

Generic Standard

Health and Safety

1 Scope

This Generic Standard applies to all suppliers, their group companies and subcontractors that provide goods or services to BT or to BT's customers.

At BT we are committed to running our business responsibly. We strive to maintain high safety, health and wellbeing principles and to respect human rights. Our goal is 'zero avoidable harm'. To achieve this goal, we commit resource and effort as well as measuring ourselves against publicly available targets. We are working hard to ensure employees and contractors know how to identify and manage risks, and take personal responsibility for their own safety and the safety of those around them. We expect our suppliers to do the same.

We believe a safe and healthy work environment is a basic human right recognised in national and international law including United Nations' and International Labour Organisation (ILO). BT's suppliers must ensure that any goods or services provided to BT and its customer are safe and fit for purpose.

If there is any conflict between national laws and any supplier obligations in this Generic Standard, the supplier must follow the standard that promotes the higher level of protection for workers.

2 Contractual Requirements

The supplier must immediately report to BT any serious breaches of this Generic Standard. BT will work collaboratively with the supplier to implement remedial actions. However, we will also take action, which may include terminating any agreement with the supplier, if the supplier is unwilling to make appropriate changes requested by BT.

The supplier warrants that all information relating to this Generic Standard (including responses to any questionnaires) that it provided to BT before entering into a contract with BT is true and complete. If any aspect of such information no longer remains true in any material respect during the term of their contract, the supplier will promptly submit to BT a written update to such information so that it remains true in all material respects.

3 Compliance

BT's suppliers must comply with all local, country and other applicable laws and regulations relating to occupational health and safety. Suppliers will maintain compliance systems and be able to demonstrate a satisfactory record of compliance with laws and regulations in the conduct of their business.

All permits, licences and registration required to deliver the scope of work must be obtained and maintained by the suppliers. Suppliers will fulfil their operational and reporting requirements.

4 Supplier Health and Safety Standards

Suppliers must provide workers with a safe and healthy work environment and manage their operations to minimise the impact to the environment and community. Suppliers are expected to establish and maintain a management system or programme that encourages continual improvement in health and safety and will integrate the following principles of occupational safety and health into its management system:

- Occupational Health & Safety (OHS) Policy

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- Hazard identification, risk assessment and control
- Compliance with applicable OHS legislation
- Incident reporting, investigation and management
- Emergency preparedness
- Training and competence
- Performance monitoring

A safe and healthy working environment also includes, as a minimum, potable drinking water, adequate lighting, temperature, ventilation and sanitation and, if applicable, safe and healthy company living quarters.

5 Health & Safety Contractor Rules

BT's Health & Safety Contractor Rules (available at www.selling2bt.com) set out specific rules our suppliers must follow and how we believe our contractors and their employees should conduct themselves when working for BT. BT has defined health and safety rules for the critical activities listed below and we expect our suppliers to follow these rules at all time.

- Electrical work
 - Covid 19
 - Movement/ delivery of heavy plant or machinery
 - Work within enclosed or confined space
 - Equipment / asset recovery
 - Working with Laser
 - Asbestos
 - Chemical safety
 - Dust control
 - Equipment
 - Excavation
 - Fire
 - Fire-stopping
 - First aid
 - Gas safety
 - Grinding operations
 - Housekeeping
 - Lifting operations and lifting Equipment
 - Overhead work, work at height
 - Permit to work
 - Personal protective equipment
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- Plant and machinery
- Pressure vessels
- Project safety management
- Risk assessments and method statements / safe systems of work
- Road works
- Sub-contracting
- Supervision and training

To help us reach everyone involved in the work, our supplier must pass on these important messages and safety rules to their employees and anyone else working on your behalf, including their subcontractors.

6 Accident reporting

Accidents, incidents and near misses must be reported as soon as possible but within 24 hours to BT on:

UK tel: 0800 671 345

HR Services outside the UK: +44 203 684 7021

Within the Republic of Ireland: 01 656 9016

or through their Company Representative.

Suppliers will investigate all accidents, incidents and near misses as soon as practicable and submit a report to BT within 7 days.

Amendment record			
VERSION	DATE	AUTHOR	SECTION CHANGED
1.0	May 15 th 2018	Urmi Singhal	New draft document
2.0	Feb 2019	Tony Taylor	Questionnaire requirement
3.0	October 2020	Tony Taylor	Covid 19 addition