

## Contractors Management: Works Preparation

### To be done by the ArcelorMittal site

1. Identify and explain the risks coming from its activities contractors can be exposed to, the location of facilities, traffic plan...
2. Give the information to the concerned contractors/ sub-contractors
3. Explain the adapted control measures (including the rules for emergency response)
4. Communicate the safety rules to each concerned contractor and require compliance. Each contractor involved in the works should have been trained to this information during induction before being authorized to enter on site

### To be done by the contractors (and their subcontractors the same)

1. Identify and explain the risks coming from the tasks to be performed in the AM site its employees can be exposed to
2. Give the information to the AM site + to its employees and other contractors/ sub-contractors' employees involved in the works
3. Explain the adapted control measures
4. Communicate the safety rules + the SOP to the AM site + to its employees involved in the works

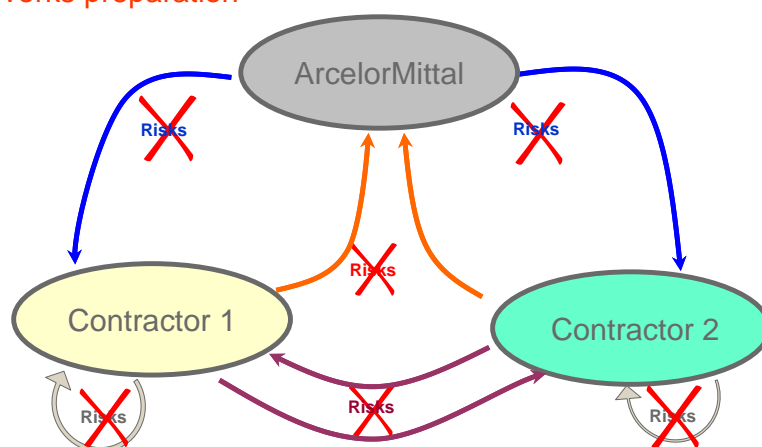
### The pre-job conference

All this information must be reviewed during the pre-job conference. All the contractors/ subcontractors involved in the works must attend the pre-job conference.

If one or several contractors have to work in the same time in the same or close location, the AM site and all the contractors/ sub-contractors together have to:

1. Exchange on their works to identify the risks coming from possible interferences between their activities
2. Define the adapted control measures and the responsables, dead lines

### Works preparation



The works must be then conducted in compliance with the safety rules defined during the described process and audited by the ArcelorMittal site (see audit form).

## Required checklist (contractors/ sub-contractors)

- Have all the contractors' workers involved in the works attended the site/department safety induction? Did they all get their on site access authorization?
- Do they know the rules to follow in case of emergency (emergency call numbers, nearest assembly point...)?
- Did the contractor perform a documented risk assessment of the tasks to perform in the ArcelorMittal site and then wrote a safety action plan on the basis of the results of this risk assessment?
- Are the required PPE clearly defined? Do all the concerned contractors' employees comply with the PPE rules?
- Are the works performed in compliance with this safety action plan?
- Did all the contractors involved in the works attend the pre-job conference?
- Is the pre-job conference documented and the necessary SOP available on shop location?
- Are the works performed in compliance with the pre-job conference minutes and the SOP?
- If several contractors are busy working on the same or close locations on the same time, did they exchange on their works to identify the risks coming from possible interferences between their activities?
- Have safety measures been taken to control the identified interfering risks?
- Are the works performed in compliance with those control measures?
- If one of the performed activities requires a specific working authorization or driving license (mobile crane, man lift operation, electrician...) do the concern employees provide the valid corresponding document?
- Are the tools used adapted to the work to perform and in a good condition?
- If some hazardous products are stored or in use in the works location, is the use and/or the storage secured and the concerned safety data sheets available? Are the simplified safety data sheets posted?
- Is the work area clean and tidy?
- If an activity performed requires the deliverance of a specific permit to work by the ArcelorMittal site (work in a confined space, in a gas hazard area, on roofs, hot works....) has it been delivered?

**If the contractors activities are covered by a specific Life Book (scaffolding, use of safety harnesses, portable ladders, confined spaces, ...) they can also be used for the Shop Floor Audit of the works°**

**This document has to be used as a help before starting the work or performing a SFA**