

# Work environment requirements for subcontractors

## 1. Purpose

These rules are intended to clarify and illustrate the work environment regulations that apply to the relationship between NCC and subcontractors at the respective worksites. When the subcontractor in turn procures subcontractor services he is obliged to invoke these regulations equally. These rules are a complement to the current legislation, authority regulations, agreements, etc. that regulate the work environment activities.

Each subcontractor is obliged to participate in the work environment activities at the respective worksite without payment and to the necessary extent.

As "subcontractor" should also be understood his subcontractors, suppliers, staff and leased staff of any of these.

## 2. Applicable Rules

NCC's Health and Safety Regulations apply, in addition to NCC's Work Environment Regulations and any worksite-specific regulations when NCC is in charge of the work environment coordination. When NCC is not in charge of coordination, NCC's Health and Safety Regulations and those stipulated by the coordination manager are to be followed.

## 3. Introduction to Safety

Every time one of the staff of a subcontractor arrives to the worksite for the first time, he must report to NCC's work management.

Everybody present at an NCC worksite must prior to the commencement of work attend an introduction to safety that must as a minimum include a review of the health and safety regulations for the worksite and any relevant risks. This review must be confirmed by means of a receipt.

## 4. Daily Safety Briefing

Everyone at NCC's production sites 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 act in a safe way.

## 5. Employer Responsibilities

The employer responsibility for one's own staff rests with the respective contractor in accordance with the Work Environment Act (Arbetsmiljölagen 1977:1160).

## 6. Risk Assessment

Before starting work, the subcontractor must submit a risk assessment to the coordination manager listing the risks that may occur because of the activities and what preventative measures should be taken. If work is commenced without the submission of a risk assessment, NCC has the right to demand a fine of 10,000 SEK and stop all work until such a risk assessment has been submitted.

## 7. Safety Representative

A safety representative must be appointed from amongst the employees of sub-contractors who have at least five employees regularly employed at a worksite. Where a safety representative is not appointed the subcontractor must appoint a contact person for work environment issues. The name of the safety representative or contact person must be given to the coordination manager prior to establishment.

## 8. Health and Safety Inspections

Safety inspections must be conducted as agreed between the parties concerned. Subcontractor representative must participate at the request of NCC's work management.

## 9. Personal Protection Equipment

The respective subcontractor (employer) must - provide his own staff with all necessary protection equipment. The subcontractor is also responsible for ensuring that his own staff and visitors use the equipment.

A protective helmet, secured by a 3-/4-point chin strap in accordance with EN397, and 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 (conforming to class 2).

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, a half-mask with a P3 filter must be worn.

Where there is a risk of falling, fixed fall arrest protection must be used in the first instance (railings, lift, mobile platform, etc). 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.

Visitors must report to the work management for orientation and guidance at the workplace. At a minimum, visitors must wear helmets equipped with chin straps, safety glasses and reflective jackets, as well as carrying hearing protectors to use as required.

## 10. Security Measures

The respective subcontractor is responsible for and pays for all necessary safety measures for, among other things:

- Continuous monitoring and maintenance of own machinery and devices including inspections performed by an inspection body. A copy of the approved inspection schedule is to be handed over to coordination manager prior to work.
- That his own staff has the requisite competence for its own duties, especially as regards harmful and otherwise hazardous works. A copy of the approved inspection schedule is to be handed over to coordination manager prior to work.

- Protection to prevent injury when using hazardous substances

- Protective railing and other general protective installations (fencing, covering of recesses, warning paint etc.) for own work unless this is already present.

## 11. Temporary Dismantling of Common Protection Devices

If the subcontractor dismantles a common protection device or parts thereof because of his own work, the subcontractor must report this to the person in charge of coordinating occupational safety and if necessary ensure that temporary protection devices are established and reinstate protection devices immediately after completion of the work.

## 12. Work Tools

Subcontractors must provide and use work tools in accordance with NCC's guidelines. Abutting ladders must not occur (any exceptions require a ladder permit provided by NCC's work management). Other ladders, step ladders and work platforms must comply with the industry guidelines for "Choices for a Good Working Environment" (See attachment NCC's guidelines for ladders, step ladders and work platforms).

## 13. Chemical Products

Subcontractors must provide the coordination manager with a safety data sheet for the chemical products that are required to be labelled as hazardous that will be handled on the worksite as well as a list of these products well in advance of the commencement of the work.

## 14. Reporting Obligation

Should any deficiency be noticed in the common protection devices, there is an obligation to immediately report this to the coordination manager. Accidents, incidents and observations must also be reported to the coordinator.

## 15. ID06

Subcontractors must always carry company ID in the form of an ID06 card clearly visible.

## 16. Staff Registration

By law, all those working at the site are obliged to register their presence electronically from 01/01/2016 inclusive. This means that all those working at the site are responsible for registering, i.e. to register immediately when arriving at the work site and when they leave it. Registration is done using the electronic equipment as instructed. If for any reason it is not possible to register, the work management must be informed without delay.

## 17. Consequences for Violations

If a subcontractor violates any of NCC's Health and Safety Regulations or worksite-specific rules, NCC has the right immediately to remove the individual

employee or supplier from the worksite. Furthermore, NCC has the right to request new staff.

Further, NCC has the right to request a fine of 10,000 SEK per event when the subcontractor has been informed that he or his staff has violated any of the rules under items 9, 10, 11, 12, 13, 14 or 16 above. In the event that the subcontractor has failed to rectify the anomalies pointed out within a reasonable period of time, NCC also has the right to terminate the contract for the remainder of the work.




## Attachment: NCC’s guidelines for ladders, step ladders and work platforms

### General requirements:

- Only type-approved products
- Anti-slip or otherwise secures from gliding
- The products must have steps with non-slip protection
- It must be possible to lock free-standing products in their assembled position
- If the product is to be carried, the maximum weight is 15 kg, if not an alternative mode of transport is required (wheels)

### Specific requirements for each level (1–4);

Other requirements for free-standing ladders, trestles and work platforms depends on the height from the ground to the standing level as per the table below (pursuant with “Choices for a Good Working Environment”):

Level	Height to standing level	Minimum measure standing level	Step measurements	Other requirements	Example
1	<1.65 feet	23.6 x 11.81 inches	Height between steps: Max 11.81 inches  Depth of step: Minimum 2 inches	Max two steps per standing level  A step ladder should have the same number of steps on each side unless it has a hand grip.	
2	<4.1 feet	11.81 x 10 inches	Same as above	“Stop instruction” on at least three sides, e.g. hand grip with tool shelf	
3	4.1–6.6 feet	15.8 x 15.8 inches	Same as above	Hand rail on at least three sides required	
4	> 6.6 feet	15.8 x 15.8 inches	Same as above	Protection on four sides required	