

**The Rules on Order and Safety apply for production sites within NCC in Sweden and may be supplemented with worksite-specific rules. 'Supervisor' refers to NCC's supervisor.**

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Acknowledgment of workplace introduction incl. rules on order and safety

## 1. RULES AND INFORMATION

### a. Introduction

Before work commences, everyone who works at NCC's worksites must complete at least one verbal safety introduction that includes rules on order and safety at the worksite as well as relevant risks. Acknowledgment is required.

### b. Cooperation for a safe worksite

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 worksite, 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. Attendance recording / ID06 / ID document

Everyone at the work site must comply with ID06 regulations and carry company identification and an approved identity document. By law, everyone working on a construction site has an obligation to register their attendance electronically. This means that everyone who is working at the worksite is personally responsible for being registered, i.e. for registering when they arrive at and leave the worksite respectively. Registration takes place using the designated device. If for any reason it is not possible to register, the supervisor must be contacted.

## NCC's Rules on Order and Safety

### **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 on safety by briefly discussing what is to be done today, reviewing relevant risks and activities and how to work in a safe way.

### **e. Neatness and order**

There must be neatness and order at the worksite. This can prevent many accidents and result in more efficient production.

Everyone must clean up as they go during the working day. Material must be stored in the designated place, without blocking transport routes. It must be stable and if necessary, must be secured.

Order around the worksite is also important in order to ensure that third parties are not exposed to risks. Permits and rules must be observed regarding 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. Solo work**

No servicing or maintenance work may be carried out as solo work in the evening or at night, unless the supervisor has given specific permission and issued specific rules and instructions.

### **g. Mobile phone**

There is a risk in using a mobile phone at the worksite. 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. Other rules of order**

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

Pets are not permitted at the worksite.

*Minors* are not permitted on production sites. Exceptions are students on work placements from the construction program or equivalent.

## **2. PREVENT ILLNESS AND ACCIDENTS**

### **a. Personal protective equipment**

A protective helmet, secured by a 3-/4-point chin strap in accordance with EN397, protective shoes with safety soles and toecaps must always be worn.

Eye protection in the form of protective goggles or a visor in accordance with EN166 must always be worn.

Hearing protectors and gloves must always be taken along and used when required.

High visibility clothing in compliance with EN ISO 20471 must be worn on the upper and lower body, conforming to class 3, except in building construction and housing operations and in the production of stone and asphalt, where the requirement is for high visibility clothing on the upper body only, conforming to class 2.

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High visibility jackets not intended for work are only to be worn by visitors. Stricter worksite-specific rules may apply, e.g. the Swedish Transport Administration's rules.

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.

Where there is a risk of falling, fixed 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.

A life jacket is mandatory if there is a risk of drowning and there is no technical protection. Other personal protective equipment must be worn when required.

NCC employees must use work clothing and shoes that are provided in accordance with internal rules.

See under the heading 'Visitors' for rules on visits.

### **b. Safety devices**

Before a job is started, safety devices must always be checked in order to make sure that they are correct and safely implemented. Any deficiencies must immediately be rectified/reported to the supervisor.

When repairing machinery, conveyors or similar, an electrical lockout device must always be used. Repair work must not be carried out while the machinery is operating.

A job may require that temporary barriers be set up around the worksite in order to prevent anyone from injuring themselves.

Note: If a safety device has to be removed temporarily so that a job can be performed, the supervisor must approve this action first. There is a duty to replace the safety device before leaving the site.

If the safety device cannot be replaced immediately, the work area must be secured and the supervisor must be notified immediately.

Failure to act or carelessness may result in punishment in accordance with the Swedish Work Environment Act.

### **c. Safe distance**

To prevent incidents around machinery in motion, it is important to maintain a safe distance. Piling machines require a safe distance of 25 m around them, with only the piling contractor's personnel permitted inside that distance. A work plan is required for any deviations from this.

### **d. Safe lifting**

No one may stand beneath a suspended load. Areas where lifting takes place must be cordoned off. Anyone who connects a load must be trained in 'Safe Lifting'.

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

Portable ladders must not be used. Exceptions require a ladder permit, and this is issued by the supervisor following preparations for the job. Other steps, trestles and platforms must comply with the industry guidelines for 'Bra arbetsmiljöval'.

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### **f. Noisy/vibrating work**

Everyone must contribute to reducing noise and harmful vibrations. This is done partly by using machines and equipment that emit as little noise and few vibrations as possible, partly by screening particularly noisy works and partly by means of job rotation in connection with vibrating works.

Music systems may not be used without the supervisor's permission. Listening to music 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 discovered in an electrical cable, it must be taken out of use and the supervisor must be notified as soon as possible.

### **h. Blasting**

The safety rules for blasting work must be followed. On discovery of undetonated explosives, work must stop immediately, and explosives experts must be called in.

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

### **a. Skills**

The occupational groups that require extra authorization to perform their work, e.g. crane and machine operators, must confirm their authorization by presenting their driver's license to the supervisor/BAS-U. Many tasks, such as hot work and the use of motorized chainsaws, require special training that must be confirmed by means of an approved, written certificate.

### **b. Inspection and permits**

Diggers, cranes, pressurized devices, lifting devices, lifts and similar equipment must be inspected in accordance with statutory intervals. Equipment that does not have an approved inspection certificate may not be used. Inspection certificates must be presented to the supervisor/BAS-U before work may commence.

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.

### **c. 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 doubt about how the equipment is to be handled, the supervisor must be consulted for advice or for further contact with the supplier.

## **4. FIRE SAFETY**

### **a. General**

The supervisor must always be notified if flammable material is going to be handled/ stored on site. It is necessary that all evacuation routes are kept free, that fire extinguishers are available, and that combustible material is stored safely. When not in use, gas and LPG canisters must be stored in a specially designated place and denoted with warning signs. Halogen floodlights may not be used.

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### **b. Hot work**

'Hot Work' means primarily welding, cutting, angle grinding, soldering and works with naked flames.

No hot work may be started until NCC's permit issuer has checked 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. The requirements of insurance companies for preventive measures must also be met.

## 5. CHEMICAL HEALTH AND SAFETY RISKS

### **a. General**

A register must be drawn up of hazardous substances present at the worksite. This must state where the substance is handled/stored and must include a risk assessment of its use. Subcontractors and co-contractors must present the supervisor with safety data sheets for any hazardous substances that they handle at the worksite.

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 resins, 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**

The cab's doors and windows must be kept closed. The cab must be cleaned as often as set out in the risk assessment, but at least once a week. Use a vacuum cleaner and/or a damp cloth as the cleaning method.

The cab's ventilation must be checked daily. If there is any functional problem, the supervisor 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**

Quartz suppression measures must be taken to minimize exposure. 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. OTHER

### **a. Alcohol and drugs**

Alcohol and drugs are not permitted at the worksite (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 worksite. Everyone at the worksite must be prepared to take an alcohol and/or drug test. Random alcohol and drug testing may occur.

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### **b. Reporting accidents/near accidents/observed risks**

Accidents or near accidents must be reported without delay to the supervisor. They are to be recorded in NCC's health and safety reporting system, Synergi. External personnel are also encouraged to download the Synergi app.

*NOTE: Awareness of near accidents and observed risks is extremely important for preventive health and safety work.*

### **c. First aid**

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

### **d. Abusive treatment**

Abusive treatment (e.g. bullying) and harassment must never be accepted. The supervisor must be contacted immediately if this occurs.

### **e. Visitors**

Visitors must report to the supervisor for an introduction to and guided tour of the worksite. Visitors include external visitors and NCC personnel who are under supervision at the construction site.

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.

### **f. Additional information for subcontractors and co-contractors**

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

Subcontractors/co-contractors must submit a risk assessment and in connection with high-risk/new work processes also submit a work plan to the supervisor in good time before work commences.

Each contractor must provide its employees with the personal protective equipment required for safe work at the worksite, and is responsible for ensuring that its own equipment is inspected and maintained on an ongoing basis.

Work outside normal working hours at the worksite is not permitted without the agreement of the supervisor.

### **g. Consequences**

In the event of deviations from these rules on order and safety or worksite-specific rules, consequences will be applied in accordance with the procedure titled *Consequences in the event of infringements of the rules on order and safety*.

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

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

#### **NOTE:**

**ANYONE WHO FAILS TO OBSERVE THESE RULES ON ORDER AND SAFETY MAY BE EXCLUDED FROM THE WORKSITE!**

## 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

	<b>Action</b>	<b>Consequence of infringing NCC's rules on order and safety</b>	<b>Responsible</b>
1st 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
2nd 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
3rd infringement	Personal discussion, attended by a union representative. Discussion logged via HR partner/project support.	The employee is to be excluded from the worksite. 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/line manager with HR partner

### 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>
1st infringement	Verbal warning and send written notification to the company. Archive the message and send a copy to the work environment engineer.	NCC reserves the right to impose a penalty of SEK 10,000. NCC reserves the right to exclude from the worksite any person who has committed a serious infringement.	Site manager
2nd 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

I WORK AT (COMPANY):	SUBCONTRACTOR FOR NCC: <input type="checkbox"/>	SUBCONTRACTOR 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:	WORK TEL.:	MOBILE TEL.:

I have the following qualifications:

QUALIFICATION	X	VALID
Introduction to Health and Safety (NCC interactive course or similar)		
Scaffolding: General training 2-9 m - Special training - Weatherproofing - Training certificate		
Hot work		
Safe lifting		
Work platforms (aerial access platform, scissor lift, boom lift)		
Fall arrest protection course		
First Aid incl. HLR		
Work with thermosetting resins (certificate max. 5 years old)		
Asbestos (Special course)		
Chainsaw operator's license (level A,B,C,D,E) or Brush cutter license		

QUALIFICATION	X	VALID
<b>For those who will be driving a vehicle or operating a work machine at the workplace</b>		
Driver's license class, <u>state</u> authorizations:		
Professional driver's license		
Work on roads level 1, 2 (requirement plant vehicle with driver), 3a (signage supervisor) and 3b (guard and pilot) <u>State level</u> :		
ADR Basic (for transport under 1000 risk points)		
ADR – driver's course for transport of hazardous goods		
Eco-driving		
Forklift truck course, type of truck:		
Environment course		
Advice and protection		

**ID document:** I'm carrying a valid identity document (passport or driving licence).  Yes

**IDO6:** I have IDO6 with me.  Yes

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

**Medical information/illness** of which I wish to inform NCC's supervisor:

\_\_\_\_\_

*I am aware that this information may be stored in a database at NCC. I approve and permit NCC to enter the information in a database 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 NCC's Rules on Order and Safety

### Mark the correct answer

#### 1. Who is obliged to comply with NCC's Rules on Order and Safety at the work site?

Only visitors

Only those who work at the work site

Anyone present at the work site

#### 2. What protective equipment must always be worn?

Helmet, protective footwear and reflective clothing

Reflective clothing, safety goggles, helmet with chin strap and protective footwear

There are no requirements

#### 3. What are the consequences if YOU fail to comply with NCC's Rules on Order and Safety?

Nothing happens

You may be dismissed from the work site, and your company could be fined SEK 10,000

You are reported to the Swedish Work Environment Authority

#### 4. What should you do if you encounter a hazardous situation?

Stop working and take a Time out

Leave the work site

Nothing at all

#### 5. How can you find out about potential risks during a working day?

There is no way to find out about them

A daily safety briefing takes place before work commences

Don't know

#### 6. What rules are enforced by NCC for ladders, step ladders and work platforms?

Portable ladders shall not occur. All exceptions needs a ladder permit.

Each company makes its own rules

There are no requirements

#### 7. If an accident or incident occurs, who should you report it to?

Accidents or incidents must be reported to the work management without delay, and registered in Synergi

There are no requirements

To the safety officer

#### 8. What is required in order to be at the work site outside of normal working hours?

There are no requirements

You must notify your manager

Special authorization, with specific rules and instructions from NCC

#### 9. What applies in the case of harassment at work?

Graffiti, bullying and harassment may not take place on the work site. The management must be notified immediately if this takes place

There are no requirements

Don't know

**10. What applies during operations involving dust containing quartz?**

The safety officer decides

Measures must be adopted to minimize exposure, starting by containing the dust at source

There are no requirements

**11. What applies when working at heights in excess of 2 m, where there is risk of falling?**

There are no requirements

A fall protection system, primarily fixed, must always be used

Personal fall protection equipment must always be used