



SAFE MANAGEMENT OF CONTRACTORS

Doc 118/25

Revision of Doc 118/12

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SAFE MANAGEMENT OF CONTRACTORS

Prepared by Safety Advisory Council
Published in April 2025

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Amendments to 118/12

Section	Change
all	The document has been through a major revision



1 Introduction

Cooperation with contracting companies in the gas industry is increasing and contracted companies and their employees play an important role in safe operations, maintenance and constructions. Contracting companies are used for many different tasks, often involving hazardous activities. This guide gives advice to companies on how to manage occupational health, safety, and environmental issues, when working together with the contracting companies.

2 Scope and purpose

2.1 Scope

This publication applies to any type of contracted work performed on behalf of a gas company.

Although many recommendations may apply, this document is not intended to cover the following:

- temporary (loan) workers directly hired by the EIGA member company;
NOTE for safety reporting refer to EIGA doc 904
- contracted transportation activities when required to follow specific rules;
- contracted construction activities when required to follow specific rules.

2.2 Purpose

The purpose of this document is primarily preventive: it should be the guide for EIGA member companies and their contracting companies on implementation of the effective cooperation order to avoid HSE incidents.

3 Definitions

For the purpose of this publication, the following definitions apply.

3.1 Publication terminology

3.1.1 Shall

Indicates that the procedure is mandatory. It is used wherever the criterion for conformance to specific recommendations allows no deviation.

3.1.2 Should

Indicates that a procedure is recommended.

3.1.3 May

Indicates that the procedure is optional.

3.1.4 Will

Used only to indicate the future, not a degree of requirement.

3.1.5 Can

Indicates a possibility or ability.

3.2 Definitions

3.2.1 Accident

An event giving rise to death, ill health, injury, damage, process incident (loss of containment) or other loss.

3.2.2 Company

The EIGA member company purchasing external service from a contracting company.

3.2.3 Contract

A legally binding agreement between company and contracting company on contract work that defines and governs rights and duties of both to an agreement.

3.2.4 Contracting company

External undertaking that carries out work for a company under terms defined in a contract or service order.

3.2.5 Contractor

Person employed by the contracting company.

3.2.6 Contract work (Work)

Any service performed by a contracting company under the terms of an order placed by a company, specifying that, for a lump sum, a daily fee or according to price lists, defined work shall be performed by the personnel belonging to the contracting company and under the latter's authority.

3.2.7 Hazard

A potential source of harm.

3.2.8 HSE

Abbreviation Health, Safety and Environment.

3.2.9 Incident

An event that gave rise to an accident or had the potential to lead to an accident.

3.2.10 Service order

A request issued by a company and confirmed by the contracting company that includes the type and details of specific works ordered by a company. Similar to contract, a service order shall be supplemented by specific HSE documents (e.g. Site rules, Working permit,...)

3.2.11 Risk

The chance or probability of exposure to a hazard, combined with the consequences of such exposure.

3.2.12 Risk assessment

A structured and systematic procedure for identifying hazards, evaluating risks and prioritising decisions in order to reduce risks.

3.2.13 Subcontractor / subcontracting company

External person or undertaking engaged by the contracting company to perform work for a member company under the contracting company's authority. Within this document, the term "contractor" or "contracting company" also includes subcontractor or subcontracting company.

3.2.14 Work area (or site)

The geographic locations where the work is to be performed (including customer sites).

4 Selection of contracting company

4.1 Contract work risk level

The company shall evaluate the level of risk to people, property, process or environment of the work the contracting company is asked to perform.

When evaluating the level of risk of the contracted work, company management should identify such items as the number of workers, activity, work duration, hazardous materials involved, surroundings and overall activities, the simultaneous presence of various contracting companies.

Examples of high risk work include:

- Major construction works (other than those excluded in section 2.1);
- Demolition;
- Excavation;
- Non routine maintenance ;
- Work at height;
- Lifting/crane operation;
- Electrical work;
- Confined space work; and
- Hot work.

Examples of normally low risk work include:

- Garden services;
- Cleaning;
- Routine maintenance;
- Minor painting in non-dangerous zone and not at height;
- Plumbing/building repairs and similar minor civil engineering work, in non-hazardous areas; and
- Servicing of office equipment and other office works.

Also refer to section 6.

4.2 Selection of contracting company

The company shall assess which contracting company is competent for the work. Works with limited or low HSE risks may require less extensive supervision and following up than those with high HSE risk.

Criteria that should be taken into account when selecting a contracting company includes the criticality of the work and possible experience of contracting company in earlier contracts, qualification, training, HSE performance, HSE certification.

The selection of contracting company may be done within a list of pre-qualified contracting companies whose competences have been assessed and periodically checked according to the above mentioned criteria

It is the company responsibility to evaluate the ability of the contracting company to perform the work and then to adjust the HSE requirement accordingly. As well, the company is responsible for defining which of the requirements included in this publication are relevant for the execution of the contract.

Contracting company may employ or use subcontracting companies. For each, the contracting company shall request written permission of the company. When such permission is granted, it shall be on the clear understanding that the contracting company is also responsible for ensuring subcontractor compliance with the terms of contract.

The same assessment requirements shall apply to a contracting company when selecting subcontracting companies. For high risk work, the company may be involved in the selection of the subcontracting company or may require confirmation that the process has been followed.

4.3 Contractual agreements

The company manager (see 5.1) shall ensure the contractual agreement between the company and the contracting company is appropriate and proportional to the scope of work and the level of risk.

For high risk level works the company management should develop a formal contract process including:

- Invitation to tender (for example covering requirements for risk assessments and method statements for the work, legislative compliance, work carried out under a safe system of work i.e. Permit to Work, contracting company induction at company site, HSE Plan);
- Tender review process (company to carry out a suitable selection and evaluation of the contracting company);
- HSE review of the contracting company (review HSE questionnaire completed by the contracting company, perform audit where necessary);
- insurance questionnaire of the contracting company (review liability insurance details of the contracting company);
- checklist of the contracting company (to be completed by contracting company and returned to company for review);
- post-work review of the contracting company (at the completion of the contract to be completed by the company to record the performance of the contracting company); and
- General terms of contract.

For low risk level works, the company management may develop general terms of contract and pre-qualify contracting companies to develop a pool of pre-authorized contracting companies.

The pre-qualification should be carried out checking:

- technical and organizational capability of the contracting company; and
- HSE policies of the contracting company.

5 Company and contracting company responsibilities

5.1 Company

Company contract manager

For the purpose of this publication, the contract manager is the company's employee who has received responsibility and authority delegation for the work to be done (for example: a plant manager, a site manager, a project manager).

The overall responsibilities of the contract manager are to ensure that the HSE objectives of the company are met on all work carried out-

Company HSE representative

For all relevant HSE matters, the company HSE representative is the contact and cooperates with the company contract manager and HSE staff of the contracted company.

Depending on the level of risk, the responsibilities of the company HSE representative may include all or some of the following tasks:

- Cooperating with contracting company's HSE representatives and the staff of ~~their~~ its subcontractors in all relevant HSE matters;
- Ensuring legal HSE requirements have been fulfilled (risk assessments, specific qualifications, etc);
- Monitoring all contract works are carried out according to the procedures defined and complies with HSE requirements;
- Ensuring all relevant supervisors and employees have received information about the scope of work and the risks posed to normal operations by the contract work;
- Ensuring all supervisors and employees of the contracting company present on the site have received information about the scope of work, basic emergency site instructions, specific site and work location risks and the required training;
- Promoting measures, which can prevent accidents and injuries for contracting company's and company's employees;
- Stopping work of any contracting company's employee which is not executed in accordance with site or contracting company's HSE rules and/or work permit and/or a safe manner. Note that the right to stop the work in case of unsafe actions should be included in the contract without change in liability of the contractor.
- Informing the contract manager of any infringement of the contractual agreement with respect to HSE matters;
- Reviewing and reporting the HSE performance of the contracting company;
- Touring and inspecting the site at a frequency in accordance with the risk level; and
- Depending on local legal requirements, maintaining the HSE files.

The company HSE representative shall nominate a deputy when not on site.

5.2 Contracting company

5.2.1 Contracting company manager

For the purpose of this publication, the contracting company manager is the contracting company's employee who has received responsibility and authority delegation from their management for the work to be done (for example a construction manager, a project or contract manager).

The contracting company manager responsibilities are to ensure that the contracted work is carried out in accordance with the company's HSE requirements and that the contracting company's HSE policy and rules conform to company safety regulations. They have the overall responsibility of all work carried out in the scope of the contract.

5.2.2 Contracting company HSE representative

The responsibilities of the contracting company HSE representative may include all or some of the following:

- Cooperate with company HSE representative and the staff of other contracting companies and their own subcontractors' employees in all relevant HSE matters;
- Monitor that the work is done according to the procedures defined and comply with company HSE requirements;
- Ensure that all contracting company and subcontractor's supervisors and employees on the site have received information about the scope of work, basic emergency site instructions and the required training regarding risks, hazards, safety measures and procedures on the site;
- Report HSE matters such as new risk identification, incidents or near misses to the company HSE representative;
- Stop subcontractor's employees work which is not executed in accordance with company or contracting company HSE requirements, procedures and/or work permit and/or a safe manner;
- Review with the company and subcontractors HSE representatives the safety of the work activities;
- Prepare safety reports including up to date safety statistics;
- Tours and inspects the site with a periodicity in accordance with the risk level; and
- In addition, depending on local legal requirements, maintain the HSE files on the contracted work.

The contract company HSE representative shall nominate a deputy when not on site.

5.2.3 Contracting company employees

All contracting company's employees are required to conform to the rules of the company site

5.3 Subcontractor

Subcontractor shall follow the same HSE rules as required for the principal contracting company. These rules shall be part of the contractual specifications placed by the contracting company. The contracting company and subcontractors shall provide evidence that resources will be available to implement the HSE rules correctly.

5.4 Supplier

Equipment and machinery supplier who is required to erect, dismantle or maintain such equipment shall conform to same HSE rules as for subcontractor. They shall provide sufficient information to meet company HSE requirements (for example electrical certification, maintenance records, qualification records, permits).

6 Risk management

Also refer to section 4.1.

For the activities under their control, a contracting company shall have a written detailed risk assessment of the work activities in place. The complexity will depend on the level of risk of the work.

Risk assessments should include the following:

- Description of the work activity;
- Identification of hazards for life, health, environment and property associated with the activities;
- Equipment, procedures, precautions and controls required to mitigate the hazards;
- Personnel protective equipment required;
- Time schedule for the work; and

- Employee training content.

The resulting work activities risk assessments should be reviewed by the company HSE representative to ensure that all hazards have been identified and suitable control measures have been defined, with a particular focus on the interaction between all activities on site (for example company's activities and other contracting companies' activities).

7 Communication between parties

7.1 HSE company/contracting company meetings

On award of the contract an **HSE induction** shall be held and attended by company, any contracting company and subcontractors involved in contact work.

The goal of the induction is to share the information of the contracting company's risk assessments, focusing on the hazards arising from the interaction between company and contracting company's activities in the same workplace and to agree the rules to be followed during the work.

Typical topics should include:

- Nature, scope and schedule of work;
- Site and workplace tour of relevant areas, including risk review;
- Number of contracted employees;
- Contact details for the liaison representative of all companies involved;
- Clarifying responsibilities of all parties;
- Security, site access and traffic management;
- Working procedures;
- First aid and emergency procedures;
- Audits, reviews, inspections;
- Incident/accident reporting;
- Site induction and training; and
- Waste management

All communications should accommodate varying languages on site, if applicable.

HSE meetings shall be organised between all parties involved to review HSE matters with a periodicity depending on the duration and the risk level appreciation of the work being contracted. It is recommended to keep a record of the meetings.

The goal of these meetings is to review HSE situation, to have a critical review of HSE matters and to take all necessary actions to improve HSE on site.

A typical agenda for the HSE meeting should include:

- Review of the minutes of the last meeting;
- Contracting company's HSE report;
- HSE matters arising;
- Accidents, incidents and near misses, including lessons learned;
- HSE messages and campaigns;
- Significant changes to personnel;
- Forthcoming activities and anticipated concerns;
- Feedback from personnel; and
- Follow-up on HSE actions items.

Formal minutes of all meetings shall be issued by company HSE representative and distributed to all concerned parties. Names of attendees, distribution list of the minute, location and date of the meeting shall be recorded and archived until end of guarantee.

7.1.1 Contracting company HSE report (where required)

Where the contract requires it, the contracting company shall prepare and submit to the company HSE representative a periodic report to summarize HSE activities. It may include:

- Survey of all near-miss, incidents, accidents and reported unsafe acts or hazardous situations;
- Report from contracting companies' HSE meetings;
- Audit and inspection reports;
- Given training; and
- Any other significant HSE event.

7.2 Daily briefing meetings

According to the size of the contracted work and to the level of risk involved, HSE issues may be addressed with the contracting company in daily briefing meetings.

Daily briefing meetings shall be given at start of each shift in a language understood by the workforce.

Depending on the nature of the work, the company's or the contracting company's HSE Representative shall conduct these meetings. These briefings shall address the application of HSE rules and procedures to mitigate the hazards of current work.

Any advice on HSE issues, generated by personnel should be raised at the periodic HSE review meeting with the company. The conclusion of these discussions should be reported back to the workforce.

7.3 HSE communication to workers

According to the size of the contracted work and to the level of risk involved, in order to promote safety awareness, posters and notices may be posted in key locations around the site in a language understood by the workforce. HSE bulletins should be issued to inform employees about particular issues, accidents, incidents and about progress in achieving objectives and results.

8 Work permit system

A work permit system is required in all the cases listed in EIGA Doc 40, *Work Permit Systems*, implemented according to that document and applied by the company according to its standard procedures [1].¹

It shall be agreed and signed by the company and contracting company's managers or their HSE representatives. It is the contracting company's responsibility to communicate to their employees and subcontractor's employees the hazards, and safety measures that have to be put in place according to the work permit.

The work permit(s) shall be displayed at the work site in a designated location.

Different kinds of work permits may be issued such as General work permit, hot work permit, Confined space entry, Electrical work, Excavation.

Further information is also available in EIGA Doc 44, *Hazards of inert gases* and EIGA Doc 04, *Fire hazards of oxygen and oxygen enriched atmospheres* [2, 3].

¹ References are shown by bracketed numbers and are listed in order of appearance in the reference section.

Whenever necessary, a lock out / tag out procedure shall be implemented in order to assist in protecting workers against injury that can occur due to the accidental start up or release of energy from equipment that are being worked upon (for example. pressure, springs, heat and electricity).

9 Other HSE guidelines

9.1 Personal Protective Equipment

Specific personal protective equipment (PPE) including clothing might be required during work and shall be defined after the risk assessment of the work has been performed.

PPE shall include that required by the activity carried out by the contracting company and that required in the company's area where the activity is carried out.

For the latter refer to EIGA Doc 136, *Selection of Personal Protective Equipment* [4].

9.2 Cranes and lifting equipment

All cranes and lifting equipment, whether owned by contracting company or hired, shall carry relevant test certificates and examination reports, to demonstrate the equipment is fit for the intended task and has been maintained, according to legislation and manufacturer requirements.

Only qualified operators and trained riggers, authorised by the contracting company, shall be allowed to operate cranes. The contracting company shall be able to prove, to the satisfaction of the company, the competence of their employees to operate such equipment prior to its use. Operators shall be qualified for each make and model of crane operated.

Contracting company shall submit a lifting plan to ensure the correct selection of the equipment, people and procedures for the intended task.

Contracting company shall implement a regular inspection and maintenance program to ensure that all components of the lifting devices are kept in good conditions.

For further information, refer to Appendix 1

9.3 Portable electrical equipment and hand tools

Portable electrical equipment and hand tools need to be kept in a serviceable condition and used for their intended purpose according to manufacturer's recommendations and legal requirements.

Portable electrical tools shall be connected to electrical receptacles protected with appropriate Ground Fault Detection Interrupter (GFDI).

9.4 Material handling

The contracting company shall make available mechanical equipment to handle materials within the purpose of the contracted work.

Manual handling shall be allowed only when mechanical handling equipment is not available or not applicable and then only following a suitable manual handling risk assessment and training in relevant control measures.

When using a forklift refer to EIGA Doc 165, *Safe operation with fork lift trucks* [5].

9.5 Equipment for elevated works

Ladders, scaffolds and barriers, shall be made available by the contracting company whenever necessary.

Scaffolds shall only be erected by suitably trained and qualified persons. Ladders and scaffolds shall be routinely inspected for defects.

9.6 Welding and Cutting

For all welding, cutting and grinding activities, the contracting company shall only use competent and qualified welders. Welders shall be qualified according to the standard required by the type of work to be done.

All welding activities shall be subject to a hot work permit.

9.7 Hazardous substances

Hazardous substances shall not be used where a less hazardous alternative exists. All hazardous substances purchased for site whether by contracting company or subcontractors shall be purchased, shipped and used in full compliance with the REACH Regulation (EC No 1907/2006) [6].

All hazardous substances shall be supplied with a Safety Data Sheet (SDS) or an extended SDS (eSDS) where relevant that shall be collected by the contracting company's HSE representative and be freely available for inspection by any worker.

All hazardous substances shall be stored in accordance with the manufacturer's instructions and employees using those substances shall be trained in their use. Combustible material shall be kept away from ignition sources.

All persons handling such substances shall receive instructions regarding the identification of risks, HSE precautions, as well as spillage, waste and emission control procedures.

9.8 X-ray equipment

Any work involving the usage of X-ray equipment shall be carried out in accordance with legal regulations and by qualified people. Warning signs and barricades shall be used when required.

9.9 Emergency procedures

Emergency site procedures shall be communicated to the contracting company's manager or HSE representative at the start of the work (for example during the HSE induction). Prior to starting work, the company shall ensure that all contracting company's employees are fully aware of the company emergency procedures (refer also to section 11).

Firefighting and protection

It is the responsibility of the contracting company to ensure the training of its employees (and/or subcontractor's employees) in fire prevention.

Depending on the contract terms, it shall also be the responsibility of the contracting company to provide firefighting equipment for the fire risks anticipated, (for example fire extinguishers) on the work site. Fire extinguishers shall be identified with the condition and date of inspection. Empty, damaged or malfunctioning fire extinguishers shall be replaced immediately.

After raising the alarm, all fires shall be immediately reported to the company manager (or their representative on duty), and to the contracting company and company HSE representatives.

Unexpected hazardous material release

Any contracting company's employee discovering an unexpected hazardous material release (for example a gas leak, a liquid spill or loss of containment) shall alert all personnel in the immediate vicinity and shall immediately leave the work area and go to a designated safe location.

The release shall be reported immediately to the company manager (or their representative on duty) and to the contracting company and company HSE representative.

9.10 Housekeeping

The contracting company shall ensure workers adhere to housekeeping requirements of the company site.

9.11 Waste

Waste management is an environmental issue. The generation of waste should be avoided or minimized. If waste is generated, the contracting company shall take all practical steps to ensure that all wastes are, safely and legally managed, from the point at which they are created to the point of disposal.

Particular care shall be taken in handling hazardous waste, because it could have the potential to cause air, soil or groundwater pollution if not handled or disposed of in accordance with site rules or legislative requirements.

9.12 Health and fitness for duty

The contracting company is responsible for defining and implementing health and fitness requirements for each type of duty and must ensure that their employees are fit for duty on a daily basis.

9.13 First aid service

Depending on contract terms, the contracting company shall provide the work area with a first aid service for contracting company's personnel. Where such service is provided, only qualified personnel shall be employed.

In all cases, the company first aid service shall remain available.

All first aid treatment shall be recorded.

9.14 Workers' welfare

Depending on company site and on the contracted work to be done, sanitary and mess facilities may be provided by the contracting company. Such facilities shall be in line with local legislation.

9.15 Vehicular traffic

Vehicular traffic should be kept at a minimum.

On the company site, internal site traffic plan and other specific site rules are applicable. It is the contracting company's responsibility to ensure that they are observed.

The site traffic management plan shall be reviewed to identify any impact from contracting company's activity.

For large projects where contracting companies have responsibility for specific areas of the site, they shall produce a traffic management plan.

10 Security procedures

The company shall communicate site security and access rules to the contracting company. It is the responsibility of contracting company's manager to ensure its employees, subcontractor's employees and visitors comply with these rules.

A complete list of all personnel present on site shall be available and kept updated.

Company security personnel are authorised to conduct security inspections at all times, including search of personnel, toolboxes, vehicles etc. as necessary in compliance with local regulation.

11 Training

In relation to the contracted work, the contracting company is responsible for HSE training for all its personnel working on the job site.

It is also responsible for any additional training in order to maintain required competency levels of its personnel.

All contracting companies' and subcontractors' personnel shall be required to attend an HSE induction training carried out by a company Representative prior to authorisation to enter the site and/or commencing work.

As a minimum, this training should include a presentation of the site hazards, its HSE and security rules and emergency procedures.

Depending on the assessment of the level of risk for the contracted work, other relevant HSE subjects shall be presented (for example. hazardous atmospheres, confined space and pressurised systems).

A training register of all personnel who have been inducted, received additional training or re-training shall be maintained by contracting company.

12 Inspections and audits

With a frequency defined by the company, it is the responsibility of the contracting company's manager to organise routine inspections of the work to be supported by checklists and inspection report forms.

Contracting company shall make available a summary of all inspections to the company manager on request. This report may include the principal unsafe conditions or acts which were observed and the corrections made or recommended.

Depending on the requirements of the contract, full documentation shall be kept by the contracting company's HSE representative for review on request by the company's HSE representative and for auditing.

See Appendix 2 for further information.

The company's management normally has the right to make audits and/or inspections, and review the contracting company's HSE performance at any time.

13 Reporting / investigation of accidents and incidents

All accidents/incidents shall be reported immediately to the company manager (or their representative on duty) and to the company HSE representative and be recorded by the contracting company HSE representative.

Where applicable, they shall include:

- Fatalities;
- Lost time accidents;
- Recordable work injuries;
- Vehicle accidents;
- Equipment failure;
- Fires;
- Environmental incidents / accidents;
- Security violations;
- Near misses and other recordable incidents; and

- Unsafe or hazardous situations.

The contracting company shall investigate all accidents to determine root causes and to develop measures to prevent recurrence and then to be discussed during the periodic safety meeting. The company may determine that some accidents require more detailed investigation carried out by a team of experienced individuals including company and contracting company representatives.

14 References

Unless otherwise stated the latest edition shall apply.

- [1] EIGA Doc 40, *Work Permit Systems*, www.eiga.eu
- [2] EIGA Doc 44, *Hazards of Inert Gases*, www.eiga.eu
- [3] EIGA Doc 04, *Fire Hazards of Oxygen and Oxygen Enriched Atmospheres*, www.eiga.eu
- [4] EIGA Doc 136, *Selection of Personal Protective Equipment*, www.eiga.eu
- [5] EIGA Doc 165, *Safe Operation with Fork Lift Trucks*, www.eiga.eu
- [6] Regulation (EC) No 1907/2006 *concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)*, www.europa.eu

15 Additional references

EIGA Doc 23, *Safety Training of Employees*, www.eiga.eu

EIGA Doc 90, *Incident/Accident Investigation and Analysis*, www.eiga.eu

Appendix 1 - Cranes and lifting equipment

The lifting plan submitted by the contracting company (see 9.2) should include the following safety measures, whenever necessary (local regulations may specify other crane/lifting safety requirements):

Crane

- Cranes shall not be used to hoist people for elevated work
- The operator shall inspect the machine including safety devices before starting.
- The operator shall have full responsibility for the safety of a lift and may not make a lift until safety is assured.
- The operator shall understand and be able to determine the crane's capacity.
- A copy of the load chart shall be in the crane whenever it is being operated.
- Accessible areas within the swing radius of the rotating superstructure counter weight of a crane shall be barricaded to prevent people from being struck or crushed by counter weight.
- The load shall not be swung over other people and no individuals shall position themselves under a load.
- The load shall be controlled from the ground by means of taglines.
- Crane outriggers shall be levelled and fully extended and on solid compacted soil when making a lift. Outriggers should be supported if necessary.
- No part of the crane, load, hoist (load and boom) lines, boom and tag line shall come within 5 metres of energised electrical line.
- Crane contracting companies shall be approved by company

Hooks, shackles, beam lamps and slings

- Only one eye on a hook. A shackle to hold two or more eyes shall be used.
- All hooks shall have a safety latch or be mouthed (steel erection and shake-out hooks are exceptions).
- The load shall always be placed in the centre of a hook and never on the edge.
- Approval shall be obtained from a supervisor before rigging from any structural member to ensure that it can support the load raised.
- Never use plate grips, tongs, pipe clamps etc. as substitutes for beam clamps.
- Hooks, shackles and beam shall be inspected and approved before use. The capacity marked on the equipment shall not be exceeded.

Chain hoists

- A chain hoist shall be used within its rated capacity.
- Make sure that the capacity is marked on the equipment.
- Chain hoists are designed so that one person can operate the hand chain to lift the maximum load for the chain hoist.
- Load hanging on a chain hoist shall not be left unsecured and unattended.

- Do not stand or have any part of the body below a load suspended on a chain hoist.
- The load chain shall not be wrapped around the load to be lifted.
- Every chain hoist shall be inspected before making a lift. The visual check should include the hooks for any irregularities, the chain for wear or damage from abusive treatment.
- Softeners should be used, where possible, to obtain a "bite" on material rigged.

Ropes

- Wire shall be inspected for frays, kinks, broken wires and worn spots before using.
- Fibre shall be inspected for excessive broken fibres, worn out and deteriorated inner and outer strands before using.

Appendix 2 - Inspections and Audits

Inspections

The inspections should include:

- Work permits
- Personnel safety equipment
- Tools
- Safe working methods
- Safety Data Sheets
- Procedures
- Safety communications and notices
- Equipment
- Order and tidiness

Audits

The key elements to be included in the audit should be:

- HSE Policy
- Work organisation
- HSE plan and its implementation on the work site
- HSE measuring system
- Statistics
- Work risk assessments, corrective actions and their follow-up
- Minutes and list of attendance of all HSE meetings
- Analysis of inspection and previous Audit reports
- Accident/incident investigation results, corrective actions and their follow-up
- Employee training records
- Equipment certification documentation,