



# ENVIRONMENTAL PROCEDURES FOR SUPPLIERS & CONTRACTORS

## 1 GENERAL

### 1.1 PURPOSE

The purpose is to enforce environmental control and safety measures for the compliance of Suppliers, Contractors and visitors within the Hong Leong Yamaha Motor Complex, Yamaha Parts Centre and all Yamaha Sales Branches.

### 1.2 SCOPE

This procedure shall be applied to all suppliers, contractors, contractor's Leaders, HLYM Coordinators and visitors entering Hong Leong Yamaha Motor, Yamaha Parts Centre and all Yamaha Sales Branches.

### 1.3 DEFINITION

<u>Suppliers</u>	Suppliers or his transporters who are entering HLYM, Yamaha Parts . Centre and all Yamaha Sales Branches.
<u>Contractors</u>	Contractors or his workers who are doing the construction renovation, floor layout, service and etc.
<u>Contractor's Leader</u>	Responsible person of the contractor and authorized by the contractor company.
<u>HLYM Coordinator</u>	Employee of HLYM who is responsible for the contractors works or the purchase.

## 2 SOLVENT, PAINT AND CHEMICAL

- 2.1 Handling and storage of these materials must be in accordance with specified methods as stated in the Safety Data Sheet (SDS). Handling of these materials must be done with proper spill control.
- 2.2 These material in original packaging or repackaging, must be clearly labelled in accordance to Occupational Safety & Health (Classification, Labelling & Safety Data Sheet of Hazardous

Chemicals) Regulations 2013 & Occupational Safety & Health (Use and Standards of Exposure of Chemical Hazardous to Health) Regulations 2000.

- 2.3 These chemical shall be kept in designated area specified by the HLYM Coordinator.
- 2.4 When handling or transporting these materials ensure that any damage to the container is properly covered or replace.
- 2.5 Do not leave these materials on open containers and any remaining quantity of the chemicals must be removed from the work place. It must be properly sealed and kept in the specified area.
- 2.6 All new incoming chemicals are to send together with SDS.

### **3 WASTE MANAGEMENT**

- 3.1 Littering is not allowed in HLYM premises, Yamaha Parts Centre and all Yamaha Sales Branches premises.
- 3.2 General and recycle wastes shall be disposed at designated bins.
- 3.3 For any scheduled wastes generated, it must be properly contained, labelled and disposed in accordance to Environmental Quality (Scheduled Wastes) Regulations 2005.
- 3.4 General, recycle, and scheduled wastes should not be mixed at all time.

### **4 TRANSPORTATION**

- 4.1 Ensure the vehicle is adequately maintained to avoid release of excessive smoke and oil leak.
- 4.2 In case of oil leak from the transport, it must be contained to prevent it from entering water source and soil.
- 4.3 All vehicles which enter HLYM compound, Yamaha Parts Centre and all Yamaha Sales Branches & stop for more than 5 minutes, engine must be turned off.

### **5 SERVICING OF PLANT FACILITIES**

- 5.1 Servicing or repairing shall be carried out in a safe place and shall adopt measures to prevent pollution.

- 5.2 Waste oil or any form of scheduled wastes shall be segregated, kept in proper container, labelled and disposed in accordance to Environmental Quality (Scheduled Wastes) Regulations 2005.

## 6 SPILL CONTROL

- 6.1 Contractor should always filter oil out from mixture before disposal.
- 6.2 For any spill of oil or chemicals, the suppliers or contractors shall contain the spill and at the same time inform HLYM coordinator. Supplier and contractors are responsible for the cleaning activities.
- 6.3 Do not discharge oil or chemicals into drain and environment. Any scheduled wastes shall be collected and disposed of to DOE licensed Contractor.
- 6.4 If the clean-up was carried out by HLYM, the suppliers or contractors shall bear the remedial cost.

## 7 MISCELANEOUS CONDUCT

- 7.1 Cleanliness and good arrangement shall be practiced in working area and concerned HLYM premises, Yamaha Parts Centre and all Yamaha Sales Branches around contractor's working area. All contractor's machinery, materials shall be properly and neatly arranged.
- 7.2 Work must be carried out in a proper manner without affecting HLYM's production activities, Yamaha Parts Centre and all Yamaha Sales Branches' operation activities that may cause environmental impacts. All unused tools, machinery, materials and waste shall be removed accordingly.
- 7.3 Contractor company is responsible to acknowledge their workers who will enter HLYM premises, Yamaha Parts Centre and all Yamaha Sales Branches on this procedure where applicable.
- 7.4 Any further clarification or detailed information required shall refer to HLYM coordinator.