

VATTENFALL SERVICES NORDIC AB (VSN)

HEALTH, SAFETY, SECURITY, ENVIRONMENT AND QUALITY (HSSEQ) WORK FOR CONTRACTORS AND CONTRACTED PERSONNEL

In order for Vattenfall Services Nordic AB to reach its ambitious goal of becoming Sweden's safest workplace, it is important for all contractors to help us towards this goal. So it is very important to take part of our management system and the requirements that you must all observe when working within and for Vattenfall Services Nordic AB.

- The bullet points below are a summary of the key requirements in the VSN management system. It is also important to have reviewed, familiarised yourselves with and observe VSN's health, safety, security, environment and quality documents relevant to the work to be carried out.
- Specific customer requirements, etc. may also be added to the requirements in this document, so before the project starts ensure that you are aware of all current requirements for the project.
- In order to get a good overview of all subcontractors, it is desirable, but not a requirement, that no more than three levels of contractors should be used. Main contractor (VSN) and two levels of subcontractors.

Target audience for the document

Subcontractors, consultants and contracted personnel.

Requirements

You, as a subcontractor, must comply with the following requirements and ensure that your own subcontractors, consultants or contracted personnel also comply with the requirements listed below.

General

- Take note of project/assignment requirements and follow up to ensure that the requirements are complied with.
- Complete Vattenfall Services [HSSEQ's e-learning course](#) before your personnel start work on site.
- Have procedures for ensuring compliance with laws and regulations.
- Provide data so the required goals and metrics can be delivered and created according to the customer agreement and VSN's requirements.
- Upon request, produce or assist in producing, or deliver required plans, e.g. work environment plan and environmental plan.
- Have the skills and training required for the job. For example, upon request, hand over the required health, safety, security, environment and quality documents, including certificates of relevant training courses and medical examinations, before work starts. Where appropriate, VSN may refuse to use specific subcontractors.
- Have a supervisor who is proficient enough in the required languages (written and spoken) to understand, implement and communicate all relevant HSSEQ requirements and instructions and to communicate with the client and the personnel being supervised.
- Ensure that any tools, equipment and aids used are in good condition, comply with applicable safety regulations and meet quality (self-inspection), calibration and inspection requirements.
- Smoking (also applies to e-cigarettes) is only permitted in designated areas.
- All workplaces must be alcohol and drug-free.

- Help to ensure that VSN can conduct random alcohol or drug tests when there is reason to suspect that people are under the influence. Refusal to be tested is the equivalent of testing positive for drugs, and is treated as such.
- Report deviations in VSN's incident management system (ENIA) and submit any suggestions for improvement to VSN's project manager.
 - Report deviations/incidents promptly. Consider information and security protection classification when reporting security-sensitive events.
 - Inform the responsible project manager or manager within VSN within one hour of any serious accident or incident, and enter this in VSN's deviation reporting system on the day that the incident occurs.
 - VSN has the right, where necessary, to participate in the subcontractor's incident investigations and must always be provided with the final incident investigation report.
 - Present an initial root cause analysis with immediate actions, within four weeks
 - Present a final report with identified root causes, within 60 days of the incident.
 - When a serious accident or incident is reported to the authorities, VSN must be informed.
- Inform all employees about Vattenfall's whistleblowing function.
- Carry out risk management during planning and execution.
 - The subcontractor must manage, assess and address the risks related to its work.
 - Required risk-mitigation measures must be taken and any documentation required by law, local requirements, permits or contract requirements must be produced before the work starts.
 - Inform VSN if the risk management documentation is incomplete.
- Do not use a mobile phone in connection with the execution of the work. Exceptions may be made according to instructions (VS-IN-00123 Mobile phone use during execution of the work).
- Ensure that personnel working on VSN's construction site have the construction industry's mandatory ID06 card. VSN will provide equipment for input to electronic personnel registers in relevant cases.
 - The registration must be entered in the specified system.
 - As a subcontractor, you are responsible for ensuring that your personnel as well as your own subcontractors, consultants or contracted personnel observe the requirements for electronic registration.
- The penalty for non-compliance with HSSEQ may be passed on from the main contractor to you as a subcontractor.

Quality (Q)

- Have your own management system, or at least a structured and documented health, safety, security, environment and quality work; if not, the work must be carried out under VSN's supervision and management systems.
- The quality of the delivered product/service must match the order received, e.g. through photos, checklists, protocols or other types of documentation with the aim of making the assignment traceable.
- Allow VSN to conduct audits within the subcontractor's company and cooperate when VSN carries out inspections and audits, and provide access to relevant documentation, workplaces and personnel. The subcontractor is responsible for its own costs in connection with these.

Work environment (HS)

- Collaborate on preventive measures for the work environment at the worksite.
- Have your own functioning procedures, or follow VSN's, for handling chemical products or goods.

- Use chemicals that have the least possible adverse impact on public health and the environment. [Vattenfall's list](#) of restricted hazardous substances should be used.
 - Safety data sheet and risk assessment must be available in the workplace.
 - 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 on the safety data sheet.
 - Chemical products, including fuels, must be handled in such a way that they do not risk reaching waste water, surface water or soil.
 - Absorbents must be available and spillages must be dealt with immediately.
 - Leftover chemical products must be dealt with by the contractor after completion of the assignment.
- If foreign labour is used, their employer must register this with the Swedish Work Environment Authority.
 - Provide and always wear protective equipment according to VS-IN-00031 Personal protective equipment.

Electrical safety (in connection with electrical work)

- Workers must have completed the necessary ESA training for the assignment.
- Follow ESA's electrical safety instructions when working near or within electrical installations.
- Be able to act as electrical safety supervisor if necessary. The basis for verification must be substantiated and demonstrated.
- Contracted personnel and subcontractors who work or might work together with VSN personnel and who are to act as electrical safety supervisors for others than themselves (VSN level T4) must be assessed according to VSN's requirements together with VSN.
- When an electrical safety manager (VSN T4) is in charge if personnel employed by VSN, the electrical safety supervisor must carry identification in the field to make it clear both to themselves and others who is responsible for electrical safety work in the workplace (orange armband).
- Advise which persons within your company have the competence to be regarded as qualified electricians. Electrical installation work must only be carried out after a written agreement with the client has been reached.
- Self-assessment programme (EKP)
 - Contracted personnel and subcontractors who are to carry out installation work according to the VSN self-assessment programme must be assessed and included in the register of professional electricians.
 - Contractors engaged to perform electrical installation work under their own supervision must be registered with the Swedish Electrical Safety Authority as an electrical installation company for the relevant type of operation

Environment (E)

- Have effective procedures for waste management, i.e. take care of any waste generated in the projects and remove and clean up any waste that has entered the external environment.
- Place storage facilities and fuel depots 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.
- Use vehicles/equipment that are suited to the task in question from an environmental as well as a usability standpoint. This means that:
 - Equipment should be in proper condition so that the risk of adverse environmental impacts is minimised.
 - Cars and trucks used in the project must run on Swedish environmental class 1 diesel or Swedish environmental class 1 petrol and be at least Euroclass 5 compliant.

- Regular and documented servicing of vehicles and work machinery must be carried out in accordance with the manufacturer's recommendations.
 - 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.
 - Motors in work machinery covered by EU rules must satisfy Stage III and be at least Euroclass 5 compliant. The requirements of later Stages are also permissible. Work machinery engines not covered by EU regulations must not be more than 10 years old. For work machinery that is seldom used or has a long useful life, these requirements may be waived subject to agreement with the client.
 - 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)
- Transport must be coordinated as far as possible to minimise 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 sites.
- Be familiar with and comply with information security rules (including processing of personal data) and take account of information security classification so information is not disclosed to unauthorised parties:
 - C1 – Open information and can be shared.
 - C2-C4 – May not be shared with third parties without the approval of the document owner at VSN.
- Be familiar with and comply with IT security rules.
- Sign a security protection agreement when participating in security-sensitive operations where there are requirements from the customer.
- Sign a data processing agreement where applicable.
- When working under a security protection agreement, carry out security screening and conduct a security clearance interview according to the requirements in the security protection agreement.
- Sign a security and confidentiality agreement for the assignment upon request.
- When working under a security protection agreement, agree to a criminal record check for the personnel who are to work on the assignment when asked to do so.
- 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, where responsibility for the permit is delegated, can issue permits for hot work, assign tasks related to fire protection work and document it for traceability purposes. Also ensure that personnel performing hot work have received training and hold a valid certificate.
- 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 the applicable procedures.

Welding and steelwork

- Hold a valid welder's certificate for the welding work. Must be reviewed and approved beforehand by VSN's welding management.
- If necessary, pass a welding test and/or site test.

Other requirements

Vattenfall's restriction 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 minimise 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 reprotoxic (CMR)
- Acutely toxic or highly corrosive
- Prioritised risk reduction substances
- Persistent, bioaccumulative, toxic/very persistent, very bioaccumulative (PBT/vPvB)
- Ozone-depleting substances
- Endocrine disrupters

Revision history

Issue no	Valid from date	Changes	Approved by
2	25/04/2024	Amendments to the whole document, to address it to subcontractors.	Dag Svensson
1	01/09/2021	New document	Dag Svensson