



July 25, 2023

JPS Request for Proposal # 955931

The Supply of # 2 Automotive Diesel Oil, # 2 Ultra Low Sulfur Automotive Diesel Oil and # 6 Heavy Fuel Oil

Dear Vendors

Only Electronic submissions will be accepted, using ShareFile by Citrix. All uploads will be confidential. Additional information on this software can be accessed by clicking the links below:

- Basic Client Guide <https://citrix.sharefile.com/share/view/s1bff52f8d434781a>
- Training (video) <https://www.sharefile.com/support/training>

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HON. DANVILLE WALKER, O.J., J.P.

HYUNG CHAE YANG

RFP 955931 Activities are guided by the dates stated in the Calendar of Events highlighted in Section 4 of this RFP. Observing these dates,

- 1) Section 2.1 (Points of Contact) provides Instructions to submit questions via email only
- 2) A combined response to questions will be posted on the JPS website only
- 3) Respondents must confirm their intention to bid in order to be setup in JPS ShareFile folder
- 4) Access to individual vendor folders will be given at least 5 days before the bid closes to eliminate any issues for bid upload by RFP deadline.
- 5) Files must be accurately labelled/named. Financial Proposal must be a separate file from your Technical Information.
- 6) ShareFile Access will be removed when the RFP closes.

Bids will not be accepted via email.

Regards

JPS Purchasing Dept.

**JAMAICA PUBLIC SERVICE
COMPANY LIMITED**

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Jamaica Public Service Company Limited

Request for Proposals

For the Supply of

2 AUTOMOTIVE DIESEL OIL, ULSD AUTOMOTIVE DIESEL OIL AND # 6
HEAVY FUEL OIL

RFP# 955931

JULY 2023

INTRODUCTION

Jamaica Public Service is seeking to identify qualified fuel oil vendors to supply automotive diesel oil (ADO) #2, Ultra Low Sulfur Automotive Diesel Oil (ULSD) and Heavy Fuel Oil (HFO) # 6 at its generating plants as outlined herein.

BACKGROUND

Jamaica Public Service Company Limited (JPS) is an integrated electric utility company engaged in the generation, transmission and distribution of electricity throughout the island of Jamaica. JPS owns and operates 28 generating units and also purchases power from seven independent power producers (IPP). JPS assets include conventional thermal plants (335 MW), hydro and wind (29.12 MW), 50 substations, approximately 1200 km of transmission lines and 20,534 km of distribution lines.

The common shares of JPS are held 40% by Marubeni Corporation through its subsidiary Marubeni Caribbean Power Holdings (“MCPH”); 40% by Korea East West Power Company (“KEWP”); 19.9% by the Government of Jamaica (“GOJ”) and the remaining 0.1% by a group of minority shareholders.

The Office of Utilities Regulation (“OUR”) is the independent regulatory agency with responsibility for regulating the electricity sector in Jamaica.

Along with the provision of electricity, the JPS is a key partner in national development. The Company has a vibrant corporate social responsibility portfolio and makes significant contributions in the areas of education, sports, and community development. The Company also has a strong environmental focus and carries out its operations in an environmentally friendly manner.

JPS has the following status with Jamaica Customs – **Authorized Economic Operator** (AEO). It is an internationally recognized quality mark which indicates that the JPS supply chain is secure, and that the JPS customs’ procedures and policies are compliant. With this designation, JPS Warehouse and Procurement Teams are subject to audit and monitoring

by Jamaica Customs.

Geography of Jamaica

Jamaica lies 145 kilometers south of Cuba and 160 kilometers west of Haiti. Its capital city, Kingston, is about 920 kilometers southeast of Miami. At its greatest extent, Jamaica is 235 kilometers long, and it varies between 35 and 82 kilometers wide, with an area of 10,911 squarekilometers.

The highest area is that of the Blue Mountains. The crest of the ridge exceeds 1,800 meters. The highest point is Blue Mountain Peak at 2,256meters.

Two types of climate are found on Jamaica. An upland tropical climate prevails on the windward side of the mountains, whereas a semiarid climate predominates on the leeward side. Warm trade winds from the east and northeast bring rainfall throughout the year. The rainfall is heaviest from May to October, with peaks in those two months. The average rainfall is 196 centimeters per year.

Temperatures are fairly constant throughout the year, averaging 25 °C to 32 °C in the lowlands and 15 °C to 22 °C at higher elevations. Temperatures may dip to below 10 °C at the peaks of the Blue Mountains.

Jamaica lies at the edge of the hurricane track; as a result, the island usually experiences indirect storm damage. Hurricanes occasionally strike the island with full force, including winds speeds up to 240km/hr.

RFP OBJECTIVES

Through this RFP, JPS aims to secure the services of one or more fuel oil distributors with the expertise and financial capability to effectively supply and manage the fuel inventory levels as specified in this RFP document.

1.4 Definitions

“**Bidder**”, “**Bidder**”, “**Vendor**” or “**Contractor**” shall mean JPS’ qualified service provider acting in the role of the prime contractor who responds to this RFP.

“**Bid/ Proposal**” shall mean the Bidder’s formal written response indicating committed price.

All references to JPS or Company shall mean the Jamaica Public Service Company Limited.

“**Services**” means services ancillary to the supply of the fuel, such as transportation and insurance, and any other incidental services, such as provision of technical assistance, or any other such obligations of the Supplier covered under the Contract.

“**Approved**” means approved by the JPS or its delegated representatives.

“**The Goods**” means all of the fuel, which the Supplier is required to supply to the JPS under the Contract.

“**Days**” means calendar days according to the Gregorian calendar.

“**The Contract**” means the final agreement entered into between the JPS and the Contractor signed by the parties, including any attachments, addenda, and appendices thereto and all documents incorporated by reference therein.

“**The Contract Price**” means the price payable to the Bidder under the Contract for the full and proper performance of its contractual obligations.

2.0 GENERAL INSTRUCTIONS TO BIDDERS

The Bidder is expected to confirm intent to bid by date stated in Calendar (Section 4). Failure to comply will result in Bidder being unable to participate in bid. Bidder must examine all instructions, terms specifications in the Bidding Documents. Failure to furnish all information required, will be at the Bidder’s risk and may result in the rejection of its bid.

2.1 Points of Contact

All communications and questions with JPS regarding this RFP must be directed to the following Points of Contact (POC) via email:

Name: **Alexa Brown**
 Aldeen Morris
 agbrown@jpsco.com

cc: apmorris@jpsco.com

Email Subject: JPS RFP # 955931- The Supply of #2 Automotive Diesel Oil,
ULSD Automotive Diesel Oil and #6 Heavy Fuel Oil

2.2 Communication Regarding the RFP

Unauthorized communications concerning this RFP with other Company employees, executives or Contractors may result in immediate disqualification.

All communication and questions should be submitted in writing, electronically to the POC. In order to ensure consistency in the information provided to Bidders, responses to questions received will be communicated to all participants, without revealing the source of the inquiries.

Only written responses will be considered official and binding. JPS reserves the right, at its sole discretion, to determine appropriate and adequate responses to questions and requests for clarification.

A Bidder contact should be provided for all questions and clarifications arising from the Proposal Queries should include:

- a) Company's name, company address and phone number, contact person, email address, position.
- b) References to specific points within this RFP using the Section number as reference
- c) Clear and concise questions

2.3 Period of Validity of Bids

Bids shall remain valid for *ninety (90) days* after submission. A bid valid for a shorter period may be rejected by the Company as non-responsive. In exceptional circumstances, the Company may solicit the Bidder's consent to an extension of the period of validity. The request and responses thereto shall be made in writing.

2.4 RFP Amendment and Cancellation

At any time prior to the deadline for the submission of bids, the Company may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding documents by amendment.

The amendment will be done in writing to all prospective Bidders who have received the Bidding Documents.

In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of Bids.

JPS reserves the unilateral right to cancel or reissue the RFP at its sole discretion. Bidders will respond to the final written RFP and any exhibits, attachments and amendments.

2.5 Bid Withdrawal

A Bidder may withdraw a submitted bid at any time up to the deadline for submitting bids. To withdraw a bid, the Bidder must submit a written request electronically, or via fax, signed by an authorized representative, to JPS before the deadline for submitting bids. After withdrawing a previously submitted bid, the Bidder may submit another bid at any time up to the deadline for submitting bids.

2.6 Confidentiality of Data

The Bidder should recognize that JPS operates in a sensitive business environment and, for that reason the Bidder must treat the materials and data provided by JPS as confidential. The successful Bidder may be required to agree to and execute the Confidentiality agreement.

3.0 PREPARATION OF BIDS

The bid shall be prepared in two (2) parts, technical and financial. The technical part should not contain any pricing information. The financial proposal shall be separate and contain price information. The uploaded proposals must include below:

Technical Proposal

A. Business Profile

- i. A summary providing general background and capabilities of the company submitting the proposal for supplying the fuel type specified in the RFP, such as evidence of establishment, type of organization, size and professional affiliate
- ii. Qualification and experience of your company and staff in providing the services described in the RFP
- iii. Executive Summary indicating why your firm should be chosen to provide the lubricants for JPS
- iv. Provide the names and profiles of the top 3 executives
- v. Audited Financial Statements for the last 2 years
- vi. Current/valid insurance document

B. Methodology

- i. Detailed proposal on how the required service will be supplied including delivery method and any proposal outside of the methods specified
- ii. Demonstration in the form of an expression of agreement to meet or exceed the specification and quantities specified at **Section 2** for all or part of the quantities throughout the term of the contract.
- iii. Description of your terminal bunkering and other port services
- iv. Financial - The successful bidder will be required to demonstrate the financial capability to undertake the supply of fuel to JPS.

C. Environmental Plan

- i. Bidders must submit a written copy of their "Spill Prevention Control and Counter Measures Plan" indicating what equipment, procedures and assistance they

will provide in the event of a fuel spill (major or minor) as well as what assistance and procedures they will provide in the event of a leaking fuel tank.

- ii. Provide description of safety and environmental record for the last 3 years and any ongoing environmental dispute.

D. References

- i. Bidders shall include a list of 3 references for whom they have provided similar services and who can attest to the firms' knowledge, quality of work and product, timeliness and diligence.

Financial Proposal

A. Cost Proposal

- i. Bidders are to submit fuel oil price for destination to the JPS generating plant facilities.
- ii. Price quoted should be itemized into fixed price and indexed price where applicable. Surcharges, fuel price, market adjustment and all escalation factors should be included in the price proposal
- iii. Price should also include transportation, all applicable taxes and any other associated charges. Where a Bidder quotes an indexed price structure the price shall list the minimum volume commitment and maximum contract volume where applicable.
 - a) Draft Contract for this service

3.1 Site Visit

By submitting a bid, the bidder agrees and assures that the sites have been examined and that the specifications are adequate. Site visit is recommended to participate in the RFP. All arrangements for site visits should be made with the Point of Contact.

3.2 Bid Prices

Prices quoted by the Bidder and further negotiated and agreed between the bidder and JPS. The mechanism for arriving at Contract Pricing will be defined in the final Agreement and shall be fixed during the Bidder's performance of the Contract and not subject to variations on any account.

3.3 Proposal Withdrawal

The Bidder may modify or withdraw its proposal after the proposal's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of proposals. To withdraw a proposal, the Bidder must submit a written request electronically or signed document by an authorized representative to JPS before the deadline for submitting proposals. After withdrawing a previously submitted proposal, the Bidder may submit another proposal at any time up to the deadline for submitting proposals.

3.4 Cost of Proposal Preparation

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the JPS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3.5 Bidder's Eligibility and Qualifications

(a) In the case of a Bidder offering to supply goods under the Contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the Purchaser's country.

(b) The Bidder is to confirm the financial, technical and production capability necessary to perform on the Contract.

3.6 Documents establishing Goods' Eligibility and Conformity to Bidding Documents

The Bidder shall furnish, as part of its bid, documents establishing conformity to the Bidding Document of all goods and services, which the Bidder proposes to supply under the Contract.

3.7 Period of Validity of Bids

Bids shall remain valid for ninety (90) days, after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

4.0 SUBMISSION OF BIDS AND SELECTION CRITERIA

4.1 Bid Response

All responses must be in English Language. Your bid response must be presented in two (2) separate packages, namely Financial/Costing and Technical Specifications. The deadline to upload bids is **11:59 p.m. on Friday August 28th, 2023**.

RFP CALENDAR		
ACTIVITY	DUE DATE	RESPONSIBILITY
RFP date	July 25 th 2023	JPS
Bidder submits questions on RFP	August 4 th 2023	Bidder
Final date to respond to all queries	August 14 th 2023	JPS
Bidder confirms intention to bid	August 16 th 2023	Bidder
Confirmed Bidder given Shared file access to upload bid	August 21 st 2023	Bidder
Completion of RFP and deadline for submission of bids to JPS	11:59pm August 28 th 2023	Bidder
Closed Bid Opening	August 29 th 2023	JPS
Review and Evaluation of bids	August 29 th 2023	JPS
Notification to Short-listed Bidders	September 8 th 2023	JPS
Post Tender Presentation & Negotiations to be completed	September 13 th 2023	JPS/Bidders

Final Selection and advise all bidders	September 20 th 2023	JPS

The Company may, at its discretion, extend this deadline for the submission of bids, in which case all rights and obligations of the Company and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Observing the deadline of the RFP, responses should be submitted electronically with appropriately file labels/names, and information required in Appendices I and III. Adobe Pdf and Power Point file formats are acceptable. Proposal must be signed by official authorized personnel who can bind the contractor to the provision of the RFP.

4.2 Late Bids

Any bid received by the Company after the deadline to upload bids, pursuant to **Section 4.1**, will be rejected.

4.3 Proposal Signing

All proposals must be signed by an official agent or representative of the company submitting the proposal.

4.4 Proposal Rejection

Bids received after the deadline for submission of bids will be rejected. Any bid received that does not meet the requirements of this RFP may be considered to be non-responsive, and the bid may be rejected. Bidders must comply with all of the terms of this RFP. JPS may reject any bid as being non-responsive that does not comply with the terms, conditions, and characteristics of this RFP or the key criteria for selection.

4.5 Right of Rejection

JPS reserves the right, at its sole discretion, to reject any and all bids or to cancel this RFP in its entirety.

JPS reserves the right to reject any and all proposal(s) at its sole and absolute discretion. Submission of a proposal constitutes acknowledgement that the Bidder has read and agrees to be bound by such terms and conditions as outlined in the Bid document.

JPS reserves the right to hold discussions/negotiations with OEM directly in arriving at final product specifications, warranty, pricing and delivery. This will not stop finalizing proposal directly with 3rd parties or OEM distributors.

5.0 SELECTION PROCESS AND EVALUATION CRITERIA

JPS will open bids privately. See calendar for date (Section 4). A selection committee consisting of JPS staff members will evaluate all responses. Based on the preliminary evaluation of the responses, we reserve the right to short list respondents.

Selection will be based on the contractor's responsiveness to the RFP and total price quoted (including recurring costs).

5.1 Determination of Responsive Bids

The company will examine the bids to ensure conformance to all the instructions listed in the Instructions to Bidders.

Omission of any of the requisite documentation may result in the bid being declared non-responsive and therefore rejected.

Selection Process and Evaluation Criteria

Proposal Evaluation Criteria

Bids will be opened privately. Only the bids of the firms that meet the qualification criteria will be evaluated.

The competency, experience, and background of Bidders will be considered in making a selection. JPS will evaluate the financial/commercial, technical and administrative aspect of each Bidder in order to determine whether or not the Bidder can meet the

requirements of JPS. Bids will be evaluated based on criteria including, but not limited to, the following (note: order does not indicate importance).

- Price
- Compliance to JPS’s Specifications (**Appendices 4, 5 and 6**)
- Compliance to Delivery Terms and Methods
- Ability to provide service that meets or exceeds the JPS’ requirements
- Terms of Payment
- Proposal preparation

CRITERIA	SCORE (%)
Overall Quality and Completeness of Bid Submission	5%
Company/Project Experience and Project References	10%
Price	40%
Commercial terms (Payment Terms and Delivery)	20%
Proposal meets JPS Requirement	20%
Warranty Obligation / After-Sales Support	5%
Total	100%

Preliminary Examination

The company will conduct an administration and technical evaluation of bids to ensure conformance to the instructions listed in the RFP and on the basis of its responsiveness to the requirements therein.

The evaluation shall comprise of the following:

- a. Administrative evaluation – this will assess the following
 - Timely delivery of Bid and all supporting document
 - Submission of an appropriate signature to the bid document as specified at section 1.2.5.
 - Substantive evaluation – This will determine if:

-
- The bid is compliant with all the requirement of the RFP including, the submission of a fully completed price proposal, whether or not the Bidder met all the prequalification criteria.
 - Delivery schedule.

If a Bidder's bid does not meet the preliminary evaluation as per above the bid may be rejected and the bidder notified.

b. Technical and Price Evaluation

The technical and financial proposal will be evaluated for best fit to JPS requirements.

The bidders whose operational capabilities and proposal are best meeting the needs of the company will be selected for negotiation.

5.2 JPS Bid Evaluation Discretion

JPS at its discretion may:

- Select a bid other than the lowest priced if JPS determines, at its sole and absolute discretion, that JPS' interests will best be served by doing so;
- Withhold any information used in conducting the evaluation;
- Reject any or all bids and enter into negotiations with other third party non-bidders, or any Bidder or Bidders that JPS may choose;
- Seek clarification from any Bidder regarding bid information and may do so without notification to any other Bidder;
- Continue the review procedure until a Bidder is selected successfully or until JPS chooses to reject all bids;

-
- Accept any bid or alternate as submitted without negotiations;
 - Require revisions to, corrections of, or other changes to any bid submitted as a condition to its being given any further consideration;
 - Select for negotiations only the overall best bids or alternate submitted, as determined by JPS;
 - Truncate negotiations with a Bidder if JPS determines that progress towards a contract is not proceeding in a reasonable manner or at a reasonable pace;
 - Open negotiations with additional Bidders or non-bidders.

5.3 Bid Discrepancies

Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between words and figures, the amount in words shall prevail.

If the contractor does not accept the correction of errors, its bid shall be rejected.

The Company may waive any minor informality or non-conformity or irregularity in a Bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

5.4 Right to Negotiate

Upon evaluation of the submitted bids, JPS reserves the right to enter into negotiations with one or more Bidders (not necessarily the Bidder with the lowest deliverable price submission) that appear to have submitted a bid that meets the needs and requirements of JPS. Negotiations could include, but are not limited to, price and the terms and conditions of this RFP. However, issues may arise that JPS may not negotiate due to policies or strategies, and an impasse could arise. If, for any reason, a Bidder and JPS

cannot arrive at a mutual agreement that would result in the issuance of a contract, JPS reserves the right to terminate negotiations, to reject the bid, and to continue negotiations with other responsive Bidders that may lead to the issuance and award of a contract.

5.5 Written Clarification

JPS reserves the right, at its sole discretion, to request clarifications of bids or to conduct discussions for the purpose of clarification with any or all Bidders. The purpose of any such discussions will be to ensure full understanding of the bid proposal. Discussions will be limited to specific sections of the bid identified by JPS and, if held, will be after initial evaluation of the bids. If clarifications are made as a result of such discussion, the Bidder will submit such clarifications electronically. Refusal to respond to JPS' request for clarifications may be considered non-responsive and be used as grounds for rejection of the bid.

5.6 Contract Award

The award will be based on the proposal that is most responsive to the requirement of JPS and that which will offer the greatest value for JPS.

Issuance of this Bid does not constitute a commitment by JPS to award any contract or to perform the research services as per the Offer made in response to this RFP.

JPS reserves the right to invite any or all Bidders to make an in-person presentation.

The Contract shall be interpreted in accordance with the laws of the Purchaser's country.

6.0 Bidder Qualifications and Requirements:

Your quote should include, but not limited to:

a) **Terms of payment.** JPS standard terms of payment is Net 60 days of Invoice date

b) **Warranty Terms**

The Bidder shall warrant that during the term of the Agreement the services provided by it hereunder will be performed in a workmanlike manner and in accordance with the JPS safety regulations and reasonable commercial standards.

The Bidder warrants that the goods supplied under the Contract are new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Bidder further warrants that the Goods supplied under this Contract shall have no defect arising from design, materials or workmanship (except insofar as the design or material is required by the Purchaser's Specifications) or from any act or omission of the Bidder, that may develop under normal use of the supplied Goods in the conditions obtaining in the country of final destination. This warranty shall remain valid for a minimum of twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered (and commissioned) to the final destination indicated in the Contract.

The Purchaser shall promptly notify the Bidder in writing of any claims arising under this warranty. Upon receipt of such notice, the Bidder shall, depending on which of the methods can be achieved more expeditiously with reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser and under the terms and conditions as if the replacement Goods or parts were being delivered to the Company for the first time.

If the Bidder, having been notified, fails to remedy the defect(s) within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Bidder's risk and expense without prejudice to any other rights which the Purchaser may have against the Bidder.

7.0 GENERAL CONDITIONS OF CONTRACT

7.1 Proprietary Content

JPS understands that certain elements of the Bidder's proposal may contain information, including pricing, that is competitively sensitive. JPS acknowledges that all information furnished in the proposals will be for the exclusive use of JPS, in evaluating and selecting a Contractor for the supply of goods and services all parties will respect the sensitive nature of that information in accordance with sound commercial practices.

7.2 Prices

Prices listed by the Bidder of the service to be provided under the Contract shall not, with the exception of any price adjustments authorized, negotiated and agreed on by Contractor and JPS, vary from the prices quoted by the Contractor in its bid.

7.3 Terms of Payment

The JPS shall pay the Contractor for the services within sixty (60) days of receipt of the Contractor's undisputed invoice.

7.4 Contract Amendments

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the duly authorized agents of both parties.

7.5 Subcontract

The Contractor shall notify the JPS in writing of all subcontracts awarded under the Contract if not already specified in his bid. Such notification, in his original bid or

later, shall not relieve the contractor from any liability or obligation under the Contract with the JPS.

If the bidder submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations or persons being contracted.

7.6 Delays in the Contractor's Performance

If at any time during the performance of the Contract, the Contractor or its subcontractor(s) should encounter conditions impeding timely performance of the services, the Contractor shall promptly notify the JPS in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Contractor's notice, the JPS shall evaluate the situation and may at its discretion extend the Contractor's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract, or terminate the Contract in accordance with the provision of clause **7.8**

7.7 Penalties

Failure to submit the Deliverables to the Company within the timelines specified will result in the Contractor being liable to the company payments of sums equivalent to ten percent (10%) of the value of compensation and or liquidated damages payable by the Company in respect of such Deliverable.

7.8 Termination

The JPS may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Contractor, terminate the Contract in whole or in part:

- (a) If the Contractor fails to perform any other obligation(s) under the Contract.

(b) The JPS may by written notice sent to the Contractor, terminate the Contract, in whole or in part, at any time for its convenience by giving seven (7) working days' notice. The notice of termination shall specify that termination is for the JPS convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.

7.9 Force Majeure

The Contractor shall not be liable for liquidated damages or termination for default, if and to the extent that, the delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For the purposes of this clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the JPS either in its sovereign or contractual capacity, wars or revolutions, fires, floods, hurricanes, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Contractor shall promptly notify the JPS in writing of such condition and the cause thereof. Unless otherwise directed by the JPS in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Appendix I

REQUEST FOR PROPOSAL (RFP)

**The Supply of #2 Automotive Diesel Oil, ULSD Automotive Diesel Oil and #6 Heavy
Fuel Oil
RFP # 955931**

GENERAL INFORMATION

Name of Organization: _____

Address: _____

Key Contact: _____

Title: _____

Telephone Numbers: _____

Email Address: _____

Company Profile

Please submit the requested information below:

- Company references
- Complete set of audited financial statements for the last two (2) years
- Average employee tenure
- Staff turnover ratio
- Names of top 5 executives, their tenure, experience, qualifications etc.
- Three (3) top achievements of the company in the last 5 years
- Companies must state 5 reasons for JPS to consider Partnering/Selecting them (your company) for this RFP
- Organizational structure for the top five levels in your organization.
- Please provide a short profile such as name, title, experience and education level for the personnel at the top five levels within the organization
- How long has your company been in business?
- How many people do you employ?
- Does your company currently have a Risk Management or Business Continuity Programme in place?
 - If yes, please provide details of the programme you have in place
- Three (3) Customer references (for similar purchases)
- Documentation to serve as evidence of your Company's safety track record in the delivery of similar products.

Appendix II

INTENDED SCOPE OF SERVICES

The Supplier shall furnish fuel type HFO, ULSD and ADO to the JPS locations and for the fuel type listed at table 1 below:

Plant	Location	Fuel Type
Rockfort Power Station	Kingston – St Andrew	HFO and ADO
Hunts Bay Power Station	Kingston – St Andrew	ADO
Bogue Power Station	Montego Bay – St James	ADO and ULSD

Table 1

The Supplier shall maintain fuel supply at the different locations based on the fuel tank capacity specified at Table 3. All tanks shall be kept with adequate quantities to keep the system and equipment operational at all times. The supplier shall be responsible for routine scheduled delivery of the fuel.

2.1 Delivery Options

Using the existing installations, fuel can be delivered using the methods specified below for each location:

Location	Fuel	Delivery Method
Rockfort	HFO	Barge buoy available, current delivery method is by Road Tankers
	ADO	Delivery by Road Tankers only
Hunts Bay	ADO	Storage tanks are connected to Third Party (Petrojam Refinery) by pipeline. Delivery can be arranged by Road Tankers
Bogue	ADO and USLD	Storage tanks are connected to Third Party (Petrojam) storage facility at the port by pipeline. ULSD delivery can be made by Road Tankers.

Table 2: Delivery Method by Location

The bidders should indicate their preferred method of delivery for each site. Where an alternative is possible, this should be maintained to ensure the reliability of the supply. Respondents must demonstrate in their bid proposal how the alternative method will be maintained. Where existing arrangements cannot be reused, the bidders should indicate their proposed new arrangements and include

such arrangements in their price. A schematic drawing of the existing fuel supply lines for the respective generating facilities is indicated in **Appendix 3**.

The Bidder shall furnish fuel at the JPS locations. Notice to deliver the fuel at each port must be given in writing in accordance with the relevant sections of the attached contracts for #6 Heavy fuel and for #2 ADO.

The supplier shall be aware of the conditions and requirements of delivering to each plant facility.

2.1.2 Quality Measurement

As specified in the attached contracts.

2.2 FUEL STORAGE

The fuel storage at each site is indicated below. The bidders should indicate their own storage facilities in Jamaica and how they intend to reliably deliver the fuel to the stations. It is preferable that the normal capacity be kept at the levels indicated at Table 3. Sufficient storage must be available to ensure the reliable supply of fuel to the stations.

HFO:	Total capacity BBLs	Capacity normally held BBLs	Rotation between deliveries	Tanks details BBLs
Rockfort	37,200	25,200	5 – 7 days	Land – #1 25,200 Barge – 12,000
ADO:	Total capacity	Capacity normally held	Rotation between deliveries	Tanks details
Rockfort	100	100	5 – 7 days	Land - 100
Hunts Bay	19,300	15,000	5 – 7 days	Land – 5A & 5 B 6,885 Land – 10A & 10B 12,424
Bogue	43,454	40,000	5 – 7 days	Land - #5 2,144 Land - #6 10,007 Land - #7 7,000 Land - #8 24,303

Table 3: Fuel Tank Capacity

If new unloading or storage facilities are required for the bidders to fulfill the requirements and if the bidders are willing to install such facilities, their offer should detail the new facilities and associated price and other conditions. Construction on JPS available land will be considered and bidders are to include cost breakdown of such facilities in their price proposal.

The contract(s) shall cover the actual needs of JPS at one, several or all power stations throughout the term of the contract regardless of whether usage are more or less than the estimated quantities shown in Table 4.

<i>JPS Location</i>	<i>Year 1 Barrels</i>	<i>Year 2 Barrels</i>	<i>Year 3 Barrels</i>
<i>Rockfort HFO #6</i>	<i>356,231</i>	<i>218,221</i>	<i>394,120</i>
RF-B1	<i>171,514</i>	<i>114,539</i>	<i>198,757</i>
RF-B2	<i>184,717</i>	<i>103,682</i>	<i>195,363</i>
		-	-
<i>Hunts Bay Gas Turbines ADO #2</i>	<i>45,706</i>	<i>45,942</i>	<i>45,913</i>
HBGT10	<i>35,464</i>	<i>35,599</i>	<i>35,593</i>
HBGT5	<i>10,242</i>	<i>10,343</i>	<i>10,319</i>
		-	-
<i>Bogue Gas Turbines ADO #2</i>	<i>18,582</i>	<i>18,582</i>	<i>18,582</i>
BOGT3	<i>5,225</i>	<i>5,225</i>	<i>5,225</i>
BOGT9	<i>4,638</i>	<i>4,639</i>	<i>4,638</i>
BOGT7	<i>4,318</i>	<i>4,318</i>	<i>4,318</i>
BOGT6	<i>4,400</i>	<i>4,400</i>	<i>4,400</i>
<i>Bogue Gas Turbines ULSD ADO#2</i>	<i>4,400</i>	<i>4,400</i>	<i>4,400</i>
BOGT11	<i>4,400</i>	<i>4,400</i>	<i>4,400</i>

Table 4: Usage by location

2.3 TECHNICAL SPECIFICATIONS

The fuel specifications are provided in the contracts for # 6 HFO, ULSD and No. 2 Distillate in the appendices.

Appendix III

Response Template (to be included in Bidder's Financial Proposal)

Name of Bidder: _____

Signature of Bidder: _____

Payment Terms:

Purchaser's preference: Net 60 days JPS payment preference: Jamaican Dollars

Bidder's proposal: Net _____ days Bidder's payment proposal: _____ Dollars

Price Schedule:

For each location, the Bidder is required to summarize your rates in the four tables below in United States Dollars & Jamaican Dollars, where applicable.

The price of ADO, ULSD and HFO shall include all current Government duties and other taxes.

Location: JPS Bogue

ADO:

Pricing Component	Component Rate	COST (\$ or %)
<u>ADO Reference Price</u>	Platts, Henry Hub etc...	
Freight	US\$/barrel	
Insurance	% of C&F	
Indexable Premium	% of CIF	
Non-indexable Premium	US\$/barrel	
Special Consumption Tax Recovery	J\$/litre	
Environmental Levy & Standard Compliance Fee	% of CIF	

Customs Administration Fee	J\$/litre	
Other	US\$/barrel	

ULSD:

Pricing Component	Component Rate	COST (\$ or %)
<u>#2 ULSD ADO Reference Price</u>	Platts, Henry Hub etc...	
Freight	US\$/barrel	
Insurance	% of C&F	
Indexable Premium	% of CIF	
Non-indexable Premium	US\$/barrel	
Special Consumption Tax Recovery	J\$/litre	
Environmental Levy & Standard Compliance Fee	% of CIF	
Customs Administration Fee	J\$/litre	
Other	US\$/barrel	

Location: JPS Hunts Bay

Pricing Component	Component Rate	COST (\$ or %)
<u>ADO Reference Price</u>	Platts, Henry Hub etc...	
Freight	US\$/barrel	

Insurance	% of C&F	
Indexable Premium	% of CIF	
Non-indexable Premium	US\$/barrel	
Special Consumption Tax Recovery	J\$/litre	
Environmental Levy & Standard Compliance Fee	% of CIF	
Customs Administration Fee	J\$/litre	
Other	US\$/barrel	

Response Template (cont'd)

Location: JPS Rockfort

Pricing Component	Component Rate	COST (\$ or %)
<u>HFO Reference Price</u>	Platts, Henry Hub etc...	
Freight	US\$/barrel	
Insurance	% of C&F	
Indexable Premium	% of CIF	
Non-indexable Premium	US\$/barrel	
Special Consumption Tax Recovery	J\$/litre	
Environmental Levy & Standard Compliance Fee	% of CIF	
Customs Administration Fee	J\$/litre	
Ad Valorem Tax Recov-	% of billing price	
Other	US\$/barrel	

Response Template (cont'd)

Location: JPS Rockfort

Pricing Component	Component Rate	COST (\$ or %)
<u>ADO Reference Price</u>	Platts, Henry Hub etc...	
Freight	US\$/barrel	
Insurance	% of C&F	
Indexable Premium	% of CIF	
Non-indexable Premium	US\$/barrel	
Special Consumption Tax Recovery	J\$/litre	
Environmental Levy & Standard Compliance Fee	% of CIF	
Customs Administration Fee	J\$/litre	
Other	US\$/barrel	

Appendix IV

Fuel Specs for HFO

SCHEDULE 1
Heavy Fuel Oil No. 6 (HFO)
Quantity and Specification Requirements

		<u>ASTM Test Method*</u>
API Gravity	10 min.	D-287 or D-1298
Viscosity, SSF @ 122 deg. F	250 max.	D-88 or D-445
Flash Point (Pensky Maarten)	140 deg. F min.	D-98
Sulphur wt%	3.0 max.	D-2622 or D-4294
Asphaltenes wt. %	10 ¹ .0 max.	D - 6560
Water & Sediment	1.0 LV% max.	D-95 & D-473
Sediment %wt	0.2 max.	D-473
Gross Calorific Value (HHV)	6,150,000 BTU/bbl, min.	D-4686
Ash, wt. %	0.10 max.	D-482
Vanadium	350 ppm max.	UOP-800
Aluminum	30 ppm max.	IP-377
Sodium	100 ppm max.	UOP-800
Nickel	100 ppm max.	UOP-800
Pour Point deg. F	60 deg. F max.	D-97
Delivered Temp. (min/max)	95/140 deg. F	

* Latest revision of ASTM methods shall apply.

¹ Parties agree that supplier is to supply buyer with one (1) week notification in the event that it intends to deliver asphaltines higher than 8.0wt%.

Appendix V

Fuel Specs for ADO

No. 2 Distillate (ADO)

Quantity and Specification Requirements

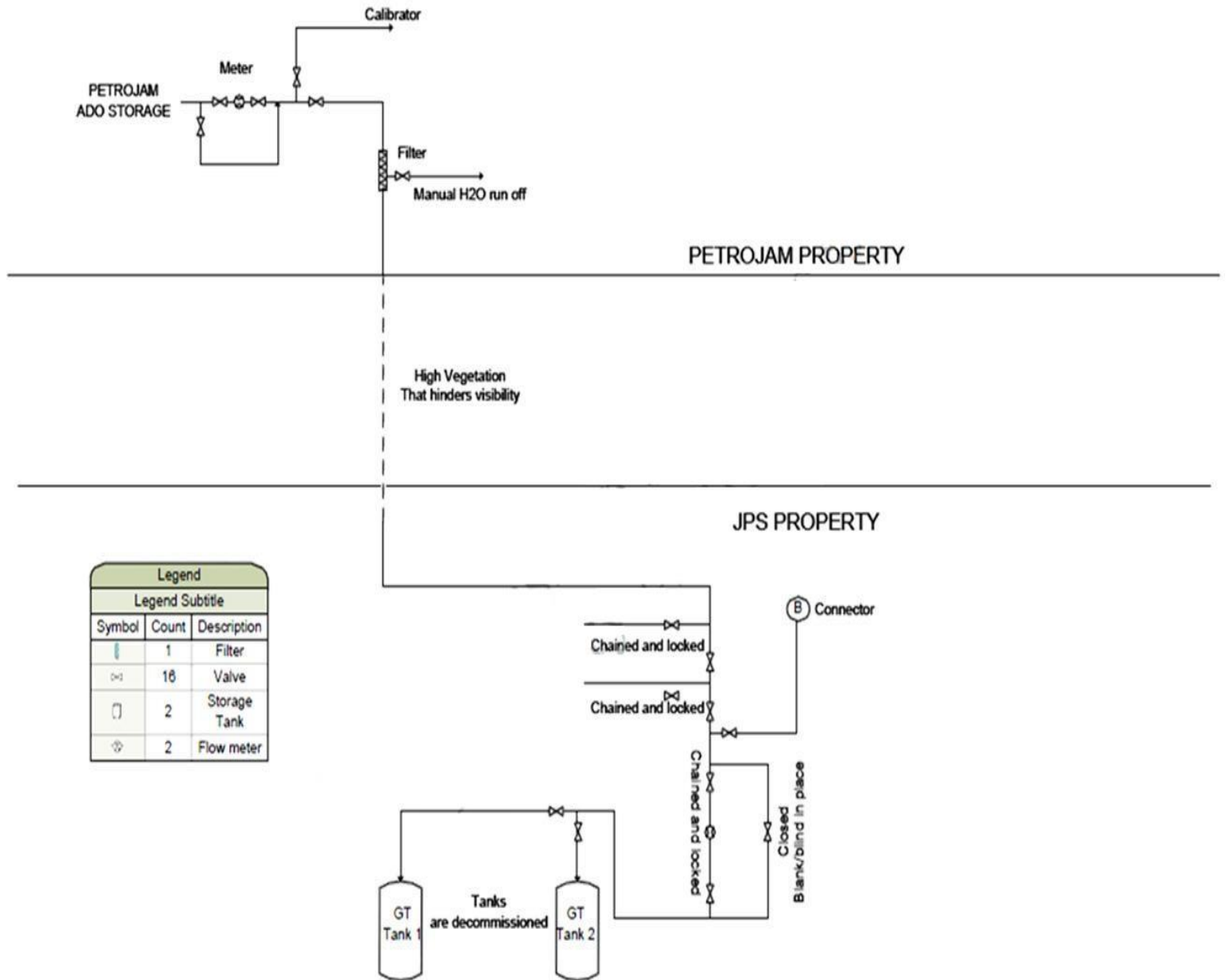
TEST	TEST METHOD	SPECIFICATION	
		MINIMUM	MAXIMUM
Gravity, API at 60 deg F	D1298	31	39
Pour Point, deg C	D97	20	0
Distillation, deg C	D86		
Initial Boiling Point	Deg. F		400
Final Boiling Point	Deg. F		725
Flash Point, deg F	D93	140	
Viscosity, Kin cSt at 38 deg C	D445/2161	2.3	4.0
Corrosion, Copper, 3 hrs at 122 deg F	D130		1
Sulphur, wt %	D4294		0.5
Sodium, ppm	D3605		0.6
Calcium, ppm	D3605		1.0
Vanadium, ppm	D3605		0.2
Lead, ppm	D3605		0.1
Copper, ppm	D3605		0.02
Ash, wt %	D482		0.005
Total Acid Number, mg KOH/g	D974		0.5
Conradson Carbon Residue, 10% Res , wt %	D4530		0.10
Suspended Sediments, mg/100ml	D473		0.4
Water by Distillation, vol %	D95		0.05
Visual Appearance			Bright & Clear

Appendix VI
Fuel Specs for ULSD

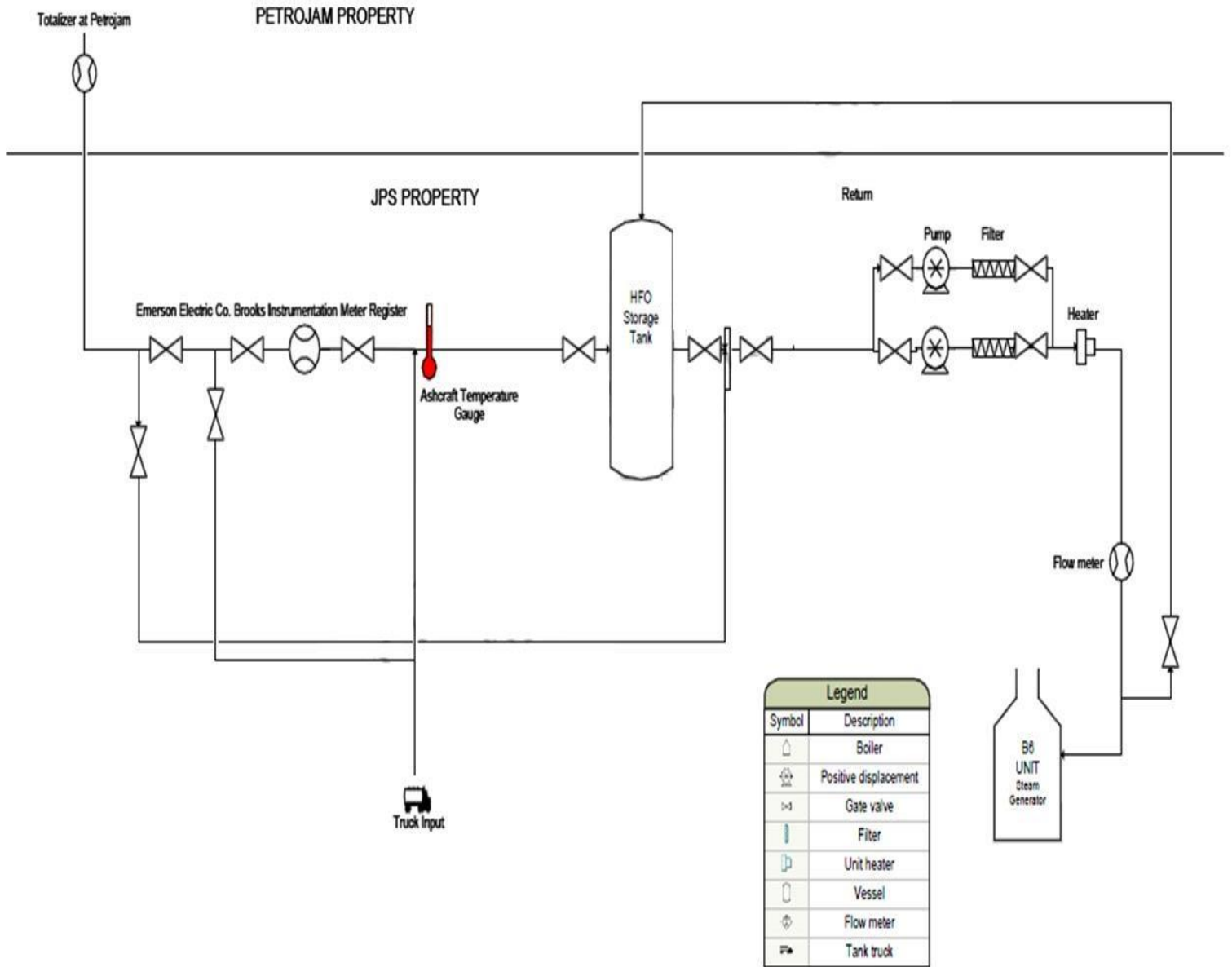
PROPERTY	Method	Min	Max	Units
Where did Sample Come From				
SAMPLE NAME				
BSJ Sample ID Number				
Blend #				
Batch #				
Gravity, API 60°F ULSD	D-1298			
Flash P.M. °C (ULSD)	D-93	52		°C
Copper Corrosion, 3 hours @ 50°C	ASTM D-130		1	
Ash , wt%	D-482		0.01	wt. %
Sulphur, ppm	D-5453/D-7039		15	ppm
Ram.CR, 10% BTMS, wt%	D-524		0.35	wt. %
Cetane Index (Calculated)	D-976	45		
Distillation , I.B.P. °C	D-86			°C
10% vol rec. °C	D-86			°C
50% vol rec. °C	D-86			°C
90% vol rec. °C	D-86	282	338	°C
95% vol rec. °C	D-86			°C
Viscosity KIN@40°C cst	D-445	1.9	4.1	Cst.
Lubricity, HFRR wear scar Dia. @ 60°C	D-6079		460	micron
Oxidation Stability (Total Insolubles)	D-2274		2.5	mg/100ml
Oxidation Stability (Adherent Insolubles)	D-2274		2.5	mg/100ml
Oxidation Stability (R) (Induction Period)	EN-15751	1200		minutes
Biodiesel (FAME) Content				
Conductivity @ Ambient Temperature	D-2624	25		pS/m
Water & Sediment , vol%	D-1796		0.05	vl.%

APPENDIX VII

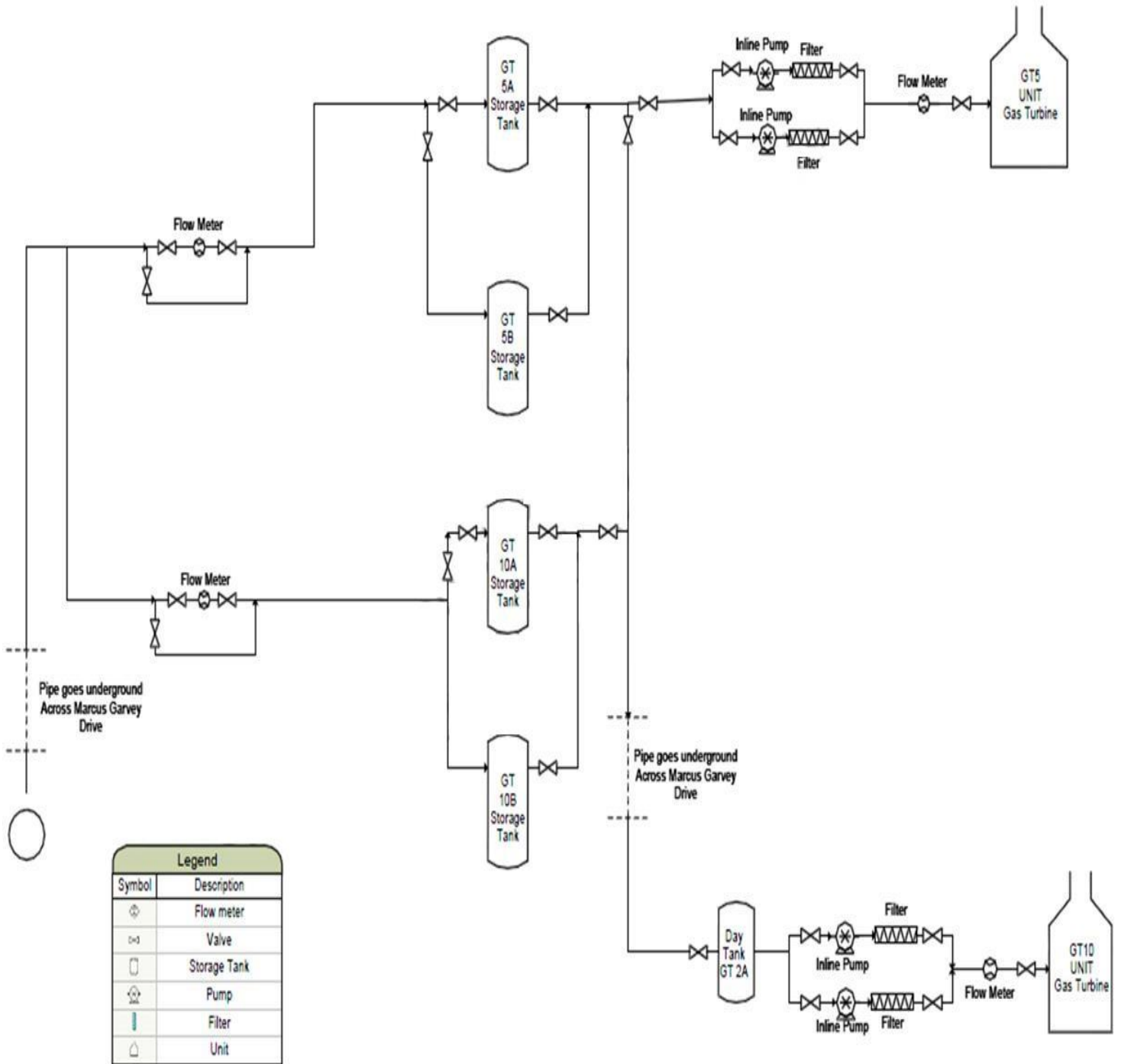
HUNT'S BAY POWER PLANT ADO FUEL LINE (FIG 1)



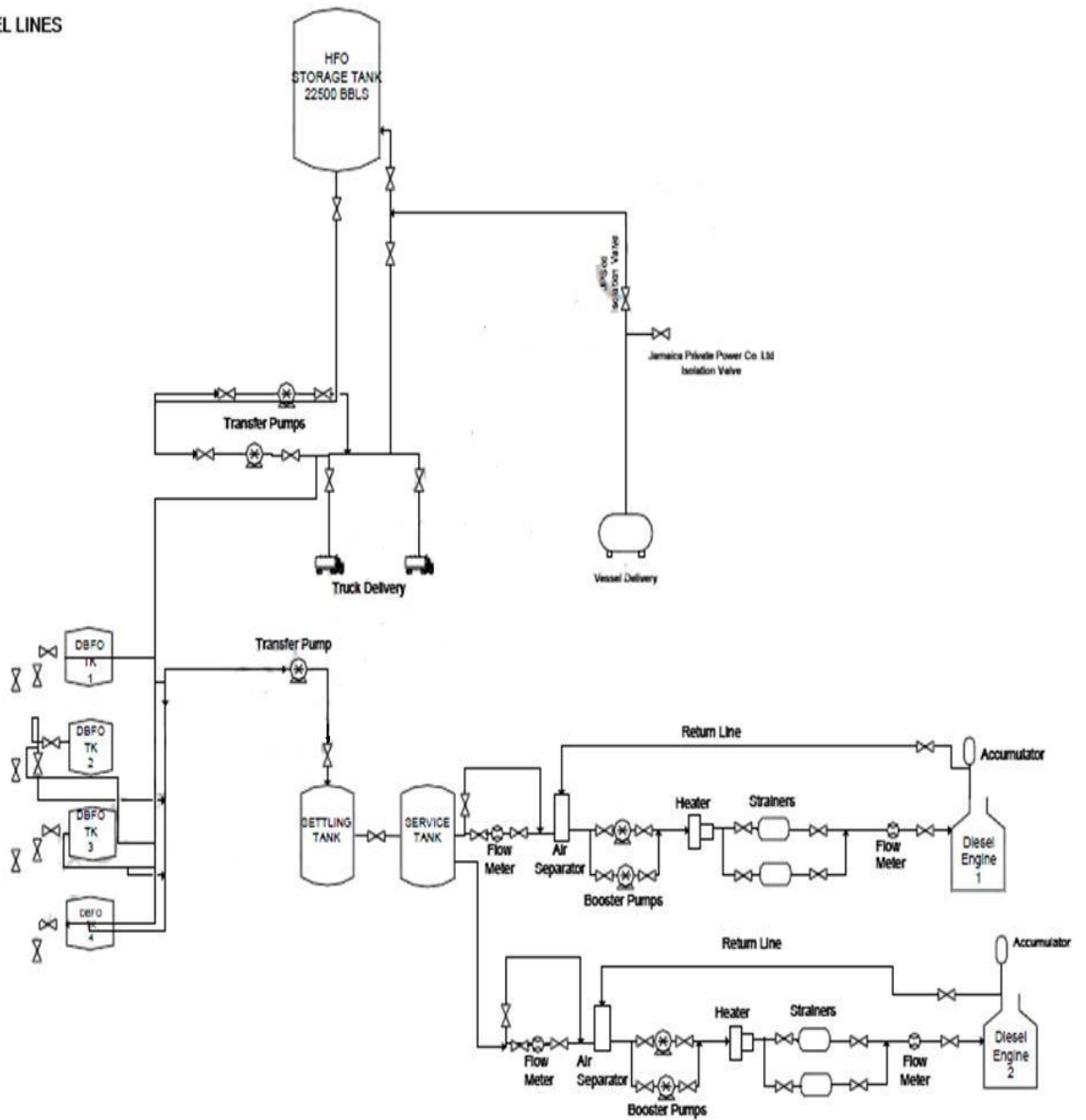
HUNTS BAY POWER PLANT FUEL LINES FOR HEAVY FUEL OIL (HFO)



HUNTS BAY POWER PLANT ADO FUEL LINES (FIG 2)

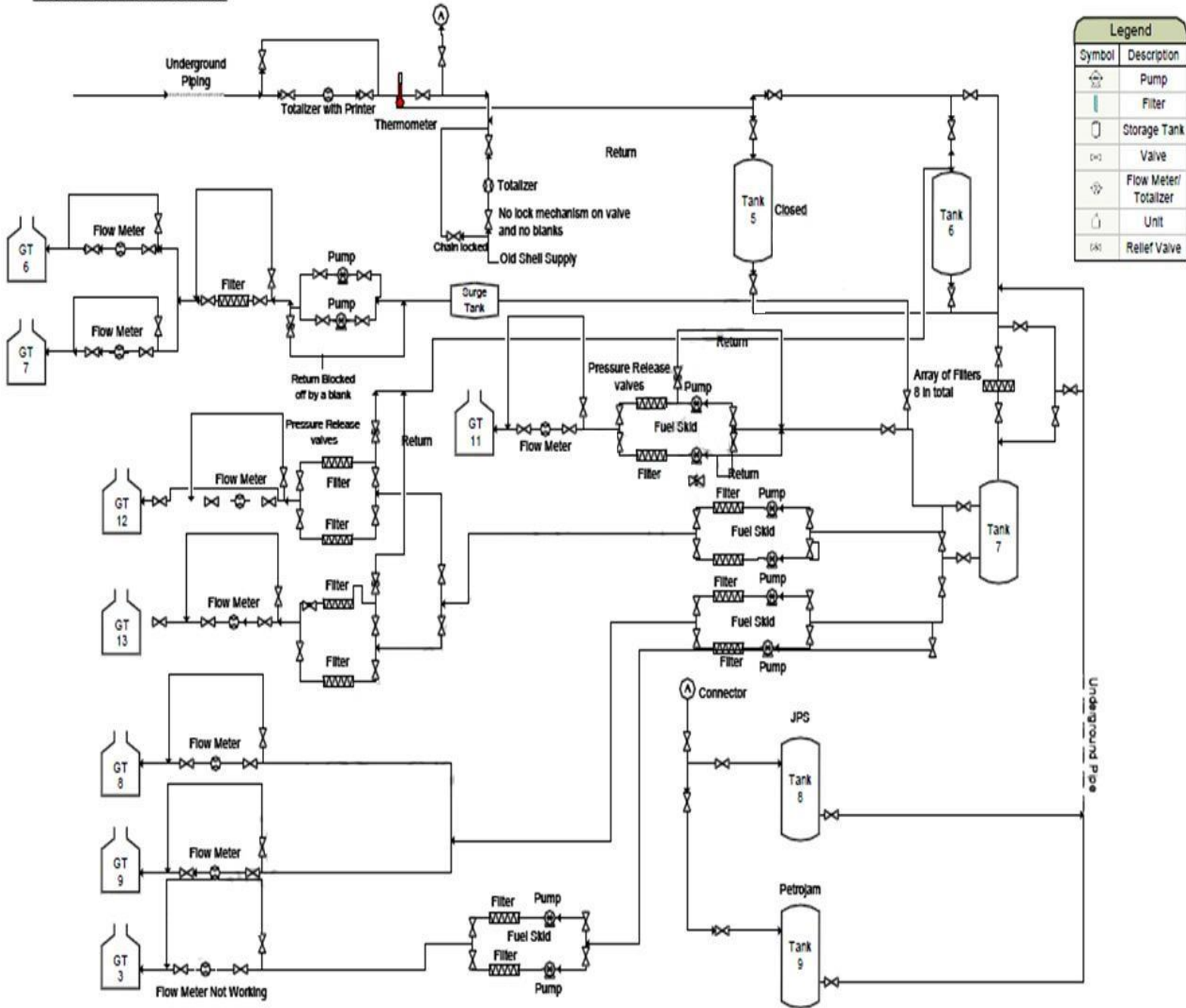


ROCKFORT POWER PLANT FUEL LINES



Legend	
Symbol	Description
	Storage Tank
	Valve
	Flow meter
	Air Separator
	Pump
	Heater
	Strainer
	Unit
	Ship
	Tank truck

Boque Power Plant Fuel Lines



Legend	
Symbol	Description
	Pump
	Filter
	Storage Tank
	Valve
	Flow Meter/ Totalizer
	Unit
	Relief Valve

JPS Contractor Occupational Health Safety & Environment **Requirements**

Manual

2022

OUR SAFETY CREED

- No schedule is so important
- No job so urgent
- No emergency so great

That we cannot take the time to work
safely and take care of the environment.



OHSE Department
Jamaica Public Service
Company Limited

DEFINITIONS

Contract:	Any written agreement between the Company and a Contractor for the provision of services to the Company.
Contract Manager:	The Company Representative who has portfolio responsibility for the Contract.
Contractor:	Any company or person contracted for service as an independent entity to perform 3 rd party short or long-term work for the Company.
Contractor Workers:	Contractor employees, servants, agents, contractors or subcontractors and consultants.
Company:	The Jamaica Public Service Company Limited (JPS) or any one of its subsidiaries and/or business units.
Company Representative	Any person or employee of the Company contracted or employed to perform short or long-term work and is primarily assigned to liaison with the Contractor or monitor the works or services being executed
HSE:	Health, Safety and Environment
ID Card:	Identification Card, issued by the Contractor to Workers
Incident:	Any act, event, injury, occurrence, unwanted release of energy, unwanted release of product or near miss that is not considered a normal operating procedure and/or an occurrence that results in worker injury, property damage or monetary loss.
JPS Worksite:	References to JPS Worksite includes; Company premises, property, job or project site, job and worksite. Any real property on which Contractor will be working, whether owned by Company or not, including facilities, offices, roads, parking lots, rights-of-way, customer premises or underground facilities
Near Miss:	An undesired event or a condition that, under slightly different circumstances, could have resulted in injury, damage or other loss.
Permit to work systems:	An operational procedure established to grant specific documented permission (permit-to-work) and authorization to a Supervisor, competent qualified person to allow the safe execution of work

in an area or on an equipment that are considered hazardous or non-routine.

Public Commercial Carrier: A public carrier's Licence issued by the Transport Authority in accordance with sections 78-89 of the Road Traffic Act.

Safety Orientation Card: A card issued to Contractor employees, confirming that they received orientation training for working on JPS Worksite. SOC are valid for one year.

Skills Training Certificate: An educational credit, certification or award issued by a qualified training provider in recognition of a person attaining a measurable technical or occupational skills necessary to perform work in a specified occupation or profession.

SOW (Scope of Work): Includes the purpose of a project and project definition to reduce and ultimately eliminate ambiguity. Scope planning will demonstrate clear, detailed communication among the project stakeholders that results in a clearly defined project with little misinterpretation. Specific project tasks, critical dates, and quality control measures are identified during scope development and project definition.

Supervisor: Named Contractor representative with responsibility to lead and Direct work activity related to the Contract. Includes Project Manager (PM), Supervisor, Lead, Foreman and / or Manager that is responsible to direct and oversee Contractor Workers, project scope activities. They are accountable for applying knowledge, skills, tools, resources, and techniques to all project activities, ensuring that project results meet the Company needs and expectations.

Tailboard Conference: A discussion/meeting conducted by work crew to outline the job description, the major steps associated to complete the job, the hazards associated with the step for the job and the control measures, barriers and PPE necessary to complete the job safely.

Work: Any and all services, acts, obligations, duties and responsibilities necessary to the successful completion of the project assigned to or undertaken by Contractor under the Contract Documents, including the furnishing of all labour, services, materials, equipment and other incidentals.

Workers: Contractor employees, servants, agents, contractors or sub-contractors and consultants.

INTRODUCTION

JPS is committed to providing a **safe and healthy** work environment for all staff, 3rd party contractors and suppliers. The application of relevant rules and procedures that will promote accident free performance at our workplace is critical. It is in keeping with this mindset that the Company has developed this Contractor Occupational Health, Safety and Environment Requirements Manual.

This manual provides the Company Contractors with the minimum health, safety and environmental (HSE) standards required while working on JPS Worksite.

Noncompliance of HSE standards or any requirement of this manual is treated the same as non-compliance with any contract provision and may result in work stoppage, disciplinary action, and or Contractor removal from JPS Worksite. Severe breach and or repeated non-compliance may result in greater punitive action and may lead to Contractor dismissal and Contract termination.

The Company requires that Contractors meet all guidelines outlined of this manual in addition to Pre-Job Requirements, prior to commencing any work on JPS Worksite. As a part of this commitment, the Company ensures that Contractors are aware of its policies, standards and requires Contractors to comply with the Company standards. It is the responsibility of the Contractor to ensure that all their Workers fully comply with JPS HSE requirements. Contractor is responsible for complying with all laws and regulations applicable to occupational health, safety, environment and requirements of the Contract. Contractor must also comply with the requirements listed in the Contractor Occupational Health, Safety and Environment Requirement Manual and any site-specific and/or business unit policies and procedures that are applicable in the contracted Scope of Work. It is the Contractor's continuing and absolute responsibility for all aspects of Contractor safety on JPS Worksites during the execution of work. Contractors are important resource of the Company and it is necessary that they know HSE norms and ensure healthy and safety practices in JPS.

OBJECTIVE

1. To establish and communicate JPS' HSE expectations and standards to its external contractors.
2. To encourage the contractor to align their HSE practices to meet the JPS' HSE standards.
3. To reduce the actual and potential risks from contractor activities.
4. To prevent injury, property damage and improve the overall JPS' HSE performance.
5. To provide clear guidelines of applicable sanctions for HSE breaches.

The purpose of this manual is to establish, implement and execute a practical, sound and effective program for the prevention of incidents that cause or may cause injury to person or damage to property. These safety requirements have been designed to assist all Contractors, their supervisors and workers to identify, evaluate, and subsequently adopt control measures in various activities or conditions to reduce the possibility of any undesired incident within their respective areas of contract responsibility.

SCOPE

All Company Contractors and their Workers, vendors, and visitors are bound by this manual when performing work which include but is not limited to short term, long term, civil,

mechanical, electrical, vegetation and general contractors engaged to perform any job on JPS Worksite where work is being conducted by or/on behalf of the Company.

The standards presented in this document are not an exhaustive list of all applicable requirements and regulations. As a general rule, Contractor must refer to the current version of the APPA Safety Manual for additional electric utility specific safety requirements. In instances where the APPA Safety Manual indicate that you refer to the "utility specific policy" please consult the relevant JPS policies that will provide more details on the specific work procedure in question. In cases where there is a conflict with the JPS specific policy and APPA, comply with the most stringent requirement. Also of note, in cases where the APPA Safety Manual refer to any legislation that contradicts with the laws of Jamaica, in such cases the Jamaican law take precedent. For example, APPA gives references to driving on the right, the Jamaican law dictates that we drive on the left.

This manual shall be read and construed in accordance with the Contract by which a contractor is engaged. However, in the event of a conflict between this manual and such Contract, the terms of the Contract shall prevail.

Amendment to the requirements included in this manual can only be done with the explicit and written authorization of the JPS Senior Vice President responsible for Safety.

JPS ENVIRONMENT, HEALTH & SAFETY POLICY

At JPS we incorporate safety, health and sound environmental practices into our business every day. Our policy is to provide a safe work environment, to apply a set of rules and procedures to promote the accident-free performance of duties, and to make employees conscious of their responsibility in integrating safety, health and good environmental practices in their activities.

We define our commitment to EHS by the following principles:

- We manage our business with an active commitment to environment, health and safety excellence
- We integrate environment, health and safety into our business strategies to enhance our competitive advantage
- We comply with applicable environment, health and safety laws and regulations and implement prudent standards where none exist
- We hold each employee and contractor accountable for integrating environment, health and safety into their work activities. We encourage our business partners to adopt same accountability
- We strive for continuous improvement in our environment, health and safety program by setting challenging goals, measuring and evaluating performances, and learning from our experiences.

JPS HSE REQUIREMENTS - PREREQUISITE FOR CONTRACTOR SELECTION & ENGAGEMENT

Prior to the engagement of any contractor or 3rd party contracting firm, the contractor shall demonstrate that their company/firm have an established safety management systems and standards governing all aspect of their operations inclusive of the services being offered to

JPS. Safety maturity of the 3rd party firm will be heavily weighted in the Company contractor selection criteria. The contractor's safety standard will be judged by the following attributes:

- The contractor's safety commitment, as demonstrated by its own safety programs supported by their top management.
- Experience profile of the contractor, its supervisor and workmen.
- Good historical safety performance of the contractor as can be evaluated through data tracking or through documentary evidence submitted by the contractor such as accident data, near-miss data, safety audit records, safety violation during the job, system of safety training, hazard identification and mitigation plan, safety meeting, safety promotion program, safety enforcement and disciplinary action plan, safety standard available with contractor for similar jobs etc.
- Availability of Personnel Protective Equipment (PPE), safety devices and equipment with the contractor.
- Availability of qualified and skilled safety personnel with the contractor to monitor safety performance during the progress of the job.

Contractors and or 3rd party contracting firms are required to submit to the Company documents with the information above. Information on the Contractor safety history and performance is required as part of the Contractor pre/post bid or contract engagement qualification process.

- After completion of assigned Scope of Work (SOW) as per contract, the contractor EHS performance will be evaluated & a contractor assessment form completed by the responsible Contract Manager or Company Representative. Contractor assessment form must be per format attached in Appendix E. Information captured on this assessment form will be used in future assessments during selection of contractor for job allocation.

CONTRACTOR' MANAGEMENT GENERAL RESPONSIBILITIES

The Contractor management shall accept the responsibility for Safety, Health & Environment Management of their company and shall be responsible and accountable for all, staff and all persons engaged by them. The contractor management must:

- A. Ensure that Environment, Health & Safety is it first priority in the operations of its business.
- B. Ensure compliance with all applicable Codes, Standards & Safety practices in all activities.
- C. Ensure that all persons engaged by contractor are fully informed about the requirements of this manual and ensure strict compliance of safety orders/rules issued by the Company.
- D. Provide medical certification as verification that employees are fit for duty or to perform work.
- E. Provide and maintain, adequate tools, equipment, PPE, safety devices and in proper working order.

- F. Provide all necessary resources for full Occupational Health, Safety and Environmental compliance with job or site rules.
- G. Ensure each employee abstain from unsafe acts and prevent unsafe conditions.
- H. Make It compulsory for all employees to take active part on safety & health related activities on & off the job.
- I. Ensure compliance with Permit to work systems.
- J. Ensure use of Personnel Protective Equipment (PPE) is compulsory while at work.
- K. Ensure quality is maintained in all areas of activities.
- L. Ensure that vehicle operators are conducting regular vehicle safety inspections and notifying management of identified deficiencies. (Refer to Table 2)
- M. Ensure that all vehicles operated, owned and or leased by the contractor assigned to JPS Worksite are duly licensed as a Public Commercial Carrier, in accordance with the Road Traffic Act and any amendments thereto.
- N. Take the necessary steps during the implementation of work activities at JPS Worksite to keep the environs clean and ensure that upon completion of the works the site and environs are left in a neat and clean condition.

TRAINING & SAFETY ORIENTATION

The Contractor shall:

- A. Ensure that all employees and all persons engaged are appropriately trained and/or certified to carry out their assigned activities and tasks associated with the Contract.
- B. Ensure that each Contractor Worker engaged to work on a JPS Worksite received JPS Safety Orientation before they are assigned to work on JPS Worksite.
- C. Ensure that each Supervisor assigned to work on JPS Worksite is specifically trained in how to conduct Tailboard Conference Meeting/Safety Talk.
- D. Maintain training records for all its Workers. Training records shall include the training and safety orientation history of each of the Contractor Workers and schedule for refresher training. Training records for each Contractor Worker assigned to work on a JPS Worksite are to be submitted to the Company on request and/or prior to contract signing.
- E. Submit to the Contract Manager or Company Representative proof of the required training for all workers prior to the start of the contract or for any new worker that is employed to the contractor subsequent to the agreement and is required to perform work on JPS Worksite. Proof of refresher training must be submitted when it is due. (*Refer to Appendix C - Type of Contract, Training, & Frequency of Refresher*). Proof of training must include certification or certificate of participation
- F. Issue a photo ID Card to each of its Worker. Issuance of an ID card is more of a security issue than a safety issue. However, this system can also be used effectively for safety interventions. Following may be adapted to use the ID Card for safety controls specific to JPS Safety Orientation:
 - a. Photo ID Card should contain identification marks and can be referred for future administrative controls.

- b. After imparting safety orientation trainings, the ID Card can be stamped as 'Safety Orientation given' or separate Safety Orientation Card may be issued by the Company to the Contractor Worker.
- c. The validity of such "Safety Orientation Card" shall be maximum one year.
- d. Safety Orientation Card should be similar in size and dimension as that of an ID card, and each Contractor Worker must have it available for the Company Representative to view at all times when on JPS Worksites.
- e. The stamping of an ID Card or issuance of a Safety Orientation Card, shall not replace the Skills Training Certificate required for qualified Workers.

No Contractor Worker must conduct any work activity on JPS Worksite without first completing JPS Safety Orientation and the stamping of their ID Card or received a signed Safety Orientation Card from the Company.

Tailboard Conference Meeting/Safety Talk Training

Contractor supervisory personnel must be specifically trained in how to conduct Tailboard Conference Meeting/Safety Talks.

The Contractor should ensure that the training program include the following:

- Hazard identification
- Safety standards and procedures relevant for carrying out jobs.
- Special precaution or hazards controls measures specific for worksite based on its hazard perception.
- Use of PPEs in general and any special PPE specific for a particular job.
- Energy source control

HSE MANAGEMENT SYSTEM

Contractor must have a defined Health, Safety & Environmental Management system in place aligned to the Company requirements and demonstrate that it is implemented effectively. It should typically cover the following elements:

- Leadership & Commitment by higher management.
- HSE Policy
- Organization, Resources & Documentation related to HSE.
- Evaluation & Risk Management.
- Planning & Procedure.
- Implementation & Monitoring.
- Auditing & Review.

The contractor should have an HSE policy backed by their management's commitment to create a safe work environment. The policy should state the intention and methodology of protecting the personnel at work site. Contractor shall demonstrate their HSE commitment in protecting the people, environment and assets by implementing the HSE Management system and various HSE programs that support their HSE Policy.

HSE PLANS

The purpose of the HSE plan is to provide assurance of effective working of the interface between the HSE Management Systems of JPS and contractors at specific work/project sites. Prior to the commencement of contractual activity or bid submission, the contractor shall submit a written Project-specific/Work Specific HSE plan to JPS for review and approval. Contractor shall prepare the Project HSE plan addressing all work activities, to include hazards and risk assessments, controls methods, training needs identification, audits and safety promotional activities.

The Contractor's Project specific plan shall address the following:

- Title page
- Project title and brief scope of work
- Organization chart
- Hazard identification plan (clearly identifying project related HSE risks, control measures and persons responsible)
- Safety & Environmental policy and assignment of responsibilities
- HSE Training plan
- Management of subcontractors
- Safety inspections
- Safety reports and records
- Welding and cutting equipment
- Personal protective equipment
- Tools and portable power tools
- Ladders
- Electrical installation and equipment
- Cranes and rigging equipment
- Mechanical equipment
- Transportation
- Incident reporting and investigation
- Excavation
- Fire prevention
- First-aid facilities
- General safety rules
- Emergency response and evacuation procedures
- Environmental regulatory compliance requirements and compliance process
- Manual Handling
- Checklists

SUPERVISION & EHS COVERAGE

The Contractor shall:

- a. Ensure that the necessary and required supervision and EHS coverage are in place for all jobs and activities.
- b. provide a separate and independent designated, competent HSE Officer for projects and worksites with ten (10) or more persons as outlined in Table #1 below.

- c. Appoint a Supervisor for all jobs, provide direct supervision, and give instructions to its Workers. For the avoidance of doubt, JPS shall have no responsibility for direct Worksite supervision of contractor employees.
- d. Prior the start of each contract, Contractor shall submit to the Company its HSE organization chart detailing the names of Superiors and Safety professionals for review and approval.

Responsibility of Line Supervisor/Foreman

The line supervisor/foreman is the contractor's representative with full responsibility for the contractor employees. For the avoidance of doubt, JPS have no responsibility for direct worksite supervision of contractor employees or to give direct instruction to them.

This position is responsible for:

- Taking direct and specific job field instructions from JPS representative. For the avoidance of doubt, JPS have no responsibility to give job instruction directly to contractor employees below the supervisor level.
- Provide worksite supervision and instruction to contractor employees, servants, agents and/or sub-contractors.
- Conducting job briefings and hazard identifications exercise prior to the start of all jobs.
- Ensuring that all affected workers are fully briefed, that they acknowledge and sign the relevant tailboard forms
- Ensuring that all workers are fully compliant with the PPE requirements for each task.
- Updating the JPS representative promptly on the progress of assigned work to include OHSE related matters.
- Bringing to the attention of JPS any previously unidentified or any new risks that requires additional controls by JPS to avoid injury to anyone.

Responsibility of HSE Officer

This position is responsible for:

- Ensuring all the workmen & supervisor are provided with safety gears (Safety shoes, safety helmet, cover all & other job specific PPE's).
- HSE training (organize the training programs as per the training matrix).
- Daily workplace safety inspections (to identify unsafe acts, unsafe conditions and take necessary actions).
- Identification of hazards and environmental impacts.
- Inspection of PPEs, tools / lifting accessories / slings / ropes/web belts/ D-shackles etc. (visual inspection once in week for their soundness and validity).
- Maintain daily HSE logbook (site HSE observations and preventive actions taken).

- Checking availability of safety work permit & review of work permits as per permit conditions.
- Reporting of near miss incident, first aid & other incident.
- Identifying and correcting unsafe behaviours at work site.
- Training to their staff, supervisor & workmen regarding the operation & maintenance of Firefighting equipment.
- Ensuring tailboard conference meeting Is conducted for each job.
- Daily Safety Talk must be conducted for work men

Responsibility of HSE Manager

Contractor's HSE Manager assumes the lead safety position for the contractor organization and is responsible for monitoring and administering a pro-active safety program designed to provide assistance in recognizing, evaluating, and subsequently controlling or eliminating hazardous acts or conditions. He/she works in close coordination with JPS HSE Management and in conjunction with his / her Principal employer assisting in the implementation of HSE programs. Broadly the responsibilities of the HSE Manager are:

- Administer appropriate safe work practices and procedures within the worksite.
- Ensure that necessary records are maintained as per applicable HSE regulatory requirements and reports are submitted to statutory bodies as per the timelines defined by them in the applicable acts / rules.
- Ensure that all mobile lifting appliances are subjected to third party inspections as per statutory requirement & records are maintained by the Contractor.
- Promote a high level of safety awareness among the staff/workers through orientation/refresher training programs.
- Conduct site safety visits.
- Ensure compliance with permit to work system.
- Ensure safety gears (safety shoes, safety helmet, cover all & other job specific PPE's) by all the workmen & supervisor at job site.
- Ensure Certification & testing of Safety equipment & PPE's.
- Conduct weekly safety inspections, track performance and report trends to his/her site management.
- Maintain all HSE related records and files associated with the organization.
- Maintain pertinent information (i.e. phone number, locations) of emergency response services, physicians, and hospitals.
- Lead and assist in accident & incident investigations to ensure all accidents and incidents are properly investigated including near miss incidents, first aid cases, all recordable cases, property damage, etc. & reporting to the Company safety executive.
- Evaluate subcontractor safety programs and performance and ensure they comply with the statutory and HSE requirements

- Training to their staff, supervisor & workmen regarding the operation & maintenance of firefighting equipment

The minimum qualification for Contractor supervisor and safety personnel

Line Supervisor/Foreman

- Minimum qualification must be Diploma in Engineering (Mechanical, Chemical, Electrical, Civil) and Safety Certification (minimum 30 hour HSE training) from a recognized institution.

HSE Officer

- Must be qualified as a Certified Occupational Safety Specialist from a recognized institution.

HSE Manager

- Minimum qualification must be an Undergraduate Bachelor’s Degree in Occupational Safety & Health Safety) or a Degree in Engineering (Mechanical, Electrical, Civil or Chemical) and qualified as a Certified Occupational Safety Specialist.
- Having two years of experience as a Safety Officer in the electric utility, oil & gas or chemical industry.

Table #1: Typical requirement for number of Trained Dedicated Supervisory and Safety personnel

Item #	Employee Complement (Including subcontractor/s)	Minimum Requirement of HSE Personnel
1	Number of Employees < 10	<ul style="list-style-type: none"> ➤ Line Supervisor for each team working independently.
2	Number of Employees $\geq 10 \leq 25$	<ul style="list-style-type: none"> ➤ Line Supervisor for each team working independently + ➤ 1 x HSE Officer ➤ HSE Officer to randomly visit worksite from time to time.
3	Number of Employees > 25 but < 50	<ul style="list-style-type: none"> ➤ Line Supervisor for each team working independently + ➤ 2 x HSE Officer
4	Number of Employees ≥ 50	<ul style="list-style-type: none"> ➤ Line Supervisor for each team working independently+ ➤ 1 x HSE Officer for every 25 Employees + ➤ 1 x HSE Safety Manager for every 75 workers

WORK PREPARATION MEETING

The Contractor shall:

- participate in a work preparation meeting (Prep Work or Kick Off Meeting) with JPS Representative for planned jobs or projects, to discuss among other things OHSE expectations, potential OHSE management system interfaces and specific OHSE issues and requirements in accordance with the Contract. This preparation meeting will be

held as soon as practical after contract award and an appropriate time before the performance of any planned work. This meeting shall not be considered or treated as a substitute for EHS responsibilities of the Contractor under the Contract; nor shall the meeting or issues be construed or treated as an assumption of the Contractor's sole EHS obligations under the Contract. Matters to be discussed at the meeting may include but not limited to:

- a. Scope of the job
- b. Expected duration of job
- c. Risk Assessment- Hazards associated with the job – complete JSA

Tailboard Conference

The Supervisor must conduct a Tailboard Conference Meeting with the Workers involved before the start of each job. Each worker should actively participate in the meeting to identify job and task specific probable hazards and determine and agree on the appropriate controls and planned mitigation measures to be taken. The meeting should:

- Review the job activity at a task level and the procedure to execute the tasks safely.
- Identify the use & benefits of PPE's & safety gears required for the job.
- Identify any environmental challenges and determine how to treat with same during the execution of the job.
- Be documented on an approved Tailboard Conference Form and each Worker involved sign onto the form indicating that they were part of the discussions, understand the possible hazards and will abide by the agreed procedures.

At the end of the work activities and or if a worker is no longer participating in the work, before they leave the JPS Worksite, each Worker must sign-off, on the form indicating that they are no longer involved with work relating that specific tailboard.

Permit to Work System

The Contractor Supervisor should ensure that:

- They have received training in the permit to permit to work system for affected workers for the specific job they are assigned. Permit to work should include but not limited to Lock Out Tag Out (LOTO PTW), Sanction for Test, Limitation of Access, De energize Permit, Hot Work Permit & Confine Space
- The affected workers received adequate instruction in the system.

- They discuss the job fully with the person issuing the permit.
- The workmen are briefed on the details of the permit including any potential hazards, and on all the precautions taken or to be taken.
- The precautions are maintained throughout the work activity.
- The worker understands that if circumstances change work must be stopped and inform the supervisor.
- The work group stays within the limitations set on the permit (physical boundaries, type of work and the duration of the permit)

On completion or suspension of the work, the site is left in a safe condition and the person that issued the permit is informed & permit has been returned for cancellation.

Individuals working within the permit to work system should ensure that:

- They have received instruction and have a good understanding of the permit to work system at the specific JPS Worksite where they work.
- They do not start any work requiring a permit, until it has been properly authorized and issued.
- They receive a briefing from the supervisor on the particular task and they understand the hazards and the precautions taken or to be taken
- They follow the instructions specified in the permit. When they stop work, the site and any equipment they are using is left in a safe condition
- If in any doubt or if circumstances change, they must stop work and consult with their supervisor.

Worksite Safety

It is the responsibility of each Contractor or his authorized nominated representative to inspect each work area at the beginning of each job or shift, and periodically thereafter, to ensure safe working conditions are maintained.

Where required, Contractor must provide good illumination for work to proceed safely.

Contractor must ensure protection from severe weather conditions. (Extreme wind, lightning storms, extreme heat, etc...).

The Contractor needs to evaluate /consider the environmental extremes of the project, such as the ability of their workers to work safely in volatile areas.

Based on that evaluation the Contractor must implement the appropriate procedures or measures to provide a safe work environment.

The minimum PPE requirement on a worksite must be safety helmet, safety glasses, safety boot and uniform. Other appropriate steps must be taken and the appropriate PPEs worn to protect against all hazards that affects workers on the jobsite.

Work Clothing

Only clothing and PPEs adhering to specification shown in Appendix B shall be worn on JPS Worksite.

At least once per year, the Contractor must provide or ensure Workers & Supervisors, have a minimum of two (2) 100% cotton uniform or coverall and one safety shoe for working at JPS Worksite.

Where hazards exist due to moving parts on machinery or equipment, clothing and hair must be maintained to avoid entanglement.

Special PPE and work clothing must be worn where exposure to fire, extreme heat, corrosive chemicals, electrical hazards, body impacts, cuts from handled materials or other hazards are possible. See the premises or business unit's site-specific requirements for any additional needs, such as Fire-Resistant Clothing (FRC). The Contractor is required to supply special work clothing, ensure it is in good condition and properly worn, when and where required.

SITE SECURITY

Where applicable the Contractor shall:

- comply with all Security and Standard Operating Procedures when accessing and working on the plant, electrical system and/or equipment.
- ensure all vehicles entering the JPS plant shall undergo required security checks to include searches.

ALCOHOL, ILLEGAL DRUGS AND FIREARMS

Contractor must develop and enforce a policy that prohibits the possession, distribution, promotion, manufacture, sale, and use of illegal drugs, drug paraphernalia, controlled substances, alcoholic beverages and weapons by workers while on JPS Worksite or during work at site.

ACCIDENT/ INCIDENT NOTIFICATION, REPORTING & INVESTIGATION

The Contractor shall:

- a. immediately report to the responsible Company Representative or Contract Manager via electronic mail, text message, verbal or telephone, etc. all accidents/OHSE incidents including near misses, arising from the works and/or involving Contractor personnel, equipment and materials at the JPS Worksite. In instances where reports cannot be done immediately, reports must be made no later than 2 hours after the occurrence of the incident.
- b. within 24 hours of the occurrence of any accident/incident provide JPS with a written Preliminary Accident/Incident Report. The JPS Preliminary Incident Report Form shown in Appendix D must be used for such reports. All fields on the Form must be completed.
- c. investigate all accidents/incidents that result in, or have the potential to result in, injury or illness, property damage, process/product loss or harm to the environment.

The investigative process must include the identification of root causes or causal factors that contributed to the occurrence. The Contractor must determine and document the necessary corrective actions and ensure closure/completion in timely manner. In addition to the Contractor's analysis/investigation, JPS retains the right to conduct their own investigation for any illnesses, injuries, fatalities, incidents or near misses occurring on its premises and or project sites.

The Contractor must conduct a thorough investigation and submit a written report within 5 – 10 working days after the occurrence of the accident/incident to the JPS Representative, Contract Manager and or other JPS personnel as otherwise specified.

- d. Accidents resulting in injury to employees leading to absence from work for more than to (2) days should be reported to the relevant agencies or regulatory bodies in a timely manner as prescribed by the prevailing laws and regulations. The contractor shall submit copy of the statutory report to JPS representative as well.
- e. maintain injury logs for their respective workers.

Incident Investigation format attached at Appendix F

AUDITS & INSPECTION

The Contractor shall:

- o Ensure that management Safety Audits are carried out [quarterly] and findings are documented for follow up actions.
- o Conduct job site inspections, audits, and safety observations (i.e. Behaviour Based Safety Observations, etc.).
- o Log audits, inspections and observations in the JPS Health and Safety Portal – ASSURE by using the link below (<https://app.na.sheassure.net/jps/p/jpsPortal/>).
- o Inspections and audits done using templates outside of the Assure Portal must be submitted to the Contract Manager on a weekly basis.
- o Conduct inspections and audits based on the frequency prescribed below:

Table 2: Audits and Inspection Frequency

Reports	Frequency	Report Schedule	Medium
Jobsite Inspection-Maintenance Work	Daily	5 pm each day	JPS Assure Platform/submit to Contract Manager & OHSE
Jobsite Inspection-Emergency Work	One per shift	5pm each day/end of shift	JPS Assure Platform/submit to Contract Manager & OHSE
PPE & Safety Device Inspections	Weekly	Fridays at 5pm	JPS Assure Platform/submit to Contract Manager & OHSE
Tools and Equipment Inspections	Weekly	Fridays at 5pm	JPS Assure Platform/submit to Contract Manager & OHSE
Safety Observation	Daily	5 pm each day	JPS Assure Platform/submit to Contract Manager & OHSE

Vehicle	Daily (Job site)	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Safety Management Audit	Quarterly	Last Friday each quarter @ 5pm	Submit to Contract Manager & OHSE

SANCTIONS

The Contractor shall:

Comply with all OHSE Requirement prescribed in the Contract and this manual.

If any Contractor allows workers to work in unsafe conditions or violates environmental permits or regulations, JPS may remove the Contractor or any of its individual worker from JPS Worksite or penalty/sanction may be imposed to the Contractor and or Contractor Worker as per Table 3 below.

Immediate and permanent removal may occur (the Contactor or Worker) if any of the following activities are observed:

- a. Openly exhibits disregard, defiance, or disrespect for the safety program
- b. Violates established safety or environmental rules, regulations, procedures or codes
- c. Participates in fighting, violence, threats of violence, theft, or destruction of property
- d. Possesses weapons including but not limited to firearms or knives not typically used in conjunction with normal work tasks.
- e. Falsifying documents or information.
- f. Contractor provide the Company false information during the pre-selection process.

Table 3 – Sanctions for Breach of OHSE Requirements/ Procedures

Violation	First Of-fence	Second Offence	Third Of-fence	Forth Of-fence
Failure to comply with OHSE Requirements	Verbal Warning	Written Warning	Three months Suspension of contract	Termination of contract

SAFETY MEETINGS

The Contractor shall:

Conduct weekly safety meeting or ensure employees participate in JPS Weekly Safety Meetings. The contractor must ensure that each employee is exposed to a minimum of three safety meeting per month. When conducting safety meetings, the duration of the meeting may be as long as required but no less than the minimum thirty- (30) minutes.






All safety meetings conducted shall be fully documented. The record shall indicate the time, date, the location of the meeting, agenda/topic(s) covered, duration, who conducted the meeting, ideas developed, follow-up action required and responsibility and the names and signature of all attendees. The Meetings minutes and record of attendees shall be maintained for submission to the Contract Manager on a weekly basis. See appendix G for a copy of Safety Meeting Report Template.








APPENDICES

Appendix A- Vehicle Traffic Management & Transporting Equipment

1. Poles, ladders, pipe, etc., shall be loaded parallel with the truck length. Such material shall not extend beyond the normal sides of the vehicle.
2. materials shall be securely fastened to prevent a hazard due to shifting.
3. A person shall not operate on a road a motor vehicle laden or unladen, where the overall height of which exceeds 4.2 metres measured from the ground.
4. Vehicle transporting oversized equipment (height, length and width) must have adequate warning signs, reflector and pilot escort where necessary in accordance with the local road traffic regulation.
5. Any motor vehicle transporting a load which extends more than 102 mm (4 inches) beyond the overall width of the motor vehicle shall be equipped with the following lamps in addition to other required lamps when operated during the hours when headlamps are required to be used:
 - a. (1) The foremost edge of that portion of the load which projects beyond the side of the vehicle shall be marked (at its outermost extremity) with an amber lamp visible from the front and side;
 - b. (2) The rearmost edge of that portion of the load which projects beyond the side of the vehicle shall be marked (at its outermost extremity) with a red lamp visible from the rear and side;
 - c. (3) If the projecting load does not measure more than 914 mm (3 feet) from front to rear, it shall be marked with an amber lamp visible from the front, both sides, and rear, except that if the projection is located at or near the rear it shall be marked by a red lamp visible from front, side and rear.
6. Material being transported such as poles that extends more than 4 feet beyond the front or rear of the vehicle shall have these projections marked as follows when the vehicle is operated during the hours when headlamps are required to be used:
 - a. On each side of the projecting load, one red side marker lamp, visible from the side, located so as to indicate maximum overhang.
 - b. On the rear of the projecting load, two red lamps, visible from the rear, one at each side; and two red reflectors visible from the rear, one at each side, located so as to indicate maximum width








Appendix B - JPS Safety & Health Guidelines - Personnel Protective Equipment & Safety Devices




PPE	Applicable Standard	Equivalent Type of PPE
Helmet	ANSI/ISEA Z89.1-2014 Standard Class E (Electrical)	 <p>MSA V- Guard helmet w/ ratchet suspension</p>
Safety Goggles	ANSI /ISEA Z87.1 – 2020 (CE EN 166 and CSA 94 standards)	 <p>American Allsafe Goggles</p>
Safety Boot	ASTM 2413-11 & ASTM 2412-11 (EH, I/75 & C75) or Equivalent Local Standard	 <p>Timberland Pro 6" Endurance Waterproof Boot</p>
Respirator	NIOSH – 42CFR Part 84 OSHA – 29 CFR 1910.134 ANSI / ASSE Z88.2	 <p>3M Full Face piece Respirator Pack (cartridge) for protection against eye irritants. Half respirator where there is no eye irritant.</p>
Safety Glasses	ANSI Z 87.1 – 2010 (CE EN 166 and CSA A94 standards)	 <p>Salisbury Uvex XC Safety Glasses Clear Lens TS56505</p>

Rubber Gloves Class 0	ASTM D120 and IEC/EN 60903, NFPA 70E	 Salisbury E014Y
Rubber Gloves Class 3	ASTM D120 - 09 and IEC/EN 60903;2014 NFPA 70E	 Salisbury E318CYB/ Novax 155-3-18
Chemical Protecting Clothing	Fabric tested as per BIS 4051-1981 standards. Chemical resistant material to include PVC, polyurethane, nitrile or neoprene	 3M Protective Coverall 4520
ARD Reflective Safety Vest	ANSI 107 – 2010 – High Visibility ANSI Class 2 rating for high visibility on roads with traffic traveling above 30 mph.	 CJ Safety ANSI Class 2 High Visibility Two Tone Safety Vest - Meets ANSI/ISEA 107-2010
Arc Flash & Flame Resistant Rain Wear	ASTM F 1891– Flame retardant ATPV rating of 8 cal/cm ² PVC Nomex® Rain Suit meets Class 3 ANSI/ISEA 107-2010 standards	 402STLM SAFETY RAINGEAR
Flame Resistant Clothing	NFPA 70E, ASTM F 1506, ASTM F 1959 ATPV rating of 8 cal/cm ²	 Coverall (Aramark Style G01083)
Lineman Gloves	Palm and back of gloves should be made from high quality grain cowhide material. Cuff should be made of natural pig skin.	 Salisbury Lineman Cowhide Work Gloves LW2SPE

Chemical Gloves	PVC/Nitrile blend, Double Dipped 40cm	 <p>Chemstar Double-dipped, 40 cm</p>
Dexterity Workman Gloves	Palm of gloves made of nitrile that is resistant to chemical and oil	 <p>allix 3M Comfort Grip</p>
Rain Wear (Suit) (Non-FR)	ANSI/ISEA 107-2010. Class 3	 <p>Fonnira -PVC/Polyester high visibility rain gear</p>
Harness	ANSI Z359.1 - 2016, ANSI/ASSE A10.32 and OSHA 1926 Subpart M	 <p>Honeywell Duraflex Webbing Harness Part # M1020073</p>
Lanyard	ANSI Z359.1, ANSI A10.14 and OSHA 1926.104, ASTM F887-04	 <p>Arc Flash EZ-STOP II Shock Absorbing Lanyard from DBI/SALA</p>
Welding Apron and Sleeve	ISO 11611:2015. Providing exceptional heat, spark and spatter resistance	 <p>QeeLink Welding Apron</p>
Flame Resistant Face Shield with Helmet Slot Adaptor	ANSI Z89.1 - 2003 and NFPA 70E	 <p>Salisbury AS1200HAT</p>

Welders Helmet	ANSI Z87.1 – 2003 Personal Protective – Protective Eyewear	 Sellstrom Titan 24701-60
Welders Goggles	ANSI Z 87.1 – 2003, CSA Z94.3, SEI Certified	 North Safety NS - GW200
Face Shield with Helmet Slot Adaptor	ANSI Z87.1 – 2003 Personal Protective – Protective Eyewear	 MSA Defender
Safety Footwear – Water Boot	ANSI Z41 PT 1999 M specification for impact and compression.	 Camcorp Industrial
Safety Cap (Helmet) Chin Strap	ANSI Z 89.1 – 1997 Class E, and SEI Certified	 MSA Chin Strap
Air Purifying Respirator, half-face	NIOSH – 42CFR Part 84 OSHA – 29 CFR 1910.134	 3M Half Face Respirator
High Voltage Rubber Rubber Sleeves Class 3	Meet ASTM D1051	 Salisbury Sleeve Dipped Class 3 Type I Red/Yellow Extra Curved Elbow D3RRY-EC
Leather Protector for High Voltage Rubber Glove	ASTM D120 Standard and meet International Standard 903, IEC-1988.	 Salisbury ILP-6S

Utility Glove Liners	100% Cotton blend liners, design construction must allow natural sensitivity, durability and flexibility	 HI - LINE Catalogue # GL
Workman Gloves	Kevlar® sewn premium double tanned side split leather that provides greater flexibility along with increased abrasion, cut, and puncture resistance.	 Arbill A179000
Welder's Gloves	Premium heat-treated side split leather that provides greater flexibility along with increased heat and flame resistance.	 ESAB Heavy Duty Welding Gloves
Harness (Live line Operations)	ANSI Z359, OSHA 1926.104 and ASTM F887-04.	 DBI SALA, Delta™ II Arc
Lineman, Full Body Harness	ANSI Z359.1 - 2016, ANSI/ASSE A10.32, OSHA 1926.104, ASTM F887 and CSA standards.	 3M DBI SALA ExoFit NEX Arcflash
Lineman Body Belt	Extra light weight and durable body belt made of 45 millimeters nylon	 Salibury/FP424/-2ED
Pole Choking / Work Positioning Fall Arrest System	Wood pole climbing fall arrest. CSA certified Z259.14-12 type AB The pole choker shall be made with a drop forged tongue buckle on a six-ply neoprene impregnated webbing. The yellow choker strap shall be	 Jelco Pole Choker

	<p>adjustable, helping the workers to extend his reach in a safer manner. It shall be 1 3/4-inch-wide and manufactured from nylon. It shall consist of a roller's teeth which is used to provide the gripping force required to prevent you from falling to the ground. When the choker strap is disconnected, it shall function the same as a standard pole strap. The snaplock shall comprise of loops</p> <p>The pole choker shall have a length of 6.2 ft. Distribution and 6.8ft for Transmission</p>	
Retractable Web-Lanyard	ANSI Z359.1, ANSI A10.14 and OSHA 1926.104	 <p>Salisbury FPS04/01</p>
Shock-Absorbing Web-Lanyard	ANSI Z359.1, ANSI A10.14 and OSHA 1926.104	 <p>Guardian 01220 6-Foot Single Leg Shock Absorbing Lanyard</p>
Shock-Absorbing Web Loop-Live Line Lanyard	ANSI Z359.1, ANSI A10.14 and OSHA 1926.104, ASTM F887-04	 <p>Arc Flash EZ-STOP II Shock Absorbing Lanyard from DBI/SALA</p>

Appendix C - Type of Contract, Training, & Frequency of Refresher

TRAINING REQUIREMENT			
T&D Pole Maintenance & Line Extension			
No.	Training/ Course	Function	Frequency
1	Cardiopulmonary Resuscitation (CPR)	Lineman	Every 3 years
2	Hurt man Rescue	Lineman	Every 3 years
3	LOTO PTW	Lineman & Switchers	Every 3 years
4	Tailboard / JSA & PPE	Lineman & Affected Workers	Every 3 years
5	Switching Authorization	Switchers	Every 3 years
6	T&D Pole Maintenance & Line Extension Program (Pole line skills training)	Lineman	Skills Training Certification!
7	Fall Protection & Ladder Safety	All Affected	Every 3 years
Vegetation Management			
No.	Training/ Course	Function	Frequency
1	Cardiopulmonary Resuscitation (CPR)	Lineman	Every 3 years
2	Hurt man Rescue	Lineman	Every 3 years
3	LOTO PTW	Lineman & Switchers	Every 3 years
4	Tailboard / JSA & PPE	Lineman & Affected Workers	Every 3 years
5	Switching Authorization	Switchers	Every 3 years
6	Use of Chainsaw	Chainsaw Operator	Every 3 years
7	Fall Protection & Ladder Safety	All Affected	Every 3 years
8	Vegetation Management Program	Workers	Skills Training Certification!
New Service Installation Discon/ Recon			
No.	Training/ Course	Function	Frequency
1	Cardiopulmonary Resuscitation (CPR)	Lineman	Every 3 years
2	Hurt man Rescue	Lineman	Every 3 years
3	LOTO PTW	Lineman & Switchers	Every 3 years
4	Tailboard / JSA & PPE	Lineman & Affected Workers	Every 3 years
5	Switching Authorization	Switchers	Every 3 years
6	Fall Protection & Ladder Safety	All Affected	Every 3 years
7	New Service Installation Discon/Recon Program	Technicians	Skills Training Certification!
Streetlight			
No.	Training/ Course	Function	Frequency
1	Cardiopulmonary Resuscitation (CPR)	Lineman	Every 3 years
2	Hurt man Rescue	Lineman	Every 3 years
3	LOTO PTW	Lineman & Switchers	Every 3 years
4	Tailboard / JSA & PPE	Lineman & Affected Workers	Every 3 years
5	Switching Authorization	Switchers	Every 3 years
6	Fall Protection & Ladder Safety	All Affected	Every 3 years
7	Streetlight Program	Technicians	Skills Training Certification!

! Notes Skills Training Certified Persons:

- 1. Proof Training for workers must be submitted to the Contractor Manager at the start of contract, renewal or when refresher is due and for new employees.***
- 2. In any case where a worker has been inactive for a period of one year or more in their trade or any area of their work for which they are Certified, a refresher training is required prior to working on JPS Worksite or carrying out such work activity they have not performed in excess of one year.***
- 3. Workers must receive additional or refresher training if any or both of the below situation exists:***
 - a. If new technology, procedures, or change in procedures cause new safety-related work practices to be introduced***
 - b. If supervision and inspection indicate that the worker is not complying with safety-related work practices***

Appendix D - Preliminary Accident/Incident Report Form

OHSE Incident Type <i>(double click to check box; if other, please explain)</i>	<input type="checkbox"/> Fatality		<input type="checkbox"/> Spill		
	<input type="checkbox"/> Personnel Accident		<input type="checkbox"/> Fire		
	<input type="checkbox"/> Motor Vehicle Accident		<input type="checkbox"/> Unsafe Condition/Act		
	<input type="checkbox"/> Medical/First Aid		<input type="checkbox"/> Environmental Release - Emissions		
	<input type="checkbox"/> Near Miss		<input type="checkbox"/> Security Incident		
	<input type="checkbox"/> Contractor Accident/Incident		<input type="checkbox"/> Property Damage		
			<input type="checkbox"/> Other		
Actual Severity/Injury	Fatality				
Potential Severity					
Business Unit <i>(double click to check box)</i>	Division/ Contractor: _____ Cost Centre Name: _____ CC#: _____				
Location of Incident <i>(Area – Facility/Field-Site)</i>					
Date & Time	Date: _____		Time : _____		
Name (s), Age & Address of Injured					
Employer & Occupation <i>(JPS or Name of Contractor Company & Job title)</i>					
Event Description <i>(Provide a brief description of the incident)</i>					
Injury/Damage/Loss Details <i>(Explanation: Details of Accident/ Spill / Environmental Release / Damage)</i>					
Financial Impact <i>(Revenue loss, penalty, cost of repair/clean-up, labour, material, etc.).</i>					
Cause of Incident <i>(Explanation: The trigger for an incident without which the incident could not have happened)</i>					
Hospital the injured taken to					
Incident Response Action(s) <i>(State immediate actions taken after the incident)</i>					
Disciplinary/Corrective Actions to Prevent Recurrence/ Lessons Learned					
Incident reported to	Incident Reported to	Person Contacted	Telephone No.	Reported by	Date & Time
Statutory Authorities Informed	<input type="checkbox"/> None <input type="checkbox"/> Police <input type="checkbox"/> Fire Department <input type="checkbox"/> ODPEM <input type="checkbox"/> NEPA <input type="checkbox"/> NWC <input type="checkbox"/> Other _____				

Contact details for Queries or Further Information
(Who to contact for further details – Name, email, telephone, mobile)

Form Completed by
(Print Name & Date)

PLEASE USE ADDITIONAL SHEET(S) FOR PHOTOGRAPHS OR ADDITIONAL REPORT INFORMATION.

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Appendix E – Contractor HSE Evaluation Form

JAMAICA PUBLIC SERVICE CO. LTD.				
TO:	DATE:			
FROM:	CONTRACTOR:			
P.O. #	CONTRACTOR FOREMAN:			
JOB REF. No				
TYPE OF WORK/SERVICE:				
SCOPE OF WORK/SERVICE:	Score			
A	<u>HSE ORIENTATION & TRAINING</u>	YES	NO	N/A
1	WAS HSE ORIENTATION CONDUCTED FOR ALL WORKERS?	[]	[]	
2	WAS PROOF OF HSE ORIENTATION PROVIDED?	[]	[]	
3	ARE ALL WORKERS TRAINED/CERTIFIED TO PERFORM WORK?	[]	[]	
4	ARE EQUIPMENT OPERATORS TRAINED/CERTIFIED?	[]	[]	
5	WAS SAFETY MEETING CONDUCTED BY CONTRACTOR WITH WORKERS?	[]	[]	
B	<u>PPE</u>	YES	NO	N/A
6	WAS ALL EMPLOYEES PROVIDED WITH THE REQUISITE PPEs?	[]	[]	
7	WAS ALL PPEs ARE GOOD CONDITION?	[]	[]	
8	Helmet	[]	[]	
9	Safety Glasses	[]	[]	
10	Safety Boot	[]	[]	
11	Rubber Gloves	[]	[]	
12	Uniform	[]	[]	
13	Fall Protection	[]	[]	
14	Other	[]	[]	
15	EMPLOYEES DONNED ALL APPROPRIATE PPEs ON THE JOB?	[]	[]	
C	<u>SAFETY DEVICES & EQUIPMENT:</u>	YES	NO	N/A
16	WAS EMPLOYEES PROVIDED WITH THE REQUIRED SAFETY DEVICES ?	[]	[]	
17	WAS ALL SAFETY & EQUIPMENT IN GOOD CONDITION?	[]	[]	
18	Noisy Tester	[]	[]	
19	Switch stick	[]	[]	
20	Grip All Stick	[]	[]	
21	Slings and Rigggin Equipment	[]	[]	
22	Short & Ground	[]	[]	
23	Traffic Cones	[]	[]	
24	Men At Work Sign	[]	[]	
25	LOTO Hardware	[]	[]	
26	PTW Booklet	[]	[]	
27	Tailboard Booklet	[]	[]	
28	Other	[]	[]	
D	<u>RISK ASSESSMENT (TAILBOARD,SAFETY PLAN & PTW)</u>	YES	NO	N/A
29	WAS TAILBOARD MEETING CONDCUTED ?	[]	[]	
30	WAS TAILBOARD PROPERLY COMPLETED & ALL HAZARDS IDENTIFIED?	[]	[]	
31	DID ALL EMPLOYEES SIGN ON THE TAILBOARD FORM TO START WORK?	[]	[]	
32	DID ALL EMPLOYEES SIGN OFF THE TAILBOARD FORM WHEN WORK COMPLETE?	[]	[]	
33	DID THE WORK CREW COMPLY WITH PTW REQUIREMENT?	[]	[]	
34	WAS A SAFETY PLAN DONE OR SUBMITTED FOR PROJECT OR NON ROUTINE WORK?	[]	[]	
35	WAS A SAFETY RISK ASSESSMENT DONE FOR THE PROJECT OR NON ROUTINE WORK?	[]	[]	
36	DID THE CONTRACOR COMPLY WITH SAFETY PLAN FOR FOR PROJECT OR NON ROUTINE WORK?	[]	[]	
37	DID THE CONTRACTOR PARTICIPATE IN (PREP) WORK ACTIVITIES FOR THE PROJECT /NON ROUTINE JOB?	[]	[]	

JAMAICA PUBLIC SERVICE CO. LTD.

TO: FROM: P.O. # JOB REF. No TYPE OF WORK/SERVICE:	DATE: CONTRACTOR: CONTRACTOR FOREMAN:
--	--

SCOPE OF WORK/SERVICE:

Score

--

		YES	NO	N/A
E	<u>BBSO, AUDIT & INSPECTIONS</u>			
38	DID THE CONTRACTOR CONDUCT ANY SAFETY AUDIT/INSPECTION FOR THE JOB?			
39	STATE THE NUMBER OF SAFETY AUDIT OR INSPECTION DONE FOR THE JOB			
40	DID THE CONTRACTOR CONDUCT ANY BBSOs FOR THE JOB?			
41	STATE THE NUMBER OF BBSOs DONE FOR THE JOB			
F	<u>VEHICLE:</u>			
42	WERE VEHICLE(S) /TRUCK(S) PROPERLY EQUIPPED			
43	WERE VEHICLE(S) /TRUCK(S) IN GOOD CONDITION?			
		YES	NO	N/A
44	WERE VEHICLE(S) /TRUCK(S) INSURED?			
45	WERE VEHICLE(S) /TRUCK(S) LICENCED?			
G	<u>ACCIDENT/DAMAGE TO PERSON OR PROPERTY</u>			
46	WAS THE JOB COMPLETED WITHOUT AN ACCIDENT?			
47	IF THERE WAS AN ACCIDENT, WAS THERE COMPLIANCE WITH INCIDENT/ ACCIDENT PROCEDURES?			
	STATE THE NUMBER OF ACCIDENTS ON THE JOB.			
	COMMENTS.....			
			
			
			
	DONE BY			
	DATE			
	SIGNATURE			
	NB. Score = (Sum of "Yes" / Total Sum of "Yes" +"No")*100			

Appendix F - Incident Investigation format

Supervisor's Accident Investigation Form

Company Name _____

Name of Injured Person _____

Date of Birth _____ Telephone Number _____

Address _____

Town _____ Parish _____

_____ (Circle

one) Male Female

What part of the body was injured? Describe in detail. _____

What was the nature of the injury? Describe in detail.

Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools being using? _____

Names of all witnesses:

Date of Event _____ Time of Event _____

Exact location of event:

What caused the event?

Were safety control(s) was in place and used? If not, what was wrong?

Employee went to doctor/hospital? Doctor's Name

Hospital Name

Recommended preventive action to take in the future to prevent reoccurrence.

Supervisor Signature

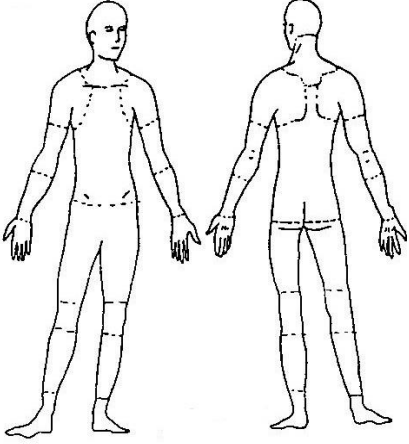
Date

Incident/Accident Investigation Report

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate an injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident:	This report is made by: <input type="checkbox"/> Principal <input type="checkbox"/> Supervisor <input type="checkbox"/> Other _____

Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Company:	Job title at time of incident:	
Part of body affected: (shade all that apply) 	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary
		Months with this employer

Step 2: Describe the incident

Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other _____	
Names of witnesses (if any): 	

Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
-------------------------------	-----------------------------	--------------	------------------

What personal protective equipment was being used (if any)?

Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.

Step 3: Why did the incident happen?

Unsafe workplace conditions: (Check all that apply)

- Inadequate guard
- Unguarded hazard
- Safety device is defective
- Tool or equipment defective
- Workstation layout is hazardous
- Unsafe lighting
- Unsafe ventilation
- Lack of needed personal protective equipment
- Lack of appropriate equipment / tools
- Unsafe clothing
- No training or insufficient training
- Other: _____

Unsafe acts by people: (Check all that apply)

- Operating without permission
- Operating at unsafe speed
- Servicing equipment that has power to it
- Making a safety device inoperative
- Using defective equipment
- Using equipment in an unapproved way
- Unsafe lifting
- Taking an unsafe position or posture
- Distraction, teasing, horseplay
- Failure to wear personal protective equipment
- Failure to use the available equipment / tools
- Other: _____

Why did the unsafe conditions exist?		
Why did the unsafe acts occur?		
Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:		
Were the unsafe acts or conditions reported prior to the incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have there been similar incidents or near misses prior to this one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Step 4: How can future incidents be prevented?

What changes do you suggest to prevent this incident/near miss from happening again?

Stop this activity
 Guard the hazard
 Train the employee(s)
 Train the supervisor(s)

Redesign task steps
 Redesign work station
 Write a new policy/rule
 Enforce existing policy

Routinely inspect for the hazard
 Personal Protective Equipment
 Other: _____

What should be (or has been) done to carry out the suggestion(s) checked above?

Step 5: Who completed and reviewed this form? (Please Print)

Written by:	Title:
Company:	Date:
Names of investigation team members:	
Reviewed by:	Title:
	Date:

Appendix F - Incident Investigation format

- I. Title Page
 - Date and Time of Incident:
 - Name of Incident:
 - Location of Incident:
- II. Investigator/Panel
- III. Executive Summary
 - A. Description of Incident
 - B. Summary of Findings
 - C. Recommended Corrective Actions
- IV. Incident Information
 - A. Description of Events
 - B. Chronological Course of Events
 - C. Immediate Actions Taken
 - D. Outside Agency Involvement
 - E. Plant/Equipment Status and Activities
- V. Investigative Information
 - A. Incident Scene Inspection
 - B. Witness Interviews
 - C. Job Procedure Evaluation
 - D. Document Review
- VI. Causal Analysis
 - A. Immediate (Primary) Cause(s)
 - B. Contributing (Secondary) Cause(s)
 - C. Root (Tertiary) Cause(s)
 - D. Additional (Non-Causal) Cause(s)
- VII. Potential Corrective Actions
 - A. Employee Level
 - B. Job Level
 - C. Facility Level
 - D. Administrative Level
 - E. Analytical Level
- VIII. Attachments
 - A. Photographs
 - B. Documents

Appendix G – Summary of Reports

Inspection/ Audit Reports	Frequency	Report Schedule	Medium
Jobsite Inspection-Maintenance Work	Daily	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Jobsite Inspection-Emergency Work	One per shift	5pm each day/end of shift	JPS Assure Platform/ submit to Contract Manager & OHSE
PPE & Safety Device Inspections	Weekly	Fridays at 5pm	JPS Assure Platform/ submit to Contract Manager & OHSE
Tools and Equipment Inspections	Weekly	Fridays at 5pm	JPS Assure Platform/ submit to Contract Manager & OHSE
Safety Observation	Daily	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Vehicle	Daily (Job site)	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Safety Management Audit	Quarterly	Last Friday each quarter @ 5pm	Submit to Contract Manager & OHSE
Incident/ Accident Reporting			
Incident/ Accident Reports	Report Schedule		Medium
Notification - OHSE Incident/ Accident - Employee Injury (Recordable & First Aid), Near Miss, Public Accident, Motor Vehicle Accident	Immediately/ within 2 hours		Send electronic mail, text message, verbal or telephone to Contract Manager
Preliminary Incident/ Accident Report - OHSE Incident/ Accident - Employee Injury (Recordable & First Aid), Near Miss, Public Accident, Motor Vehicle Accident	Within 24 hours		Submit Preliminary Report (See Appendix D) to Contract Manager
Incident/Accident Investigation - OHSE Incident/ Accident - Employee Injury (Recordable & First Aid), Near Miss, Public Accident, Motor Vehicle Accident	With 5-10 days		Submit Accident/ incident Investigation Report (See Appendix F for Investigation Format) to Contractor Manager

Proof Training for workers outlined in Appendix C must be submitted to the Contractor Manager at the start of contract, renewal or when refresher is due and for new employees.

Appendix H- Safety Meeting Report Template

SAFETY MEETING REPORT TEMPLATE

CONTRACTOR NAME	
DATE OF MEETING:	
START TIME OF MEETING:	
END TIME OF MEETING:	
NAME OF PRESENTER:	
PERCENTAGE ATTENDANCE:	

SAFETY TOPIC -

Area for writing the safety topic. This section contains 15 horizontal blue lines for text entry.

DISCUSSION

CONCERNS	ACTION	RESPONSIBLE	SCHEDULE

ATTENDANCE REGISTER

NAME	SIGNATURE	REMARKS

Attach Safety Meeting register and submit to the Contract Manager weekly

END OF DOCUMENT