



Sands China Limited

SITE RULES FOR CONTRACTORS

Requirements for Site Work at
Sands China Limited's Precincts

DISCLAIMER

The Site Rules for Contractor set forth herein are intended solely for reference purpose as SCL's requirements for working at its properties and serve as preliminary guidelines. These rules do not encompass all applicable laws and regulations. Contractor must read and understand these rules in conjunction with the governing law.

SCL gives no warranty and makes no representation that the information contained in this document, or as otherwise supplied by SCL, is correct, complete, accurate, up-to-date, or suitable in respect of compliance with the requirements of work health, safety and environmental legislation. The Contractor shall make their own enquires, investigations and risk assessment in relation to whether Contractor's works and safety control measures comply with all relevant Macau local regulations and the requirements of this Site Rules for Contractors.

If there are discrepancies between the Site Rules for Contractors and the minimum standards under relevant legislation, the legislation shall prevail.

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1 Introduction

This Site Rules for Contractors (hereafter referred to as Site Rules) sets out Sands China Limited (SCL) expectations and requirements, with regard to labor, Occupational Health and Safety (OH&S) and Environment, for all Contractors working at SCL's precincts as defined in the scope below and provides guidance in how these expectations and requirements can be met.

The Contractor must meet all the requirements in this Site Rules when performing any site work under contract to or on behalf of any entities related to or affiliated with SCL. These Site Rules do not supersede any other requirements, such as those described in applicable contracts between SCL and the Contractor or in the applicable local laws and regulations, but are intended to complement them. SCL requires its Contractors to:

- comply with all Macao labor, OH&S and environmental laws and regulations; and
- comply with all health & safety requirements contained in the contract between the applicable SCL Entity and this Site Rules. In the event of a conflict between the terms and conditions of any such contract and this document, the terms and conditions of such contract shall prevail.

Contractors are responsible for the health & safety and environmental requirements of their workers, its subcontractors (where applicable), public and others who may be affected by Contractor's activities, and for the safe and environmentally acceptable performance of their work.

Contractor must follow the Site Rules and SCL delegate(s)' instructions.

2 Scope and Purpose

2.1 Scope

This Site Rules is intended to provide recommendations and guidance on how to plan and safely execute contracted work. Provisions contained in this Site Rules are applicable to all contractors, subcontractor, ("Contractor") who are engaged in site work, which is defined as "Any construction, erection, installation, modification, assembly, demolition, or fabrication activities involved to create a new facility or to alter, add to, rehabilitate, reinstate, dismantle or remove an existing facility." The site work also includes but is not limited to:

- Dredging
- Excavating;
- Cabling;
- Painting;
- Welding;

- Drilling;
- Demolition;
- High Rise External Glass Cleaning;
- Operating mechanical lifting equipment or working platform e.g. crane for equipment/materials delivery or waste removal.

SCL stands by the principle of “accident-free” with respect to safety, health and environmental (SHE) work site. Contractors are required to strictly observe all SCL’s mandatory SHE requirements while working within SCL’s precincts.

2.2 Purpose

This Site Rules describes SCL’s SHE standards and requirements for reducing risks associated with any site work within SCL precincts and locations.

The objectives of this Site Rules are to:

- enhance Contractor’s SHE awareness and mitigate hazards, risks and environmental impacts associated with site work activities to workers, visitors, public, and other interested parties;
- ensure compliance with all local regulatory requirements;
- provide a workplace in which accidents related to SHE are prevented or reduce the risks and environmental impact to an acceptable level whenever possible.

This Site Rules does not encompass all requirements of the Macao laws and regulations in their entirety. This Site Rules is only a summary or part of the regulatory requirements that may apply to site work within SCL’s precincts. Nothing in this Site Rules should be construed to be a substitute for full regulatory requirements.

3 Definitions

Accident: An unplanned, unintended and unexpected event, which causes loss and/or harm in the form of injury, illness, property damage, business interruption, pollution, including death.

Adverse Weather: Any weather condition, i.e. extreme temperature, rainstorm, thunderstorm, typhoon, which may cause or result in disruption of progress and/or unsafe conditions at the site.

Client Contractor: Any individual or company, including its sub-contractors, appointed by SCL’s client (e.g. tenant, event organizer) and it is *not under direct operational control* of SCL, but it performs site work within SCL’s precincts. The contractor under this category is not required to follow Sections 6.5 and 7.1 of this Site Rules.

Contractor	Any individual or company, including its sub-contractors, who perform site works on SCL's precincts.
Direct Contractor:	Any individual or company, who has signed a contract / agreement <i>directly</i> with SCL and is under the supervision and control of SCL to perform site works within SCL's precincts, including its sub-contractors.
Environmental Aspect	Element of an organization's activities or products or services that interacts or can interact with the environment.
Environmental Impact	Change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.
Hazard:	A potential source of harm.
Incident:	Occurrence arising out of, or in the course of work, that could or does result in SCL's property damage, excluding pollution, injury, illness and death.
Moving Equipment:	Any movable tools equipped with wheel to transport persons or material or to be used as a working platform.
Risk:	The chance or probability of exposure to a hazard, combined with the consequences of such exposure.
Risk assessment:	A structured and systematic procedure for identifying hazards, evaluating risks and prioritizing decisions in order to reduce risks to a tolerable level.
Safety:	Freedom from unacceptable risk of injury.
SCL delegate(s):	The representative from the project owned department or the major contact point of the concerned Client of Sands China Limited.
SCL Precincts:	The buildings or the areas that surrounds a building, under the control of SCL
SCL Properties:	Infrastructures, facilities and equipment which are the assets of SCL
Site work:	Any combination of all types of works within SCL precincts, e.g. construction, erection, installation, modification, conversion, fitting-out, commissioning, renovation, repair, maintenance, de-commissioning, demolition or dismantling of any structure, delivery of equipment or materials, waste removal, operating mechanical lifting equipment or working platform for equipment / materials delivery, external glass cleaning or waste removal etc..
Site Safety Supervisor:	Any individual or person nominated by the Contractor to ensure the compliance with the applicable Macau laws and regulations and this Site Rules during its site work within SCL's precincts.

Sub-contractor: Where the Contractor, who has signed a contract with SCL, in its turn signs a contract with another contractor, the latter becomes a subcontractor.

Work: Means all works and services required to be performed by Contractor to fully comply with signed contract.

4 Reference Regulations and Standards

All Contractors must operate under a range of Macau's applicable legislations and comply with all applicable rules and regulations. .

5 Codes & Conducts

Contractor shall not interfere with the normal work schedule of SCL workers and be courteous in the presence of guests.

- Contractor shall not interrupt the normal workflow of Sands China Ltd workers.
- Contractor shall direct all special requests to the SCL delegate(s), i.e. equipment needed, schedule changes, access to work areas, etc.
- Contractor shall perform in a professional and polite manner, while within SCL precincts. Rude or obscene language or gestures will not be tolerated.

5.1 Dress Code

SCL dress code policy facilitates the presentation of professional impression that reflects SCL's culture to all guests visiting the SCL's precincts. Contractor must provide their workers with a uniform.

- a) Contractor's workers must wear tidy clothes and shoes during the course of work. No worker is allowed to enter or remain bare-footed or naked/without uniform.
- b) Clothes must be neat and in good condition.
- c) Headgear must be neat, in good condition, and with Contractor's logo only. No other logos is permitted.
- d) Political related attire is not allowed.
- e) Contractor's workers must wear appropriate Personal Protection Equipment (PPE), in compliance with local regulations & this Site Rules, (safety belt, reflective vest, footgear, helmet, goggles, ear protectors, respirators, gloves etc.) when performing site work. The Site Safety Supervisor must ensure all PPE are in good condition.

- f) Hair must be neat, clean and appropriately styled at all times. Extreme hairstyles and/or unusual hair colors are not permitted. Long hair must be pulled back when using any equipment where it could provide a hazard (chain saw, grinders, etc.). Beards and mustaches must be well groomed at all times.
- g) The SCL Delegate(s) will resolve any differences in opinions concerning appearance and Contractors are required to comply with the SCL Delegate(s)' final decision.

5.2 Conduct and Behavior

- a) Contractor's workers must enter and exit the site work area from designated locations only.
- b) It is strictly **prohibited** to:
 1. Be present at any location outside of the designated site even during break time.
 2. Smoke within the building precincts or while working. Smoking is only allowed during break time outside of the building precincts or at designated smoking zone.
 3. Drink or consume alcoholic beverages and/or narcotics.
 4. Bring in hazardous or illegal material onto any area of the precincts.
 5. Trade goods for any type of personal business.
 6. Sleep and loitering in any designated work area or on SCL Precinct.
 7. Fight, quarrel, threaten, insult, humiliate, harass, be rude, impolite, and use vulgar language etc. with any co-worker and SCL staff. At the discretion of SCL, any worker violating this may be removed from the precinct indefinitely.
 8. Spit anywhere.
 9. Enter or use guest facilities including guest toilets, guest lifts, banquet chairs, sofas etc. Contractor's workers are permitted only to use designated staff toilets and other facilities.
 10. Consume food or drink while working at the designated site, public area or in the corridor etc, with exception of designated areas at the designated break times. Garbage and leftovers must be thrown into the designated garbage bins.
 11. Eat, drink or take items prepared for guests, regardless whether they are leftovers or not.
 12. Disclosing and sharing SCL's sensitive data. Taking workplace photos or videos and share them publicly is not allowed.
 13. Casino contractors are prohibited from taking part in any gaming related activities inside casinos during non-working hours and applying for membership cards.

14. Contractor's staff, who are under the age of 21 and are PRC residents are prohibited from entering casinos.

5.3 Restrictions at Contractor's Site

- a) The Contractor shall restrict their activities to their designated site work area.
- b) All doors connecting to Back of House (BOH) areas must remain closed all the time to prevent unauthorized entry.
- c) Building materials, equipment, tools, etc. must be placed exclusively inside the designated site work area.
- d) Contractor shall not use SCL's facilities (i.e. telephone, fax, TV, network system and Team Member Dining) without prior permission.
- e) Contractor shall obtain written approval from SCL prior to using passenger lifts for the transportation of machines, equipment, tools and workmen.
- f) Contractor must separate the site with an appropriate protection (e.g. hoarding, safety barrier, overhead protection, etc.) to prevent or limit access to hazardous areas if the site is public area.

5.4 Harassment and Discrimination

- a) Harassment is an unwelcomed conduct which has the effect of interfering with another worker's work performance or creating an intimidating, hostile or offensive work environment. Harassment can be in the following forms:
 - Sexual harassment
 - Physical and/or mental abuse
 - Racial and/or ethnic jokes or comments
 - Teasing intended to upset or provoke a worker
- b) It is important to recognize that behavior or comments that may not offend one person may be unwelcomed or offensive to another person.
- c) The Contractor shall ensure that harassment and unacceptable behavior as mentioned above will not happen in the work site.

6 Roles and Responsibilities of Contractor

The Contractor is required to coordinate and cooperate with the SCL delegate(s) for any activities which may impact on people, services, operations, environment or infrastructure at SCL Precincts. The

Contractor shall ensure that all its workers are knowledgeable of and comply with the Site Rules, contract, and applicable legislation, standards, codes and guidelines. Contractors workers must be appropriately trained and competent and hold the relevant and valid licenses and permits, and works must be performed in such a manner that no hazard or risk of injury or damage exists to people, precincts and environment.

The Contractor must ensure that:

- the work is carried out in full compliance with the Site Rules. The Contractor must sign the acknowledgement form of the Site Rules and return to SCL delegates acknowledging that the Contractor have read and understood the terms and conditions prior to commencing work;
- Contractor's workers must fulfil the requirements in the Site Rules. SCL may impose suspension of work, termination of contract, claims or penalties, in case of non-compliance.
- Contractors workers must be in possession of valid work permits before commencing work on the site, including transporting materials and/or equipment and any work-related activities.
- Contractors workers-performing site work must comply with all applicable Macau regulations;
- Contractor must isolate the site at indoor/outdoor of the SCL's precincts with physical barriers at its own cost;
- Contractor must assign the appropriate number of competent and licensed on-site Safety Officers and Safety Supervisor in accordance with the relevant requirements of Macau regulation;
- the Site Safety Supervisor shall ensure that the works are performed in accordance with the safety requirements in the Site Rules and local regulations;
- Contractor must supervise its workers.
- Contractor is responsible for any damages or loss of SCL Precincts equipment or facilities as result of carelessness/negligence.
- Contractor is responsible for safe operation of the equipment borrowed from SCL.
- Contractor shall ensure that proper safety measures are available at its own cost during site work at SCL's Precinct for preventing of any injury of its workers arising from any potential high risk activities or pollution.
- Contractor shall maintain sufficient insurance against loss of or damage to the site work as well as bodily injury, death or property damage to third parties during the site work period. The sum insured shall include any material, facility, equipment and plant in the work.

6.1 Training

- a) The Contractor is responsible for identifying any necessary training in order to maintain the required competency levels, especially for high-risk works requiring specific training and license according to the local regulations.
- b) Depending on the level of risk and/or complexity of the contracted work, the Contractor is responsible for providing work related SHE training for all its personnel working on the site.
- c) Contractor's workers must possess valid Occupational Safety Card issued by Labor Affairs Bureau.
- d) Contractor must meet all local regulations & SCL's requirements related to training. Relevant training record/certificate must be available upon request.
- e) Contractor must train its workers in fire prevention including proper use of portable fire extinguishers.
- f) Contractor must attend SHE related trainings provided by SCL upon request by the SCL's Delegate.

6.2 Housekeeping

- a) Good housekeeping practices are an integral component in maintaining a safe working environment. The Contractor must always keep all work areas neat and orderly.
- b) Contractor shall keep tools and materials properly stored when not in use and remove all materials that are no longer needed.
- c) The Contractor is responsible for the security of any such materials and/or equipment stored within the SCL's precincts. Tools must be kept controlled at all times, and must not be left unattended at any given time.
- d) Contractor shall ensure trash, scrap materials, and waste are placed in appropriate disposal or recycling containers and place containers strategically throughout the work area to promote use.
- e) Contractor shall keep floors, walkways, roadways and other locations clear of trip and slip hazards, including hoses, welding leads, electric cords, liquids, and other obstacles to avoid exposure to damage.
- f) Contractor shall keep working area free of unnecessary obstruction, place tools, materials, and equipment so that they do not cause hazards, and clean the site every day when the daily work is finished.
- g) Contractor shall keep small tools, nuts, bolts and fittings in suitable containers.
- h) Contractor shall remove all solid and liquid wastes according to Section 6.4 of this Site Rules.

- i) Upon daily work completion and before leaving of the site, Site Safety Supervisor shall verify if the site is neat and tidy to prevent the possibility of spontaneous combustion, electrical short circuit or water leakage.

6.3 Coordination with Safety Inspection

- a) Contractor acknowledges that SCL delegate(s) and/or the local government entities may carry out random inspections, and review Contractor's activity at any time without notice.
 - Whenever the SCL delegate(s) and/or local government entities provides verbal or written warning to Contractor to rectify any unsafe practices or destruction of the environment observed, the Contractor must immediately take appropriate corrective and/or improvement actions.
 - If Contractor fails to provide verbal or written reply, the Work Permit will be suspended until action taken or improvement done.

6.4 Removal of Solid and Liquid Waste

- a) Contractor shall dump all rubbish and waste materials to the government authorized designated locations.
- b) Disposal of hazardous wastes and construction waste must be disposed in accordance with applicable law.
- c) Rubbish and waste material cannot be disposed to the garbage containers or rubbish bins at guests' areas, corridors, or on landings or staircases or BOH areas.
- d) All rubbish, waste materials, food leftover must be removed regularly to prevent attracting pest and rats.
- e) Any contamination and/or spillage including chemical and oil must be removed at the expense of the Contractor.
- f) Contractors are not allowed to clean the waste bins within SCL's precincts..
- g) Concrete trucks and painting equipment must not be washed out on site.
- h) Liquid waste including sanitary wastewater, industrial wastewater, potable water, must be discharged to the government authorized designated location or drainage system instead of the rain drains of the SCL.
- i) Contractor shall ensure the liquid wastes discharged into SCL sanitary sewer or drainage system, do not contain substance prohibited by the Macau regulations.

6.5 Regular Reporting

- a) For the Direct Contractor appointed by the SCL, the Safety Officer or Safety Supervisor must carry out regular SHE inspection using the form *Site SHE Inspection Checklist* and submit to the SCL delegate(s) on the next working day.
- b) Client Contractor appointed by the Clients of the SCL, e.g. retail shop owner, event organizer etc., are not subjected to the submission of regular report to the SCL delegate(s). However, the SHE practice and the requirements of this Site Rules and local regulation must be complied to eliminate any safety hazard or environmental impact in timely manner for ensuring a health, safety and environmental friendly environment within SCL's Precincts.
- c) Work Progress updates may be required to be submitted to the concerned SCL Delegate(s). Please check your concerned SCL Delegate(s) for details. The updates may include:
 - i. Commencement and completion time of the work
 - ii. Contract labor hours
 - iii. Material(s) used / stored
 - iv. Equipment used
 - v. Status of the project, i.e. work completed that day, problems encountered, scheduled work for the following day and project needs.

7 Requirements for Commencing Works

7.1 Risk management

This requirement is only applicable to Direct Contractor). For work activities with potential high risk determined by the concerned SCL delegate(s), the Contractor is required to submit the *Site Work Risk Assessment* prior to commencing works within the required timeframe.

The site work risk assessment must be reviewed by the SCL delegate(s) prior to starting the work.

Risk assessment may include the following:

- Description of the work activity;
- Identification of hazards and risks associated with the activities, including routine and non-routine activities and potential emergency situations;
- Applicable legal requirements and other requirements;
- Health and environmental issues (noise, light, smell, vibration, use of chemicals, wastewater, waste, emission to air);
- Recommended procedures, precautions or controls required to mitigate the hazards;
- Detailed time schedule per trade and activities;

- Safety and environmental protection equipment to be used;
- Required PPE;
- Contractor worker training;
- Relevant permits as needed.

All requirements of the local health & safety regulations and this Site Rules are the minimum requirements. The Direct Contractor undertaking work at the SCL Precincts must always properly identify, assess, control and manage all hazards and risks associated with the work at its own cost.

7.2 Environmental Aspect Evaluation

The environmental aspects of Contractor works must be identified with respect to its major work activities. The aspects identified from design and construction works and site office activities are consolidated to the form *Site Environmental Aspect Evaluation*.

Information reviewed for aspect identification shall include but is not limited to the following:

- Work process flow and procedures;
- Legal requirements / non-statutory guidance notes;
- General specifications and Particular specifications;
- Design reports;
- Observations in site inspections;
- Records of complaints and/or non-compliance;
- Past monitoring records; and
- Records for past management reviews and/or environmental audits.

The environmental aspects shall be evaluated for their significance, Significant Environmental Aspects (SEA) shall be taken into account in operations, and managed by operational control procedures or by establishing improvement control.

The List of SEA for each Project shall be retained by the Project Manager as reference to ensure that all the SEA of that project are under control according to relevant control measures.

7.3 Permits for Work

- a) The Contractor must acquire any required permits through coordination with the SCL delegate(s).
- b) The following permits, such as hot work, fire alarm output disable, fire system suspension etc. must be obtained at least 48 hours in advance before any work is started. The permit(s) must

be displayed at the site in a designated and prominent location. Different kinds of work permits may be issued such as:

- Safety Work Permit;
 - Hot Work Permit;
 - Fire Alarm Output Disable;
 - Red Tag Permit (Sprinkler Shut off);
 - Hoisting Work Permit;
 - Confined Space Entry Permit (Underground Work).
- c) Generally the normal working hours will be defined by the SCL Delegate, any work outside the defined period, can only be carried out with the permission of the SCL Delegate(s) through coordination with other Departments of the SCL.

7.4 Permits for Site Workers

- a) The Contractor must ensure that their workers are authorized to work legally in accordance with the relevant Macau laws and regulations. If illegal workers are found, the SCL Delegate(s) has the right to cease operation and report such incident to the Labour Affairs Bureau.
- b) Under Macau regulations, non-Macao residents may only provide specific or occasional services of guidance, technical, quality control or supervision. The Contractor must maintain a daily attendance log to register the workers that have access to the site at the specific time period for specific activities.
- c) Contractor must ensure that these workers deployed for the site work at the SCL Precincts has not worked for more than 45 days consecutively or non-consecutively in Macao over the last 6 months upon completion of the event.
- d) The work conducted by the Blue Card Workers must match the job description stated in the Blue Card.
- e) Upon arrival to the SCL Precincts, Contractor's workers must present their legally valid ID card and/or Non-Residence Worker's ID card (known as "Blue Card") issued by the Macau government to SCL for registration and verification of their legal status to work in Macao.
- f) Contractors' workers must arrive at the security check point/staff entrance to apply for a Contractor Pass before entering to work and return the Contractor Pass before leaving, on a daily basis.
- g) Contractor's workers must wear the Contractor Pass at all times along with their legally valid ID card, Macao ID card and/or Blue Card within the SCL Precincts.
- h) The Contractor is liable for any accidents and injuries of their workers while they carry out the work in the site during the Contracted Period, and releases SCL from any liability.

8 Other Health and Safety Requirements

For enhancing the OH&S of site work within SCL, all Contractors are also required to comply the following practice whenever applicable:

8.1 Goods or Materials Delivery

- a) Materials, equipment or furniture must be delivered and taken away from the SCL's Precincts by using the designated routing, service lifts, service corridors and stairs.
- b) Details of delivery of all materials, equipment or furniture must be submitted to the SCL delegate(s) for review and approval. The delivery schedule must be coordinated with the SCL delegate(s) at least 48 hours in advance.

8.2 Work Requiring Suspension of the Supply of Utility or Machinery Disable

In case of works requiring temporary suspension of the supply of utilities (e.g. LPG, water, electricity etc.) from the central system, or to disable the machinery or equipment (e.g. generator, chiller, boiler, main pump etc.), Contractor must obtain prior permission through coordination with the SCL delegate(s) who will confirm the arrangements for Lockout/Tag out procedure. The Contractor must comply with the SCL's instructions during the lockout and tag out process.

8.3 Welding and cutting / Hot Work

- a) Welding, cutting, grinding and any other work susceptible of fire risk are subject to prior permission by means of a Hot Work Permit. No Hot Work can commence until the Hot Work Permit is obtained. The contractor must apply for the Hot Work Permit from Asset & Facilities fire shop **with** at least 48 hours advanced notice.
- b) Prior to carry out hot works within SCL Precincts, Contractor must obtain welding Hot Works Permit.
- c) All welding / other hot work activities must be performed by competent personnel, strictly under the following hot work permit procedure before and after the work is finished:
 - The Hot Work Permit must be displayed in the hot work location for inspections.
 - The Contractor must complete and return the safety check list to the SCL Delegate(s) after the works are completed or the permit is expired.
 - Contractor shall inspect and ensure the hot work location is free from fire risks.
 - During performance of hot work continuous supervision is required. A fire watch must be maintained within hot work area from start of work to completion, even during breaks, temporary fire watch personnel must be assigned to maintain continuous watch.

- The site must not be left unattended during the hot work activities.
- After conclusion of hot work, Contractor shall supervise the area for at least 1 hour and then patrol the hot work area every 15 minutes in the next 1 to 3 hours. After fire watch period, fire safety condition monitoring shall follow the detail of the approved Hot Work Permit.
- The Contractor shall return the Hot Work Permit to the SCL Delegate after the completion of the hot work.

8.4 Protective Personnel Equipment (PPE)

Contractor must carry out a site work risk assessment in order to determine the suitable PPE required.

- a) The Contractor is responsible for providing suitable PPE for its site workers.
- b) The Contractor must keep sufficient stock of the suitable types of PPE on the Site for his direct and indirect workers, and check the adequacy of stocks regularly.
- c) The Contractor must provide training on the proper use, storage, and maintenance of each type of PPE for their site personnel.
- d) Users must inspect PPE for ensuring the PPE are in good condition. If any damage is found, Contractor shall replace the PPE.
- e) The below table is for reference only, it depends upon actual circumstance. All PPE provided shall fulfill local regulations.

Task	P.P.E.
Working at Height	Safety helmet with chin strip, Safety harness
Spraying/Painting	Mask, Apron, Chemical-Resistant Gloves, Goggles
Welding	Protective Welders Face/Radiation protective Eye Shield, Flame Proof Protective Gloves, Apron, Safety Boots
Cutting/Polishing	Leather gloves, Ear plug, Goggles
Entering into high noise level area	Ear muffs/Ear plug
Manual handling operation	Gloves, appropriate Shoes
Chemical Handling	Goggles, Mask, Chemical-Resistant Gloves, Apron, appropriate Shoes
Entering Mechanical Rooms	Safety helmet with chin strip, appropriate Shoes

8.5 Cranes and Lifting Equipment

- a) All cranes and lifting gears must possess valid test certificates issued by a competent examiner by filling the relevant Statutory Forms. This relevant inspection documents must be valid before delivery to the site and meet the requirements of the relevant Macau regulation.
- b) Only qualified operators and trained riggers with proven experience, authorized by the local authority, are allowed to operate cranes.
- c) Crane operators or other competent persons must carry out daily inspections, test, check according to the relevant Macau regulation.
- d) A shackle or a ring must be used to connect multiple slings to the hook of the crane, to equally distribute the weight along the slings.
- e) Contractor shall ensure the loading is within the maximum loading limit and is balanced and correctly fastened and hooked into the position to prevent from falling.
- f) Contractor shall inspect lifting gears every time before use, to ensure that they are not damaged.
- g) Contractor shall not use unidentified lifting gears for lifting operations.
- h) Contractor shall not use a hoist for lifting, supporting or transporting people.

8.6 Portable Electrical Equipment

- a) Tools must be used for their intended purpose according to manufacturer's recommendations.
- b) Electricity supply and the tool must be of appropriate rating with the plug and socket.
- c) Before using an electric tool, Contractor shall ensure that the casing is undamaged. Damaged casing cannot be used.
- d) Contractor shall ensure that all cables, plugs or connectors are of appropriate ratings suitable for the tools and are sound properly wired up.
- e) Contractor shall ensure that the power cable is long enough to reach the working place without straining it, and of sufficient size to prevent overloading and excessive volt drop.
- f) Contractor shall not stand on a damp or wet surface when using electrical equipment, and keep the equipment clean and dry.
- g) Contractor shall disconnect tools when not in use.

8.7 Electricity

- a) Proper PPE must be worn for electrical work and implement lock out / tag out procedure.
- b) The Contractor is responsible to note the maximum power consumption for the working area, and must ensure safety precautions are taken.

- c) All electrical equipment must be installed by competent electricians and inspected at regular interval.
- d) All materials used in providing temporary electrical services shall comply with relevant legislation and must be in good condition, properly installed and protected against damage.
- e) The electrical equipment must be provided with short circuit protection.
- f) All cables must run at high level whenever possible and firmly secured to ensure that they do not present a hazard or obstruction to people and equipment. When cables are laid on the ground, they must be waterproof and be protected from mechanical damages, such as cable ramp etc..
- g) Cable Joint of any type along cable runs in final circuits are not allowed.
- h) Wiring termination at socket must have proper termination of wiring to avoid exposure of live conductors. Protection should be made against contact with live parts.
- i) Competent electricians shall undertake jointing or repairing of all electrical cables leads.
- j) The lighting fittings, distribution boards, sockets outlets, plugs and cable couplers must meet the regulatory and Asset and Facilities Management Department's requirements. If electrical tools are used during a project, a distribution power panel must be provided by Contractor. Contractor is only allowed to power their tools from this specific power panel.
- k) Distribution power panels shall be securely locked and fixed above ground level and inaccessible to general public. Distribution power panels shall be installed away from wet areas. For those installed near wet area or exposed to weather, waterproof type shall be used.
- l) All the distribution power panels' power supply only connects to "Normal" power source.
- m) Before plug in and energizing the distribution power panels competent electricians shall carry out functional and insulation tests.
- n) Only competent electricians are allowed to reset the switch of temporary distribution board after fault rectification.
- o) Provide circuit labels to all incoming and outgoing circuits, and post a warning notice/label in both Chinese and English on distribution boards stating the procedure for treatment of electric shock.
- p) Temporary Distribution board must be provided with a clear circuit diagram and contact person.
- q) Properly connect the earth conductor of all circuits/exposed conductive parts to the main earth terminal and ensure that they are in good condition.
- r) The distribution boards shall provide main switch with earth leakage protection. Protect all socket outlets by a residual current device operating at 30mA.

- s) All temporary electrical systems on the site must be re-inspected and audited at least once every 60 days and a technical report shall be made in accordance with the relevant Macau regulation.
- t) All electrical equipment or apparatus must be either double insulated or properly earthed for prevention of electric shock.
- u) The exposed conductive part of electrical equipment, such as distribution boards, mobile generators, etc. shall be earthed.
- v) The exhaust of diesel mobile generator must be directed to a position not to cause harm to persons.
- w) SCL reserves the right to inspect and change any electrical work that is deemed hazardous, at the expense of the Contractor.

8.8 Portable Ladders

- a) No wooden ladder is allowed in the site.
- b) Ladder must be used primarily as a means of access and NOT as a working platform for works with duration of more than half an hour.
- c) Ladders must only be used for work at a height of less than 2 meters, otherwise a working platform must be used according to the relevant Macau regulations.
- d) Top two rungs of ladders must never be used as foot hold for works at height.
- e) Electrically insulated ladders must be used for electrical works.
- f) 3-point contact for climbing up or down ladders must be maintained.
- g) Before use of the ladder, Contractor shall ensure the ladder is in good condition and placed on stable floor.
- h) The ladder must be properly secured near the top or it must be footed near the bottom.
- i) Do not erect straight ladder at a base angle exceeding 75 degrees or a 4(rise):1(base) ratio.
- j) Workers must always face the ladder when climbing or descending.
- k) Defective ladders must be removed from service immediately and properly repaired or destroyed.
- l) Never lash two ladders together to make it longer.
- m) Ensure that no overhead power lines are in the vicinity when handling and using ladders.

8.9 Scaffolds and Working Platform

- a) For Working at height over 2 meters working platform or scaffolds must be used.
- b) All working platforms and scaffolds must be well designed and constructed by suitable and sufficient strength. The calculation of the resistance and stability of the equipment, apparatus

or machinery or apparatus used must be available for inspection performed by the concerned Macao Authority.

- c) Contractor shall obtain prior consent of SCL delegates before using scaffold (working height excluded the guardrail) higher than 6-metre high.
- d) During the work, the Contractor must ensure the following:
 1. All scaffolds and working platform are inspected by competent person before use, after alteration, or exposure to weather conditions likely to affect its stability. The results of the inspections must be recorded according to relevant Macau regulations.
 2. All sides of working platforms higher than 2 meters must be protected with at least two guard-rails of adequate strength and toe-boards securely fixed in position. In regard of the relevant regulation, the height of the top guard-rail must be between 900mm and 1150mm from the floor and an intermediate rail with size between 450mm and 600mm. The Toe-board must at least 150mm high.
 3. Workers working at height where erection of fencing barriers are impracticable must be provided with suitable safety harnesses and sufficient safe anchorage points or life line system for securing the safety of the workers. Safety netting must also be used appropriately.
 4. Every person must ensure no objects, including hand tools, timbers, scraps, material or the like, will or likely to fall from height.
 5. If it is impracticable to provide adequate guard rail or platform access conforming to the requirements listed, then safety nets can be erected or approved type safety belts can be used to prevent injury due to fall of persons.
 6. Safety nets can be temporarily removed for the access of persons or movement of materials for the purpose of the work but must be replaced as soon as possible.
 7. Safety helmets are required when working near the areas where there is a potential for injury to the head from falling or flying objects.
 8. If safety harnesses are used, suitable and sufficient anchorage fittings are to be provided.

8.10 Building Maintenance Units (BMU)

- a) Permit for working at height over 2-meter must be obtained before commencing work.
- b) Only competent persons are permitted to operate and/or be on the BMU;
- c) Arrange pre-use inspections by a competent person in accordance with the relevant Macau regulations & maintain related records;
- d) Appoint a competent person to erect, alter and dismantle the BMU;
- e) Ensure the good condition of the outrigger, socket for the davit arm, parapet wall clamp, and tie-back;

- f) Ensure the power cable, control button, and plug are free from any defect;
- g) Ensure the fitting of lifeline and safety harness and their anchorages;
- h) Ensure sufficient safe means of access and egress are provided to a suspended working platform;
- i) Ensure to wear appropriate safety belt properly;
- j) Ensure the winches, climbers or other lifting appliances or similar devices of a suspended working platform are adequately protected against the effect of weather, etc.
- k) Mark the safe working load and number of persons allowed;
- l) Never use a BMU for lifting, supporting or transporting materials.

8.11 Demolition

- a) The person in charge of the project of demolition must ensure that the supply of water, gas, and electricity have been completely cut off. otherwise no demolition works can be done.
- b) No outsiders are allowed to participate in demolition works.
- c) At the surrounding area of the demolition project, a suitable and solid protection fence must be built to ensure the safety of the public.
- d) Before the demolition works begins, Contractor shall ensure whether there are harmful substances on the spot such as asbestos or its products, and objects with a fragile structure must be demolished first.
- e) The enclosing wall and everything that sticks out on the walls of the building must be demolished first, especially something that sticks out more than two meters from the wall.
- f) In the process of demolition works, Contractor should use sprinkle water at the work place so as to prevent dust.
- g) PPE must be used, such as gloves, dust respirators, eye protectors, and safety shoes.
- h) If pressure or a ram is used to demolish a certain part of the building, suitable measures must be adopted to prevent the building from collapsing toward the workers.
- i) It is strictly forbidden to throw down objects of demolition works from height. The garbage collector and elevators must be used to carefully transport these objects down to the designated area in order to avoid hurting people.

8.12 Disturbance, Nuisance and Noise

- a) The contractors are restricted from carry out noisy work in order to minimize the disturbance to guests/operations.
- b) The detailed information & schedule of the noisy work must be submitted for Asset and Facilities Management Department's approval prior to commencement.
- c) When the daily equivalent sound level reaches 85 dB (A) or above, ear protectors must be worn.

- d) No construction work in the foyer areas and front-of-house areas is allowed without prior consent from the SCL Delegate(s). Any work that entails any noise that may disrupt any other meetings or events must take place during times that will not cause conflict.
- e) SCL reserves the right to stop any noisy work at any time through verbal instruction of the SCL Delegate(s).
- f) The Contractor must ensure that the equipment in use is the type most suitable for the job. The Site Safety Supervisor must take necessary precaution and ensure that the operations of all machineries and work will not disturb any nearby noise sensitive receiver.

8.13 Working in MEP Plant Room

- a) All personnel accessing to the MEP plant room must wear a safety helmet with chin strip.
- b) Working alone is not allowed except for visual inspection only and workers must be escorted by the SCL delegate(s) from Asset and Facilities Management Department during the work.
- c) Follow all the safety notices posted inside/entrance of the MEP plant rooms.

8.14 Hazardous Substances or Chemicals

In no circumstances dangerous/ hazardous/radioactive substances may be used without prior permission of SCL. Treatment, transportation, storing and disposal must be arranged in accordance with Macau regulations. Once the permission is obtained, the Contractor shall ensure the following:

- a) The Material Safety Data Sheet (MSDS) and tools with material for treating leakage are readily available before using any hazardous substances or chemicals.
- b) Whenever applicable, all chemical used (e.g. paints, varnishes, adhesives, cleaners etc.) must be low VOC (Volatile Organic Compound) content.
- c) Each chemical must be stored in a suitable container in accordance with the manufacturer's instructions. Proper labels must be displayed on the chemical container. Chemicals must be sorted so that different types are not mixed together.
- d) Combustible material must be kept away from ignition sources.
- e) Spill containment or a spill kit must be provided to prevent chemical spill, chemicals stored on shelves or onsite if deemed necessary.
- f) Use appropriate PPE when using hazardous substances or chemicals according to the guidelines on the MSDS and following instructions given by manufacturer concerning ventilation of the area and general use of these materials.
- g) Any person handling such substances has received instructions regarding the hazards, the system of work to be adopted and the actions required in the event of spillage.

- h) Flammable goods storage area are restricted by the relevant Macau regulations. Therefore, storing of large volumes of chemicals and fuels must be stored off sites.

8.15 Underground Work

When underground work is required of accessing, but are not limited to, tanks, vessels, silos, sewers, vaults, pits, manholes, equipment housings, ductwork, pipelines, etc. within SCL precincts, Contractor must activate the safety requirement for working in confined space as the following:

- a) The Contractor must apply permit for confined space work. . The permit must be conspicuously posted at the confined space and all entrants must sign a log upon entering and exiting the confined space.
- b) Confined space hazard assessment reports, safety measures, staff qualifications, issuance of work permits and requirements for staff equipment must meet all requirements of relevant Macau regulations.
- c) The Contractor is responsible for air quality evaluation and monitoring in confined spaces. Monitoring of oxygen, explosive gases, toxic substances and other hazard(s) identified must be evaluated by competent personal prior to entry into any confined space and the results must be documented.
- d) The Contractor must ensure that Site Safety Officer or Safety Supervisor responsible for safety watches (confined space attendants) are easily identified, properly trained, and aware of the duties associated with each emergency situation that may occur within the confined space.
- e) When required, the Contractor must make all arrangements for and bear the cost of an onsite emergency rescue team.
- f) The Site Safety Supervisor must keep track of the identity and number of competent persons entering the confined space area. Work alone is prohibited.
- g) The Site Safety Supervisor or competent worker must be appointed to station outside the confined space. The attendant must not be assigned other duties but to serve as a standby for rescue operation.

8.16 Loading Dock

The Contractor working on and around loading docks must follow these safety practices and procedures of SCL:

- a) Obtain permission from the SCL delegate(s) or Security Department before loading/unloading the vehicle after hours.
- b) Strictly follow the instruction of the on-site security personnel of the SCL for accessing to the loading dock area and parking at the designated area.

- c) Use the proper material handling equipment and inspect all components prior to use.
- d) Only use equipment that Contractor's workers are authorized and trained to operate.
- e) Clear of other traffic and people not involved in loading or unloading.
- f) Clear of overhead electric cables so there is no chance touching them, or of electricity jumping to 'earth' through machinery, loads or people.
- g) Stay alert between trucks and docks, lift trucks and other cargo, fixed objects, dock carts, or cargo that is being placed into position.
- h) Block the wheels of a vehicle to stabilize before loading or unloading to prevent it from moving.
- i) Ensure dock plates are secured into position before using them.
- j) Vehicle must not be overloaded.

8.17 Motor Vehicles and Moving Equipment

- a) The Contractor-provided vehicle and mobile equipment operators are responsible for the safety of all passengers and the stability of materials being transported.
- b) The Contractor must enforce the following motor vehicle safety requirements:
 - Workers cannot use mobile phone while the vehicle or moving equipment is in operation.
 - All incidents leading to the damage of SCL's precincts and infrastructure must be reported to the SCL delegate(s).
 - Drivers of vehicles or operators of other moving equipment with wheels must follow on-site speed limit of 6 km/hour and other traffic rules within SCL precincts.
 - The Contractor must NOT refuel vehicles and moving equipment on the site.
 - The Contractor must ensure that parking brakes are set properly in vehicles when unattended.
- c) The Contractor must ensure that dozer blades, end loader buckets, forklift forks, or like equipment parts are lowered to the ground before the operator exits such equipment.
- d) The Contractor must manage, clean up, containerize, and characterize all oil, fuel, or petroleum product leakage from Contractor-provided vehicles and equipment and must follow applicable waste management requirements for disposal.

8.18 Table Saw

- a) Before beginning any table saw task, the Contractor must always check the safety features of the table saw to ensure that they're set and functioning properly.
- b) The saw blade guard must be installed.
- c) The saw blade must be powered-off and protected with guard when it is not in-use or unattended.
- d) The saw must adjusted properly before the power is turned on.

8.19 Rigging or Hoisting

- a) The Contractor shall apply the Hoisting Work Permit from the concerned SCL Delegate if any rigging is involved in the work and comply with relevant Macau regulations.
- b) During the work, if there is any doubt about the safety of the equipment or lift, stop the hoist, lower the load, and report the condition to the Site Safety Supervisor.
- c) Use proper hand signals and communication with all trained workers involved with the lift.
- d) When rigging, make sure the load hook and upper suspension form a straight line. The chain or body of the hoist must not come in contact with the load.
- e) Never tip-load hooks.
- f) Always use a sling or lifting device to rig around loads and use engineered lift points for attachment.
- g) Never work under suspended loads or lift loads over people.
- h) When leaving the hoist unattended, land any attached loads.
- i) When the job is complete, place the hoist and hook in a location that will not interfere with the movement of people or materials.

8.20 Liquid Propane Gas (LPG) System

- a) The Contractor must appoint the SCL's suggested LPG contractor to terminate and discharge the LPG system prior to disconnection of installed LP Gas equipment.
- b) Any additional LP Gas pipework and devices must be removed and terminated up to the tee-off point of the SCL's standard provision with suitable fixings to cap off the exposed junctions to avoid any gas leakage.

8.21 Hoarding

- a) Hoarding plan must be submitted for the SCL Delegate(s)' approval at least 2 weeks before the physical erection work starts.
- b) Paint spraying must not be carried out within visitor areas at any time or in any manner, except with prior written approval from the SCL. Protective measures must be in place to seal all gaps and slits in the hoarding and ensure adequate ventilation around the location while painting work is in progress.
- c) No dust is allowed to escape to the visitor areas from the site.
- d) The hoarding must be arranged to be erected during the schedule authorized by the SCL Delegate and completed on the same day.
- e) The hoardings must be supplied, installed, dismantled and removed according to the hoarding specification as stipulated in all relevant local regulations.

- f) The appropriate permission for hoarding erection and removal work must be applied from the SCL delegate(s).
- g) When constructing the hoarding (e.g. stanchion off the hoarding area before demolishing the hoarding), proper safety measures must be in place to safeguard the visitors nearby the site.
- h) The hoarding specification and standard must be in compliance with all applicable industrial and safety requirements.
- i) Prior coordination with the SCL delegate(s) is required when constructing, erecting or removing hoarding.
- j) Sufficient site supervision must be provided to ensure safety to all parties during the hoarding construction, erection and removal.

8.22 Waste Management

- a) **Reuse and Recycling**

Reuse and recycling may divert construction waste from waste stream back to the construction cycle. This can be achieved through balancing cut and fill, reusing items such as hoardings, formworks and scaffoldings and recycling materials such as metals, concrete and asphalt. Demolition waste can also be reused and recycled on-site in new construction as bricks and tiles in new fixtures. Besides, on-site crushing of concrete may also enhance use of recycled aggregates in new buildings.
- b) **On-Site Sorting**

Sorting is important to recover waste for reuse and recycle. To facilitate sorting, a specific area must be allocated for on-site sorting of waste while suitable containers must be provided to temporarily store the sorted materials such as metals, concrete, timber, plastics, glass, excavated spoils, bricks and tiles. If small area of the site limits detailed sorting, waste material must at least be separated into inert and non-inert portions.
- c) **Orderly Disposal**

Prior to disposal, all materials must be sorted and reused on-site or off-site while recyclable materials must be collected for recyclers' reuse. Public fill must then be transported to public fill reception facilities while remaining construction waste must be disposed of at landfill. To avoid fly tipping, Contractors must follow Government's practice to ensure that truck drivers dispose of construction waste at proper places.

9 Emergency Response and Preparedness

Emergency response procedures must be communicated to the site workers of the Contractor and its sub-contractors at the start of the work. Prior to commencing work, the Contractor shall ensure that its workers are fully aware of the SCL emergency procedures.

9.1 Fire Protection and Prevention

- a) Temporary water supply points will be provided as specified by SCL during site work. Contractors must not use the fire hose reels for water supply during the site work period. Any misuse of hose reels will result in interruption of works until the SCL's system is checked. The Contractor is responsible for all the consequences.
- b) Depending on the contract terms, it will be also the responsibility of the Contractor to provide appropriate and sufficient firefighting equipment (e.g. fire extinguishers, etc.) on the site. The Contractor must provide at least one carbon dioxide type portable fire extinguisher on site for every 1,000 square feet (100 square meters) with a travel distance of less than 50 feet (15 meters) between extinguishers of the site during the site work period.
- c) Tags must be used to indicate condition and date of inspection of fire extinguishers and damaged or malfunctioning or empty fire extinguishers must be replaced immediately.
- d) It must be reported to Facilities Service Center hotline (+853 8118 4999, Ext 4999) in case of fire.
- e) Contractor is required to ensure the following:
 - number of fire extinguishers of the correct size and type for their site is sufficient.
 - existing SCL fire extinguishers cannot be relocated without prior notifying SCL.
 - all fire service equipment is for emergency use only and not allowed for any other purpose.
 - all fire exit routes, including all staircases, pathways or corridors must be maintained and be kept free of obstruction at all times.
 - dispose of waste paper, packaging, old rags and other fire hazards.
 - any cracked, frayed or broken electrical cord or plug must be replaced immediately.
 - electrical, mechanical and communications rooms must be kept in order and free of combustible storage materials.

9.2 Gas Leak Mitigation

- a) If a gas leakage (e.g. when using a portable detector) is detected the worker of the Contractor must alert all personnel in the immediate vicinity and immediately leave the work area and go to a designated safe location.
- b) The gas leakage must be reported immediately to the Security Control Room and the SCL delegate(s).

9.3 Chemical Spill Prevention and Clean up

- a) The Contractor must have plans in place to cover the prevention, clean up and good environmental practices with regard to chemical spills.
- b) The Contractor must ensure that the trained workers, emergency procedures and PPE are available to handle the Chemical Spill properly in a safe manner.
- c) The Contractor must clean up any oil spillage or chemical substances etc. as soon as practicable and ensure that such substances are returned to the proper storage facilities after use.
- d) Under no circumstances chemicals or oils etc. will be allowed to pollute water courses, sewer and drains, and in the event of accidental occurrence, the matter must be reported to the SCL delegate(s) immediately.

9.4 First Aids

- a) The Contractor must provide the site with a qualified personnel for the first aid service for Contractor's worker on site. Where such service is provided, only qualified personnel must be employed in accordance with the relevant Macao Regulations.
- b) The Contractor must provide and maintain the First Aids kits on the site in accordance with the requirements of the Macao Regulations.
- c) Only under mutual consent with SCL, the Contractor may be exempted from the requirement mentioned in section 9.4.a and 9.4.b.

9.5 Typhoon and Adverse Weather

- a) The Contractor must perform site inspection and take following precaution measures for outdoor site before adverse weather, e.g. Signal No.8:
 - Tidy up and clean the site at outdoor.
 - Remove all loose materials.

- Remove or secure all outdoor barriers.
 - Works on open area must be suspended.
 - Inspect hoardings and bamboo scaffolding platforms periodically to ensure the structure is in good condition and stable.
 - Places sand bags on the edges to prevent water flooding if necessary.
 - Demobilize mobile cranes and power-operated elevating work platforms.
 - Strengthen the protection to outdoor temporary electrical distribution board to avoid short circuit.
 - Inspect the secured site and protect against possible ingress of water.
- b) The Contractor must stop high risk/dangerous areas works, especially outdoor works, such as: works at heights, crane operations, toe of slopes, excavation trench and confined spaces, etc. during Typhoon Signal No.8 or adverse weather conditions.
- c) The Contractor must perform the inspection and report to the SCL delegate(s) for any damage or loss on the site after typhoon.
- d) The Contractor must establish adequate controls for worker exposure to potential inclement weather conditions, including, but not limited to, heat, cold, lightning, etc.
- e) The Contractor must ensure that workers have access to an adequate, sanitary, potable water supply during all periods of the day and that they have plenty of fluids available when heat stress conditions exist.

9.6 Emergency Contacts

- a) Report to **Facilities Service Center Hotline** (+853 8118 4999, Ext 4999) in case of fire.
- b) All other types of accidents or incident must be reported to the Security Control Room at the following telephone numbers immediately. Whenever necessary, the Police will be called by the SCL delegate(s).
- **The Venetian Macao / Plaza Macao** : +853 811 80999
 - **The Londoner Macao / Conrad Macao** : +853 811 35999
 - **The Parisian Macao** : +853 811 10999
 - **The Sands Macao**: +853 8983 8999
- c) In case of work injury or SCL's properties damage incident, the Contractor must report to the related SCL Delegate(s) immediately, submit accident or incident report in written within 24 hours and take corrective action as required. The Contractor is fully responsible to comply with local regulation & liaise with local authorities to handle work injury case and bear the relevant cost or compensation incurred.

10 Use of SCL's Facilities

- a) All machines, equipment and tools to be transported to and from the working area must use the designated loading bay, service lifts and service passageway. For transportation of heavy equipment or use of any service lift, Contractor must seek permission from SCL in advance.
- b) Fee will be charged if the service lifts are damaged or made dirty during the course of work.
- c) Site access doors must always be closed.

11 Security

- a) The Contractor's workers suspected or caught stealing, concealing or bringing illegal items to/from the precincts including leftovers, or damaging SCL Precincts and Properties will be handled by SCL's Security. Whenever necessary, the Police will be called in for further investigations by the SCL delegate(s).
- b) SCL's Security is authorized to conduct security inspections at all times, including search of personnel, toolboxes, vehicles etc. as considered necessary within the SCL's precincts.
- c) SCL's Security has the full right to stop any construction that is considered to endanger life or any potential danger that may cause disaster.
- d) All personnel access to the site and their activities must be registered on the Daily Attendance Log. Upon request, such registration list must be submitted to the SCL delegate(s).
- e) A complete list of all personnel present on site must be available at all times and kept updated.
- f) Contractor shall report to Security Control Room according to Section 9.6.b all suspected illegal/undesirable person/activities found, such as unauthorized money exchange, loan sharking and theft, etc.

12 Specific Safety Requirements at Conventions & Exhibitions Areas

- a) When loading goods at Conventions and Exhibition loading dock, forklift must be rented from the SCL delegate(s) and crane lorry or tailgate truck is not allowed to be used for off-loading goods.
- b) Works, all stage construction and decoration must be completed in a timely manner before the start of the function. They must be dismantled and taken out from the precincts immediately after

the function concludes in order not to affect the next event. All works must be carried out within the contracted timeframe of owning the space. Although not permitted, in the event that any work is completed after the contracted time must be at the group and/or Contractors expense.

- c) Before departure from SCL Precincts, all remnants, scraps, wood, Styrofoam, cable cuts and other debris must be removed from the Function Room or Exhibition Hall by the Contractor, including the cleaning of the scissors lift area. Any remains that require additional cleaning will be at the Contractor's expenses.
- d) All rigging within all conference rooms and exhibition halls must be performed by SCL and the service requisition must be submitted to the Event Manager of SCL at least 21 days in advance for arrangement.
- e) Material Handling Equipment accessing to Conventions and Exhibitions areas must be rented from the SCL and the rental requisition must be submitted to the C&E Event Manager of SCL at least 21 days in advance.
- f) All working areas shall be properly fenced off with warning signs.
- g) Major painting of displays and exhibition materials are not permitted in SCL. However, "touch-up" painting of the displays and exhibition materials is permitted in the exhibition venue provided such work is undertaken during the move-in period only and all safety precautions and protective surface coverings are put in place.
- h) Additional Fire Protection and Prevention Requirements at Conventions & Exhibitions Areas:
 - I. Any temporary structures erected must allow a minimum clearance of 1.2 meters (4 feet) from doors opening to fire cabinets, electrical and mechanical riser and alarm call points.
 - II. No objects are to be attached to or suspended from the fire sprinklers or light fixtures on the ceiling. The sprinkler system is designed to tolerate up to a maximum temperature of 68°C (154.4°F). It is therefore necessary to ensure that spotlights and other heat-generating equipment are not focused on or stationed near the fire sprinklers.
 - III. Partitions or display boards must not obstruct the discharge pattern of the sprinkler heads. A clearance of at least 0.5 meters (20 inches) shall be maintained below the level of the sprinkler deflectors.

Appendix A: Occupational Health and Safety Policy of SCL



Sands China Limited

OCCUPATIONAL HEALTH AND SAFETY POLICY

Sands China Limited (SCL) is an integrated resorts and casinos operator that provides a safe and healthy working environment for all Team Members and guests. SCL believes that the successful application of Occupational Health and Safety (OH&S) requires the continual and supportive efforts from Management, Team Members and Macao Government. SCL recognizes that occupational health and safety is an integral part of business performance. We are committed to fulfil OH&S, legal and other requirements to provide continual improvement of the occupational health and safety management system.

The objective of Sands China Occupational Health and Safety Policy is to provide a safe and healthy workplace for all team members and guests. To provide Team Members with the training and a means to communicate to the management team any concerns that arise regarding a safe working environment. To this means Sands China strives to provide all information necessary to deal with safety issues that may arise quickly and effectively. The policy is intended to demonstrate a commitment by management to reduce and minimize work related occupational health and safety risks, hazards and injuries to all Team Members.

職業健康與安全政策

金沙中國是一間為所有員工及客人提供安全與健康環境的綜合度假村及娛樂場營運商。金沙中國相信職業安全與健康的成功地實踐需要管理層、員工和澳門政府的持續支援。金沙中國認為職業安全與健康是業務上不可或缺的部分。金沙中國致力於履行職業安全與健康的法律和其他要求，並不斷改進職業健康和安全管理體系。

金沙中國職業健康與安全政策的目標是要為所有員工及客人提供安全與健康的工作環境、為團隊成員提供培訓，以及向管理團隊反映關於工作環境安全疑慮的渠道。為此，金沙中國努力提供所有必要信息以處理突如其來的安全問題。這政策是表明管理層的承諾；讓所有員工在有關職業安全健康的風險、危害及傷害方面減至最少。

Approved By: Dr. Wilfred Wong, President of Sands China Limited

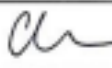
Approved Date: 10 March 2022

批准人：王英偉博士，金沙中國有限公司總裁

批准日期：2022年3月10日

Appendix B: Environmental Policy of SCL

Sands China ISO14001 Environmental Policy

Policy Title:	ISO14001 Environmental Policy		
Division:	SCL	Department:	Sustainability
Initial Created on:	19 th June 2024		
Last Amendment on:	19 th June 2024	Approved by:	 Grant Chum
Effective On:	19 th June 2024	Next Review	19 th June 2025

SCL JURISDICTIONAL POLICY

1 POLICY STATEMENT

Sands China Limited (SCL) is committed to environmental responsibility, actively promoting sustainable development, seeking continual improvements designed to reduce the impact on the natural environment from our direct operations and the activities of our suppliers and customers in relation to our operations (collectively, the “value chain”). Additionally, SCL focuses on enhancing the comfort and well-being of SCL guests and Team Members.

2 SCOPE

This Policy applies to Sands China Limited (“SCL”) and all its Team Members (“TMs”), its subsidiaries and affiliates entities, including but not limited to Venetian Macau, Limited (“VML”)¹.

3 DEFINITIONS

Sands ECO360 is the company’s global sustainability program with the primary objective to continuously improve our stewardship of the environment.

Focusing on four environmental topics:

- Low-carbon transition
- Waste
- Materials and Resources
- Water Stewardship

SCL has set internal and external qualitative and quantitative targets for each of SCL’s key topics, aiming to reduce SCL’s environmental impact and continuously improve over time.

SCL utilizes a formal environmental management system, which covers 100% of SCL’s Macao operations. This system is instrumental in identifying the environmental impact of SCL’s operations, establishing priorities, setting performance goals, initiating projects, protecting the environment, fulfilling compliance obligations and continuously monitoring and improving the Sands ECO360 program. Through SCL’s environmental management system and the holistic Sands ECO360 approach, SCL further elevates the understanding of the interdependency between SCL’s key topics.

¹ Affiliates being any person or Company directly or indirectly controlled or under direct or indirect common control with SCL, in Macau, including but not limited to Venetian Macau Limited, Venetian Cotai Limited, Venetian Orient Limited, Venetian Cotai Hotel Management Limited, Sands Venetian Security Limited

All content is proprietary information of Sands China Limited and its subsidiaries (the “Company”). Misuse or unauthorized disclosure of Company information is prohibited and constitutes grounds for disciplinary action up to and including termination. The Company reserves the right to change its policies, procedures and benefits with or without notice and those changes may not always be reflected in these pages.

4 POLICY EXCEPTIONS

N/A

5 OWNERSHIP

Sustainability Department

6 POLICY ACCESS

For more details, please refer to [myNET](#) → Policies & Procedures → ISO14001 Environmental Policy

LINKS TO RESOURCES, FORMS, AND SUPPLEMENTAL INFORMATION

LVS Global Environmental Responsibility Policy

[[ECO-Policy-July-2024.pdf \(sands.com\)](#)]

Remarks: In the event of any discrepancy between the English text and the Chinese translation, the English text shall prevail.

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Appendix C: Direct Contractors Submission Checklist

Before commencing Work, Contractor shall submit the following documents to SCL's delegate(s).

<input type="checkbox"/>	Acknowledgement of Contractor
<input type="checkbox"/>	List of Site Safety Supervisor(s)
<input type="checkbox"/>	Site Work Risk Assessment
<input type="checkbox"/>	Site Environmental Aspect Evaluation
<input type="checkbox"/>	Contractor Pass for Each Workers
<input type="checkbox"/>	Daily Attendance Record
<input type="checkbox"/>	Safety Work Permit
<input type="checkbox"/>	Hot Work Permit (if involved)
<input type="checkbox"/>	Fire Alarm Output Disable Permit (if involved)
<input type="checkbox"/>	Red Tag Permit - Sprinkler Shut off (if involved)
<input type="checkbox"/>	Confined Space Entry Permit (if involved)
<input type="checkbox"/>	Hoisting Work Permit (if involved)

After commencing Work, Contractor shall submit the following documents in a timely manner to SCL's delegate(s).

<input type="checkbox"/>	Work Progress Report (if required)
<input type="checkbox"/>	Site SHE Inspection Checklist
<input type="checkbox"/>	Written OH&S Accident Report within 24 hours (if any)

Appendix D: Client Contractors Submission Checklist

Before commencing Work, Contractor shall submit the following documents to SCL's delegate(s).

<input type="checkbox"/>	Acknowledgement of Client Contractor
<input type="checkbox"/>	List of Site Safety Supervisor(s)
<input type="checkbox"/>	Contractor Pass for Each Worker
<input type="checkbox"/>	Daily Attendance Record
<input type="checkbox"/>	Safety Work Permit
<input type="checkbox"/>	Hot Work Permit (if involved)
<input type="checkbox"/>	Fire Alarm Output Disable Permit (if involved)
<input type="checkbox"/>	Red Tag Permit - Sprinkler Shut off (if involved)
<input type="checkbox"/>	Confined Space Entry Permit (if involved)
<input type="checkbox"/>	Hoisting Work Permit (if involved)

After commencing Work, Contractor shall submit the following documents in a timely manner to SCL's delegate(s).

<input type="checkbox"/>	Work Progress Report (if required)
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Appendix E Penalty Charges

The penalty charge per single non-compliance shall be as follows:

Item	Non-compliance	Amount per incident (MOP)
Safety Non-Compliance		
1.	Failure to use or improper and unsafe use of safety harness/fall arrest systems where there is a risk of falling.	5,000
2.	Eye protection not being worn when carrying out cutting, welding and concrete breaking.	5,000
3.	Ear protection not being worn when carrying out noisy work.	5,000
4.	Sub-standard working platform or ladder in use while working at height.	10,000
5.	No protective fencing provided at open edge.	10,000
6.	Protective guards not in place or not functioning properly on equipment/ machinery.	5,000
7.	Objects falling from a height of 2 metres or above.	10,000
8.	Safety switch or emergency stop device not provided or not functioning properly on powerful machine (e.g. air compressor, circular saw, bar bending machine and others machine required in the relevant safety legislation, code of practices and manufactory design)	10,000
9.	Sub-standard electric appliance / handtools in use (including non-weather proof plug and socket, non-industrial wire, non-insulated transformer, improper wire connection and missing the earthing system)	5,000 (initial findings) 10,000 (reoccurrence)
10.	Proper respirators not being worn when carrying out work which generates dust or chemical fumes.	3,000
11.	Failure in the use of personal protective equipment e.g. Safety helmet or safety shoes or safety harness not being worn. (Repeat offenders)	2,000 (initial findings) 5,000 (reoccurrence)
12.	Lifting appliance or lifting gear (LA & LG) not examined before being put in use or no proper identification system for the lifting gear in use.	5,000 (initial findings) 20,000 (reoccurrence)
13.	Failure in safe use of oxy-acetylene cylinders in line with the statutory requirement (e.g. no install the flash back arrestor) or failure in the safe storage and transportation method.	20,000
14.	Failure in handling, transportation and storage of dangerous goods as per the statutory requirement and safety standards	5,000 (initial findings) 20,000 (reoccurrence)
16.	Unsafe lifting operation as per the statutory requirement, safety standards and method statement.	5,000 (initial findings) 20,000 (reoccurrence)

Item	Non-compliance	Amount per incident (MOP)
17.	Safety and hygiene facilities damaged wilfully or improperly workplace hygiene condition case is found.	10,000
18.	Smoking in non-smoking area	5,000
19.	Bringing in or storing or drinking of alcoholic beverages or persons under the influence of alcohol.	10,000 + Expulsion from Site
20.	Failure of taking appropriate action and act on a Safety improvement notice (SIN) within the stipulated period of time. (7 days upon received the SIN if specified on the SIN)	20,000
21.	Not properly implementing the Hot Work Permit or Permit-to-work System.	10,000
22.	Contravention of fire prevention measures (e.g. Fire Life Safety Conservation Plan "FLSCP" or failure provision of proper firefighting equipment)	10,000
23.	Set bonfire on workplace or temporary engaged area (e.g. site offices, depots)	50,000 + Expulsion from site
24.	Failure to provide or displaying valid statutory certificate / plant permit.	5,000
25.	Destroying or damaging entire or part of safety measure without re-instatement	5,000
26.	Use of unskilled or untrained person to operate mechanical or electrical machinery and equipment.	20,000 + Expulsion from Site
27.	Activation of permanent fire alarms during the course of works or use the water from hose reel / fire hydrant	10,000
28.	Failure to following the VML Development Safety Policy / Standard.	5,000
29.	Works begin without approved or failure to implement (MS) Method Statement / (RA) Risk Assessment / (TWC) Temp Work Check.	20,000 + Expulsion from Site (if necessary)
30.	Using the spot light or other high temperature illumination on site without approval and proper control.	10,000
31.	Unable to send representative to attend safety inspection or meeting.	5,000
32.	Poor housekeeping / cable management / improperly or inadequate lighting.	5,000
Site Administration Non-compliance		
1.	Entry the premises without site pass; or invalid site pass or use other person site pass or temporary access right	5,000 + Expulsion from Site (if necessary)
2.	Littering, including discarding lunch box and beverage bottle within the Site area (site hygiene)	3,000
3.	Urinating / excreting on Site and not using designated toilet areas.	10,000 + Expulsion from Site (if necessary)
4.	Cooking at Site	2,000
5.	Staying overnight on Site without prior consent.	2,000
6.	No or substandard pest and rodent control	5,000

Item	Non-compliance	Amount per incident (MOP)
7.	Ingress or egress Site without using the hand key system (offenders caught will be removed from Site forthwith)	5,000
8.	Damage or improper use of Handkey Reader / Turnstile /Access Gate	20,000
9.	Illegal worker (MOP\$ 20000 per worker per offence)	20,000
10.	Failure in control the Owner security pass system (e.g. failure of provide leaving employee's information within 7 Days to cancel the temporary site pass, apply the access pass for non-project related person, fail to collect the access pass within 7 Days after approved by security department.)	3,000
11.	Eating in prohibited area	5,000
12.	Gambling, fighting within the Site area (offenders will be reported to Police)	50,000 + Expulsion from Site (if necessary)
13.	Cheating, Dishonest and Stealing Behavior/ Unauthorized use of Owner Materials and Equipment. (offenders will be reported to Police)	50,000 + Expulsion from Site (if necessary)
Vehicle		
1.	Invalid / no vehicle pass	3,000
2.	Vehicle pass not displayed in windshield	2,000
3.	Speeding / excess the speed	10,000
4.	Vehicle without insurance cover	10,000
5.	Driver does not hold relevant valid license	10,000 + report to Police
6.	Unauthorized parking on the haul road or access road and removal of locking devise on unauthorized parked vehicle.	10,000 + report to Police
Plant & Machinery		
1.	No application submitted to SCL Security before entry to controlled area	5,000
2.	Plant loading or unloading at the prohibited or unauthorized area	10,000
Site Logistics		
1.	Unsafe storage of materials or materials stacked above height limit (e.g. height limit in the FLSCP)	10,000
2.	Material loading and unloading activities or the stockpile of materials carry outside the permitted or authorized area.	5,000
3.	Failure to follow the usage and occupation conditions of a storage area. (May result in removal of storage area)	10,000
4.	Failure to provide and display the temporary offices, depots and container identifications.	10,000
5.	Unauthorized usage and occupation of the area inside the premises (e.g. unauthorized laydown or storing materials nearby the common access, means of egress and gates)	10,000
6.	Failure to display the label (i.e. Package no. TC name, contact person, mobile no & materials quantity) in the temporary warehouse / storage depots	5,000

Item	Non-compliance	Amount per incident (MOP)
7.	Failure to evacuate storage area or clear stockpile materials within a reasonable timeframe.	10,000
8.	Potential tripping and slippery hazard caused by poor housekeeping and untidy storing of materials or the floor surface protection	10,000
9.	Failure the carry out remedial action for logistic non-compliance issues within the agreed / instructed period	20,000
Environmental Non-compliance - Air Pollution Control		
1.	Plant emitting excessive black smoke.	1000
2.	Open burning of waste.	2000
3.	Failure to remove excess dust build up on stockpiled materials	1000
4.	Failure to adequately cover cement stocks or dry pulverized fuel ash with impervious sheeting or store in a sealed silo/container.	1000
5.	Failure to provide impervious dust cover sheets to debris chutes	1000
6.	Failure to spray waste and debris with water or dust suppression chemical before dumping into a debris chute.	1000
7.	Failure to remove dust and dirt from the body and/or wheels before leaving the construction site.	1000
8.	Failure to adequately sheet materials carried by uncovered vehicles before leaving the construction site.	1000
9.	Failure to limit dust emissions in areas of the Site occupied by the Contractor	1500
10.	Failure to comply with Sands ECO 360 LVSC Sustainable Development Standards Construction Indoor Air Quality	10000
Environmental Non-compliance - Water Pollution Control		
11.	Failure to control the disposal of wastewater into communal drains without adequate sand/silt removal facilities (e.g. sand traps, silt traps and sediment basins).	3000
12.	Failure to provide adequate water pollution control	1500
Environmental Non-compliance - Noise Pollution Control		
13.	Failure to stop works beyond licensed Working Hours or in contradiction with Statutory Requirements.	3000
14.	Failure to provide adequate noise protection.	1500
Environmental Non-compliance - Waste / Chemical Waste Control		
15.	Failure to segregate waste in accordance with the Contractors Waste Management Plan.	3000
16.	Failure to properly secure, store and prevent improper use of and leakage from chemical waste containers.	2000
17.	Failure to adequately label chemical waste containers	1000
18.	Failure to provide drip trays or necessary measures to mitigate the risk of spillage of chemicals from containers, generators or plant during maintenance and refilling works.	2000
19.	Failure to clean up any spill that is considered hazardous	2000 and 500 daily thereafter
Environmental Non-compliance - Remedial Action on Non-compliance Practice		
20.	Failure to carry out proposed remedial actions for environmental non-compliance issues within the agreed/instructed period.	3000

Item	Non-compliance	Amount per incident (MOP)
Late Response to Owner's Query, Emergency Call Services and Trouble-Shooting Works		
21.	Failure to provide response to Emergency Call Services within 60 minutes from receipt of the call	2000
22.	Failure to solve the reported / founded by Owner for any defective item and system error with 7 days	2000 or 2000 daily there after
23.	Failure to response the Owner's query, including request quotation from additional works / chance order..... etc	1000 and 500 daily there after