

APPENDIX 3 – CONTRACTOR SAFETY REQUIREMENTS PROTOCOL

The contractor agrees to comply with all applicable environmental health & safety regulations (EH&S) and the Otis EH&S standards when performing the work. Specifically, and without limitation, the contractor commits to the following:

1	EH&S laws and regulations	<p>Comply with all applicable laws, codes and regulations on environment, health and safety.</p> <p>Obtain all licenses and qualifications necessary to carry out the tasks (including business license, permits for special equipment, special operation certificates and workers certificates).</p>
2	Otis safety requirements	<p>Adhere to all Otis safety requirements and instructions, including without limitation:</p> <ul style="list-style-type: none"> · basic EH&S rules and regulations (*) and Otis global safety standards; · all relevant field methods (e.g., field installation manual, repair manual); and · the Otis relevant fatality prevention and jobsite safety procedures. <p>(*) basic EH&S rules and regulations – The following EH&S programs and local regulations related them:</p> <ul style="list-style-type: none"> • Otis Cardinal Rules • Energy isolation (LOTO) • Electrical safety • Confined space entry • Fall protection • Scaffolding requirements • Personal protective equipment (PPE) • Walking & working surfaces (including ladders) • Local environmental regulations (if applicable) including regulations for hazardous waste, air and water • Stop work authority • Hot work permits • Compressed gases • Powered industrial vehicles • Machine guarding • Local asbestos regulations (if applicable) • Spill and Emergency Response
3	Workers Training/Qualification	<p>Ensure that the contractor's workers (= any person working for the contractor: its employees, its contractors' employees, any temporary worker and any person under their instruction and supervision) are fully aware of their responsibilities; and have the required skills and competencies to perform the work. Upon request of Otis, the contractor shall cause its workers to participate in all technical and safety trainings.</p> <p>Provide (and ensure all workers on job sites have received) appropriate and current training on identified site hazards, local regulations and Otis requirements, including a comprehensive site orientation (e.g., emergency plans).</p> <p>Provide (and ensure all workers have completed) before commencing any work, all trainings on the basic EH&S rules and regulations</p> <ul style="list-style-type: none"> • In addition: for new equipment/modernization/BEX/major repair contractors: <ul style="list-style-type: none"> • Specific training on the applicable field method to be followed (e.g. field installation manual); • Specific training on fall protection, control of elevator/escalator, electrical and mechanical energy, hoisting & rigging, scaffolding, false cars & running platforms, jumpers & shunts & personal protective equipment. • In addition: for service/maintenance/repair/product upgrade (PUI) contractors: <ul style="list-style-type: none"> • Technical training on applicable high-risk activities identified in Otis field standard practice (FSP) documents <p>Take all appropriate measures (e.g., tests or audits without prior notice) to evaluate the level of the contractor's workers understanding of, and familiarity with, the said technical and safety standards.</p>

		<p>Collect, store and, upon request, provide to Otis documents verifying the training for all contractor's workers who are (or will be) on the jobsite.</p> <p>Upon Otis's request, at any time during the agreement with Otis:</p> <ul style="list-style-type: none"> • organize safety-stand-down days, or participate in those hosted by Otis, and • require its workers to participate in additional training and obtain relevant qualification certificates. <p>Participate to an annual certification by Otis. The certification will include training and tests. The contractor must be approved in the annual certification in order to continue to work for Otis.</p>
<p>4</p>	<p>Tooling and Equipment</p>	<p>Critical tooling and equipment identified in Otis standard process documents shall meet all Otis required specifications.</p> <p><u>Critical tooling and equipment used at new equipment/MOD/BEX jobsites</u> The following shall be provided by Otis (or purchased by the contractor in accordance with Otis specifications):</p> <ul style="list-style-type: none"> · Fall protection equipment, including lifelines, brackets and harnesses; · False cars; · Man-rated hoists; · Overhead protection for false cars and running platforms (*); and · Platforms for which Otis designs and specifications have been approved for distribution to, and use by, contractors (*); <p><i>(*) Can also be built by the contractor or the general contractor in accordance with Otis design and specifications</i></p> <p>Provide the necessary certified PPEs, in sufficient quantity and frequency, to all workers under contractor's responsibility. In addition, provide instructions on how to use the PPEs and ensure that all workers wear PPE correctly as required.</p>
<p>5</p>	<p>Risk Assessment</p>	<p>Comply with the field risk assessment process and maintain controls over its workers to ensure full understanding and compliance. The following pre-work assessments are compulsory:</p> <ul style="list-style-type: none"> · New equipment/modernization/BEX/major repair - pre-start approval : Prior approval from the Otis supervisor to begin the work. · Critical steps approval: Approval from the Otis supervisor at all the critical steps as per Otis risk assessment global standard. · High risk activities (e.g., hot work, confined space) · Job pre-approval: Prior approval from the responsible Otis EH&S contact before commencement of the work. <p>Comply with all hazardous materials local regulations and Otis standards. Provide sufficient guidance and instruction to the contractor's workers</p>
<p>6</p>	<p>Oversight</p>	<p>Prevent access by any un-authorized workers or any other person related to them or to the contractor who fail to demonstrate evidence of sufficient understanding of, and familiarity with, the service processes and safety requirements.</p> <p>Specify the authorized workers in the project/jobsite contract as soon as possible (preferably at the time of agreement signature but no later than the commencement date of the work), and provide Otis with the name of each authorized worker, as well as the documents verifying that such authorized workers have completed training and satisfy the aforesaid conditions.</p> <p>Only employ workers who:</p> <ul style="list-style-type: none"> · have all skills, experience, health and physical conditions and ethics necessary to perform the tasks, · have all qualifications and permits required by applicable laws and Otis (e.g., qualification certificates of special equipment operators, electrician's permits, welder's permits, operation qualification certificates of professional cranes, installation certificates of scaffolding, safety qualification certificates and quality inspection certificates). Any of the aforesaid qualifications and permits will not expire within the period of performance of services

	<ul style="list-style-type: none"> · have successfully completed all training programs required by government authorities, the contractor and Otis; · understand, and are proficient in, the safety standards and working methods; <p>Ensure all contractor’s workers are made aware of their responsibilities to meet Otis installation requirements, including but not limited to quality, safety, supervision and on-time installation standards as outlined in the Otis field installation manual.</p> <p>Provide the following minimum supervision at all new equipment/modernization/BEX jobsites:</p> <ul style="list-style-type: none"> · 1 dedicated on-site shift team leader/working foreman at any single jobsite with 6 or more contractor workers. · 1 dedicated on-site walking foreman at any single jobsite with 30 or more contractor workers. <i>A walking foreman is a person who oversees and coordinates contractor’s activities at the jobsite but does not directly install the equipment.</i> <p>Ensure that all shift team leaders and foremen are fully aware of their supervisory responsibilities and have the requisite skills and competencies to effectively supervise the contractor workers and their work.</p> <p>Immediately remove from the job site any worker who commits any unsafe, immoral or destructive act, breaches this Safety Protocol, or demonstrates any potential risk of committing the aforesaid acts.</p>
<p>7 Inspections & Audits</p>	<p>Regularly conduct safety inspections of its workers on jobsites</p> <p>Take corrective and preventive actions based on its own investigation process and identified deviations from root causes.</p>
<p>8 Incident Reporting</p>	<p>Report all fatal and serious injuries, lost time cases, medical treatment cases, potential serious injuries, near misses, environmental leakages, spills to the soil, air or water, involving contractor’s workers, to an Otis supervisor, manager or local EH&S officer.</p> <p>Investigate any fatal or serious injury case within 30 days. Submit all findings to, and review the investigation outcome (including root causes and corrective/preventive plan) with local Otis operation’s management.</p> <p>Cooperate with any Otis investigation in all aspects, including but not limited to making its workers available for interviews, producing relevant documentation, and determining root cause and corrective actions.</p>