



# DP WORLD PARAMARIBO- MINIMUM CONTRACTORS HSE REQUIREMENTS



DP WORLD

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# 1. INTRODUCTION

## 1.1 DP WORLD PARAMARIBO

DP World is a world leader in Global Supply Chain solutions, specializing in Cargo Logistics, Terminal Operations, Maritime Solutions, Free Zones and more.

DP World Paramaribo (Integra Port Services and Suriname Port Services) is a subsidiary of DP World.

## 1.2 Port of La Vigilantia

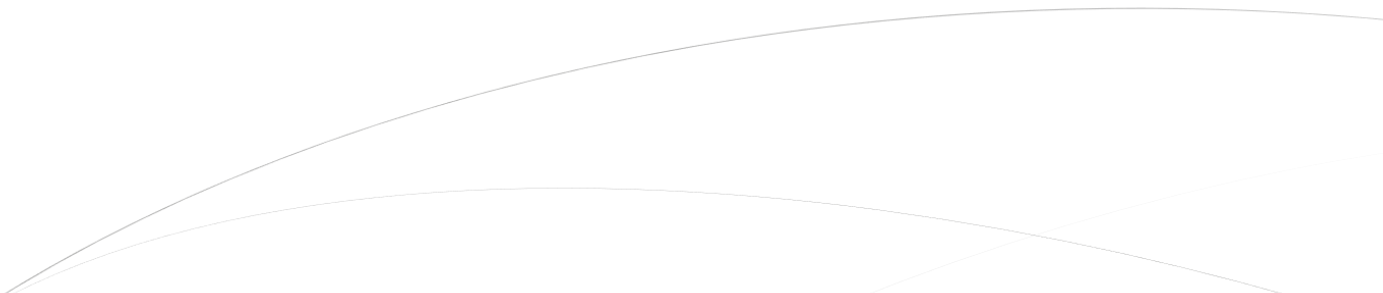
The Port of La Vigilantia is a private subsidiary terminal owned by DP World Paramaribo and located at La Vigilantia, close to Paranam. This terminal has 73 meters of concrete riverfront wharf supported by a 21,000 square meter storage yard. La Vigilantia is dedicated to handling project cargoes for the mining, oil, and forestry sector as well as for cement cargoes. Using a mooring dolphin, the terminal can accept vessels of up to 200 meters in length.

We have a Health, Safety, Security and Environment Department (HSSEQ), supported by regional and global safety teams. Our policies and guidelines are implemented to achieve the safest and most efficient methods of operation. Our policies and guidelines meet or exceed national health and safety legislation.

We have zero tolerance of conditions and behaviors that contribute to workplace incidents. To help us improve our processes and move towards our goal of Zero Harm, we regularly audit compliance with our policies and guidelines.

Emergency response, spill management and Dangerous Goods policies are in place to respond effectively to hazards affecting people and the environment.

# 2. APPLICATION

- These Minimum Health, Safety & Environment (HSE) requirements are applicable to all who work on DP World Paramaribo premises including Contractors and other persons performing Work or otherwise providing services to DP World Paramaribo premises.
  - These Minimum HSE requirements cannot be waived or altered, in whole or in part, without a prior Risk Assessment specific to the Work being conducted, and written consent has been provided by Manager-in-Charge.
- 

## 2.1 DP World Group Health, Safety and Environment Policy



**DP WORLD**

# GROUP HEALTH, SAFETY AND ENVIRONMENT POLICY

Our approach to Health, Safety and Environment (HSE) is based on caring for our people, environment, communities in which we work and stakeholder partners.

Our goal is to make sure everyone goes home safe and the environment is protected and enhanced wherever possible. This must be accomplished with a Zero Harm approach in our business.

Our Principles are critical to our success and enable HSE to be an integral part of our operations.

**We apply the HSE Pillars in setting our HSE objectives and when performing our activities:**

### 1. LEADERSHIP AND ENGAGEMENT:

Management lead the creation of a company-wide culture that values HSE as core to the business. Engage our people on solutions and empower everyone to act.

### 2. RISK REDUCTION AND IMPROVEMENT:

Through proactive identification, planning and action, we eliminate and / or minimise risks that make our workplace unsafe or harm the environment.

### 3. COMMITMENTS WE LIVE BY:

We all take personal responsibility for HSE in our workplace as a core value.  
We follow fundamental behaviours to live by everyday.

**To achieve our HSE Goal, we are committed to, and strive to continually improve as follows:**

- We measure our success by the safety and health of our people and the environment
- Our management and people are accountable and enabled to address HSE matters
- Our HSE strategies are adaptive and evolve to our business's needs
- We set clear objectives and measurable HSE targets that are aligned with our operational requirements
- We strive to eliminate serious incidents in our business through HSE assurance activities and risk reduction programs
- We embed HSE messaging in our daily communications
- We strive to set the standards for our industry and fulfil all applicable regulatory and other requirements
- We listen to our people and consult and involve them in our health, safety and environment decisions
- We provide training, engagement opportunities and information to our people to enhance competency and capability to work safely
- We remain responsible and commit to efficient use of natural resources, protection of biodiversity and ecosystems
- We prevent, reduce and manage releases and waste (pollution prevention)
- We implement leading sustainability practices, climate change mitigations and decarbonisation strategy to reduce emissions
- We proactively assess latest technologies and support the procurement of energy efficient equipment, products and services that impact energy performance
- Operations are stopped and corrected if a risk of a serious HSE incident is present
- We proactively identify and manage hazards, risks and opportunities
- We monitor and measure our HSE performance and maintain our HSE systems

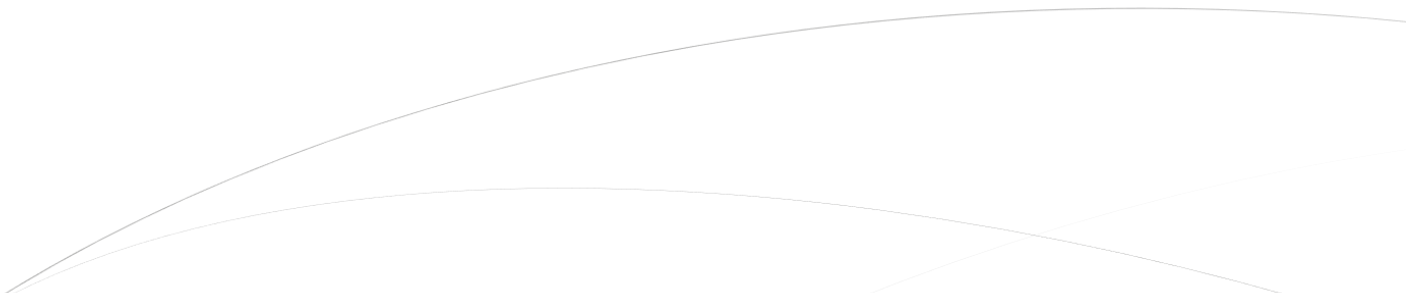
A blue ink signature of Sultan Ahmed Bin Sulayem.

**Sultan Ahmed Bin Sulayem**  
Group Chairman and CEO



## 3. COMPLIANCE AND RESPONSIBILITIES

### 3.1 GENERAL COMPLIANCE

- Contractor shall be fully and solely responsible for ensuring the health and safety of Contractor Personnel and for ensuring that its Work and other activities do not compromise the health and safety of DP World Paramaribo Personnel or any other party, the protection of the environment, the protection of property and those of any other party, and do not interfere with the safety of DP World Paramaribo.
  - Contractor shall comply with and shall ensure all of Contractor Personnel are trained and qualified to safely perform the Work and that they comply with all Applicable Legislation pertaining to the protection against fire, safety, health, and environmental hazards, and with any license, permits, authorizations issued by the respective authority.
  - The contractor shall comply with and shall ensure all Contractor Personnel comply with all terms and conditions of all agreements, expressed or implied, between Contractor and DP World Paramaribo, and all applicable DP World Paramaribo policies and practices.
  - Contractor shall provide Contractor Personnel, at its own expense, all safety equipment required to protect against injuries during the performance of the Work and shall ensure that Contractor Personnel are knowledgeable of and utilize safe practices in performing the Work.
- 

## 4. SITE SAFETY PLAN

### 4.1 GENERAL REQUIREMENTS

Prior to starting any Work on DP World Paramaribo premises, the Contractor must have a written Site Safety Plan that identifies and describes:

Specific hazards and risks that are associated with the Work being performed on site.

- Maintenance and cleaning of the yard and quay
- Fueling of mobile equipment, vessel etc. by fuel supplier
- DG cargo transport by third parties
- Cargo delivery by external truckers
- Construction, maintenance, or inspection of buildings
- Construction, maintenance, or inspection of mobile equipment's
- Construction, maintenance, or inspection of other facilities
- When/where Contractor Personnel work directly with or in proximity (time or space) to DP World Paramaribo, and methods of verifying compliance.

Scope of work (SOW): is the area in an agreement where the work to be performed is described. The SOW should contain any milestones, reports, deliverables, and end products that are expected to be provided by the performing party. The SOW should also contain a timeline for all deliverables (example in annex1).

## 5. SAFETY TRAINING

### 5.1 Minimum Training & Qualifications

- It is mandatory that all contractor employees must undergo a HSSEQ Contractors induction including on-site orientation or online presented by the HSSEQ department or designated.
- After the induction orientation Contractor personnel will receive a Safety & Code of Conduct booklet from DP World Paramaribo.
- At its sole cost and expense, Contractor shall ensure that all Contractor Personnel be fully trained and qualified for the Work they will be performing. Contractors and Contractor Personnel shall meet, or exceed, all Applicable Local Legislation requirements relating to training and qualification.
- Additionally, Contractor Personnel training and qualifications shall meet or exceed all applicable industry standards. Such as, but not limited:
  - a) Operators shall have a driver's license which complies with local legislation and proof of qualifications.



## 6. SAFETY ORIENTATION

### 6.1 General Requirements

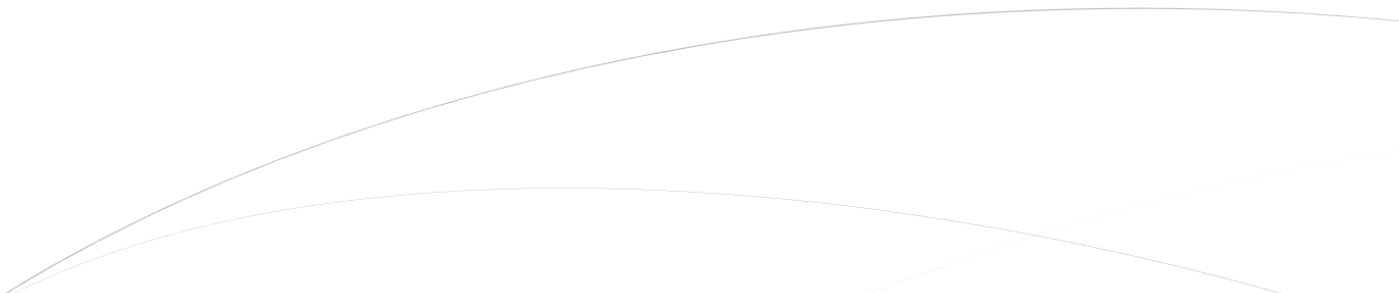
- Prior to beginning Work, all Contractor Personnel shall participate in an authorized DP World Paramaribo safety Induction, including on-site orientation or online presented by the HSSEQ department or designate.
- Any time the scope of Work, location, condition or supervision changes, Contractor Personnel may be required to attend additional safety orientation sessions.
- After successful completion of the safety induction, Contractors will be granted access and permission to start with the job activities.

### 6.2 Job Safety Briefing

Contractor Personnel shall attend all Toolbox and/or Safety meetings as and when conducted. Contractor Personnel shall be solely and fully responsible for understanding the content of the Toolbox meeting, and at minimum shall:

- understand the scope of Work to be performed and an appreciation of the nature of the location, environment, and conditions where such Work is to be performed.
- be aware of specific or unusual hazardous condition, existing or potential and the control measures required to protect against, control, mitigate, or where possible, avoid said hazard; and
- be informed/familiar with the emergency response plan /evacuation procedures of the site.

In all situations, all Contractor Personnel are expected to:

- (a) continually identify hazards and assess risk of hazards and to communicate all hazards continually and clearly to the Manager-in-Charge and to all other parties that may be affected at toolbox /safety meetings, and at any other time as and when appropriate or necessary.
  - (b) take actions that are within their assigned responsibility to eliminate or control hazards and risks; and
  - (c) immediately notify their supervisor or the Manager-in-Charge of hazards that pose unacceptable risk that they are unable to eliminate or control.
- 



Where Contractor Personnel are unable to eliminate or control a hazard, Contractor Personnel shall take interim measures to protect people, property, equipment, and the environment until the hazard can be properly assessed and appropriate corrective actions taken.

Where Contractor Personnel are working directly with or in proximity (time or space) to DP World Paramaribo Personnel, Toolbox/safety briefings must include both DP World Paramaribo Personnel and Contractor Personnel, and any other affected third parties. The safety briefing shall identify nature and extent of the interaction between the Work being performed by Contractor Personnel, and those performed by DP World Paramaribo Personnel or other third parties. Contractor Personnel shall inform DP World Paramaribo Personnel, and any other third parties of known or potential unsafe conditions and hazards that may be created by, resulting from, or inherent in their Work and the corresponding preventative, mitigation, and/or control measures at all job briefings prior to commencing Work, or as soon as Contractor Personnel becomes aware of such conditions. Where Contractor Personnel are unable to eliminate or control a hazard, Contractor Personnel shall take interim measures to protect people, property, equipment and the environment until the hazard can be properly assessed and appropriate corrective actions taken.

## **7. SAFETY REPORTING**

### **7.1 Incident/accident reporting**

DP World Paramaribo is committed to incident/accident prevention, which includes transparent reporting of all incidents. Responsibilities related to contracted work include:

- in cases of accidents and near misses that can be limited to the contractor's work, the contractor must carry out his/her own accident investigation and submit the information to

DP World Paramaribo HSSEQ department for review and approval:

- in cases involving serious accidents / environmental deviations and high risk near misses, and those incidents impacting a contractor's work, DP World Paramaribo shall carry out its own investigation separately or with the contractor and will incorporate the contractor's investigation results into DP World Paramaribo investigation report.
- implementation of actions by the contractor, resulting from the investigation, are verified by a DP World Paramaribo representative, when the actions impact DP World Paramaribo operations.

Relevant information from the investigation will be summarized in the investigation report. Investigation report requirements depend on incident severity, but always include following information:

- Description of the incident
- Causes of the incident
- List of follow-up actions
- Learnings for others.

The findings of the incident investigation will form the basis of an investigation action plan to prevent the incident from reoccurring and for improving overall risk management.

All accidents should be reported to the supplier's DP World Paramaribo contact. Accidents must be reported immediately.

## **8. PERSONAL PROTECTING EQUIPMENT**

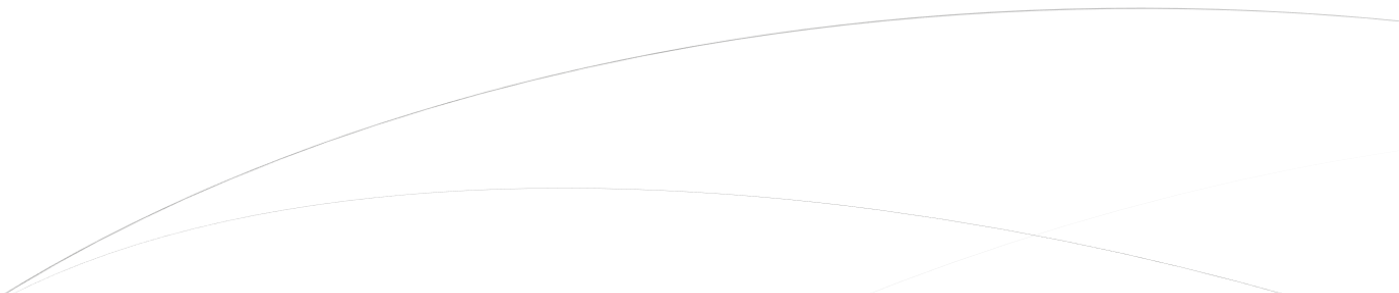
### **8.1 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE is specialized clothing or equipment designed to be worn or held by a worker for protection against exposure to workplace hazards. PPE can include, but is not limited to, safety glasses, hard hats, safety boots, gloves, hearing protection and high visibility clothing. It can also include non-clothing equipment such as gas monitors.

The Contractor shall ensure that Contractor Personnel wear personal protective equipment required by applicable legislation, regulations, codes, and industry standards as necessary to protect against personal injuries while on DP World Paramaribo premises. All personal protective equipment shall meet applicable legislation and industry standards.

The following mandatory personal protective equipment ("PPE") shall be supplied by the Contractor at its own expense and shall be always worn by Contractor Personnel while on DP World Paramaribo site.

The wearing of hard hats, high visibility clothing and safety footwear by all workers in operating areas is mandatory.



# 9. HOUSE KEEPING

## 9.1 Housekeeping

The contractor shall maintain a permanent order and cleanliness of the places where it is working. A clean workplace is a prerequisite for safe working. In case the contractor fails to comply with its obligations concerning the maintenance of order and cleanliness of the workplace, DP World Paramaribo reserves the right to mobilize a team to do the job of cleaning and charge the cost to the company contracted.

## 9.2 Waste management

Generated waste shall be sorted and disposed of according to the local instructions and regulations. The contractor must inform DP World Paramaribo prior to initiating any activity or using any chemical that may result in generation of hazardous waste or used oil.

The contractor and DP World Paramaribo must plan for appropriate management of these regulated wastes. Contractors are not to remove hazardous waste or used oil generated from the DP World Paramaribo site without approval by the DP World Paramaribo contact.

The contractor is responsible for the proper disposal of empty containers, and any contaminated materials and hazardous chemical waste generated.

Segregation of waste

Waste is segregated to:

- Ensure that waste can be disposed of appropriately and as per the waste hierarchy
- Prevent hazardous and general waste streams mixing. Cross-contamination of waste can cause higher than necessary disposal costs.



## HAZARDOUS WASTE

Hazardous waste must be segregated using compatible classes. When waste containing hazardous substances is released, it is isolated as soon as possible and collected in appropriate bins. This hazardous waste is then collected by a certified waste disposal company for further processing.

## SHIP WASTE FACILITIES

If there is a need for ship waste removal at the Port of La Vigilantia terminal, a request is made by the shipping agent on behalf of the captain of the ship to the Operations Department (Port of La Vigilantia Terminal foreman) for ship waste removal. The Port of La Vigilantia Terminal foreman presents the agent with the price per truckload. Upon confirmation of the service, the agent sends an email to the Operations manager and supervisors, the HSSEQ manager, the security officer and the Port of La Vigilantia Terminal foreman. The foreman contacts a contractor who will collect the ship's waste at an agreed time. When the ship's waste is collected by the contractor, the ship's waste is transferred directly from the ship into the body of the contractor's truck (capacity 3 tons), under the supervision of Security. The standard format for the waste delivery receipt (MARPOL) is completed by the captain with the following necessary information and signed by the ship's captain and Port of La Vigilantia Terminal foreman:

- receiving facility and port details
- ship details.
- type and amount of waste received.

The Port of La Vigilantia disposal of ship garbage form is completed by the Port of La Vigilantia foreman with the following necessary information and signed by the captain of the ship and the Port of La Vigilantia foreman:

- name of the ship
- date of collection of the ship's waste
- the costs per truckload equivalent to 3 m<sup>3</sup>

After the documentation has been completed, the ship's waste is further transported by the contractor to the Ornamibo waste dump, where it is dumped.

## 9.3 Chemical Safety

Contractors are required to inform their DP World Paramaribo contact of all hazardous substances which may be brought on to the DP World Paramaribo site including providing the most current Safety Data Sheet (SDS) for each substance. All substances brought onto the DP World Paramaribo premises, including secondary containers, must be labeled in accordance with regulations. Flammable liquids should be stored separately, and flammable chemicals should be kept in a secure manner during use according DP World Paramaribo IMDG procedure.



### Classification of Dangerous Goods

<b>Class 1: Explosives</b>  <b>Subclass 1.1:</b> Explosives with a mass explosion hazard <b>Subclass 1.2:</b> Explosives with a severe projection hazard <b>Subclass 1.3:</b> Explosives with a fire <b>Subclass 1.4:</b> Minor fire or projection hazard <b>Subclass 1.5:</b> An insensitive substance with a mass explosion hazard <b>Subclass 1.6:</b> Extremely insensitive articles			<b>Class 4: Flammable solids or substances</b>  <b>Subclass 4.1:</b> Flammable solids <b>Subclass 4.2:</b> Spontaneously combustible solids <b>Subclass 4.3:</b> Dangerous when wet		
			<b>Class 5: Oxidizing substances and organic peroxides</b>  <b>Subclass 5.1:</b> Oxidizing agent <b>Subclass 5.2:</b> Organic peroxide		
<b>Class 2: Gases</b>  <b>Subclass 2.1:</b> Flammable Gas <b>Subclass 2.2:</b> Non-Flammable Gas <b>Subclass 2.3:</b> Poisonous Gases			<b>Class 6: Toxic and infectious substances</b>  <b>Subclass 6.1:</b> Poison <b>Subclass 6.2:</b> Biohazard		<b>Class 7: Radioactive</b> 
<b>Class 3: Flammable Liquids</b> 			<b>Class 8: Corrosive substances</b> 		<b>Class 9: Miscellaneous dangerous substances and articles</b> 

## 9.4 Protection of waterways

It is the contractor's responsibility to prevent emissions or releases of chemicals (including petroleum products) with the potential to cause detrimental impacts to process wastewater, soil quality, surface water or groundwater. Spills should be addressed immediately to minimize damage using appropriate safety measures. Contractors are authorized to summon local emergency responders as needed by calling emergency numbers to address serious spills or other emergency situations.

# 10. EQUIPMENT AND TOOLS

## 10.1 General Safety Requirements Respecting All Tools, Equipment and Machinery

Contractor Personnel shall ensure that all tools, equipment, and machinery used be:

- (a) in compliance with all Applicable Legislation.
- (b) in good working order, properly serviced and maintained.
- (c) safe for their proposed use and used only for purposes specified by the manufacturer.
- (d) operated and maintained only by people properly trained and qualified for that duty.
- (e) seat belts (if present on equipment) must be worn while operating or riding any such equipped mobile equipment.
- (f) if mobile, equipped with appropriate safety devices (e.g., lights, horns, back-up alarms, safety beacons); and prevented from moving, through use of the hand brake, wheel blocking, wheel chocking and/or a derail, where applicable.

The Contractor shall provide adequate lighting when performing work between sunset and sunrise.

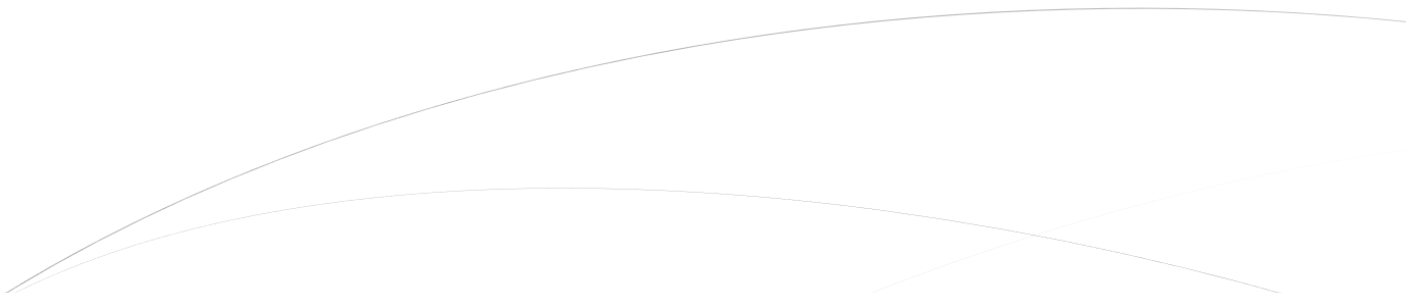
Use of DP World Paramaribo tools, equipment and machinery by Contractor Personnel is prohibited unless specifically authorized by DP WORLD PARAMARIBO management. Prior to the start of work the DP World Paramaribo HSSEQ department will commence a safety inspection of the equipment and tools. If a breakdown occurs a repair report must be shared with the DP World Paramaribo site representative. After such a breakdown the DP World Paramaribo HSSEQ department may inspect again if necessary.

## 11.DISCIPLINARY ACTIONS

Everyone is expected to follow the safety rules and safety instructions. If a safety violation is detected, a safety discussion should take place to correct the situation. The goal is to review and discuss the unsafe act to ensure that it is clearly understood. If it is needed special training shall be arranged.

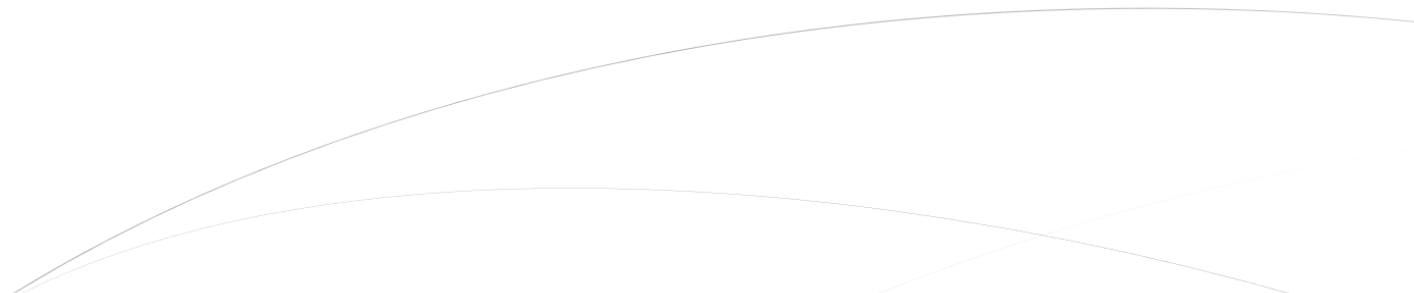
If, in any case, a disciplinary action is deemed to be appropriate it shall be conducted in a timely manner following the DP World Paramaribo procedures.

Examples of disciplinary actions

- Discussion with the contractor's responsible person at the site
  - Discussion with the contracting party
  - Temporary removal of contractor from the site
  - Termination of the contract
- 

**Changes/Reasons: PLEASE CONTACT THE  
HSSEQ DEPARTMENT  
FOR MORE INFORMATION**

"HSSEQ Paramaribo" [HSSEQPAR@dpworld.com](mailto:HSSEQPAR@dpworld.com)

- Version number: 1
  - Date 16- 8- 2023
  - Author/s: l'an Wagiman
  - Reviewer/s: Priscilla Pique
  - Changes/Reasons:
- 



# APPENDIX

## Example Scope of Work

Company Name  
Address  
Phone Number

Company Logo

### Construction Scope Of Work

PROJECT OVERVIEW		
Project Name		
Project Location		
Project Owner		
Project Contractor		
PROJECT DESCRIPTION		
SCOPE OF WORK		
PROJECT DELIVERABLES		
Deliverables	Days	Status
Project execution plan		
Safety plan		
Quality plan		
Work schedule		
Issues resolution log		
SCHEDULE OVERVIEW		
Milestone Description	Start Date	End Date

# HSE Pre-Qualification Checklist



Operational Safety Standard

## HSE Pre-Qualification Checklist



OS8b

### HSE Pre-Qualification Checklist

The supply of the following documentation forms part of the tender evaluation process. The evaluation is a 'summary level' review and further submissions concerning the contractor Health, Safety & Environmental (HSE) Management Process may be required prior to contract award.

Indicative samples, either from current or previous jobs or documentation established for future jobs may be utilised.

The contractor is to complete the relevant sections of Part A & B only and return this form with their completed tender.

#### Respondent

Name of Respondent : \_\_\_\_\_

Position/Title of Respondent : \_\_\_\_\_

Signature of Respondent : \_\_\_\_\_ Date: \_\_\_\_\_

Name of Firm : \_\_\_\_\_

Address of Firm : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Firm's Phone No : \_\_\_\_\_

Firm's Facsimile No : \_\_\_\_\_



## PART A - DOCUMENT SUBMISSION

## DP World USE ONLY

ITEM	DOCUMENTATION REQUIRED Tick ✓ where appropriate	SUPPLIED	NOT SUPPLIED	RATING	ACTUAL
1.0	Outline of Company HSE Plan			20	
2.0	Evidence of induction program of Company employees in the Company's HSE Plan, or management system.			15	
3.0	Evidence of a risk management process in place. In particular evidence of Job Safety Analysis or Safe Work Method Statement relative to the risks attached to the contractor activities. This document may be relative to a previous project or a form developed for this tender.			20	
4.0	Sample Tool Box Records including topics and attendees. This document may be relative to a previous project or a form developed for this tender.			10	
5.0	Evidence of your enforcement or promotion of safety & environmental examples – hazard alerts, memo to employees, training course documentation.			10	
6.0	Evidence of regular, formal workplace hazard inspections or of inspection checklist established for this tender.			15	
7.0	Evidence of a functional S&E incident reporting system in place.			10	

## DP World USE ONLY

Marks obtained out of a total of 100 = [     ] %

**Note: A score of 80% must be achieved prior to company moving to next stage.**



Operational Safety Standard

# HSE Pre-Qualification Checklist



OS8b

## PART B – SAFETY AND ENVIRONMENTAL PERFORMANCE

Safety Performance Record.

Please provide the following information for the two most recent projects completed:

Project Title	Client	Contact Person	Phone Number	No of Lost Time Injuries	No of Days on Project	Days Lost due to Injury

Environmental Performance Record.

Project Title	Client	Contact Person	Phone Number	No of Environmental incidents	Nature of impact	Breach of regulations

### DP WORLD USE ONLY

HEALTH, SAFETY & ENVIRONMENTAL TENDER EVALUATION ASSESSMENT			
PROJECT:			
CONTRACTOR:			
CONTRACT PACKAGE:		ANTICIPATED COMMENCEMENT: / /	
ASSESSOR:		ASSESSMENT DATE: / /	
PART A - DOCUMENT SUBMISSION:		Score <input type="text"/> %	Pass <input type="text"/> Fail <input type="text"/>
PART B - SAFETY & ENVIRONMENTAL PERFORMANCE		Satisfactory YES / NO	Further Action Required Action By