

Requirements for hired personnel office

Bilaga VS-IN-01009-2

Confidentiality class: C1 - Public
Issue No. 1, valid from 2021-12-14

Contents

1	Background	2
2	Purpose	2
3	Requirements	2
3.1	General/Quality (Q)	2
3.2	Work Environment (HS)	3
3.3	Electrical work	3
3.4	Environment (E).....	3
3.5	Safety (S)	3
4	Revision History	4



1 Background

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 and consultants 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 list of requirements below is a summary of the key requirements of the VSN management system. It is also important to take part of and familiarise 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 at hand
- For basic training requirements, see appendix VS-IN-01009-4 Training requirements for contractors and hired personnel.

2 Purpose

This appendix presents the HSSEQ requirements (Health, Safety, Security, Environment and Quality requirements) which Vattenfall Services Nordic AB (VSN) sets for its consultants who work in offices and are sometimes out on the project site.

3 Requirements

Any specific customer requirements may be added to the requirements below from VSN, so before the start of the project make sure that you have read and understood all the relevant requirements for the project.

Unless otherwise agreed, the hired staff shall:

3.1 General/Quality (Q)

- have taken part of and familiarised themselves with and observe VSN's safety, quality, environmental and work environment documents, relevant to the work to be carried out
- complete Vattenfall Services' digital HSSEQ training for contractors and hired personnel, before an order or a new project or framework contract is signed or an existing one is extended. Completed and approved training is valid for three years and is verified by presenting a diploma
- report incidents and deviations in VSN's deviation management system (ENIA)
- when working at VSN's construction site, have the construction industry's mandatory ID06 card

3.2 Work Environment (HS)

- when working in the field, manage accident risks by assessing own risks, performing risk management, and reporting risk observations and deviations in VSN's deviation management system (ENIA)
- on request, be able to present all risk management to VSN, which is entitled to require risk management improvements before work commences or continues
- inform VSN if risk management documentation is missing
- collaborate on preventative measures for health & safety at the worksite
- when working in the field, 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 penetration 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. (EN471) class 3 when working on or adjacent to roads, or where there is vehicle traffic
 - 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

3.3 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

3.4 Environment (E)

- if a car is used for work, it must be run on Swedish environmental class 1 diesel, Swedish environmental class 1 petrol
- regular, documented servicing of vehicles must be carried out, as recommended by the manufacturer

3.5 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
- upon request be able to present completed Security clearance/Personal assessment in accordance with VS-MA-00273, on request sign a security and confidentiality agreement for the assignment
- upon request, present or agree to criminal records checks
- report safety and fire protection deviations and incidents promptly. Consider information and security protection classifications when reporting security-sensitive events.

4 Revision History

Issue Number	Changes	Approved by
1, valid from 15/12/2021	New document	CEO