

HSEW for Vendors

Beca is committed to maintaining a healthy and safe workplace while promoting the wellbeing of our employees and safe designs for our community.

Vendors are required to adhere to Beca's Health, Safety, Environment and Wellbeing (HSEW) requirements that are an integral part of any vendor's contractual obligations. Beca may request evidence of HSEW capability/performance as part of procurement or contract management.

HSEW requirements will be clearly communicated to vendors as part of the procurement process by the Beca HSEW representative. HSEW requirements are based on relevant legal and other obligations to ensure that potential risks are effectively managed.

Adherence to HSEW requirements are non-negotiable responsibilities and vendors and their workers are accountable for compliance.

We expect our vendors to:

- Vendors must ensure that all subcontractors they engage are competent, informed of applicable HSEW requirements, and actively comply with those requirements. Vendors remain accountable for the HSEW performance of their subcontractors in connection with the services provided to Beca.
- Provide a safe and healthy working environment.
- Protect the health of their employees and actively try to prevent all work-related incidents.
- Comply with all relevant health, safety and environmental legislation.
- Adopt or establish a HSEW management system designed to ensure compliance with applicable laws and regulations (where applicable).
- Ensure the highest possible safety standards when it comes to checking work premises, plants, machines, equipment and procedures.
- Operate in an environmentally responsible and efficient manner to minimise adverse impacts on the environment through better use of natural resources and effective management of emissions.
- Vendors are expected to commit to creating safe working conditions and a healthy work environment including:

Prevention of Injuries and Illness:

- Vendors shall implement appropriate measures to eliminate or minimise risks arising from physical and psychosocial hazards.
- Vendors shall provide workers with appropriate personal protective equipment (PPE).
- Workers shall not be disciplined for raising safety concerns and shall have the right to refuse unsafe working conditions without fear of reprisal until management adequately addresses their concerns.

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Prevention of Exposure:

- Vendors shall identify, evaluate, and control worker exposure to hazardous chemical, biological, and physical agents.
- Vendors must eliminate chemical hazards where possible.
- Where chemical hazards cannot be eliminated, vendors shall provide appropriate engineering controls and/or appropriate administrative controls such as safe work procedures.
- In all cases, vendors shall provide workers with appropriate personal protective equipment.

Emergency Prevention, Preparedness, and Response:

- Vendors shall anticipate, identify, and assess emergency situations and events and minimize their impact by implementing emergency plans and response procedures, including:
 - » Emergency reporting, worker notification and evacuation procedures
 - » Worker training and drills
 - » Appropriate first-aid supplies
 - » Appropriate fire detection and suppression equipment
 - » Adequate exit facilities, and recovery plans

HSEW Procedures and Systems:

- Establish procedures and systems to manage, track and report work related injuries and illnesses. Such processes and systems shall encourage worker reporting, classification, recording and analysis.
- Investigate incidents, implement corrective actions, provide necessary medical treatment and facilitate workers' return to work.
- Immediately notify Beca of any significant HSEW incident arising from, or connected with, the services provided to Beca.

Ergonomics:

- Vendors shall identify, evaluate, and control worker exposure to physically demanding tasks, including manual material handling, heavy lifting, prolonged standing, and highly repetitive or forceful assembly tasks.

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Amenities:

- Vendors shall provide workers with clean toilet facilities, access to potable water, and sanitary food preparation and storage facilities.

Communication, Training and Participation:

- Vendors shall provide workers with appropriate workplace health and safety information and training, including written health and safety information and warnings, in the primary language of the workers.
- Vendors shall have Safety Data Sheets for any hazardous or toxic substances used in the workplace, and train workers who will come into contact with such substances in the workplace.
- Vendors shall establish health and safety committees or other arrangements to enhance ongoing health and safety education and to encourage worker input regarding health and safety issues in the workplace.

Working Hours:

- Except in emergency or unusual situations, a workweek shall be restricted to the maximum allowed under local laws and regulations, including overtime.
- Under no circumstances shall workweeks exceed the maximum permitted under applicable laws and regulations.

Environmental Protection:

- Vendors are expected to use strategically and sparingly the raw materials, energy, water and other goods necessary to run their business.
- Vendors must take all necessary precautions to prevent causing environmental pollution.
- Vendors must manage the disposal of solid waste and the discharge of wastewater in accordance with all applicable laws and regulations and are expected to actively reduce solid waste, wastewater, and air emissions, including energy-related indirect emissions, through the implementation of resource conservation measures and by maximising opportunities to recycle, reuse, and substitute materials.
- Vendors are expected to continuously reduce energy consumption and emissions by adopting and implementing the latest available technologies to minimise environmental impacts.
- Vendors must demonstrate that they prioritise the selection and use of environmentally friendly chemicals and products, where practicable, to reduce risks to human health and minimise environmental impacts.