

Summary of Odfjell's Contractor Requirements

Working safely is key as this Facility handles many hazardous compounds, does NOT want to experience any outages or slowdowns, and most of all, Odfjell wants everyone to return home without injuries. Following is a summary of our site requirements to help ensure safety:

1. **CONTRACTOR REQUIREMENTS FOR ENTERING ODFJELL PROPERTY** (see Engr. Form 535 for details). Some of the key requirements are:
 - a. All workers must have active TWIC card. Be sure to know your PIN for initial day.
 - b. Affidavits attesting that contractor has:
 - i. Completed Houston Area Contractor's Safety Council Basic Plus and Odfjell site specific safety training (19ODFJEL) within the past twelve (12) months. Bring card to Facility.
 - ii. Passed a drug test within 30 days of coming onsite.
 - iii. Passed the pulmonary function test within the last 3 months (19PFT at Houston Area Safety Council).
 - c. All workers provide their own oxygen monitors.
 - d. PPE Requirements, (see Personal Protective Equipment Procedure 12-0124 for details):
 - i. Safety glasses with side shields (ANSI Approved).
 - ii. Contact lens are not allowed in the terminal.
 - iii. Chemical splash goggles on person.
 1. Spoggles does not meet this requirement.
 - iv. Hard hat.
 - v. Safety-toed shoes/boots (ANSI Approved):
 1. Defined heel with wide base construction.
 2. The upper construction must be of substantial weight and resist liquid penetration and absorption (leather meets this requirement)
 - vi. Flame Resistant Clothing (FRC):
 1. FRC will be long sleeved and the sleeves will be rolled down and fastened at the wrist while being worn in the terminal
 2. FRC will be full legged (either long pants or long legged coveralls)
 3. FRC shall be worn as the outermost garment including hoods or head/neck coverings not covered by the hardhat
 - vii. Task appropriate gloves will be worn when conducting general purpose work.
 - e. Cool Down Shacks are for Operations Personnel only, who are fully responsible for the cleanliness and upkeep of these shacks.
 - f. Contractors are responsible for providing Office/Rest/Eating areas for their workers. This area needs to be designated and agreed upon with Operations and Safety.
 - g. Contractors are responsible for the housekeeping in their area of work, (see CRR Section 34).
 - h. Sleeping is not allowed inside the terminal premises.
 - i. Cell phones are not permitted inside the terminal except inside vehicles.
 - j. All contractors working onsite are required to be registered with Avetta, unless a waiver is granted for this requirement by a member of the Odfjell management team.
 - i. Contractors must be in a "Compliant" status in Avetta to be approved to work onsite.

2. **CONTRACTOR RULES & REGULATIONS** must be signed if you are doing work in the Facility directly for Odfjell (subcontractors are covered by the signing by main contractors). The document also references the following procedures:

- a. Odfjell Spec. No. 159, Procedures for Operation of Cranes at Odfjell
- b. Procedure No. 012-114, General Environmental and Safety Rules
- c. Procedure No. 012-117, Contractor Site Safety Rules and Regulations
- d. Procedure No. 012-121, Fire and Safety Permit
- e. Procedure No. 012-125, Confined Space Entry

3. **ALL** portable machinery and engines need to be inspected and tagged before entry into the Terminal.

All workers must be covered by insurance requirements per Agreement for Insurance Coverage. In summary: \$1,000,000 Workers Comp, Commercial Gen Liability (\$2,000,000 aggregate), and Automobile Liability Insurance coverages). Also note:

1. Odfjell requires General Liability and Auto Liability with the endorsements of Additional Assured and Waiver of Subrogation.
2. An updated certificate with the backup paperwork covering these endorsements needs to be submitted to Hou.Insurance@Odfjell.com.
3. The Agreement for Insurance page needs to be signed by the appropriate person in your company, scanned, and emailed to Hou.Insurance@Odfjell.com.

Official Contractor Documents

Type	Date	File Name
Site	7/1/2015	ENGR 535 Contractor Requirements for Entering Odfjell Property.doc
Site	12/8/2015	012-124 PPE Guide Checklist.doc
Site		Alarm Sounds.m4a
Contractor Reqs	9/28/2022	OTH - PRCH 202 Contractor Rules and Regulations (Rev 14).pdf
Contractor Reqs	1/3/2013	Spec No 159 - Procedures for Operation of Cranes.doc
Contractor Reqs	5/4/2009	012-114 General Environmental & Safety Rules.DOC
Contractor Reqs	8/17/2011	012-117 Contractor Site Safety Rules Regulations.DOC
Contractor Reqs	3/30/2010	012-121 Fire and Safety Permit Procedure
Contractor Reqs	8/7/2009	012-125 Confined Space Entry
Purchasing	2/7/2024	OTH - PRCH 106 Agreement for Insurance Coverage (02-07-24).pdf
New OTH Vendor	5/28/2026	PRCH 201 Contractor/Supplier Qualification Form (Rev. 09).docx
New OTH Vendor	3/2024	Form W-9 (Rev. March 2024) template.pdf

