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Review Date:11/19/2022	Owner: Baldacchino, Damian	Revision: 6

## MAN-001

# MPS Briefing Document for Contractors and Visitors

Last Review Details – Refer to QPulse for full history


Review Comments	Review Owner	Date
Reviewed and changes made	Marsh, Frank	7/12/2018

Latest Revision Details – Refer to QPulse for full history

Revision number	Revision Details
6	Minor changes.

Approval details for latest Revision

Approver	Date	Response
Baldacchino, Damian	11/19/2020 11:13 AM	Accept
Falzon, Michael	11/3/2020 11:14 AM	Accept
Xuereb, Graziella	11/19/2020 11:21 AM	Accept
Magro, Emanuel	10/31/2020 6:52 AM	Accept

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## 1 Site specific risks

Enemalta's sites are sensitive as part of the National Critical Infrastructure. The sites may also contain hazards such as high-voltage electricity, confined spaces, chemicals and fire risks.

Contractor's personnel are all expected to be aware of the risks involved in the maintenance of the plant. Safety helmets and safety shoes should be worn in all areas of the plant. Appropriate Personal Protective Equipment (PPE) should be worn according to the area you are in and in accordance to the work being carried out.

Enemalta plc is committed to maintaining the highest standards in order to safeguard the Health & Safety of its employees, contractors, visitors and third parties. All contractors and visitors are expected to fully comply with all regulations.

## 2 Security

You will be given a visitor's pass. Please make sure to hand it in to the Security Guards before you leave the premises.

## 3 Emergency Actions

In the event of a serious emergency (Fire / Injury/Environmental incident) contractor's personnel are to inform the Security Guardroom. The Guardroom will make the necessary contacts with emergency services.


Security Guardroom	
Internal (PABX) phone	<b>319 / 569</b>
External or mobile phone	<b>22980 319 / 22980 569</b>

### 3.1 First Aid

Contractors are expected to provide their own first aid requirements unless specifically agreed otherwise.

A First Aid kit and Automated External Defibrillator (AED) are sited in the Administration Block reception area.

In the event of any serious injury contact the Security Guardroom and the National Emergency line 112.

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### 3.2 Fire

In the event of a fire or other emergency condition the Security Guardroom and the National Emergency line 112 must be informed. In the event of a fire starting in the contractor's area, the contractor should only attempt to extinguish the fire if it is safe to do so. The Enemalta Project Manager should also be notified.

If a fire alarm is raised, even if known to be accidental, ALWAYS inform the site engineer and the Guardroom immediately.

Any use of fire equipment must be reported to the Site Engineer who will in turn inform Health and Safety office.

### 3.3 Emergency Exits and Evacuation

All emergency exits and evacuation routes are marked using European standard signage (Green Exit signs). Escape routes are fitted with emergency lighting.

### 3.4 Assembly point

The assembly point for visitors and contractors' personnel at MPS is near the security guardroom opposite the administration block (near the front gate) – **Assembly Point A**

### 3.5 Reporting

After any incident on Enemalta site, the contractor must submit a written report to the Project Manager

## 4 Smoking


All Enemalta sites are non-smoking. Smoking is only allowed in designated areas.

## 5 Driving Speed Limits

Any Contractors' vehicle entering Enemalta premises shall not exceed the 15km/hour speed limit, unless a lower limit is signposted.

## 6 Permit to Work

Enemalta operates a permit to work system. Any work on electrical systems requires a permit to work from the Project Manager.

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## 6.1 Hot Work

Enemalta operates a hot work permit system. Before any hot work is carried out a hot work permit must be obtained from the Enemalta Project Manager

## 7 Environmental Procedures

The contractor shall be familiar with Enemalta's **Waste Management (SOP-045)** and **Chemical Handling (SOP-044)** procedures. The procedures shall be explained to the contractor and a copy of these documents shall be forwarded to the contractor or his delegate. The latter shall confirm receipt of these documents by signing the relevant form **FRM-042 – Contractor's Briefing and Employee Training**.

### 7.1 Chemical/Oil Spills

Please care for the environment and prevent any spillages.

In case of a chemical or oil spill contact immediately the Security Guardroom and the Project Manager and give clear indications as to the type and the whereabouts of the spill. Actions should be taken to control the spill in the shortest time possible. If use is made of absorbent material to control the spill this should be disposed of as hazardous waste according to instructions given by Site Engineer, as per Enemalta Waste Management Procedure.

### 7.2 Hazardous Substances

Permission by the Project Manager is required to bring in chemicals or hazardous substances on site. A copy of the Safety Data Sheet (SDS) for the chemical or hazardous substance is to be forwarded to the Project Manager who will in turn forward it to the Health, Safety and Environmental Officer.

### 7.3 Waste Management

Contractor shall make his own arrangements for Waste collection and disposal PRIOR to commencement of works. Waste is to be disposed of as per Enemalta Waste Management Procedure. Contractor needs to get written permission from Enemalta if an agreement is reached to use Enemalta's waste disposal facilities.

For further details please contact the Enemalta Project Manager.