

VATTENFALL SERVICES NORDIC AB (VSN)

ACKNOWLEDGEMENT OF SECURITY, QUALITY, HEALTH & SAFETY AND ENVIRONMENTAL REQUIREMENTS (HSSEQ) FOR CONTRACTORS AND CONSULTANTS

Company

Corporate identity number

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In order for Vattenfall Services Nordic AB to reach their high standing goal of becoming Sweden's safest workplace, it is important that all contractors 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 bullet points below are a summary of the key requirements of the VSN management system. It is also important to have reviewed, familiarised yourselves with and observe VSN's security, quality, environmental and health & safety documents, relevant to the work to be carried out.
- Specific customer requirements, etc., 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.
- For basic training requirements, see appendix VS-IN-01009-4 Training requirements for suppliers and contractors of VSN

Mandatory requirements

The contractor (also applies to subcontractors, consultants or hired personnel engaged by the Contractor) and personnel hired by VSN must:

General/Quality (Q)

- take part of and communicate agreements and customer requirements to their own employees and subcontractors, consultants and hired personnel contracted by the contractor, and monitor that the requirements are met
- have procedures for ensuring compliance with laws and regulations
- have their own management system, or at least work in a systematic, structured and documented manner with issues pertaining to health & safety, environment, quality and security. If not, the work must be carried out under VSN's management and management system
- ensure that their own personnel and the subcontractors engaged by contractors have the competency and training required for the assignment. The contractor must be able to present the necessary certificates. (VSN's basic training requirements can be found in Appendix 4 of this instruction)
- VSN has the right to check different types of permits/licences for operating vehicles
- must report its subcontractors to VSN before the work commences
- where deemed appropriate, VSN has the right to refuse the use of specific subcontractors
- have a supervisor who is proficient enough in the required languages (written and spoken), to understand and implement all relevant HSSEQ requirements and instructions and to communicate with the client and the personnel being supervised
- ensure the quality of delivered goods/services
- have carried out the necessary delegations
- ensure that tools, equipment and aids used by the contractor are in good condition, comply with applicable safety regulations and meet quality (self-inspection), calibration and inspection requirements
- upon request, hand over the required quality, environmental, health & safety and security documents, including certificates of relevant training courses and medical examinations
- smoking (also applies to e-cigarettes) is only permitted in designated areas
- all workplaces must be alcohol- and drug-free
- ensure that VSN can conduct random alcohol or drug testing when there is reason to suspect that people are under the influence. Refusing to be tested is the equivalent of testing positive for drugs, and is treated as such
- report near-accidents and deviations in VSN's incident management system (ENIA) and submit any suggestions for improvement to VSN's project manager
- inform all employees about Vattenfall's whistleblowing function
- make sure that your own staff and subcontractors engaged by contractors, operating on VSN's construction site, have the construction industry's compulsory ID06-card. VSN provides equipment for the electronic registration of personnel
 - the registration must take place in the specified system
 - as contractors, you are responsible for ensuring that your personnel as well as your subcontractors, consultants or hired personnel observe the requirements for electronic registration
 - contractors 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 or their subcontractors, consultants or hired personnel.

- allow VSN to conduct audits within the contractor's company and cooperate when VSN performs assessments, inspections and audits, and provide access to the contractor's relevant documentation, workplaces and personnel. The contractor is responsible for its own costs in connection with these.

Working Environment (HS)

- have documented systematic work environment management
- prevent accidents by investigating the work environment and carrying out risk management in VSN's ENIA application (IA) and taking action on identified risks
- on request, be able to present all risk management to VSN, who is entitled to require risk management improvements before work commences or continues
- inform VSN if risk management documentation is lacking
- in the case of any serious accidents and serious incidents:
 - within one hour inform the responsible project manager or manager at VSN if serious accidents or serious incidents occur, concerning the contractor's own or subcontractor's personnel, and report this in VSN's ENIA system
 - VSN must always be invited to participate in the contractor's incident investigations
 - present a first root cause analysis with immediate action, within four weeks
 - present a final report within 60 days of the incident, with identified root causes
 - always report incident investigations to VSN. VSN can choose to perform its own incident investigation. The contractor and its subcontractors must then participate
 - if a serious accident or incident occurs, promptly send a notification to the relevant authorities, with a copy to VSN.
- not use a mobile phone in connection with the execution of the work. According to instruction VS-IN-00123, exceptions can be made
- collaborate on preventative measures for health & safety at the worksite
- have separate functioning procedures, or follow VSN's, for handling chemical products or goods
 - chemicals with the least negative impact on human health and the environment must be used, [Vattenfall's list](#) of restricted hazardous substances must be applied
 - documentation for the products and risk assessment must be available at the worksite
 - all chemical products must be stored in containers intended for the purpose, labelled in accordance with applicable legislation and in accordance with the criteria specified in the safety data sheet
 - chemical products, including fuels, must be handled in such a way that they do not risk reaching wastewater, surface water or land
 - absorbents must be available and any spills must be taken care of immediately
 - leftover chemical products must be taken care of by the contractor after completion of the assignment.
- if foreign labours is used by the contractor, the contractor's employer must report this to the Swedish Work Environment Authority
- in the event that Vattenfall has appointed a coordination responsible person, it does not deprive the contractor's employer responsibility
- provide and always wear protective equipment as listed below:
 - helmet (EN397) with fastened 3-point or 4-point chin strap
 - safety shoes (EN345) with toe caps and nail protection
 - when there is a risk of slipping at or to/from the worksite, anti-slip protection must be used
 - eye protection (EN166) must always be worn (safety glasses/helmet visor)
 - high-visibility clothing (EN471), minimum class 2, must be worn on the body. (EN471) class 3 when working on or next to roads, or where vehicular traffic occurs
 - hearing protection (EN352) must always be included

- head-to-toe protective clothing must be worn for all types of work assignments within enclosed operational high-voltage installations
- head-to-toe protective clothing that is flame retardant (EN14116) and arc-tested (EN61482) must be worn for all types of electrical work
- when working with chainsaws, a helmet with a visor and ear defenders, cut-resistance safety boots (EN ISO 17249) and trousers (EN381-5), protective (EN381-7) gloves and high-visibility upper-body clothing must be worn
- fall arrest equipment must be used if there is a risk of falling 2 m or more
- be responsible for ensuring that the protective equipment is continually inspected and maintained.

Electrical work

- have undergone the required ESA training for the assignment and are duly certified.
- follow ESA – Electrical safety instructions when working near or within electrical installations
- ensure that head-to-toe protective clothing is worn for all types of work assignments within enclosed operational high-voltage installations (service areas). Thus, shorts may not be worn.
- ensure that head-to-toe, electric-arc tested clothing is always used for all types of electrical work
- for connection work in live electrical installations and in cases where a risk assessment shows that there is a risk of arc flash, all-round arc-tested protective equipment must be used, i.e. supplement the protection with a visor, protective cap or similar and arc-tested gloves
- be able to act as electrical safety manager if necessary. Role description (VS-SP-00186) must be approved, verified and signed
- advise which persons within your company have the competence to be considered a qualified electrician. Electrical installation work can only be carried out after an agreement with the customer .

Environment (E)

- have documented environmental work in accordance with the requirements of applicable legislation
- have functioning procedures for residual product management, i.e. take care of waste generated by the contractor and remove and decontaminate waste that has affected the external environment
- place the storage facility and fuel depots in a location where there is no risk of leakage. The location of a storage facility should take into account the risk of impact on soil and water and collision risks.
- absorbents must be available and any spills must be taken care of immediately
- use vehicles/equipment that are 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 must run on Swedish environmental class 1 diesel or Swedish environmental class 1 petrol
 - regular and documented servicing of vehicles and work machines must be carried out as recommended by the manufacturer
 - 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 must comply with Stage III. 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 client

- motorized 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).
- transport must be coordinated as far as possible to minimize emissions and noise
- by 2030, only fossil-free domestic transport may be carried out and purchased.

Safety (S)

- consider access procedures and ensure that only authorised personnel are allowed access to installations, premises and areas
- be familiar with and comply with information security rules (including processing of personal data) and take into account information security classification so that information is not disclosed to unauthorised parties
- be familiar with and comply with IT security rules
- sign a security protection agreement (SUA) when participating in security-sensitive operations
- sign a Data Protection Agreement where applicable (Personuppgiftsbiträdesavtal)
- perform security vetting and security vetting interviews in accordance with VS-MA-00273 for your own personnel, as well as subcontractors, consultants or contracted personnel engaged by you. The document shall be filed by you and displayed upon request. The last page of VS-MA-00273 "results of a security vetting process interview" is to be e-mailed to: vsnsecurity@vattenfall.com
- sign a safety and confidentiality agreement for the assignment upon request
- on request, agree to background checks of the personnel who will be working on the assignment
- read and follow instructions and procedures relating to fire safety and systematic fire protection work
- if necessary, appoint a person who will be responsible for monitoring fire protection work and, in the event of delegated permit responsibility, can issue permits for hot work, allocate tasks related to fire protection work and document it. Also ensure that personnel performing hot work have received training and hold a valid certificate. It must be possible to present a certificate on request
- do not create unnecessary fire hazards that may result in the occurrence or spread of fire
- do not override fire protection functions and systems outside of applicable procedures
- report safety and fire protection deviations and incidents promptly. Consider information and security protection classification when reporting security-sensitive events.

Other requirements

- fulfil the PED directive when welding on pressure bearing vessels and structures.

Issue Number	Valid from date	Changes	Approved by
1	01/09/2021	New document	Dag Svensson

Vattenfall's restricted list

Vattenfall's list of restricted hazardous substances is based on the SIN list from ChemSec, the International Chemical Secretariat. The list is in line with the objectives of the EU's REACH chemicals legislation and is therefore suitable for use as a tool for contractors in order to minimize harmful substances in VSN's operations.

Chemicals classified according to any of the groups listed below must not be used in VSN's operations.

- Carcinogenic, mutagenic and toxic for reproduction (CMR)
- Acutely toxic or highly corrosive
- Prioritised risk reduction substances
- Persistent, Bioaccumulating, Toxic / very Persistent, very Bioaccumulating (PBT/vPvB)
- Ozone-depleting substances
- Endocrine disrupters