

NCC's Rules on Order and Safety

The Rules on Order and Safety apply for production sites within NCC in Sweden and may be supplemented with worksite-specific rules. 'Supervisor' refers to NCC's supervisor.

INTRODUCTION

Before work commences, everyone who works at NCC's worksites must complete at least one verbal safety introduction that includes rules on order and safety at the worksite as well as relevant risks. Acknowledgment is required.

SKILLS

The occupational groups that require extra authorization to perform their work, e.g. crane and machine operators, must confirm their authorization by presenting their driver's license to the supervisor/BAS-U. Many tasks, such as hot work and the use of motorized chainsaws, require special training that must be confirmed by means of an approved, written certificate.

COOPERATION FOR A SAFE WORKSITE

The employer and the employee must cooperate in order to achieve a safe work environment.

Everyone must observe the current rules and must use and look after prescribed protective equipment.

In order to create a safe worksite, NCC works according to the Time Out concept, which means that everyone must as a natural element of their work act and react in response to high-risk behavior or situations.

DAILY SAFETY BRIEFING

Everyone must conduct a daily safety briefing before work commences. The purpose is to stop for a moment and secure the correct focus on safety by briefly discussing what is to be done today, reviewing relevant risks and activities and how to work in a safe way.

PERSONAL PROTECTIVE EQUIPMENT

A protective helmet, secured by a 3-/4-point chin strap in accordance with EN397, protective shoes with safety soles and toecaps must always be worn.

Eye protection in the form of protective goggles or a visor in accordance with EN166 must always be worn.

Hearing protectors and gloves must always be taken along and used when required.

High visibility clothing in compliance with EN ISO 20471 must be worn on the upper and lower body, conforming to class 3, except in building construction and housing operations and in the production of stone and asphalt, where the requirement is for high visibility clothing on the upper body only, conforming to class 2.

High visibility jackets not intended for work are only to be worn by visitors.

Stricter worksite-specific rules may apply, e.g. the Swedish Transport Administration's rules.

Verksamhetssystem

NCC's Rules on Order and Safety

Appropriate respiratory protection must always be worn when working in environments where exposure to dust, gas or smoke occurs. When working where dust containing quartz occurs, at least a half-mask with a P3 filter must be worn, if there is a risk of the limit being exceeded.

Where there is a risk of falling, fixed fall arrest protection must be used in the first instance: scaffolding, safety railings, lift, mobile platform, safety net. Personal fall arrest protection is only for cases where fixed protection cannot be used.

A life jacket is mandatory if there is a risk of drowning and there is no technical protection.

Other personal protective equipment must be worn when required.

NCC employees must use work clothing and shoes that are provided in accordance with internal rules.

See under the heading 'Visitors' for rules on visits.

ID06

Everyone at the worksite must carry company ID and observe the rules of ID06.

REGISTRATION OF ATTENDANCE

By law, everyone working on a construction site has an obligation to register their attendance electronically. This means that everyone who is working at the worksite is personally responsible for being registered, i.e. for registering when they arrive at and leave the worksite respectively. Registration takes place using the designated device. If for any reason it is not possible to register, the supervisor must be contacted.

NEATNESS AND ORDER

There must be neatness and order at the worksite. This can prevent many accidents and result in more efficient production.

Everyone must clean up as they go during the working day. Material must be stored in the designated place, without blocking transport routes. It must be stable and if necessary must be secured.

Order around the worksite is also important in order to ensure that third parties are not exposed to risks. Permits and rules must be observed with regard to where it is permitted to set up cabins, material, machines, etc.

When handling dust containing quartz, cleaning must be performed in a way that avoids spreading dust. Wipe with a damp cloth or use a vacuum cleaner with a HEPA filter (class 13). Compressed air must never be used as a cleaning method.

SAFETY DEVICES

Before a job is started, safety devices must always be checked in order to make sure that they are correct and safely implemented. Any deficiencies must immediately be rectified/reported to the supervisor.

NCC's Rules on Order and Safety

When repairing machinery, conveyors or similar, an electrical lockout device must always be used. Repair work must not be carried out while the machinery is operating.

A job may require that temporary barriers be set up around the worksite in order to prevent anyone from injuring themselves.

Note: If a safety device has to be removed temporarily so that a job can be performed, the supervisor must approve this action first. There is a duty to replace the safety device before leaving the site.

If the safety device cannot be replaced immediately, the work area must be secured and the supervisor must be notified immediately.

Failure to act or carelessness may result in punishment in accordance with the Swedish Work Environment Act.

SAFE DISTANCE

To prevent incidents around machinery in motion, it is important to maintain a safe distance. Piling machines require a safe distance of 25 m around them, with only the piling contractor's personnel permitted inside that distance. A work plan is required for any deviations from this.

FIRE SAFETY

The supervisor must always be notified if flammable material is going to be handled/ stored on site. It is necessary that all evacuation routes are kept free, that fire extinguishers are available and that combustible material is stored safely. When not in use, gas and LPG canisters must be stored in a specially designated place and denoted with warning signs.

Halogen floodlights may not be used.

HOT WORK

'Hot Work' means primarily welding, cutting, angle grinding, soldering and works with naked flames.

No hot work may be started until NCC's permit issuer has checked and issued a permit for the work. The equipment must meet the Swedish Work Environment Authority's requirements and the work must comply with the rules of the Swedish Fire Prevention Association. The requirements of insurance companies for preventive measures must also be met.

INSPECTION AND PERMITS

Diggers, cranes, pressurized devices, lifting devices, lifts and similar equipment must be inspected in accordance with statutory intervals.

Equipment that does not have an approved inspection certificate may not be used. Inspection certificates must be presented to the supervisor/BAS-U before work may commence.

The use of certain machines and devices (e.g. scissor/boom lift, crane or forklift truck) as well as work in enclosed spaces requires a permit from the employer/lessee.

NCC's Rules on Order and Safety

SAFE LIFTING

No one may stand beneath a suspended load. Areas where lifting takes place must be cordoned off. Anyone who connects a load must be trained in 'Safe Lifting'.

LADDERS AND STEP LADDERS

Portable ladders must not be used. Exceptions require a ladder permit, and this is issued by the supervisor following preparations for the job. Other steps, trestles and platforms must comply with the industry guidelines for 'Bra arbetsmiljöval' (Good Choice for Safe Work).

WORKING WITH MACHINERY

A person who is to work with a machine must be very familiar with how it works. The machine's function and protection must be checked on an ongoing basis. If there is doubt about how the equipment is to be handled, the supervisor must be consulted for advice or for further contact with the supplier.

NOISY/VIBRATING WORK

Everyone must contribute to reducing noise and harmful vibrations. This is done partly by using machines and equipment that emit as little noise and few vibrations as possible, partly by screening particularly noisy works and partly by means of job rotation in connection with vibrating works.

Music systems may not be used without the supervisor's permission. Listening to music in hearing protectors or earphones is not permitted. Radio communication is permitted.

ELECTRICAL SAFETY

Only personnel qualified to carry out electrical works may perform an intervention in an electrical installation.

Cables can easily be damaged and must be suspended. Under no circumstances may damaged electrical cables be used. If damage is discovered in an electrical cable, it must be taken out of use and the supervisor must be notified as soon as possible.

CHEMICAL HEALTH AND SAFETY RISKS

A register must be drawn up of hazardous substances present at the worksite. This must state where the substance is handled/stored and must include a risk assessment of its use.

Subcontractors and co-contractors must present the supervisor with safety data sheets for any hazardous substances that they handle at the worksite.

Everyone working with a hazardous substance must be provided with information about the risks and the protective measures that need to be taken.

When working with certain substances, e.g. asbestos, thermosetting resins, quartz and lead, the law requires a medical check, an aptitude certificate and special training.

NCC's Rules on Order and Safety

PROTECTION FROM DUST IN DRIVER'S AND OPERATOR'S CABS

The cab's doors and windows must be kept closed. The cab must be cleaned as often as set out in the risk assessment, but at least once a week. Use a vacuum cleaner and/or a damp cloth as the cleaning method.

The cab's ventilation must be checked daily. If there is any functional problem, the supervisor must be notified immediately. Ventilation filters must be checked and replaced regularly.

Where material that contains quartz is being handled, the cab must also be equipped with a dedicated air supply and temperature-regulating equipment. The input air unit for cabs must have a fine filter in accordance with SS-EN-779 in combination with a pre-filter.

BLASTING

The safety rules for blasting work must be followed. On discovery of undetonated explosives, work must stop immediately and explosives experts must be called in.

SOLO WORK

No servicing or maintenance work may be carried out as solo work in the evening or at night, unless the supervisor has given specific permission and issued specific rules and instructions.

ALCOHOL AND DRUGS

Alcohol and drugs are not permitted at the worksite (see NCC's Alcohol and Drug Policy). An individual who is under the influence or in any other way not fit for work is not permitted to be at the worksite. Everyone at the worksite must be prepared to take an alcohol and/or drug test. Random alcohol and drug testing may occur.

MOBILE PHONE

There is a risk in using a mobile phone at the worksite. Any use of a mobile phone must take place in a safe way, by moving aside and standing in a safe position. Machine and crane operators must not use their mobile phone during ongoing work. Private mobile phone use is to be kept for break times.

ACCIDENTS/NEAR ACCIDENTS/OBSERVED RISKS

Accidents or near accidents must be reported without delay to the supervisor. They are to be recorded in NCC's health and safety reporting system, Synergi. External personnel are also encouraged to download the Synergi app.

NOTE: Awareness of near accidents and observed risks is extremely important for preventive health and safety work.

FIRST AID

Personnel trained in First Aid must be present at the worksite and their names displayed.

NCC's Rules on Order and Safety

Bandaging materials and an eye wash station must be easily accessible, and must be checked and restocked continuously.

ABUSIVE TREATMENT

Abusive treatment (e.g. bullying) and harassment must never be accepted. The supervisor must be contacted immediately if this occurs.

OTHER RULES OF ORDER

Smoking indoors is prohibited, and that includes vehicle and machine cabs.

Smoking outdoors is only permitted in the designated area.

Pets are not permitted at the worksite.

Minors are not permitted on production sites. Exceptions are students on work placements from the construction program or equivalent.

VISITORS

Visitors must report to the supervisor for an introduction to and guided tour of the worksite.

Visitors include external visitors and NCC personnel who are under supervision at the construction site.

Visitors must wear a helmet secured with a chin strap, eye protection and a high visibility jacket, and they must take with them ear protectors and use them if required.

Separate procedures apply for study visits from school students, for example.

QUARTZ

Quartz suppression measures must be taken to minimize exposure. Risk assessments must be documented. In the first instance, the dust should be captured at source. In the second instance, it should be suppressed with water or subject to some other measure that minimizes exposure.

ADDITIONAL INFORMATION FOR SUBCONTRACTORS AND CO-CONTRACTORS

Subcontractors/co-contractors must make sure that their own personnel and any of their own subcontractors are made aware of these rules and that they are observed.

Subcontractors/co-contractors must submit a risk assessment and in connection with high-risk/new work processes also submit a work plan to the supervisor in good time before work commences.

Each contractor must provide its employees with the personal protective equipment required for safe work at the worksite, and is responsible for ensuring that its own equipment is inspected and maintained on an ongoing basis.

Work outside normal working hours at the worksite is not permitted without the agreement of the supervisor.

CONSEQUENCES

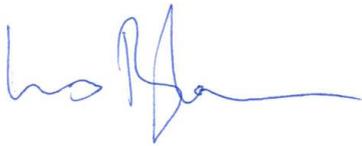
In the event of deviations from these rules on order and safety or worksite-specific rules, consequences will be applied in accordance with the procedure titled *Consequences in the event of infringements of the rules on order and safety*.

NCC's Rules on Order and Safety

If anyone infringes the rules, NCC reserves the right to exclude the person from the worksite.

For subcontractors, NCC reserves the right to impose a penalty of SEK 10,000 per instance.

**NOTE:
ANYONE WHO FAILS TO OBSERVE THESE
RULES ON ORDER AND SAFETY MAY BE
EXCLUDED FROM THE WORKSITE!**

A handwritten signature in blue ink, appearing to read 'Lars Bergström'.

Lars Bergström
Health and Safety Manager NCC Building
Sverige AB