

	Contract control	SOP-OHS-10
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1. AIM

The aim of this procedure is to establish action guidelines to guarantee facility safety for own and contracted workers and check the structural work, assemblies, repairs, maintenance, cleaning services, etc. carried out by people outside Newrest.

2. SCOPE

This procedure will be applied to all activities carried out within Newrest facilities by personnel outside our company such as cleaning services, maintenance, repair, assembly, structural work, etc. that has to be done in our work centres.

This does not include visits made to company facilities by customers, suppliers, consultants, auditors, etc.

3. DEFINITIONS

CONTRACTING PARTY: The Contracting Company is understood to be the company that takes on another company to plan, design and carry out work to install, maintain, repair, conserve, implement, clean, etc. equipment, machines, buildings, roadways, etc. that might be new or modified, in this case Newsrest.

CONTRACTOR: This is understood to be the company that is taken on, on request, to carry out any type of installation, review, conservation, assembly, etc. having to do this work with their own staff and resources complying with the company's requirements.

CONTRACTED COMPANY SAFETY MANAGER: This is understood to be the person in charge of monitoring their own workers' safety and also keeping an eye on safety for Newrest workers and facilities. Person designated by the contractor for this purpose or, in their absence, the person with the highest category present whilst the contracted work is being carried out. The Newrest Health and Safety Technician will define the minimum training level for the contractor's safety manager in accordance with the complexity of the work to be done.

CONTROL AND MONITORING MANAGER FROM NEWSREST: This is the person in charge of checking and monitoring that the agreed work is done in terms of deadlines, quality and safety.

The control and monitoring managers are:

- For jobs to maintain and repair facilities, the centre's Maintenance Manager or the Technical Director.
- In other departments, the Manager of this Department or the centre's Managing Director.

He/she is responsible for coordinating documentation with HR to identify the Contracted Company's workers who must access the centre or, when appropriate, the airport.

He/she must make sure to hand out information relating to risk prevention and compile all information from the Contracted Company related to their workers' safety.

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In order to check that necessary safety procedures are being met, he/she can also consult the centre's Health and Safety Technician.

4. ACTION PROCEDURE

This section sets out the different procedures involved in contracting and work completion phases.

4.1 Occupational Health and Safety requirements for the contractor.

Every time a company is contracted to work in our centres, a Contract Control document (**REC-OHS-10.1**) is issued listing information Newrest should provide and to be compiled from the Contracted Company in order to ensure that safety requisites are met.

This document should be issued in duplicate and one copy, signed by Newrest and by the Contracted Company, should be filed in centre's Prevention folder.

Each contractor will be given the points corresponding to the risks of their job. The Health and Safety Technician is responsible for identifying the application points. If considered necessary, in accordance with the work, further specific requisites could be added.

In the event of contractors doing the same job (as is the case of cleaning companies), they give us the Preventive Activity Planning for the contracted services.

Along with the previous document, we have to provide a copy of the information on risks and preventive measures (**INS-OHS-10.3**) and a copy of the Contractors' prevention regulations (**INS-OHS-10.2**).

4.2 Review of requirements to award the contract.

Safety requirements for contractors working in the company are reviewed when necessary by the Health and Safety Department along with the Technical Management, within the Annual Prevention Plan activities.

In the case of companies

4.3 Requisites from Contracted Company's staff.

Prior to starting work, the Contracted Company gives us:

- *The list of workers who have to access our facilities to be able to run access checks and provide ID cards.*
- *Proof that their workers have received the information given out by Newrest (General Rules on Risk Prevention in the workplace for subcontracted work at Newrest and the document entitled "Contract control: risk sheet / emergency plan")*

The contractor should notify the company about any type of modification prior to workers' arrival.

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4.4 Safety checks during work

For the work carried out by the contractors to run smoothly, they should act according to the General Risk Prevention Rules that were previously accepted in **INS-OHS-10.2**.

In the event of not meeting safety requirements, the Occupational Health and Safety Technician could take any appropriate measures (stopping work, not accepting operators, etc.) notifying the Control and Monitoring Manager so he can take the appropriate measures.

Once the contracted work has been completed, the Occupational Health and Safety Technician will give the Internal Control and Monitoring Manager any information on problems that he has observed so that this can be taken into account for future adjudication of new contracts.

5. RESPONSIBILITIES

MANAGING DIRECTOR / MAINTENANCE MANAGER

- Send the contractors the **REC-OHS-10.1**, **INS-OHS-10.2** and **INS-OHS-10.3** Technical Documents featuring requirements set by Newrest for subcontracted staff.
- Approve the Contracted Companies by accepting a duplicate of the signed document indicating that they accept the company's Health and Safety requirements.
- Sending the Occupational Health and Safety Technician the signed documents for filing in the Prevention File.

COMPANY CONTROL AND MONITORING MANAGER

- Receive the contractor's staff, presenting the type of work to be done and any appropriate explanations.
- Maintain communication whilst the contractor is completing their work with the contract manager, advising on the Newrest General Risk Prevention Rules that they should meet.
- Work with the contract manager to establish the area for carrying out the work, any signs required, the routes for the Contracted Company's staff to come in and out.
- Provide the contractor's staff with items that should be provided by the company, necessary to carry out the tasks safely.
- Make sure that the work is carried out in the right safety conditions, warning subcontracted staff about any possible deficiencies detected. In addition and in the event of persistent non-compliance, he will inform the Occupational Health and Safety Technician.

HR

- All measures to make sure that the people belonging to the Contracted Company are notified by them and appropriately identified.

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OCCUPATIONAL HEALTH AND SAFETY TECHNICIAN

- Monitor that the procedure to contract work is carried out properly, by means of periodic audits checking all the points specified in section 4 of this procedure.
- Include a review of the safety requirements for contractors in the Annual Prevention Plan, Technical document
- Advise the company's Control and Monitoring manager on safety issues and Managing Directors of the Centres on approving contractors.

HR / MANAGING DIRECTORS

- Demand that Contracted Company employees fill in the staff entry log and are identified as Contracted Company staff on a daily basis.
- Warn the Internal Control and Monitoring manager as a contact person when contracts arrive.

ALL STAFF

Notify the Control Manager about any serious problems when performing contract work.

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