

**The rules on order and safety apply to production workplaces within NCC in Sweden and can be supplemented with workplace-specific rules.**

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## 1. RULES AND INFORMATION

### a. Introduction

Everyone who is to work at NCC's construction/civil engineering sites, mobile workplaces and fixed installations must undergo a safety introduction before work begins, which as a minimum includes rules on order and safety, as well as relevant risks. Acknowledgment is required.

### b. Cooperation – for a safe workplace

The employer and the employee must cooperate in order to achieve a safe work environment. Everyone must observe the current rules and must use and look after prescribed protective equipment.

In order to create a safe workplace, NCC works according to the Time Out concept, which means that everyone must, as a natural element of their work, act and react in response to high-risk behavior or situations.

### c. Registration of attendance/ID06/ID document

Everyone at the workplace must be able to present an approved ID document on request. NCC employees must also have an ID06 card available. When work is performed that falls under the Swedish Tax Agency's definition of personnel registers, those who perform the work must wear their ID06 card visibly and register their attendance electronically and check what the rules are at the workplace. This means that everyone who is working at the workplace is personally responsible for being registered, i.e., for registering when they arrive at and leave the workplace respectively. Registration takes place using the designated device. If for any reason it is not possible to register, NCC's site management must be contacted.

### d. Daily safety briefing

Everyone must conduct a daily safety briefing before work commences. The purpose is to stop for a moment and secure the correct focus by briefly discussing what is to be done,

reviewing relevant risks and activities, and how to act in a safe way.

#### **e. Tidy and orderly**

- There must be neatness and order at the workplace. This can prevent many accidents and result in more efficient production.
- Everyone must clean up as they go during the working day. Materials must be stored in the designated place, without blocking transport routes. They must be stable and if necessary must be secured.
- Order around the workplace is also important in order to ensure that third parties are not exposed to risks.
- Permits and rules must be observed with regard to where it is permitted to set up cabins, material, machines, etc.
- When handling dust containing quartz, cleaning must be performed in a way that avoids spreading dust.  
Wipe with a damp cloth or use a vacuum cleaner with a HEPA filter (class 13).  
Compressed air must never be used as a cleaning method.

#### **f. Working alone**

Working alone may not take place where the risk assessment indicates that working alone is not suitable when there is a risk that bodily injury, threats and violence might occur and the employee is unable to receive help in an emergency. Work described in this section must be included in the workplace's risk assessment.

#### **g. Mobile phones**

Using a mobile phone at the workplace constitutes a risk. Any use of a mobile phone must take place in a safe way, by moving aside and standing in a safe position. Machine and crane operators must not use their mobile phone during ongoing work. Private mobile phone use is to be kept for break times.

#### **h. Smoking**

Smoking indoors is prohibited, and that includes vehicle and machine cabs. Smoking outdoors is only permitted in the designated areas.

## **2. PREVENTING ACCIDENTS AND HEALTH**

#### **a. Work clothing and personal protective equipment**

You must always wear this;

- A protective helmet, secured by a 3-/4-point chin strap in accordance with EN 397
- Protective footwear with penetration protection and protective toecaps
- Eye protection in the form of protective goggles or a visor in accordance with EN 166
- High visibility clothing in accordance with EN ISO 20471 that conforms to class 3 must be worn on the upper and lower body, except in building construction and housing operations and in the production of stone and asphalt, where the requirement is for high visibility clothing conforming to class 2 on the upper body.
- NCC employees must use work clothing and footwear that are provided in accordance with internal rules.

The following items must always be taken along and used when required:

- hearing protection and gloves.

**Please note that stricter workplace-specific rules may apply and that other personal protective equipment must be used when required!**

- When working in a boom lift, personal fall arrest protection must be used. Exceptions are only

permitted if work is being performed close to water and a risk assessment determines that the risk of drowning is greater than the risk of being thrown from the basket.

- Where there is a risk of falling, fall arrest protection must be used in the first instance: scaffolding, safety railings, lift, mobile platform, safety net. Personal fall arrest protection is only for cases where fixed protection cannot be used. Training in personal fall protection training is required when it is used.
- A life jacket is mandatory if there is a risk of drowning and there is no technical protection.
- Appropriate respiratory protection must always be worn when working in environments where exposure to dust, gas or smoke occurs.
- When working where dust containing quartz occurs, at least a half-mask with a P3 filter must be worn, if there is a risk of the limit being exceeded.
- High visibility jackets not intended for work are only to be worn by visitors.

#### **b. Protective devices**

- Before a job is started, safety devices must always be checked in order to make sure that they are correctly and safely implemented. Any deficiencies must immediately be rectified/reported to NCC's site management.
- When repairing machinery, conveyors or similar, an electrical lockout device must always be used. The same applies if a protective device needs to be temporarily removed. Such interventions must not be performed while the machinery is operating. Failure to act or carelessness may result in sanctions in accordance with the Swedish Work Environment Act.
- A job may require temporary barriers to be set up around the workplace in order to prevent anyone from injuring themselves.

#### **c. Safe distance**

To prevent incidents around machinery in motion, it is important to maintain the relevant safe distance; only personnel involved in the work process may be present within the work area.

#### **d. Lifting operations**

No one may stand beneath a suspended load. If necessary, the area must be cordoned off with cones and flag barriers, for example. Anyone who connects a load must be trained in "Safe Lifting".

#### **e. Ladders and step ladders**

Portable ladders must not be used. In exceptional cases a ladder permit is required, and this is issued by NCC's site management following the work preparation schedule. Other ladders, step ladders and work platforms must comply with the industry guidelines for "Bra arbetsmiljöval" (Good Choice for Safe Work).

#### **f. Noisy and vibrating work**

- Everyone must contribute to reducing noise and harmful vibrations. Partly by using machines and equipment that generate as little noise/vibration as possible, and partly by screening off particularly noisy work or applying job rotation when performing vibrating work.
- Sound systems may not be used without the permission of NCC's site management.
- Listening to audio material in hearing protectors or earphones is not permitted.
- Radio communication is permitted.

#### **g. Electrical safety**

- Only personnel qualified to carry out electrical works may perform an intervention in an electrical

installation.

- Cables can easily be damaged and must be suspended.
- Under no circumstances may damaged electrical cables be used. If damage is detected in an electrical cable,

it must be taken out of service and NCC's site management must be notified immediately.

#### **h. Blasting**

The safety rules for blasting work must be followed. If undetonated explosives are discovered, work must stop immediately and NCC's site management and explosives experts must be called in.

### **3. TRAINING AND MACHINE REQUIREMENTS**

#### **a. Safe Construction Training**

Mandatory training for everyone working at production sites where NCC has employer and/or coordination responsibility. Read more about and complete the training on the BUC website, <https://sct.buc.se/>.

#### **b. Skills requirements**

The occupational groups that require extra authorization to perform their work, e.g. crane and machine operators, must always be able to confirm their authorization. Many tasks, such e.g. hot work and the use of motorized chainsaws, require special training that must be confirmed by means of a certificate.

#### **c. Inspection and permits**

- Excavators, cranes, pressurized devices, lifting devices, elevators and similar equipment must be inspected according to the statutory time interval. Equipment that does not have an approved inspection certificate may not be used.

- The use of certain machines and devices (e.g. scissor/boom lift, crane or forklift truck) as well as work in enclosed spaces requires a permit from the employer/lessee.

It must be possible to present inspection certificates and permits to NCC's site management and/or BAS-U on request.

#### **d. Working with machinery**

A person who is to work with a machine must be very familiar with how it works. The machine's function and protection must be checked on an ongoing basis. If there is any doubt about how the equipment is to be used, NCC's site management must be consulted for advice or for further contact with the supplier.

### **4. FIRE SAFETY**

#### **a. General**

NCC's site management must always be notified if flammable material is going to be handled/ stored at the workplace. Evacuation routes must be kept clear, fire extinguishers must be available and flammable materials must be stored safely. When not in use, gas and LPG cylinders must be stored in a specially designated place and denoted by warning signs. Halogen floodlights may not be used.

#### **b. Work involving risk of fire/Hot work**

Work involving risk of fire/hot work means primarily welding, cutting, angle grinding, soldering and work with naked flames. No hot work may be started until the permit issuer for the temporary hot work has checked authorization and issued a permit for the work. The equipment must meet the Swedish Work Environment Authority's requirements and the work must comply with the rules of the Swedish Fire Prevention Association.

### **5. CHEMICAL HEALTH AND SAFETY RISKS**

#### **a. General**

- A register must be drawn up of hazardous substances present at the workplace.

This must state where the substance is handled/stored and must include a risk assessment of its use.

- Subcontractors and co-contractors must submit safety data sheets for hazardous substances that they are handling at the workplace to NCC's site management
- Everyone working with a hazardous substance must be provided with information about the risks and the protective measures that need to be taken.
- When working with certain substances, e.g., asbestos, thermosetting plastic, quartz and lead, the law requires a medical check, an aptitude certificate and special training.

#### **b. Protection from dust in driver's and operator's cabs**

Cab doors and windows must be kept closed. Cabs must be cleaned in accordance with the defined frequency as set out in the risk assessment, but at least once a week. Cleaning must be performed by means of vacuuming and/or wiping with a damp cloth. The cab's ventilation must be checked daily. If there is any functional problem, the NCC's site management must be notified immediately. Ventilation filters must be checked and replaced regularly. Where material that contains quartz is being handled, the cab must also be equipped with a dedicated air supply and temperature-regulating equipment. The input air unit for cabs must have a fine filter in accordance with SS-EN-779 in combination with a pre-filter.

#### **c. Quartz**

Dust suppression measures must be taken in order to minimize exposure to dust containing quartz. Risk assessments must be documented. In the first instance, the dust should be captured at source. In the second instance, it should be suppressed with water or subject to some other measure that minimizes exposure.

## **6. ADDITIONAL INFORMATION FOR NCC'S SUBCONTRACTORS AND CO-CONTRACTORS**

#### **a. Compliance with rules and protective equipment**

Subcontractors must make sure that their own personnel and any of their own subcontractors are made aware of these rules and that they are observed.

When the contractor provides protective equipment for its employees, the contractor is responsible for ongoing inspection and maintenance. Each employer is also responsible for ensuring that their own personnel and visitors use the equipment.

#### **b. Risk management and health and safety inspections**

Subcontractors/co-contractors must submit a risk assessment for the work and, in connection with particularly hazardous/new work processes, must also submit a work plan to NCC's site management in good time before work commences. If a job is started by NCC's subcontractor without a risk assessment having been submitted, NCC has the right to impose a fine of SEK 10,000 and stop work until a risk assessment has been submitted.

Health and safety inspections must be conducted as agreed between the parties concerned. The health and safety officer or workers' representative for the subcontractor must participate at the request of NCC's site management.

#### **c. Health and safety officer**

A health and safety officer must be appointed from the employees of a subcontractor with at least five employees working regularly at the workplace. The name of the health and safety officer must be submitted to NCC's site management before work commences.

#### **d. Work outside normal working hours**

Work outside normal working hours at the workplace is not permitted without prior agreement with NCC's site management.

## 7. MISCELLANEOUS

### a. Alcohol and drugs

Alcohol and drugs are not permitted at the workplace (see NCC's Alcohol and Drug Policy). An individual who is under the influence or in any other way not fit for work is not permitted to be at the workplace. Everyone at the workplace must be prepared to take an alcohol and/or drug test. Random alcohol and drug testing may occur.

### b. Reporting of accidents, near-accidents and observations

Accidents, near-accidents and observations must be reported without delay to the supervisor and NCC's site management, and registered in Synergi. Awareness of near-accidents and observations is extremely important for preventive health and safety work.

### c. First Aid

Personnel trained in First Aid must be present at the workplace and their names must be displayed. Bandaging materials and an eye wash station must be easily accessible, and must be checked and restocked continuously.

### d. Victimization

Victimization (e.g. bullying) and harassment must never be accepted.

NCC's site management must be contacted immediately if this occurs. The health and safety officer can also be involved.

### e. Minors

Minors (people under the age of 18) are not permitted at production workplaces. Exceptions are students on work placements from the construction program or equivalent.

### f. Visitors, etc.

- Visitors must report to NCC's site management for an introduction to and guided tour of the workplace. Visitors include external visitors and NCC personnel who are under supervision at the workplace.
- Visitors must wear a helmet secured with a chin strap, eye protection and a high visibility jacket, and they must take with them ear protectors and use them if required.
- Separate procedures apply for study visits from school students, for example.
- Pets are not permitted at the workplace.

### g. Additional information for subcontractors and co-contractors

- Subcontractors/co-contractors must make sure that their own personnel and any of their own subcontractors are informed of these rules and that they are complied with.
- Subcontractors/co-contractors must submit a risk assessment and, in connection with high-risk/new work, also submit a work preparation schedule for NCC's site management in good time before the work commences.
- Each contractor must provide its employees with the protective equipment required at the workplace for the safe performance of the work and is responsible for ensuring that its own equipment is inspected and maintained on an ongoing basis.
- Work outside normal working hours at the workplace is not permitted without the agreement of NCC's site management.

## 7. CONSEQUENCES

In the event of deviations from these rules on order and safety or workplace-specific rules,

consequences will be applied in accordance with the procedure "Consequences in the event of infringements of rules on order safety".

If anyone infringes the rules, NCC reserves the right to exclude the person from the workplace.

For subcontractors, NCC reserves the right to impose a penalty of SEK 10,000 per instance.

**PLEASE NOTE:  
ANYONE WHO FAILS TO OBSERVE THESE RULES ON ORDER AND SAFETY MAY  
BE EXCLUDED FROM THE WORKPLACE!**

## Konsekvenser vid förseelser mot ordnings och skyddsregler (eng)

### Consequences of infringements of rules on order and safety

The worksite's current *Rules on Order and Safety* are contained in the information that each employee acknowledges when registering at the worksite. In addition to this, *NCC's health and safety requirements for subcontractors* are also communicated with tender documentation and agreements. The consequences apply to everyone who is present at NCC's production sites. Refusal to observe the safety instructions may result in notice of termination or dismissal for NCC personnel on grounds of safety. Employees of NCC's subsidiaries are dealt with by their own organization in line with the procedure for NCC personnel.

### Procedure for NCC personnel

	Action	Consequence of infringing NCC's rules on order and safety	
1 <sup>st</sup> infringement Serious infringement	Verbal warning and personal discussion, attended by a safety officer/union representative.	Discussion logged via HR partner/project support, inform union representative and health and safety engineer. NCC reserves the right to exclude from the worksite any employee who has committed a serious infringement. The manager informs the HR partner/project support, and they decide on action, written reminder, redeployment, notice of termination or dismissal and call for negotiations with the union.	Site manager or line manager
2 <sup>nd</sup> infringement	Personal discussion, attended by a union representative.	Written reminder (written by HR partner/project support and manager). Reminder logged via HR partner/project support.	Site manager/ line manager with HR partner
3 <sup>rd</sup> infringement	Personal discussion, attended by a union representative. Discussion logged via HR partner/project support.		Site manager/ line manager with HR partner

#### Verksamhetssystem

Dokument -ID: Konsekvenser vid förseelser mot ordnings och skyddsregler (eng) - Instruktion.docx

Dokumentägare: Arbetsmiljö

Mall upprättad datum: 2020-08-11

Mall senast ändrad: 2020-10-08



## Konsekvenser vid förseelser mot ordnings och skyddsregler (eng)

**Procedure for external personnel (subcontractor, hired personnel)**

	<b>Action</b>	<b>Consequence of infringing NCC's rules on order and safety</b>	<b>Responsible</b>
1 <sup>st</sup> infringement	Verbal warning and send written notification to the company. Archive the message and send a copy to the work environment engineer.		Site manager
2 <sup>nd</sup> infringement	Verbal warning and send written notification to the company. Applies whether the repeated infringements are committed by the same or a different person from the company. Notify work environment engineer.	NCC may exclude a person from the worksite and reserves the right to impose a penalty of SEK 10,000. NCC is entitled to request new personnel or to terminate the agreement.	Site manager

# Acknowledgment of workplace introduction incl. rules on order and safety

For workplace: \_\_\_\_\_

I WORK AT (COMPANY): <input type="checkbox"/>		CONTRACTOR FOR NCC: <input type="checkbox"/>	CONTRACTOR FOR (COMPANY): <input type="checkbox"/>
COMPANY ADDRESS:	POSTCODE:	TOWN/CITY:	
FORENAME:	SURNAME:		
OCCUPATION:			
HOME ADDRESS:	POSTCODE:	TOWN/CITY:	
HOME TEL.:	WORK TEL.:	MOBILE TEL.:	
CONTACT PERSON IN EVENT OF ACCIDENT (subcontractor states line manager):	WORK TEL.:	MOBILE TEL.:	

I have the following qualifications:

QUALIFICATION	X	Valid	QUALIFICATION	X	Valid
Safe Construction Training			Driver's license class, state _____		
- Scaffolding erection, general/2–9 m			Professional driver's license		
- Special training on scaffolding			Work on roads, stage as per Swedish Transport Administration (TRV) requirements ( <a href="#">TRV's competence requirements</a> ) State stage:		
- Weatherproofing			Certification (applies to stages 2:2 and 3) (year):		
Hot work/Work involving risk of fire			ADR 1.3 (involvement in the transport of hazardous goods)		
Safe Lifting			Forklift truck course, type of truck:		
Work platforms (aerial access platform, scissor lift, boom lift)			Basic training Environment (Industry) or Environment and Sustainability (Infrastructure/Building)		
Fall arrest training (requirements for use)			Other qualification:		
First Aid and crisis support incl. CPR			Other qualification:		
Thermosetting plastics (certificate max. 5 years old)					
Asbestos (Special course)					
Chainsaw operator's license (level A,B,C,D,E) or Brush cutter license (RA/RB) State level:					
Power cutter (requirements for use)					

**ID document:** I can present a valid ID document (passport or driver's license) if required.  Yes

**ID06:** I wear ID06 cards visibly (applies to workplaces that fall under the Swedish Tax Agency's definition of personnel registers)  Yes

**Safety Data Sheet:** I use chemical products with mandatory labeling If Yes, submit safety data sheet to NCC's supervisor.  Yes  No

**Business Management System**



## Acknowledgment of workplace introduction

**Medical information/illness** of which I wish to inform NCC's supervisor (verbally)

*I am aware that this information may be stored at the workplace. I approve and permit NCC to store my information and confirm that this information is truthful.*

*I have read and understood the current rules on order and safety and understood the consequences of not following them.*

**Signature:**

\_\_\_\_\_

**Date:**

# Control questions for the rules on order and safety

Only one answer is correct

## 1. Who is obliged to follow the rules on order and safety at the workplace?

- 1. Subcontractors
- X. Everyone who works at the workplace
- 2. Everyone who is employed by NCC

## 2. What protective equipment must you always have?

- 1. Helmet with chin strap, protective footwear and high-visibility clothing
- X. Helmet with chin strap, protective footwear, high-visibility clothing and eye protection
- 2. Protective equipment only needs to be used as required

## 3. What are the consequences if you do not follow the rules?

- 1. There are only consequences for the company
- X. You may be ejected from the workplace If you are a subcontractor or hired staff, there may be a fine
- 2. You are reported to the Swedish Work Environment Authority

## 4. What must you do if you discover a high-risk situation?

- 1. You stop your work and take a Time Out
- X. You leave the workplace
- 2. You continue and mention the risks when you have finished your work

## 5. How can you find out about the risks that exist during a working day?

- 1. Everyone keeps an eye on their own risks
- X. You have received a safety introduction with information about current risks, and participate in daily safety briefings at the workplace.
- 2. The health and safety officer will tell you if there are any risks

## 6. What rules does NCC have concerning ladders and step ladders?

- 1. Portable ladders require a permit Ladders, step ladders and work platforms comply with "Good Choice for Safe Work"
- X. Each company makes its own decision based on its risk assessment
- 2. It is forbidden to use all kinds of ladders

## 7. To whom do you report if a near-accident or an accident occurs?

- 1. Accidents/near-accidents must be reported without delay to the supervisor and logged in Synergi
- X. To the police
- 2. To the health and safety officer

## 8. What is required for you to be allowed to be at the workplace outside normal working hours?

- 1. That you have discussed in within your team
- X. That you have notified the health and safety officer
- 2. Agreement with NCC's supervisor

## 9. What are the rules about victimization?

- 1. Graffiti, bullying and abuse are not permitted at the workplace. The supervisor must be contacted immediately if anything like this occurs
- X. It doesn't matter if banter is crude but good-natured
- 2. The team decides what is offensive

## 10. What are the rules when working with dust containing quartz?

- 1. The health and safety officer decides
- X. The dust must be captured at source, suppressed with water or another measure to minimize exposure to dust
- 2. Use a basic paper face mask