Approved by
the order of
RG Processing (РГ Процессинг) LLP
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CONTRACTOR HEALTH AND SAFETY COMPLIANCE GUIDE
RG Gold LLP and RG Processing (РГ Процессинг) LLP

«RG Processing» (РГ Процессинг) ЖШС
КӨШІРМЕ
ТОО «RG Processing» (РГ Процессинг)
КОПИЯ

«RG GOLD» ЖШС
№ КӨШІРМЕ
КОПИЯ № 1
ТОО «RG GOLD»

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1. Introduction

This Contractor Health and Safety Compliance Guide outlines the key expectations, responsibilities, and procedures that all contractors must follow while working at RG Gold LLP and RG Processing LLP (РГ Процессинг) (hereinafter referred to as the Company) Mine. The purpose of this document is to ensure a shared understanding of Company's health and safety standards and to promote a safe, compliant, and proactive working environment for all personnel, employees, and contractors alike.

Contractors are expected to **adhere fully** to the guidelines outlined in this guide and to actively contribute to maintaining a culture where safety is a core value.

2. Company Health & Safety Policy

Our company is committed to ensuring a safe and healthy workplace for all personnel. Contractors are expected to align with our HS Policy, which emphasizes risk prevention, compliance with legal and internal requirements, and continuous improvement in safety performance. Contractors must familiarize themselves with the policy and integrate its principles into their operations.

3. Site Access & Induction

All contractors must complete a site-specific safety induction before commencing any work at the Company's Mine. This induction provides essential information on site rules, emergency procedures, and hazard awareness.

Access to the site will only be granted after submission and verification of the following documentation:

- Valid personal identification (passport or national ID)
- Current medical fitness certificate
- Proof of relevant training or certification (task- or equipment-specific)
- A completed and approved pre-mobilization checklist

Contractors are responsible for ensuring their personnel remain compliant throughout their assignment, including timely renewals of expired documents and participation in refresher training when required.

4. HS Standards & Safe Work Procedures

All contractors are required to **strictly comply** with Company's Health and Safety (HS) standards and site-specific safe work procedures.

Key requirements include (but are not limited to):

- Proper and consistent use of Personal Protective Equipment (PPE)
- Full compliance with the Permit-to-Work (PTW) system for controlled activities
- Daily toolbox talks led by the contractor supervisor or the responsible person
- Task-specific risk assessments (e.g., Job Safety Analysis) before starting any activity

Particular attention must be given to high-risk activities, including:

- Working at heights
- Confined space entry
- Hot work (welding, cutting, grinding)
- Electrical isolation and Lockout/Tagout (LOTO)

Non-compliance with any HS requirement will result in immediate corrective action, and repeated or serious violations may lead to removal from site or contract termination.

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5. Health & Medical Requirements

All contractor personnel must be **medically fit for duty** and able to perform their assigned tasks without risk to themselves or others.

To gain access to the site, contractors must submit a valid medical fitness certificate issued by a licensed medical practitioner.

The use or possession of alcohol, illegal drugs, or unauthorized substances is strictly prohibited on site. Random and for-cause drug and alcohol testing may be conducted at any time. Refusal to comply will result in immediate removal from the site.

First aid facilities are available, and in the event of an injury or medical incident, the reporting and treatment procedure outlined in this pack must be followed without delay.

6. Incident Reporting & Investigation

All **incidents, near misses, unsafe acts, and hazardous conditions** must be reported **immediately** to the contractor's supervisor and the RG Gold HS team.

Contractors are expected to:

- Report any event, no matter how minor, as soon as it occurs
- Cooperate fully in incident investigations
- Assist in identifying root causes and implementing corrective and preventive actions
- Ensure that lessons learned are communicated to their teams

Failure to report incidents or unsafe conditions is considered a serious breach of site safety rules and may result in disciplinary action, including removal from the site.

7. Monitoring & Safety Inspections

The Company conducts regular safety inspections, audits, and compliance checks in all contractor work areas. These reviews are intended to ensure ongoing alignment with site HS requirements and to identify any unsafe conditions or behaviors.

Contractors must:

- Maintain continuous compliance with all safety standards
- Immediately correct any non-conformities or unsafe practices identified
- Ensure housekeeping, signage, and access control are kept to standard at all times

Contractor supervisors are expected to participate actively in joint inspections and to **demonstrate visible safety leadership** by engaging with their teams, correcting unsafe behavior, and promoting a proactive safety culture.

8. Personal Protective Equipment (PPE) Requirements

All contractor personnel must wear the correct PPE for the task and area they are working in. Minimum mandatory PPE on the mine includes:

- Safety helmet with chin strap
- High-visibility clothing or vest
- Safety boots (steel-toe and puncture-resistant)
- Safety glasses or goggles
- Gloves suitable for the task

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- Hearing protection (in designated areas)
- Respiratory protection (as required by risk assessment)

Additional PPE may be required depending on the activity (e.g., harnesses for work at height, arc flash gear for electrical work). It is the contractor's responsibility to ensure that:

- PPE is provided, in good condition, and worn correctly at all times
- Workers are trained in PPE use and care
- Damaged or worn PPE is replaced immediately

Failure to comply with PPE requirements may result in removal from the site.

9. Prohibited Actions & Disciplinary Consequences

To ensure a safe working environment, the following actions are **strictly prohibited** and may result in disciplinary action or permanent removal from the site:

- Entering restricted or hazardous areas without authorization
- Performing tasks without a valid permit-to-work or risk assessment
- Bypassing or disabling safety devices or alarms
- Using tools or equipment without proper training or authorization
- Consuming or being under the influence of drugs or alcohol
- Physical violence, harassment, or any form of misconduct
- Failing to report incidents, near misses, or unsafe conditions

Contractor supervisors are expected to enforce these rules within their teams and to take immediate action when violations occur.

10. Communication & Engagement

Contractors are expected to actively participate in all safety-related communication and engagement activities, including:

- Daily toolbox talks
- Scheduled safety meetings
- HSE campaigns, awareness sessions, and training programs
- Open forums to raise concerns, provide feedback, or suggest improvements

Open communication is strongly encouraged. Contractor personnel are urged to share safety concerns, observations, and suggestions with supervisors or the Company's HS team. All feedback will be treated with respect and acted upon where appropriate.

To support safety performance tracking, contractors must submit the following to the HS Department:

- Monthly man-hours and manpower data
- Submission deadline: no later than the 2nd day of each new month

Accurate reporting is essential for maintaining effective safety statistics and trend analysis across the operation.

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11. Stop Work Authority or refuse to work (SWA)

The Company has implemented a **Stop Work Authority (SWA)** to empower all employees and contractors to take immediate action when they observe unsafe conditions or actions that could lead to injury, incident, or damage.

The **SWA gives any worker the right and the responsibility to stop or refuse to perform work** when they believe the situation is unsafe or could result in unwanted consequences. This applies to both routine and non-routine activities across all operational areas.

The primary purpose of SWA is to ensure a safe working environment and to protect the health, safety, and working capacity of every individual. No employee or contractor will face disciplinary action or job loss for responsibly exercising their Stop Work Authority.

At Company, **safety always comes first**, and we fully support those who take action to prevent harm.

12. Emergency Preparedness & Response

All contractors must be familiar with Company's emergency procedures and participate in emergency drills as required. Emergency preparedness is critical to ensuring a rapid and effective response to incidents and minimizing harm.

Contractors must:

- Ensure all personnel know emergency signals, evacuation routes, and assembly points
- Maintain an updated emergency contact list in each work area
- Appoint and train emergency wardens or first responders, if required
- Cooperate fully during emergency drills and real events
- Immediately notify the HS Department of any emergency

Emergency signage and access to firefighting equipment must not be obstructed under any circumstances.

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13. Appendixes

- Site Map
- C- ОТиТБ-002 / C- ОТиТБ-005_Fatal Risk Standards
- Life Saving Rules
- Emergency Response Plan
- P-ОТиТБ-069 / P-ОТиТБ-064_Traffic Management plan (vehicle requirements)
- P- ОТиТБ-062 / P- ОТиТБ-058_Working at Heights Regulation
- P-ОТиТБ-022 / P-ОТиТБ-031_Permit to work Regulation
- И- ОТиТБ-267 / И- ОТиТБ-404_Confined Space procedure
- P-ОТиТБ-072 / P-ОТиТБ-065_Hot Work Regulation
- HSE-PRC-0001 / HSE-PRC-0001_Incident Investigation Procedure (Including reports)
- И-ОТиТБ-023 / И-ОТиТБ-018_PPE procedure
- P- ОТиТБ-054 / P- ОТиТБ-050_Regulation on the procedure for stopping work or refusing to work (SWA)
- И-ОТиТБ-213 / И-ОТиТБ-024_Preshift medical checkups procedure
- И-ОТиТБ-273 / И-ОТиТБ-410_Energy Isolation Procedure
- И- ОТиТБ-295 / И- ОТиТБ-020_Cranes and Lifting Procedure
- И-ОТиТБ-281 / И-ОТиТБ-424_Inspection and Tagging Procedure
- P- ОТиТБ-056 / P- ОТиТБ-052_Regulations for the safe conduct of excavation work
- И-ОТиТБ-288 / И-ОТиТБ-453_Grid mesh and grating removal procedure
- P-ОТиТБ-068 / P-ОТиТБ-063_Scaffolding procedure
- И- ОТиТБ-149 / И- ОТиТБ-151_Fatigue Management Instruction
- И- ОТиТБ-283 / И- ОТиТБ-431_SLAM Procedure
- P-ОТиТБ-049 / P-ОТиТБ-053_Hazard Observation
- Emergency Contacts
- Risk Assessment Template
- JSA Template
- Contractor Acknowledgment Form (to be signed before mobilization)
- Manhours and manpower report (template)

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14. Document Acknowledgement

Contractor Acknowledgement

I, the undersigned, confirm that I have read and understood the RG Gold Contractor Health and Safety Compliance Guide. I accept the requirements outlined and will ensure compliance throughout our work on-site.

Contractor Company Name: _____
Representative Name: _____
Position/Title: _____
Signature: _____ **Date:** _____

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