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Contractor Monthly Safety Meeting

Contractor Safety Manual Sections 3.0 thru 4.0

Date: July 11 2017

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Contractor Monthly Safety Meeting

Contractor Safety Manual Section 3.0

Roles and Responsibilities

3.0 Roles and Responsibilities

3.1 General Duties

It is the policy of Freeport-McMoRan to provide a safe and healthful place of employment for all employees.

Contractors have the obligation to:

- Abide by all federal, regional, local regulations and Freeport-McMoRan policies and procedures as they pertain to construction and other contract-related activities
- Protect the public from any and all hazards which result from contractor activities

3.0 Roles and Responsibilities

3.2 Specific Expectations

To further these goals, the following assignments of responsibility are made:



3.0 Roles and Responsibilities

3.2.1 Senior Management/Project Management

- Establish rules and programs designed to **promote** safety and make known to all employees the established rules and programs
- Hold individuals accountable for fulfilling their H&S responsibilities
- Make necessary training available for employees to perform their tasks safely
- **Require all subcontractors**, as a matter of contract, and all material suppliers, through purchase order terms. To follow their company safety rules, and those of Freeport-McMoRan
- AND,,,,,

3.0 Roles and Responsibilities

3.2.1 Senior Management/Project Management Cont...

- Provide a safe and healthy work environment
- Conduct regular safety inspections of the job site, maintain records, and continually **monitor the program for effectiveness**



3.0 Roles and Responsibilities

3.2.2 Project Supervision

- Ensure all work is done in compliance with established safety regulations
- Be completely responsible for on-the-job safety and health and ensure that safety deficiencies are corrected
- Monitor employee actions and behaviors
- Review and investigate incidents, supervise correction of unsafe practices, and file incident reports
- Conduct regular job-site safety meetings and provide employees with proper instruction on safety requirements
- AND,,,

3.0 Roles and Responsibilities

3.2.2 Project Supervision Cont....

- **Require conformance to safety standards from subcontractors**
- Instruct new employees and existing employees performing new tasks on safe working practices
- Make sure personal protective equipment is available and used properly
- Secure prompt medical attention for any injured employees
- Ensure regular and thorough communication with FCX project manager

3.0 Roles and Responsibilities

3.2.3 All Employees

- Report to work fit for duty, well-rested, free from effects of alcohol and harmful drugs
- Work safely to ensure your own safety as well as that of co-workers and others
- **Request help** when unsure about how to perform any task safely
- Correct unsafe acts or conditions within the scope of the immediate work
- **Report any uncorrected** unsafe acts or conditions to the appropriate supervisor
- AND....

3.0 Roles and Responsibilities

3.2.3 All Employees Cont...

- Use and maintain all safety devices as required
- Follow all safety rules and keep work areas clean and free of debris and obstacles
- Utilize established safety controls to reduce risks of the tasks performed
- Immediately report incidents (injury, illness, property damage, environmental events, etc.) to supervisor
- If work cannot proceed safely, employees **must** notify their supervisor and **stop work** until the necessary steps have been taken to address and correct the hazards.

3.0 Roles and Responsibilities

3.2.4 Subcontractors and Suppliers

- Abide by the safety rules, regulations and policies of all governing agencies and Freeport-McMoRan
- **Check in with job-site supervision before entering the job-site**
- Inform controlling contractor of all injuries to workers
- Report to controlling contractor any unsafe conditions that come to your attention
- Subcontractor/Supplier personnel (supervisors and hourly personnel) are responsible and accountable for their safety.

END SECTION 3.0

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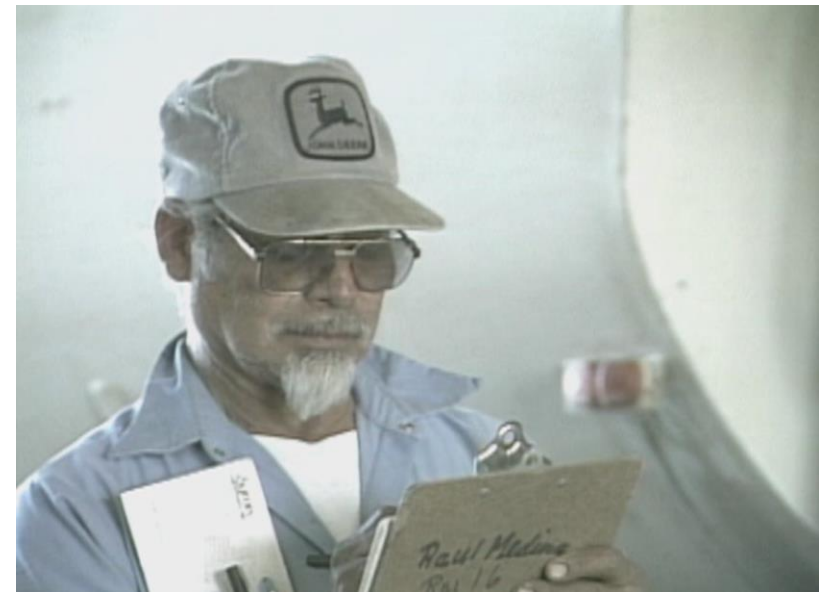
Contractor Monthly Safety Meeting

Contractor Safety Manual Section 4.0

Assessments and Audits

4.0 Assessments and Audits

Periodic documented H&S inspections of the project work areas are a key tool for quantifying H&S performance. These inspections are essential to identify deficiencies that need correcting, to identify and track trends, to evaluate the effectiveness of training and H&S procedures, and to ensure regulatory compliance.



4.0 Assessments and Audits

4.1 Daily Supervisory Audit

Each contractor supervisor (or his designee) shall conduct daily inspections of each work area to identify and control unsafe conditions and practices. Inspections shall be documented.

Records shall be maintained for a minimum of one year unless a longer duration is required by regulatory authorities or site policies. Items of non-compliance will be listed on an audit registry and corrective action identified and tracked to completion.

4.0 Assessments and Audits

4.2 Weekly Self-Assessment Audit

- Weekly self-assessment audits of all work areas will be conducted by the contractor **to evaluate H&S performance.** The contractor shall define an audit schedule and the areas to be inspected, and shall distribute the schedule to all inspectors. Self-assessment audits will be conducted jointly with the affected line supervisor so any deficiencies may be corrected and good performance recognized promptly.

4.0 Assessments and Audits

4.2 Weekly Self-Assessment Audit

Items of non-compliance will be listed on an audit registry and corrective actions will be tracked to completion. The contractor will summarize audit findings and provide to the project manager on a weekly basis. Audit findings also will be made available to Freeport-McMoRan H&S personnel to review on a periodic basis.



4.0 Assessments and Audits

4.3 Monthly Project Audit

The project manager and contractor site manager shall jointly organize and perform a **monthly documented site-wide H&S assessment**. Area supervisors and safety professionals (contractor and FCX) should accompany them in their respective areas. Audit results will be documented, and corrective actions will be identified and tracked to completion.

4.0 Assessments and Audits

4.4 Equipment and Facilities

All contractors shall operate, inspect and maintain equipment and facilities as directed by the criteria identified within this manual, and as dictated by the applicable federal, state and country safety and health regulations, and **as recommended by equipment manufacturers.**

In the event of conflict, the more stringent requirement will take precedence.

4.0 Assessments and Audits

4.4 Equipment and Facilities Cont...

Any equipment brought onto site which requires inspections (daily, monthly, annual, etc.) shall be accompanied by that documentation and it shall be made available for review on request. Equipment added or changed after the project has commenced shall be identified by the contractor and is subject to the same requirements.



4.0 Assessments and Audits

4.4 Equipment and Facilities Cont...

Each operator of stationary and mobile equipment must complete a written pre-operation inspection of the equipment prior to operation. The inspection form must have room for operator comments, so that deficiencies can be reported. Items presenting an immediate safety hazard must be corrected before the piece of equipment is returned to service. **The system** must ensure both the prompt correction of any noted problem and proper documentation. Inspections must be maintained for a period of one year and all corrective actions must be noted on the inspection card(s).

4.0 Assessments and Audits

4.5 External Audits

Freeport-McMoRan Health and Safety Professionals and/or Contract Administrators will perform periodic, comprehensive safety audits of the contractor's work areas. Any deficiencies will be documented. The contractor will be required to respond in writing within 72 hours on the corrective actions taken, and follow-up audits will be conducted as necessary.

4.5 External Audits Cont...

FCX reserves the right to inspect equipment prior to acceptance onto FCX property and anytime during use of the equipment on property. Equipment found to have deficiencies will be tagged out or removed from property until such deficiencies are corrected.

END SECTION 4.0

