRICAL EQUIPMENT, STOP AND CHECK:



Personnel

- ✓ Must be trained and competent
- ✓ No metallic jewellery to be worn



Tools and equipment

- ✓ Always use the correct tools for the job
- ✓ Correctly calibrated and tested e.g. multimeters
- ✓ Electrically safe e.g. insulated screwdrivers



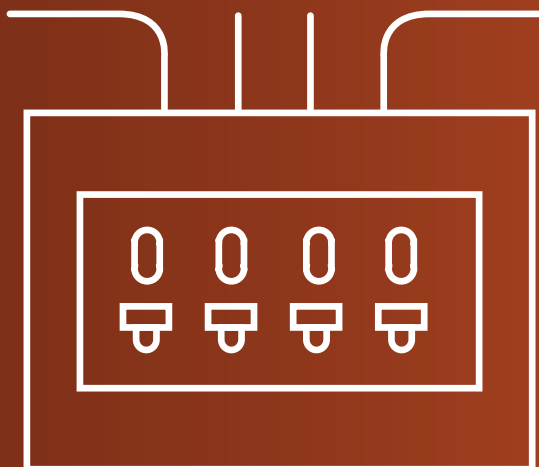
Electrical isolation

- ✓ Always ensure electrical isolation before working on live systems
- ✓ Always confirm electrical isolation with NOC before working



Electrical system

- ✓ All metal equipment to be earthed e.g. distribution boards, generators
- ✓ Distribution boards locked
- ✓ No in-line cable joins
- ✓ Cables routed underground
- ✓ Cable terminations
 - Correctly attached
 - Correctly insulated



Line of fire

BEFORE YOU BEGIN TO WORK IN ANY SITE ENVIRONMENT, STOP AND CHECK:



Assessment

- ? What objects are moving, under tension or pressure?
- ? If an object under tension is released, is it likely to hit me?
- ? What is happening around me that may cause a sudden movement and put me in the line of fire?



Environment

- ! Be aware of:
 - Vehicles reversing
 - Mechanical lifting of loads
 - Power tools
 - Rushing to get the job done



Controls

- ✓ The best-case scenario is to remove the hazard completely
- ✓ Exclusion zones
- ✓ De-energisation



Best practice

- ✓ When applicable:
 - Use barriers
 - Use machine guards
 - Use banksmen



Standard

6

Manual handling

TO REDUCE THE RISKS WHEN MANUAL HANDLING ALONG WITH MOVEMENT, STOP AND CHECK:



Assessment

- ? Where are you moving the load from and to?



Weight

- ? Can the load be reduced?
- ✓ Always ensure one person does not lift more than 25kg at a time



Individual

- ? Can the individual physically take on the task? Consider:
 - Age
 - Body weight
 - Fitness
 - Medical conditions



Route

- ✓ Always keep the route free from obstructions



PPE

- ✓ Always use gloves for abrasive, hot or sharp loads



Overreaching

- ! Never overreach or overstretch while carrying a load



Setting to work

BEFORE YOU BEGIN TO WORK IN ANY SITE ENVIRONMENT, STOP AND CHECK:



Tasks

- ✓ Achievable within realistic timescales
- ✓ Resourced correctly
- ✓ Controlled



System of work

- ✓ Accurately reflects the task
- ✓ Identify the key risks
- ✓ Mandate robust risk mitigating controls
- ✓ Be available and/or communicated to all personnel at risk



Tools and equipment

- ✓ Serviceable, inspected and tested
- ✓ Appropriate for the task being undertaken
- ✓ Only used by competent personnel



Supervision

- ✓ Ensure all personnel are competent to undertake their task
- ✓ Ensure all personnel are fit to undertake their task
- ✓ Communicate and check all personnel understand the risks and controls associated with their task
- ✓ Be a safety role model at all times during the task



PPE

- ✓ Only to be worn by personnel competent to do so
- ✓ Appropriate for risks associated with the task
- ✓ Serviceable and inspected
- ✓ Worn whenever required