



THE WESTIN CAPE TOWN

MINIMUM STANDARDS DOCUMENT

CONTRACTORS/SUPPLIERS AND CONSULTANTS

CONTRACTORS / CONSULTANTS / SUPPLIERS

Minimum Health, Safety, Environmental Protection and Fire Prevention Requirements of all Contractors, Suppliers or Consultants, Engaged by The Westin Cape Town

The following conditions shall form the basis of all agreements with contractors, suppliers and consultants engaged in work at/on behalf of The Westin Cape Town to ensure a suitably safe environment and work site, to protect the general public, employees, building owners and occupiers of adjoining properties in accordance with the Health & Safety Act, as well as all regulations, Standards, Advisory Standards and Industry Codes of Practice pertaining to the work.

1. GENERAL STATEMENT

The Westin Cape Town complies with the Occupational Health and Safety Act Acts of South Africa, to ensure the safety and well-being of staff and guests. In support of this commitment, all contractors conducting business at the Hotel have an obligation to comply with the policies and procedures of this property.

All contractors must report to the security entrance/exit area on arrival, complete and sign the required documentation (work permit) and request to see the person nominated by the Hotel to co-ordinate the arranged visit. Security will issue a "Contractor's Pass", which must be displayed on personnel at all times. Only Individuals provided with a Contractor's Pass shall be permitted to enter the work site. Contractors are not permitted to bring children, animals, or any unauthorized individuals onto the hotel premises whilst engaged in work.

1.1 Employer's Obligations

Employers shall safeguard the health and safety of their employees, covering all machinery, equipment, substances and appliances used by their employees in the work to be performed by the contractor on site.

1.2 Product Safety Obligations

Contractors and suppliers must provide safe, tested articles and products, with full safety information regarding safe use, and provide confirmation that the articles and products do not constitute a risk to health or safety. Evidence of compliance with relevant International standards, regulations, Advisory Standards, Industry Codes of Practice or design codes is required prior to purchase of any materials, articles or products to be used on site. Compliance with the hotel's specific design requirements is a prerequisite to supply or purchase of any articles, materials or products.

1.3 Employee's Obligations

Employees of contractors have an obligation to avoid injury to themselves or others, and must not interfere with or misuse equipment or building services which provide protection for health/safety or welfare of employees and the public.

2. HEALTH

The Westin Cape Town endeavors at all times to ensure a healthy environment for its associates, guests and visitors. Staff, including all contractors, are required to arrive for work fit to perform all duties and responsibilities assigned.

2.1 Microbiological Protection and Hygiene

The contractor shall ensure all employees are provided with, and wear, protective respiratory equipment and protective clothing when cleaning or servicing cooling towers and sewerage tanks. Any contractor who discovers such items as syringes, razor blades or the like, is to contact Security for assistance in handling and disposal, using the correct safety precautions.

2.2 Corona Virus (Covid 19)

The contractor shall ensure that all local legislation relating to covid 19 is adhered to at all times as per below requirements, but not limited to;

- a) Temperature screening/recording
- b) Mandatory wearing of face masks
- c) Hand sanitizing
- d) Social distancing where practically possible

3. SAFETY

3.1 Accidents and Incidents

All accidents and incidents shall be reported immediately to the Security Department or the Hotels representative in charge. Persons requiring first aid treatment are to report to the Security Department. Contractors shall provide a fully equipped 1st aid station, when working on site with more than 5 personnel.

3.2 Personal Protective Equipment

The contractor shall provide and ensure all employees wear personal protective clothing when required, such as safety helmets, eye protection, respiratory protective equipment, hearing protection, protective footwear, hand protection and safety harnesses where applicable.

3.3 Protection of the Work Site

The contractor shall provide protection of work including proper fencing, guarding, lighting, safety tagging, and watching of work for suitable safety precautions, to protect the public, and the owners and occupiers of the work site and the adjoining properties for the duration of the work on site.

The responsibility to clean up all rubbish and dispose of the same rests with the contractor. All rubbish is to be cleaned from site on a daily basis. Until removal, all rubbish and other materials are to be maintained on site at all times, and in no event shall such rubbish and other materials be placed in any location off site. Contractors shall ensure that such rubbish and materials shall not interfere with the operation of the hotel, or the work of any other contractors or their employees working elsewhere on site. Flammable rubbish, or any hazardous material, is to be removed from the building immediately, and stored in an appropriate area prior to removal each day. Plant rooms **will not** be used for any storage of building materials.

3.4 Work Permits, Flame Cutting and Welding

All contractors arriving onsite will be required to complete a work permit, issued at Hotel Security and have it authorised by the relevant Hotel Representative. Naked flames, welding, grinding or use of heating equipment shall not take place without a hot work permit from the Engineering Department. Contractor shall give 24-hour notice of all hot works to be carried out to the designated Marriott Hotels representative. Posting of a fire watch will be required during hot works. Upon completion, the Engineering department is to be informed so as they can inspect and reinstate any isolated alarm equipment.

3.5 Machine Guarding

All mechanical equipment brought into the hotel premises must be guarded to the safeguarding requirements of manufacturers and local authorities requirements. No equipment is to be operated with guards removed.

3.6 Electrical

All portable electrical equipment owned by the contractor that is to be used at the Hotel, must be electrically tested and tagged. A representative of the Engineering Department may inspect electrical equipment and if not tested, a non-conformance report will be issued to the contractor. All contractors must use portable safety switches when using electrical equipment.

3.7 Working at Heights

The Advisory Standard for Working at Heights and Working on Roofs requires persons working above 2.4 meters to be protected from falling. To ensure compliance with this requirement, the Hotel has developed a "Permit to Work System" and "Working at Heights" procedure. All contractors required to work from roofs or at height must report to the Engineering Department to complete, and receive, the appropriate 'permit' prior to commencing work.

All equipment for working at heights supplied by the contractor must be well maintained, and must comply with the relevant design standards applicable.

Licensed persons only will carry out erection of scaffolding.

Persons working in confined spaces are required to follow the Marriott International Working in Confined Spaces procedure. The Contractor is responsible for notifying the Engineering Department of the location of any employees working in confined spaces at all times.

3.8 Lockout / Tag out Systems

Where equipment is isolated for servicing, repairs or tests, the contractors shall lock out, render safe and tag such equipment, and shall not restart such equipment until he/she can ensure re-commissioning such equipment will not endanger any person. The Hotels' lock out and tag out system must be used. No lockout / tag out locks will be removed by the contractor unless authorized by the individual applying the tag. Any discrepancies are to be reported to the Chief Engineer for resolution.

3.9 Hazardous Substances Stored on Site

The contractor, supplier or consultant shall advise of all potentially hazardous substances prior to moving on site, either compressed gasses, flammable liquid or solids, oxidizing agents, poisonous and infectious substances or corrosives, and shall provide material safety data sheets for each substance proposed for use on site. The contractor shall ensure the correct handling, storage and usage of these substances. Training of Hotel staff is a requirement prior to any substances being stored or put to use on Site.

3.10 Plant

All tools and equipment brought into the Hotel for the performance of work by the contractor / consultant / supplier, must meet current International equivalent Standards (if applicable) and be maintained to the manufacturer's specification. The Hotels is not responsible for any tools or equipment brought on site by contractors, etc.

4. ENVIRONMENTAL WASTE

Contractors shall ensure that chemicals, cement or sediments, or any other environmentally hazardous waste, do not enter storm water or sewage drains, or any other watercourse, within the Hotels grounds or in any surrounding areas. Environmentally hazardous materials shall be handled by the contractor at all times to ensure that the Site, Hotels' grounds, and any surrounding property shall be free of any contamination whatsoever. All waste is the responsibility of the contractor to remove to a properly certified disposal center, appropriate for the particular type of waste, unless otherwise agreed.

4.1 Noise and Air Emissions

Vehicles and plant brought onto the Hotel premises shall not be left running whilst unattended. Excessive noise or fumes are not acceptable and will result in the contractor being issued with a non-conformance report. No noisy works are to commence before 10am or continue past 4:00 p.m., unless prior arrangement is made with the Chief Engineer. Volume of radios and two-way radios are to be kept at minimum levels to the satisfaction of Hotel management.

4.2 Refrigerant Management Techniques

The contractor shall allow for such equipment and responsible procedures in handling refrigerants, to be decanted and reused or disposed of, to avoid the risk or release to atmosphere and damage to the ozone layer.

5. GENERAL

5.1 Damage

Any of the Hotels structures, buildings, fixtures, equipment, or other movable or immovable objects, damaged by the contractor or his agents or employees, shall be repaired immediately, and at the contractor's cost. In the event that the contractor shall fail to repair such damaged items within a reasonable time, Hotels may, at its option, repair such damaged objects at its own expense, but shall always retain the right to seek reimbursement for any such expense from contractor after the repair work is completed.

5.2 Language

Loud, coarse or abusive language within the vicinity of staff, guests or visitors will not be tolerated and may result in the cancellation of the contract.

5.3 Insurance

Before commencing work on site the contractor shall provide certificates of insurance and additional insured endorsements, with required liability limits and statements.

Insurance coverage required:

- (a) Workers compensation/employer's liability – Department of labour "Letter of Good Standing" required.

- (b) Comprehensive General Liability including Premises/Operations, Products/Completed Operations, Blanket Contractual, Personal Injury, Broad form PD, Explosion, Collapse and Underground damage, if applicable, and Owned and Non-owned Automobile Liability with limits of not less than Ten One Million Rand (ZAR10,000,000) combined single limit for bodily injury and/or Property Damage.

5.4 Building Services Code Compliance, Fire, Electrical, Plumbing and Ventilation

The contractors shall not alter, connect or disconnect any building services, including electrical, fire protection, ventilation, plumbing or sewerage services, without written permission of the Chief Engineer, and such alterations require marking up of as constructed drawings prior to any such activity, which mark ups must be approved in advance of any such activity by the Chief Engineer.

5.5 Access

Access to all areas shall be via service lifts, and under no circumstances are guest lifts to be used. Guest lifts are only to be used if work is to be carried out on the lifts.

5.6 Smoking

Smoking is not permitted at all with in the hotel premises

5.7 Dress Standards

Contractors and contractor's employees are to be reasonably dressed at all times to a standard acceptable to Hotel management.

5.8 Notices

Any violations of Local Codes, Legislation or these agreed minimum standards may result, in the Westin Cape Town's discretion, in stopping of all work, at the Contractor's expense, until the violation is corrected.

5.9 Telephone Numbers

Prior to any work to be performed on Site, a full list of telephone numbers of all Contractors and sub-contractors working at the property, as well as the names and contact information of two representatives of each contractor and sub-contractor accessible after regular hours, is to be provided in case of an emergency requiring out of hours servicing.

6. FIRE PROTECTION AND PREVENTION PROCEDURES

6.1 Emergency Procedures

Should the emergency evacuation sirens sound, please evacuate to the assembly area and notify the Hotels person responsible for your contract of your presence. Attached to this document is the Hotels building evacuation plan for your reference.

6.2 Fire Protection / Detection Systems

The contractor shall not change, alter, isolate, bypass or render inoperative any fire protection or detection systems in the property, without a "Red Tag" permit available from the Chief Engineer, and shall use additional portable fire protection equipment where the potential for fire risks may be present in the work proposed.

6.3 Obstruction of Fire Paths

Obstruction of fire egress passages, fire lanes, fire doors, emergency alarms, firefighting equipment or egress signage is strictly forbidden and prohibited.

Please sign below to confirm that you, your company and your staff accept and understand the above terms and conditions of the Westin Cape Town's Minimum Standards Document, sections 1 through 6 inclusive.

Hotel Name: _Westin Cape Town

Hotel General Manager Mr. Leon Meyer_____

Name: _____

Company Name: _____

Position: _____

Signature: _____ Date: _____

