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## General work environment requirements for the purchase of contract services within RU Sweden

Translation of the Swedish document D14-0004895

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## 1. Introduction

### At E.ON, Safety F1rst

E.ON strives for health and safety to be an integral part of everything we do. We also have a zero vision of accidents. Nothing we do is so important or urgent that our employees or contractors should override Health and Safety.

Safety F1rst has three basic rules:

- We care about our colleagues
- We interrupt work that is dangerous
- We learn from our incidents and mistakes

That is why we want to take an active role in ensuring the health and safety of all working for E.ON on/with our existing plants or with the construction of new plants. We do this, among other things, by clarifying our expectations and demands for contract work.

The document aims to clarify certain legal requirements and describe the specific minimum requirements of E.ON. These general minimum requirements apply to all construction and civil engineering works within the RU Sweden's operations and includes all the work needed to construct, maintain and dismantle the building or facility.

The client is the one for E.ON's billing contractor to perform service. The client is usually also E.ON 's contact with the contractor.

## 2. Competency requirements

The contractor may only use employees and UE who possess such skills, knowledge and experience required for the task under the legislation and the requirements of the purchaser. Staff shall be competent through the appropriate training, exercise and experience. In addition, staff have been trained in/informed of work/scope of the agreement, site-specific routines and other instructions that are relevant for the specific work, reporting of incidents and deviations, Code of conduct, and more.

The person concerned shall hold a licence for such works requiring one. The certificate(s) shall be handed to the client before the work commences.

The contractor's work management should be well acquainted with the competence requirements of the staff who perform work for each task, are trained in relevant parts and have documented experience of current work in order to be able to work and inform staff about rules and procedures. It should be ensured that work-specific training covers all hazards and preventive measures necessary for the safe implementation of the current work.

## 3. Working environment responsibility

### 3.1. Legal requirements

Each contractor is responsible for the health and safety of its staff. All individuals have their own responsibility to comply with the regulations, instructions and procedures that apply to the working area.

Contractors working at E.ON workplaces are obliged to cooperate and participate in the prevention of accidents and ill health at work.

All work must be carried out according to the Work Environment Authority at the time of the regulations on building and construction work.

## **4. Working environment plan**

### **4.1. Legal requirements**

Contracts that are considered a construction and construction work according to the AML chapter 3 shall include a work environment plan, as required in the Regulations on Building and Construction Work, after the agreement has been concluded. The aim of the work environment plan is to define the methods, tools, work processes and risks that are critical for the work to prevent accidents and ill health under the contract. The work environment plan should be adapted to the individual contract. The work environment plan should also provide the conditions for control and follow-up.

The developer should ensure that a construction environmental coordinator for planning & projecting (base-P) and a construction environmental coordinator for the execution (base-U) is appointed. Base-P establishes the work environment plan that will at least describe:

- Work environment organisation and structure
- Who is the construction work environment coordinator (BAS-P, BAS-U)
- How accidents and incidents are documented and reported to the client
- Emergency mode procedure with alarm list and contact persons
- Chemical list and handling of chemicals
- Risk assessment and emergency analysis and what to minimise the risks
- The rules applicable to the construction site
- A description of the specific measures to be taken during the construction phase so that the work can be carried out safely and meet the legal requirements

## **5. Accidents and incidents**

### **5.1. Legal requirements**

Each employer is responsible for reporting to the Work Environment Authority, an AML in the event of a serious accident or incident. The construction work environment coordinator (BAS-U) shall, if necessary, contribute to and ensure that the notification to the relevant authorities is carried out without delay. (In the event of electrical accidents and serious incidents, the holder is responsible for reporting to the Electrical Safety Authority)

### **5.2. E.ON specific requirements**

Accidents, incidents and risk observations should always be reported to the client. Serious accidents should be reported immediately. There should be a clear procedure for this between the client and the

driver. For more detailed information about reporting and investigations, refer to the orderer's specific workplace rules.

The contractor is responsible for the investigation of accidents, incidents and risk observations. The investigations shall be submitted to the purchaser. When E.ON judges that it is justified, E.ON is entitled to participate in the investigation, or to appoint its own investigation.

The contractor shall - in addition to its own subcontractors - each month, after completion of the contract or in agreement with the client, account for the number of accidents and, where appropriate, the number of days of absence (calendar days) of each accident. The total number of hours worked is also reported.

## **6. Order and sort**

### **6.1. E.ON specific requirements**

Order and find out the workplace to minimise the risk of accidents. The Contractor shall maintain the order and repair of the contract area and in the personnel areas.

## **7. Work with special risk**

### **7.1. Electrical safety**

#### **7.1.1. Legal requirements**

For all electrical equipment and its operation in the workplace, the electrical safety regulations for electrical power plants and E.ON specific guidelines and instructions are applicable.

Electrical installations, even temporary, may only be carried out by electrical installation companies that are registered with the Electrical Safety Authority (Electrical Installation Regulation and Regulation).

Marking for evacuation or emergency lighting must not be blocked. Switchgear and electrical spaces may not be used for the layout of equipment (Prescription)

#### **7.1.2. E.ON specific Requirements and Industry Practice/standard (ESA)**

E.ON applies Electrical Safety Instructions (ESA) which are industry-specific instructions of the kind referred to in the Electrical Safety Regulations.

Connections in the plant must only be carried out by qualified personnel and in accordance with the operating instructions of the electrical operator.

The contractor or, where applicable, the subcontractor appoints the fire safety leader before starting work. Persons who are only instructed and non-electrical professionals and who are to perform work where there may be an electrical hazard, must undergo training in "ESA instructed person" and exchange "ESA agreement on access", which is acknowledged prior to work. For more detailed information, refer to the orderer's specific workplace rules.

The client sets the required competence requirements to perform the work in a safe way. The contractor is responsible for ensuring that his employees have the right training and skills.

## **7.2. Hot work**

### **7.2.1. E.ON specific requirements**

For hot work, the procedures of E.ON are to be followed. Routines include written permission, the fire-extinguishing medium is available on site, the welding site is cleaned and occupied by a welding watch on site, gas welding equipment has the required safety features details, the welding site is guarded in sufficient time after the end of work, the gas vessel is located in a safe place near exit door after completion of work and the roof work requirements must be met before, during and after work.

Rules drawn up by insurance companies and the Swedish Fire Defence Association should be followed.

## **7.3. Work at heights**

### **7.3.1. Legal requirements**

Work at height (fall height over 2 m) means special risks and should always be handled in the work environment plan. Fall protection equipment should be used when the risk of falling cannot be eliminated by lockout or other measures. Work carried out on flat roofs, but farther from the roof edge than two meters must be marked out by barrier.

### **7.3.2. E.ON specific requirements**

Work on different height levels in the same area must in principle not occur simultaneously. If such work cannot be avoided, coordination must be carried out between the working types concerned. The coordination shall include risk assessment and the necessary measures for risk elimination and liability issues.

## **7.4. Ladders**

### **7.4.1. E.ON specific requirements**

The use of adjacent ladder should be minimised. In the case ladder needs to be used, for example, at inspection or similar, the use must always be preceded by a risk assessment. The ladder must not be used before the risks are corrected.

- Ladders should always be braced or anchored.
- The three-point method should always be applied, which means that two feet and one hand or two hands and one foot should always be in contact with the steps to minimise the risk of falling.
- Ladder may only be used if alternative safer methods are excluded and only for temporary and short-term jobs.

## **7.5. Scaffolding**

### **7.5.1. Legal requirements**

The scaffold is to be built and operated in accordance with the work environment regulations.

### **7.5.2. E.ON specific requirements**

The construction contractor, which is engaged, shall be at least a trained and qualified training certificate in accordance with the applicable level requirements of the Work Environment Authority's regulations. In certain contracts, industry-specific standards and requirements may also apply and are to be clarified in the contract-specific documents.

Prior to the establishment of a scaffold, special risk assessment shall be carried out by the construction contractor and the contractor responsible for the contract. The risk assessment should also assess the need for a barrier around the scaffold during the construction and operation stage. The scaffold may not be entered until it has been approved by the responsible scaffolding builder.

The stand used for the contract should be checked regularly. The inspection should include at least the design, cleaning and order and the area.

Changing or completing the position may only be done by the scaffolding contractor who was hired to build it. When the work is finished, the scaffolding contractor who built it should demolish, dismantle the work.

## **7.6. Use of work equipment**

### **7.6.1. Legal requirements**

Work equipment means machinery, apparatus, tools, implements or installation used at work.

The study and risk assessment should be carried out in order to assess whether the work equipment is selected and used is suitable for the work to be carried out so that it can be used with adequate safety.

Work equipment must be used only for the purpose and under the conditions for which it is intended.

Work equipment must be maintained so that it complies with the requirements of the work environment regulations concerning the use of work equipment. A maintenance log for work equipment should be kept up to date. If the journal is missing, the maintenance procedure must be presented.

## **7.7. Lifting devices and lifting implements**

### **7.7.1. Legal requirementsagkrav**

Risk assessment should be carried out before the lifting device and or lifting implements are used. The risk assessment should be documented. The work may only be carried out when the necessary measures in accordance with the work environment regulations on the use of lifting devices and lifting equipment are taken to prevent ill health or accident.

### **7.7.2. Planning**

Lifting work should be planned and organised in such a way that no hazardous situations occur.

### **7.7.3. Competence**

The contractor must have written documentation on practical experience and theoretical knowledge for those who are to work with lifting devices and lifting implements. The documentation can be displayed on the requisition from the customer.

### **7.7.4. Permits**

The contractor must have written documentation on practical experience and theoretical knowledge for those who are to work with lifting devices and lifting implements. The documentation can be displayed on the requisition from the customer.

### **7.7.5. Inspection Maintenance**

Lifting equipment and lifting gear must be maintained and undergo continuous supervision and daily checks. Journal should be conducted over maintenance and continuous supervision. The log and inspection certificate must be able to appear on the requisition from the customer.

## **7.8. Drilling**

### **7.8.1. E.ON specific requirements**

#### **Assessment of the need for barriers**

Before drilling and removing the cover, cover or similar, the need for barriers should be assessed. The assessment should take account of third parties, employees at the facility and employees in their own working group. If necessary, remove equipment for this purpose before drilling. Barriers should be set-up before drilling and removing the lid, cover or similar in place as in the assessment of the need for barrier.

#### **Need to guard**

If sufficient barriers cannot be carried out in satisfactory manner, a guard should be placed at the hole. The person who guards must not have any other duties at the same time.

## **8. Personal protective equipment**

### **8.1. Legal requirement**

Personal protective equipment should be selected based on the workplace current risks and operations.

The contractor provides personal protective equipment for their staff and other protective clothing and is responsible for personal use of the personal protective equipment provided for.

### **8.2. E.ON specific requirements**



Use equipment must include at least the equipment provided for in the general rules of E.ON and for each plant.

## **9. Noise/vibrations**

### **9.1. Legal requirements**

The relevant limit values for noise and vibrations should be kept.

### **9.2. E.ON specific requirements**

The contractor shall inform the customer before the noise or vibration disturbance is started.

Noise and Vibrations should particularly be investigated and risk assessed for the work. The work shall be adapted and, where appropriate, time limits, taking account of the relevant limit values in the noise and vibration regulations. Work equipment and methods should be chosen to minimise the risks of noise and vibrations.

## **10. Chemical safety**

### **10.1. Legal requirements**

Prior to work with chemical products, risk assessment should take place. The assessment should be the basis for the selection of methods, risk mitigation measures and personal protective equipment. Risk assessment and choice of protective measures should be documented.

## **11. Alcohol and drugs**

### **11.1. E.ON specific requirements**

All work under the influence of alcohol or drugs is prohibited, as well as alcohol or drugs at the work site. There is a No Smoking ban on all E.ON 's premises unless a special place has been designated for same.

Random alcohol and drug tests can be carried out without prior notice and on the initiative of E.ON.

## **12. Road safety**

### **12.1. Legal requirements**

When working on, next to or under the road, specific requirements apply to barriers and safety clothing, according to the internal regulations of the Swedish Transport Agency's, the Swedish Regulations on Road Safety and Transport and the road sign regulation.

### **12.2. E.ON specific requirements**

The contractor undertakes to comply with the applicable traffic regulations and the traffic plan of the working area.

### 13. Follow-up

#### 13.1. E.ON specific requirements

E.ON has high ambitions in the environmental and work environment work both for their own employees and for the contractors we engage. To ensure that the agreed rules and procedures are complied with, E.ON reserves the right to carry out checks to follow up the environment and work environment work. Checks may be carried out as well as unannounced. The contractor shall participate in these checks.

### 14. Version history for this document

<b>Edition</b>	<b>Date</b>	<b>Amendments</b>
1	2019-12-06	The content in document, ID14-0004898, is transferred to this new document id.