

VATTENFALL SERVICES NORDIC AB (VSN) Health and Safety, Security, Environmental and Quality (HSSEQ) requirements for contractors and consultants

Company		Corporate identity number	
Address	Zip Code	Place	
Contact person		Telephone	
Agreement		E-mail address	



In order for Vattenfall Services Nordic AB to reach their high standing goal of becoming Sweden's safest workplace, it is important that all subcontractors and suppliers help work towards this goal. Therefore, it is very important to take part in the management system and requirements that all must jointly follow when working within and for Vattenfall Services Nordic AB.

The contractor/consultant shall:

General/Quality (Q)

- review and communicate agreements, customer requirements, etc. and provide information about the requirements below to their own employees, as well as their own subcontractors, consultants and hired personnel.
- have reviewed, familiarised themselves with and observe VSN's safety, quality, environmental and work environment documents, relevant to the work to be carried out.
- ensure that their own personnel and the subcontractors, consultants and personnel that they hire have the competency and training required for the assignment. They must also take VSN's HSSEQ e-learning course.
- have functioning procedures for handling residual product, managing accident-risk, and ensuring the quality of delivered goods/services (self-inspection, etc.) and agreed-upon delivery times.
- have carried out the necessary delegations
- by request, deliver plans regarding the quality, environment, and work environment for current construction and engineering work.
- report incidents and deviations as well as provide suggestions for improvements to the VSN contact person.
- make sure that your own staff and hired consultants/subcontractors, operating on VSN's construction site, have the construction industry's compulsory ID06-card.
- allow VSN to perform an audit within your company
- VSN shall make equipment available for the electronic registration of personnel.
 - The registration shall take place in the specified system.
 - As contractor/consultant, you are responsible for ensuring your personnel, subcontractors, consultants and/or hired personnel observe the requirements for the electronic registration of personnel.
 - Contractors/consultants will be liable to pay any fines imposed by the Tax Agency due to their failure to observe the legal requirements, irrespective of whether the fault lies with their personnel, hired subcontractors/consultants, or externally hired personnel.

Health and Safety (HS)

- Manage accident risk by assessing your own risks, carrying out risk management and providing verification.
- Mobile phone must not be used in ongoing work. Exceptions may be as per instruction VS-IN-00123
- collaborate on preventative measures for the work environment at the worksite.
- have functioning procedures for handling chemical products or materials. Documentation for the products and risk assessment must be available at the worksite.
- have undergone training in first aid, inclusive specifically for electrical injuries.
- fulfil the PED directive when welding on pressure bearing vessels and structures.
- when performing or monitoring Hot Work, have undergone special training for this and be able to display certificates for Hot Work upon request.
- if foreign labour is used, their employer must register this with the Swedish Work Environment Authority
- When there is a risk of slipping at or to/from the worksite, anti-slip protection shall be used
- always wear helmets, protection for eyes(safety glasses), protective footwear and high-visibility clothing at the worksite.

- ensure that other personal protective equipment is adjusted for the task and completed risk management according to current regulations, e.g. working at heights, working in traffic areas, electrical work
- provide special safety devices and personal protective equipment for their employees and ensure their own equipment is continually inspected and maintained.

Electrical work

- follow ESA – Electrical safety instructions when working near or within electrical facilities.
- have undergone the required ESA training for the assignment and are duly certified.
- ensure that head-to-toe, electric-arc tested clothing is always used for all types of electrical work
- ensure that head-to-toe protective clothing is worn for all types of work assignments within enclosed high-voltage installations (operating rooms). Thus, shorts may not be worn.
- use head-to-toe, arc-rated protective equipment for connection work on all electrically live installations and in cases involving a risk of an electric arc.
 - complement the protective clothing to be used for all electrical work with visors, protective helmets or similar equipment as well as arc-rated gloves.
- ensure you advise which persons within your company have the competence to be considered a qualified electrician. Electrical installation work must only be carried out after a written agreement with the client has been reached.

Environment (E)

- place the storage facility as well as fuel depots in a location where there is no risk of leakage
- use vehicles/equipment that is suited to the task in question from an environmental standpoint as well as from a usability standpoint. This means that:
 - equipment should be in proper condition so that the risk of adverse environmental impacts is minimised.
 - cars and lorries used in the project shall run on Swedish environmental class 1 diesel or Swedish environmental class 1 petrol.
 - regular and documented servicing of vehicles and work machines shall be carried out as recommended by the manufacturer.
 - in areas containing sensitive habitats, waterways important for the supply of drinking water and sensitive wetlands, any hydraulic oils used must satisfy the environmental criteria specified in Swedish standard SS 15 54 34.
 - all-terrain vehicles, forestry equipment, excavating machinery and other machinery should use environmentally-friendly, biodegradable lubricants and hydraulic oils as well as propylene glycol.
 - work machinery engines covered by the EU's regulations shall comply with Stage II. The requirements of later Stages are also permissible. Work machinery engines not covered by EU regulations must not be more than ten years old. For work machinery that is little used or has a long useful life, these requirements may be waived subject to agreement with the customer.
 - Motorised vehicles are allowed to idle for a maximum of one minute unless it is a prerequisite for carrying out their work, for example, when operating a crane.
 - chain saws, brush-cutters, etc. must be run on alkylate petrol. Chain oil should be biodegradable (vegetable oil).

Security (S)

- has completed the security vetting process/individual assessment in accordance with VS-MA-273 for their own staff, as well as subcontractors, consultants or hired staff. For small companies (fewer than 5 people) or if knowledge to conduct these interviews is lacking, external assistance should be used. The document should be filed by you and displayed upon request. The last page of this, found under "results of a security vetting process interview", is to be e-mailed to: securityvetting@vattenfall.com
- sign a safety and confidentiality agreement for the assignment upon request.
- present or agree to registration checks of their personnel and subcontractors, consultants or hired personnel upon request.

Specific customer requirements may also be added to the requirements of this document, so before commencing, ensure that you are aware of all current requirements for the project at hand.

If the contractor does not follow the sections within this document, VSN will take action according to their model regarding appropriate consequences.

If you have questions, please feel free to contact us:

Lars Hedenskog (Q) Head of HSSEQ/Quality +46 (0)70-347 39 52

Christina Haglund (S) Head of Security +46 (0)70-698 80 64

Helena Yllén Sundin (E) Head of Environment +46 (0)70-281 65 30

RECEIPT

Receipts can be limited in time according to the date below or the applicable agreement period.

Receipts can also be made electronically.

From _____

To _____

The requirements are hereby accepted

Signature

Place

Name in block letters

Date

Copy to the contractor/consultant

Employees of the contractor who have taken note of the above

Name	Date