

Instructions

Site Rules Bioenergy DK



Purpose:

Site Rules in Ørsted Bioenergy.

Scope:

Contractors.

Description/Activity:

The Site Rules apply to all work, including maintenance, inspections, overhauls, projects, goods, and materials carried out in Ørsted Bioenergy.

Occupational health and safety, the environment and quality are important to Ørsted Bioenergy. Our own employees therefore work in accordance with the same rules.

Table of contents

1	Definitions	6
2	Introduction	6
3	Before arriving at the Site	6
4	Personal protective equipment	7
5	Supervision	7
6	Competences	7
6.1	Training and certificates	7
6.2	Hot work	8
6.3	Welding, thermal cutting, and grinding	8
7	Incidents	8
7.1	Actions following incidents and potentially serious observations	8
8	When arriving at the Site	9
8.1	Opening hours	9
8.2	Access cards	9
8.3	Access control	9
8.4	Access control for drivers	9
9	The Site – general information	10
9.1	Permits	10
9.2	The Site	10
9.3	Local conditions	10
9.4	First-aid equipment	10
9.5	Port area	11
9.6	Parking rules	11
9.7	Transport at the Site	11
9.8	Site compound	11
9.9	Toilet facilities	12
9.10	Lighting	12
9.11	Water and drainage at the Site	12
9.12	Power supply	12

9.13	Order and tidiness	13
9.14	The Contractor's equipment	13
9.15	Storage area	13
9.16	Chemicals	13
9.17	Sand and dust particles	14
9.18	Weather and seasonal conditions	14
9.19	Shipments	14
9.20	Telephone and internet connections	14
9.21	Theft	14
9.22	Smoking, alcohol, and drugs	14
9.23	Canteen, kiosk, and vending machines	15
10	Planning and execution	15
10.1	Exemption and approval	15
10.2	Risk assessment	15
10.3	Particularly hazardous work	15
10.4	Work permit	16
10.5	Work on/near operating plants	16
10.6	Working alone (lone worker)	16
10.7	Working alongside harbours and quays	16
10.8	ATEX	17
10.9	Asbestos	17
10.10	Excavation and drilling permit	17
10.11	Underground services	17
10.12	Contaminated soil	17
10.13	Entering and working in confined spaces	17
10.14	Falling objects	18
10.15	Knives	18
10.16	Technical aids	18
10.17	Substances and materials	18
10.18	Waste	19
10.19	Dust	20
10.20	Noise and vibrations	20
10.21	Radiation	20
10.22	Scaffolding	20
10.23	Forklift trucks, personnel lifts, and hoists	20

10.24	Cranes and equipment hoists	21
10.25	Terrain and building load	21
10.26	Barrier and marking materials	21
10.27	Pressurised cylinders	22
10.28	Re-establishment	22
10.29	Fall arrest equipment	22
10.30	Work halt	22
11	Pressure testing	23
11.1	Pressure testing agreement	23
12	Q – Quality	23
12.1	Unless otherwise provided in the Contract or the technical specifications, the following applies to all jobs/contracts NOT entered into with Construction Management & QHSE 23	
12.2	Except where the Contract or the technical specifications provide otherwise, the Contractor must, in connection with jobs/contracts NOT entered into with Construction Management & QHSE comply with the following (if it is mentioned in the Contract or orde) in addition to section 12.1.	23
12.3	Jobs/contracts entered into with Construction Management & QHSE	24
13	Consequences of guideline violations	24
13.1	Guidelines	24
13.2	Life Saving Rules	24
13.3	Admonition	24
13.4	Warning	24
13.5	Dismissal	25
13.6	Consequences for the Contractor	25
14	Other terms and conditions	25
14.1	Foreign enterprises	25
14.2	Audit	26
14.3	Drills	26
15	Projects, overhauls, and other jobs	26
15.1	QHSE organisation	26
15.2	HSE coordination	26
15.3	Kick-off meeting	27
15.4	Coordination meetings	27

15.5	Time schedule	28
15.6	Reporting	28
15.7	Site layout drawing	28

1 Definitions

- The Client means the contracting party from Ørsted.
- The Site means the construction site, operations, or overhaul areas at the location that must be reported.
- Contact/Construction Manager/Professional Supervision means the Client's representative at the Site.
- Contract means the contract between the Client and the Contractor.
- Environmental Coordinator means Ørsted's environmental specialist.
- AMK-B means health and safety coordinator B or HS partner.
- QHSE means quality, health, safety, and environment.
- HSP means Health and Safety Plan.
- Contractor means an enterprise that supplies contract work, services, products, etc. to Ørsted Bioenergy.

2 Introduction

- Ørsted has an ISO 14001 environmental certification and an occupational health and safety certification according to ISO 45001.
- Ørsted emphasises accountability and works with HSE as a shared focus area. We therefore prefer Contractors and business partners who have a systematic and high-quality approach to working with HSE.
- Ørsted has the distinct objective that no employee will be injured in connection with performance of the work, and Ørsted does not accept unnecessary environmental impact.
- All Contractors are expected to cooperate with each other and Ørsted to achieve this objective, and Contractors are expected to participate in HSE activities such as dialogue meetings, kick-off meetings, HSE inductions, etc.
- Site Rules apply to the entire Site, including working areas, site huts, parking areas and storage areas as well as common areas and apply to all persons staying or working at the Site.
- The Site Rules in combination with the HSP are essential when working with health, safety, and environment at the Site.
- When reference is made to legislation, the current version of the legislation always applies.
- The Contractor is obliged to ensure that his own employees' and subcontractors' activities on the Site are carried out in a safe manner with regard to environment, health, and safety, and according to applicable rules.
- The Client and the Client's representatives have supreme authority on the Site and must be allowed access to all areas.
- Commencement of any work on the Site is subject to agreement with the Contact/Construction Manager/Professional Supervision.
- The Contractor is not entitled to additional charges for any condition mentioned in this document.

3 Before arriving at the Site

- The Contractor's employees must be registered in the Client's data management system and they must have completed the courses required by the Client.
- The Client may ask the Contractor to appoint an employee to perform this registration.
 - When performing work for Construction Management & QHSE, the Contractor must appoint an employee to perform this registration.
- When appointing an employee, the Contractor must send an email to the Client's email address thesafeway@orsted.dk as soon as possible, stating the following information about the appointed employee:
 - full name
 - mobile phone number
 - email address

- company name
 - company address
 - company reg. no.
- Once the Client receives this information, the employee will be assigned the role of Local Administrator and receive a welcome email from the system.
 - The Local Administrator must then register the Contractor's employees in the system. Please note that drivers must also complete a 'Driver's course', see section 8.4 on access control for drivers.

4 Personal protective equipment

- The following personal protective equipment must always be worn on the Site:
 - safety footwear (EN 345, category S1 or higher) that sits firmly on the foot. Clogs with heel support or heel strap are not considered to sit firmly on the foot
 - safety helmet (EN 397)
 - safety glasses (EN 166)
 - long trousers
 - high-visibility class 2 clothing (DS/EN ISO 20471) on upper and/or lower part of the body
 - personal protective equipment must be supplemented with other types of safety equipment if required for the work.

5 Supervision

- The Contractor must appoint one or more supervisors to manage, coordinate, and inspect the work. The Contractor's supervisor:
 - is responsible for supervising the Contractor and the Contractor's subcontractors, including occupational health and safety
 - must be able to speak and understand Danish or English and be able to communicate with their own employees and subcontractors
 - must be qualified to perform the job in question and must have completed the compulsory Danish Health and Safety Training Programme
 - must work on the Contract full-time and be present on the Site when work is being performed (both inside and outside normal working hours), and he/she must have the required number of employees at his/her disposal during all phases of the Contract
 - must organise and execute the work giving as much consideration as possible to other concurrent construction and installation works to ensure that the cooperation with other Contractors is as smooth as possible
 - must actively coordinate with other construction and installation works
 - is responsible for ensuring that supervision is performed as a minimum in accordance with the matrix in the Client's risk assessment
 - must observe the following communication hierarchy:
Contact/Construction Manager/Professional Supervision ↔ Contractor ↔ Subcontractor

6 Competences

6.1 Training and certificates

- The Contractor must ensure that the Contractor's employees and subcontractors have completed the relevant training and hold the certificates relevant to the work to be performed. Documentation hereof must be presented upon the Contact's/the Construction Manager's/the Professional Supervision's request.
- The Contractor must pass on and ensure that his subcontractors meet the Client's requirements.

6.2 Hot work

- The Client adheres to DBI's (the Danish Institute of Fire and Security Technology) instructions for performing 'hot work'.
- 'Hot work' is work processes where the Contractor either works with heat generating tools or tools or processes that produce flames, sparks, and/or result in heat generation with a fire risk. Hot work is used in connection with, for example, roofing, welding, cutting, soldering, desiccation, heating, and weed burning.
- Rules for performing hot work:
 - Before commencing a job, a risk assessment must be performed to assess if the job in question is covered by the rules for hot work.
 - The Contractor may be ordered to perform fire inspection outside normal working hours in own work areas if it is ascertained that the workplace cannot be secured adequately and if there is still a fire hazard. This assessment is carried out by an expert who is appointed by the Contact/Construction Manager/Professional Supervision.
 - Everyone performing hot work or serving as a fire watch must hold a valid Nordic hot work course certificate.

6.3 Welding, thermal cutting, and grinding

- Welding, thermal cutting, and grinding may only be performed by persons having completed the specific Health and Safety Training Programme, 'Section 17 – Working environment and safety for welding and thermal cutting'.
- Any exemption from the above 'Section 17' training must be applied for and approved by the Danish Working Environment Authority before the specific job is initiated.
- A hot work permit must be obtained before commencement of welding and cutting work.
- During welding work on the Site, it is not allowed to use steel structures, machinery and other plant parts as return conductors for the welding current.
- It is only allowed to weld fittings and similar to plant structures subject to agreement with the Contact/Construction Manager/Professional Supervision.
- The use of welding units or other electrical equipment emitting electrical noise which can impact operating plants is not allowed.
- In connection with welding work, employees must be protected against burns, welding flashes, and welding fumes.
- During welding and grinding work, the Contractor must arrange for ventilation and shielding in accordance with applicable legislation.

7 Incidents

- All incidents must be recorded in the Client's 'Synergi' records system in order to learn from incidents that occur on the Site.
- Ørsted has three types of incident categories:
 1. incidents with actual consequences
 2. incidents with no significant impacts/near-miss
 3. observations, including positive observations which may serve as inspiration for others.
- The Contractor must provide notification of or record all types of incidents within 24 hours.
- All Contractors have access to Synergi via an app on their smartphone, tablet, or similar device. The Contact/Construction Manager/Professional Supervision may introduce the Contractor's employees to the app.
- Alternatively, written records may be handed in to AMK-B or the Contact/Construction Manager/Professional Supervision.

7.1 Actions following incidents and potentially serious observations

- The Client must be notified immediately of any accidents involving personal injury.

- If the incident subsequently requires medical treatment or results in absence for at least one day, the Contact/Construction Manager/Professional Supervision must be notified immediately when this is ascertained. The Contact/Construction Manager/Professional Supervision then calls for a dialogue meeting with the Contractor and possibly the Contractor's occupational health and safety representative(s).
- In case of an accident involving personal injury, the Contractor must immediately make sure that the injured employee gets the right medical treatment and that a plan is made for his/her return to the workplace.
- Incidents with or without actual consequences, but with high-severity potential (severity level is determined according to Ørsted's risk matrix) will be subject to an incident investigation in order to learn from the incident. If one or more Contractors were involved in the incident, the Client can choose to conduct the incident investigation using one of the following processes:
 - The Contractor performs a thorough and informative incident investigation and submits an incident investigation report to the Client.
The Client may choose to participate in the investigation
 - The Client performs the investigation.

8 When arriving at the Site

8.1 Opening hours

- Generally, the Site is open and can be accessed Monday to Thursday between 07:00 and 15:00 and Friday between 07:00 and 14:30.
- Access to the Site outside the opening hours stated must be agreed with the Contact/Construction Manager/Professional Supervision.
- Unless otherwise agreed, access to the Site takes place through the main gate.
- The gate is equipped with a card reader, and all of the Contractor's employees and subcontractors must be registered upon entering and exiting the construction site.
- Persons without access cards will be denied access.
- All employees entering and exiting must stop at the request of the gatekeeper, who is authorised to inspect materials, machinery, tools, etc. being removed from the Site.

8.2 Access cards

- Ørsted operates an access control system with personal access cards. Personal access cards are handed out at arrival, provided the requirements in section 3 are met.
- Handover or loan of personal access cards to other persons is not allowed.
- Upon completion of the job, the Contractor must agree on how to return the access cards with the Contact/Construction Manager/Professional Supervision.
- If the access cards are not returned as agreed with the Contact/Construction Manager/Professional Supervision, the Contractor will be charged DKK 500 per card to cover card and administrative costs.

8.3 Access control

- The purpose of the Client's access control is to maintain an overview of everyone present on the Site at all times. Only persons who have an appointment with the Contact/Construction Manager/Professional Supervision are allowed access to the Site.

8.4 Access control for drivers

- The purpose of the Client's access control is to maintain an overview of everyone present on the Site at all times. Only drivers who have an appointment with the Contact/Construction Manager/Professional Supervision are allowed access to the Site.

- Drivers must be covered by a contract between Ørsted and the haulier on scheduled and regular deliveries. The delivery contract must be entered into directly between the haulier and Ørsted or through a subcontractor.
- The driver must carry out a known task in a specific area. For example, delivering mineral products, fuel, etc.

The driver must:

- complete the 'Driver's course' as e-learning before arriving at the Site (duration: approximately 1 hour)
- hold a personal access card for drivers, which is handed out upon arrival at the Site by the Contact/Construction Manager/Professional Supervision or the gatekeeper
- be able to understand and communicate in Danish or English about environmental and working environmental conditions
- have received a driver's guide from the Contact/Construction Manager/Professional Supervision or the gatekeeper and read it. The driver's guide describes the general requirements and guidelines, alarms, etc., which drivers must comply with
- have received instructions on how to operate the power station's systems and have reviewed the evacuation poster with the Contact/Construction Manager/Professional Supervision
- comply with the requirement that driving is only permitted on the Site during specified hours.

9 The Site – general information

9.1 Permits

- The Client is responsible for any registration of the construction site with the Danish Working Environment Authority.
- Unless otherwise agreed, the Client is responsible for obtaining any environmental approvals and other environmental and authority permits.
- The Client is responsible for obtaining any demolition and construction permits required.

9.2 The Site

- The Site has video surveillance.
The Site is fenced.
- If the Contractor wants further fencing, the Contractor may erect such fencing at his own cost, subject to prior agreement with the Contact/Construction Manager/Professional Supervision.
- The Contractor and the Contractor's employees, including subcontractors, may only enter areas of the Site that are necessary for the performance of the Contract. All other traffic is only permitted subject to agreement with the Contact/Construction Manager/Professional Supervision.

9.3 Local conditions

- Information is given at the mandatory HSE induction or can be obtained by contacting the Contact/Construction Manager/Professional Supervision.
- The Contractor's personnel must comply with the Site's rules of conduct, including any signs posted.

9.4 First-aid equipment

- The Contractor must make first-aid equipment available to his own employees and the employees of any subcontractors in the work area and in the Contractor's site huts.
- The Client makes defibrillators available at the Site. Their location is shown on the local safety induction poster. Please note: The nearest defibrillator is not necessarily available within the Contractor's work area.

9.5 Port area

- The Contractor and the Contractor's employees as well as any subcontractors are only allowed access to the port area subject to agreement with the Contact/Construction Manager/Professional Supervision. See section 10 on planning and execution.

9.6 Parking rules

- Vehicles may only be parked in the marked parking spaces.
- The Contact/Construction Manager/Professional Supervision may allow vans used as containers/workshop vans access to the Site/construction site.
- Parked cars on the Site require a separate parking permit issued by the Contact/Construction Manager/Professional Supervision, and the permit must be placed visibly in the windscreen.

9.7 Transport at the Site

- The Contractor must be note that there may be long transport distances between car park, site compound, work area, and storage area.
- The Contractor must allow for the possibility that transport on the Site may not take place in motorised vehicles. Bicycles may be allowed on the Site.
- If a vehicle is used for transport of tools or materials, the Contact/Construction Manager/Professional Supervision may allow this vehicle access to the Site. In such case, the vehicle must be immediately unloaded and then driven to the assigned parking area.
- Private cars may be allowed access to the Site to unload goods in accordance with the same rules as apply to vans.
- Cars and delivery vans that are left unused on the Site, outside designated parking areas, and without a valid parking permit will be removed at the Contractor's expense.
- Heavy transports on the Site may only take place subject to further agreement with the Contact/Construction Manager/Professional Supervision.

9.8 Site compound

- The location of the site compound is included on the site layout drawing.
- Site huts must not be used outside working hours, and it is prohibited to stay overnight anywhere on Ørsted's premises.
- Each Contractor is obliged to tidy up the site compound on a regular basis.
- The Contractor's own/rented site huts and containers must bear clear signs stating the Contractor's company name, business address, and contact phone number.
- Flags, streamers or similar are not allowed.
- Projects and jobs performed for Construction Management & QHSE:
 - The Contractor must bring along, erect, connect, maintain and remove office, staff, and sanitary huts. The huts will be connected to the Client's power and water mains and drainage.
 - Huts (this also applies to those of subcontractors) must be erected on the location assigned by the Client. It may be required to stack site huts in two levels.
 - Water will be provided free of charge from the tap at the Site as directed by the Contact/Construction Manager/Professional Supervision.
 - The Client is not liable for any water outages.
 - The Contractor connects his water lines to the point-of-use.
 - The Contractor must ensure that taps and water lines are watertight as well as secure the system for periods of frost.
 - Drainage must be connected to the Client's service line as directed by the Contact/Construction Manager/Professional Supervision.

- All water lines must be installed by a certified company, and the necessary permits must be obtained.
- Upon completion of the Contract, water lines must be removed up to the tap, and drainage must be removed up to the Client's service line, which must be sealed off as prescribed after use. Non-performance will be remedied at the Contractor's expense
- The Contractor may be ordered to perform fire inspection of site huts after hours.
- The Contractor may be asked to provide temporary toilet facilities.

9.9 Toilet facilities

- The Contact/Construction Manager/Professional Supervision will assign access to toilet facilities on the Site.

9.10 Lighting

- The Client provides and maintains orientation lighting in common areas with traffic.
- The Contractor establishes and maintains traffic and work lights in his own work and storage areas.

9.11 Water and drainage at the Site

- Water on the Site will be provided free of charge.
- The connection point is assigned by the Contact Person/Construction Manager/Professional Supervision.
- The Client is not liable for any water outages.
- The Contractor connects his water lines to the point-of-use.
- The Contractor must ensure that taps and water lines are watertight.
- Drainage must be connected to the Client's service line as directed by the Contact/Construction Manager/Professional Supervision.
- Upon completion of the Contract, water lines and drainage lines must be removed.

9.12 Power supply

- Electricity on the Site will be provided free of charge.
- The Client cannot be held liable for any power outages.
- At submission of the tender, the Contractor must state the maximum power demand.
- The Contact/Construction Manager/Professional Supervision will assign connection points for the Contractor's distribution system.
- The Contractor must provide the necessary switchgear and sub-switchgear for the Contract and ensure that cables are installed/suspended in accordance with current legislation.
- The Contractor is responsible for all electrical equipment complying with the applicable law on electrical installations and for the safe demarcation and maintenance of the site installation.
- All electrical installations must be performed by a certified company, and the necessary permits must be available.
- The Contractor must allow other Contractors to connect their power tools.
- All wires that have not been properly suspended must be removed at the end of the working day.
- Cables placed on roads and yards are not acceptable, unless they are secured against damage from traffic.
- Cables etc. must not block doors and gates without written permission having been obtained from the Contact/Construction Manager/Professional Supervision.
- When leaving the construction site, the Contractor must remove all his installations up to the connection point. Non-performance will be remedied at the Contractor's expense.

9.13 **Order and tidiness**

- The Site, including work and storage areas, must be kept neat and tidy. No tools or materials may be placed or dropped in such a manner that they are of nuisance or danger to persons.
- The Contractor must contribute to keeping the areas clean at all times.
- During the work, materials and tools must be kept in good order.
- The Contractor must regularly tidy up within the Contractor's work and storage areas. Furthermore, the Client may, when deemed necessary, require tidying.
- Leaving any kind of materials or waste that can be scattered by the wind inside and outside the Site is not allowed.
- The Client is entitled to have the work performed at the Contractor's cost if the directions are not observed.
- Dust in buildings must be removed by means of vacuum cleaning or washing according to agreement with the Contact/Construction Manager/Professional Supervision.

9.14 **The Contractor's equipment**

- If the Contractor wants to place the Contractor's own cranes, hoists, site huts, workshop containers, workshop tents, storage areas, materials, and similar on the construction site, this must be agreed with the Contact/Construction Manager/Professional Supervision.
- The Contractor must protect the Contractor's own site huts and stored materials against fire.
- The Contractor may be ordered to perform fire inspection of his own material and tool containers outside working hours.
- If the Client deems it necessary in regard to general operation, other contracts, delivery/storage of materials, and similar, the Contractor must move the equipment in question according to the Contact's/Construction Manager's/Professional Supervision's instructions.

9.15 **Storage area**

- There must be a minimum of two metres of free passage along fences and around buildings, electrical cabinets, stored materials, etc. In certain cases, the Contact/Construction Manager/Professional Supervision may grant an exemption.
- Materials may only be stored on the Site according to the directions of the Contact/Construction Manager/Professional Supervision.
- Materials must be unloaded at the assigned storage yard. If it is not possible to unload the materials in the assigned storage area, they must be transported to the assigned storage area as soon as possible.
- Materials cannot always be stored immediately next to the work site. The Contractor must allow for transport of materials within the Site.
- Only materials necessary for the Contract in question may be stored in the storage area.
- The Contractor must establish the necessary protection of his own materials to prevent weather damage, including, but not limited to, storage of materials in a way that prevents water from collecting in pockets or cavities.

9.16 **Chemicals**

- Chemicals must be stored in their original containers or equivalent containers approved for the purpose. Where materials are transferred to other containers, these must be marked in accordance with the legislation.
- Before the work commences, the SDS for any H-labelled substances must be sent to: chemicals@orsted.com, stating the supplier company and the location at which the substance is to be used. The given H-labelled substances must not be used before Ørsted responds.
- Large stores of chemicals must be approved by the Contact/Construction Manager/Professional Supervision, and the Contractor is responsible for ensuring that storage conditions comply with the applicable law in relation to collection, locking and fire-proofing.

- Unless otherwise agreed with the Contact/Construction Manager/Professional Supervision, the Contractor must ensure correct disposal of chemical waste upon completion of the work.
- See also section 10.16 on substances and materials.

9.17 **Sand and dust particles**

- Due to the location of the Site, drifting sand and other dust particles may occur. The Contractor is not entitled to claim compensation from the Client for such inconveniences.
- The Contractor must try to reduce drifting sand and dust in his own areas, for example, by means of irrigation or similar as agreed with the Contact/Construction Manager/Professional Supervision.
- The Contact/Construction Manager/Professional Supervision will provide information about personal protective equipment to prevent sand and dust from the Site causing inconvenience.
- The Contractor must make such necessary personal protective equipment available to the Contractor's own employees.

9.18 **Weather and seasonal conditions**

- The Contractor must ensure compliance with the Executive Order on Construction Works between 1 November and 31 March as well as the following requirements that apply all year:
 - necessary dewatering/drainage in own areas and traffic areas
 - snow clearing, salt spreading, and gritting in own areas and traffic areas
 - necessary covering of unused buildings, the Contractor's scaffolds, and similar.

9.19 **Shipments**

- Shipments to the Site must be labelled with at least Contractor name, mobile number and address.
- Construction materials for the Site may be delivered between 07:00 and 15:00 from Monday through Thursday and on Fridays between 07:00 and 14:30, unless otherwise agreed.
- The Contact/Construction Manager/Professional Supervision should be notified well in advance of large deliveries, depending on their nature and scope.
- When supplying materials for the work, the Contractor must provide all necessary lifting gear and labour.
- In due time before the supply of such materials and components, the Contractor must notify the Contact/Construction Manager/Professional Supervision of the quantity and size of the items delivered. The Contact/Construction Manager/Professional Supervision must be notified of the delivery time at least one week prior to delivery.

9.20 **Telephone and internet connections**

- The Contractor must provide telephone and internet for his own use.

9.21 **Theft**

- All theft of Ørsted property, including construction materials, will be reported to the police. Theft will lead to immediate sanctions, possibly dismissal.
- The Contractor must report all theft of the Contractor's property to the police. A copy of the police report must be submitted to the Contact/Construction Manager/Professional Supervision.

9.22 **Smoking, alcohol, and drugs**

- Smoking is only permitted in designated areas. Designated areas are identified during the local safety induction and are indicated on the Site layout drawing.
- The Contractor may establish his own smoking huts, if relevant. Location of smoking huts must be agreed with the Contact/Construction Manager/Professional Supervision.
- Possessing, consuming or being under the influence of alcohol or drugs is not allowed at the Site.
 - In case of doubt, the Client reserves the right to demand test results are handed over.

- If the test result is negative, the Client will pay for the test, any lost working hours and associated costs.
- A positive test result or no result results in immediate dismissal. The Client will notify the Contractor's management immediately.
- The Client reserves the right, without notice, to carry out random alcohol and euphoricants testing of employees at the gate. Testing will also be carried out, if a person or persons are suspected to be under the influence.

9.23 **Canteen, kiosk, and vending machines**

- Only the Client is allowed to establish sales outlets and set up vending machines on the Site.
- The Contractor cannot expect to be able to use the Site's canteen.

10 **Planning and execution**

10.1 **Exemption and approval**

- If a Contractor applies for an exemption with the Danish Working Environment Authority or other authorities, such application must be approved in writing by the Client. A copy of the exemption must be submitted to the AMK-B before commencement of the work.
- If the Contractor is obliged to apply to the central and/or local environmental authorities for approval of works, a copy of the application must be submitted to the Environmental Coordinator.

10.2 **Risk assessment**

- Risk assessment must be performed for all jobs before commencement. The risk assessment must be prepared on the basis of the job description and by the Supervisor of the job in question.
- In addition, a Toolbox Talk must be held at the work site before commencement of any work or job. The Supervisor of the job in question will arrange the Toolbox Talk. The following elements must be reviewed during the Toolbox Talk:
 - scope of work
 - risk assessment
 - work permit and SRA (security risk assessment), if relevant
 - hot work, if relevant
 - team leader form, if relevant
 - excavation permit, if relevant
 - special exemptions, if relevant.
- After the first Toolbox Talk has been held, all participants sign off on the risk assessment, and this is repeated at the subsequent daily repeating Toolbox Talk/or when new workers are assigned to the task.
- Projects and jobs performed for Construction Management & QHSE:
 - Participants only sign off after the first Toolbox Talk attended.
-
- If the Contractor operates a different risk assessment system to the Client's, this may be used if the Contact/Construction Manager/Professional Supervision considers it to meet at least the same requirements as the Client's risk assessment.

10.3 **Particularly hazardous work**

- The Client is entitled to classify jobs as 'particularly hazardous work', even if they are not included on the list in the Danish Working Environment Authority's Executive Order on the Duties of the Client, which will be included in the tender documents.
- Jobs classified as particularly hazardous work must always be shown on the Contractor's time schedule.

- The Contact/Construction Manager/Professional Supervision may require such jobs carried out at times of the day when the number of other employees on site is reduced, which may be outside normal working hours.

10.4 **Work permit**

- No work must commence without a valid work permit from the Contact/Construction Manager/Professional Supervision.
- The Contractor must:
 - understand the contents of the work permit and the risks involved in this work, if any
 - understand the content of all written instructions regarding the work or planning of the work
 - instruct employees and subcontractors to comply with all conditions, instructions, or restrictions related to the work permit
 - communicate the above if the job and the work permit are transferred to another employee or subcontractor.
- Everyone working on a job must be notified before the work under a specific work permit is reported as completed. Work must have ceased, and the persons involved in the work must have left the workplace. If relevant, all tools, equipment, and portable equipment must have been removed and the work area cleared.
- Projects and jobs performed for Construction Management & QHSE:
 - A work permit must be available for the given job meeting the requirements of the Client's work permit system. See the enclosed instructions
 - The work permit(s) incl. appendices is submitted electronically (in a PDF file) to the Construction Manager no later than five working days before commencement of the specific job on site.
 - The number of work permits necessary for the Contract must be shown on the Contractor's detailed time schedule.
 - At commencement of a job or relocation of a worker from one job to another, it is the Contractor's responsibility to review the work permit with the workman. This is done via a Toolbox Talk. The Contractor must provide documentation to the Construction Manager that the review has taken place.

10.5 **Work on/near operating plants**

- The Client must coordinate all work involving lock-out and tag-out.
- The Contractor must instruct his personnel to never interfere with energised or pressurised systems.
- If intervention is a required part of the work, the Contact/Construction Manager/Professional Supervision must approve when and in which way the intervention is to be performed.
- Work on or near operating plants must be agreed and coordinated with the Contact/Construction Manager/Professional Supervision.

10.6 **Working alone (lone worker)**

- For tasks which are typically carried out by one person, the communication plan must be coordinated and agreed with the Client's Contact/Construction Manager/Professional Supervision.

10.7 **Working alongside harbours and quays**

- Harbour depths and other site-specific information can be obtained from the Contact/Construction Manager/Professional Supervision.
- Persons working alongside a harbour/quay must be secured from falling into the water (see section 10.25 on barriers).

- If it is not possible to establish sufficient barriers when working on or around barges, vessels, quaysides or similar, anyone working closer than 1 metre to the water must wear a life jacket.
- If the water temperature is below 10 °C, an immersion suit must be worn.

10.8 **ATEX**

- Before commencing any work in ATEX zones, the Contractor must prepare the risk assessment and have it approved by the Client's Contact/Construction Manager/Professional Supervision.
- If it is not possible to declassify the ATEX zone to a non-ATEX zone, the local ATEX supervisor must be involved. Please approach the Contact/Construction Manager/Professional Supervision.

10.9 **Asbestos**

- Before commencing any work involving asbestos, the Contractor must prepare the risk assessment and have it approved by the Client's Contact/Construction Manager/Professional Supervision.

10.10 **Excavation and drilling permit**

- In connection with excavation work, the executing Contractor must obtain a work permit from the Contact/Construction Manager/Professional Supervision containing an excavation permit with all necessary pipe and cable information prior to commencement of the work, and must take the necessary precautions to secure such installations.
- Unless otherwise stated in the Contract, excavated areas must be restored with compacting that corresponds to that of the terrain before the excavation.

10.11 **Underground services**

- The Contractor should expect to have to expose underground cables/pipes indicated by the Client by hand digging.
- Existing underground installations are shown on the drawing enclosed with the excavation permit. Information on underground cables/pipes must be obtained from the Contact/Construction Manager/Professional Supervision.

10.12 **Contaminated soil**

- The Client states whether the Contract requires work in or near contaminated soil.
- Working in or near contaminated soil may require use of special protective equipment, which the Contractor must make available to his employees.
- Disposal of contaminated soil according to the local authority's instructions must be agreed with the Site Environmental Coordinator.

10.13 **Entering and working in confined spaces**

- A space is defined as a confined space if one or more of the following conditions apply:
 - insufficient ventilation
 - risk of poor air quality/dangerous atmosphere
 - limited number of entrances and exits.
- Examples. The list is not exhaustive:
 - boilers, pipes, and containers
 - tanks, stationary as well as mobile
 - biomass bunkers and storage buildings
 - ducts (e.g. air and flue gas) and stacks
 - wells/sewers.
- A stand-by person and gas metering is required during access and work in the confined space.
- The stand-by person is a competent person assigned to the job. The stand-by person must:
 - know the risks involved when working in confined spaces

- ensure that the necessary rescue equipment is available
- record how many employees are inside the confined space at any given time
- maintain communication with employees in the confined space
- inform employees in a confined space of alerts and information from the outside, for example fire alarms, etc.
- ensure that measured values are recorded on the board placed next to the entrance to the confined space
- be familiar with the rescue/evacuation plan
- ensure that the required protective equipment is used
- wear a yellow vest marked with 'lugemand' (stand-by person) on the back
- ensure that confined spaces signs are placed at the entrance to the confined space.
- Jobs/contracts for Construction Management & QHSE:
 - All costs for the stand-by person must be paid by the Contractor.

10.14 **Falling objects**

- When working at height, effective measures must be taken to ensure that objects and tools cannot fall down and hit people, plants, or similar.
- Risk assessment and Toolbox Talk provide the basis for determining the scope and number of barriers required for a specific job.
- For some jobs, it will be necessary to have a combination of two or more barriers in order to provide adequate safety.
- Barriers may include:
 - blocking access to areas below the work site
 - using panels or blankets for covering at the work level
 - protection using a net etc. below the level where work is being carried out.
 - tools and objects must be secured against falling before, during, and after use. For example, using a tool belt or tool protection.
- Tools and materials must not be placed where they can fall over foot, knee or hand rails.
- Where tools and materials are transported on hand carts at height, the sides must be high enough to prevent objects from falling down.

10.15 **Knives**

- Open knives are generally prohibited at Ørsted and should be eliminated or replaced with less hazardous alternatives such as safety knives.
- Where no alternative to an open knife is possible, exemption can be granted by performing a risk assessment and getting this approved by the local HS Partner or contact person.
- Any work involving the use of knives must be discussed during the Toolbox Talk.

10.16 **Technical aids**

- To be used in line with the manufacturer's instructions and applicable legal requirements.
- The Contractor must inspect and maintain his own technical aids, including observing statutory service intervals.

10.17 **Substances and materials**

- Safety data sheets (SDS) for substances and materials used must be presented on request.
- As a general rule, the Client does not accept the use of substances and materials that are H-labelled. Such substances may only be used in exceptional cases and subject to agreement with the Contact/Construction Manager/Professional Supervision.
- The Contact/Construction Manager/Professional Supervision may ask the Contractor to substitute substances and materials.

- Use of pesticides and cleaning agents: As a general rule, Ørsted does not accept the use of pesticides or the like, and only cleaning agents marked with the Nordic Eco-label or corresponding agents are accepted.
- If hazardous substances or materials which may cause inconvenience to other Contractors are to be used, the Contractor must agree on the terms of use with the Contact/Construction Manager/Professional Supervision before such substances are used.
- Work with hazardous substances must be planned to prevent hazardous vapours from spreading to other parts of the Site or from collecting in pockets of machinery and/or building structures.
- If there is a risk of hazardous gas concentrations, a gas meter with alarm must be installed.
- If flammable or toxic vapour-producing substances are used, the Contractor must, in consultation with the Contact/Construction Manager/Professional Supervision at the Site, establish the necessary ventilation to outside air and ensure that no ignition sources are used in places in buildings where flammable vapours can occur and in the proximity of flammable liquids/products.
- Unless otherwise agreed with the Contact/Construction Manager/Professional Supervision, the Contractor must ensure correct disposal of chemical waste upon completion of the work.
- See also section 9.16 on chemicals.

10.18 **Waste**

- Ørsted has a goal of reducing the quantity of waste and achieving as high a recycling rate as possible. Ørsted therefore wants to know how much waste is produced and how this is disposed of, reused, recycled, landfilled, and incinerated. Furthermore, the waste must be recorded as either hazardous or non-hazardous waste. The waste statement must comply with the EWC codes specified in the Danish Statutory Order on Waste.

This applies irrespective of who is responsible for waste disposal:

- Waste is any material or any item which the owner wants, intends, or is obliged to dispose of according to the Danish Statutory Order on Waste.
- Jobs/contracts NOT entered into with Construction Management & QHSE:
 - If the Contract and the basis of contract provide that waste must be disposed of at the Client's waste disposal site, the Contractor is obliged to ensure that local rules for use of the waste disposal site are complied with and that the waste is sorted correctly at source.
 - Where the contract and the basis of agreement provide that waste must NOT be disposed of at the Client's waste disposal site, the Contractor must remove, sort and dispose of the waste correctly, in accordance with applicable laws and municipal provisions.
 - If the Contractor disposes of the waste himself, the Contractor must, at the end of the job, submit a statement containing information on waste composition, waste quantities, hazardous, non-hazardous waste, EWC codes, and the final recipient of the waste. Ørsted will forward a form for completion upon signing of the Contract. The form must be submitted to the Contact upon completion of the job. The form must always be completed for waste quantities exceeding 100 kg and/or 1 m³.
- Jobs/contracts entered into with Construction Management & QHSE:
 - The Contractor pays all expenses related to disposal of his own waste.
 - The Contractor provides necessary waste containers for waste fractions from his own work.
 - The Contractor must notify the Client before disposing of any and all waste fractions.
 - The Contractor is obliged to sort, handle and dispose of waste in accordance with national and local regulations.

10.19 **Dust**

- Where respiratory dust is produced or occurs, e.g. in connection with abrasive blasting and mineral wool dust as well as the risk of dust from biomass, precautions, covering, and use of protective equipment must be described by each Contractor, see Executive Order from the Danish Working Environment Authority on execution of the work.
- The work may not start until the description has been approved by the Contact/Construction Manager/Professional Supervision.
- The local authorities must be notified of certain dust-generating activities. The Environmental Coordinator or the Contact/Construction Manager/Professional Supervision must be consulted before performing any work in order to clarify if notification is required.

10.20 **Noise and vibrations**

- The Client may require particularly noisy work to be carried out outside normal working hours, planned at specific times or relocated elsewhere so that it does not interfere unnecessarily with the jobs of other Contractors or Site activities.
- Particularly noisy activities affecting the local area may only take place in accordance with the local authorities' requirements and subject to agreement with the Contact/Construction Manager/Professional Supervision.
- Vibration must be limited at source or reduced to the lowest possible level.

10.21 **Radiation**

- Persons performing work that entails risks of radiation damage, e.g. X-ray control, are responsible for the installation of barriers and signs.
- The work must be carried out outside normal working hours or must be planned so that it does not interfere unnecessarily with the activities of other Contractors or Site activities.

10.22 **Scaffolding**

- Scaffolding inspection intervals are determined in a risk assessment performed by the scaffolding Contractor and approved by the Contact/Construction Manager/Professional Supervision. The intervals must be specified on the scaffolding sign
- Jobs/contracts for Construction Management & QHSE:
 - All costs associated with scaffolding must be included in the contract price
 - The Contractor must erect and dismantle the Contractor's scaffolding as agreed with the Contact/Construction Manager/Professional Supervision, including location and time.
 - If more Contractors are working in the same area, the Contractor must allow other Contractors to use his scaffolding when this can be done without significant expense or inconvenience to the Contractor.

10.23 **Forklift trucks, personnel lifts, and hoists**

- Building hoists, lifts, personnel baskets, forklift trucks and other non-registered vehicles must not be used until the Contractor has ascertained that they have been inspected and approved in accordance with applicable law. For the use of such vehicles, please also refer to the user manual and applicable law
- Users of the above vehicles must be specially trained in the vehicle's emergency procedure, including emergency lowering.
- On request, the Contractor must show documentation for the approval and use of the equipment.
- Jobs/contracts for Construction Management & QHSE:
 - All costs associated with forklift trucks, personnel lifts and hoists must be included in the contract price.

10.24 **Cranes and equipment hoists**

- The Client's tower crane, mobile crane, and equipment hoists may only be used subject to prior agreement with the Contact/Construction Manager/Professional Supervision
- In consideration of the general traffic on the Site, the arrival of tower and/or mobile cranes to the Site must be coordinated with the Contact/Construction Manager/Professional Supervision
- If it is deemed necessary to report a tower crane and/or a mobile crane to the Danish Working Environment Authority, the responsibility lies with the Contractor. Documentation hereof must be submitted to the Contact/Construction Manager/Professional Supervision before use.
- Tower crane, mobile crane, and/or hoists must be approved, and documentation for inspection and maintenance must be provided in accordance with the applicable regulations. Documentation must be presented on request. Defective or incorrectly maintained equipment must be removed from the Site.
- The Contractor must install and remove tower crane, mobile crane, and/or hoists as agreed with the Contact/Construction Manager/Professional Supervision
- It is the responsibility of the Contractor to ensure that fastening is performed according to the rules and that the loads do not exceed the maximum load of the fastening points.
- Existing buildings and plant parts must not be used as anchor points without the prior acceptance of the Contact/Construction Manager/Professional Supervision.
- If more Contractors are working in the same area, the Contractor must allow other Contractors to use his tower crane, mobile crane and/or hoists when this can be done without significant expense or inconvenience to the Contractor.
- Together with the job risk assessment, the Contractor must submit a lifting plan containing information on supporting leg load to the Contact/Construction Manager/Professional Supervision.
- Jobs/contracts for Construction Management & QHSE:
 - All costs associated with cranes and equipment hoists must be included in the contract price
 - If tower crane, mobile crane, and/or hoists are to be used for the work, the Contractor must specify this in his tender. Furthermore, the Contractor must state:
 - location of tower crane, mobile crane, and/or hoist
 - terrain load
 - working radiuses of tower crane, mobile crane, and/or hoist
 - period for erection and use of tower crane, mobile crane, and/or hoist
 - any impacts from tower crane, mobile crane, and/or hoist (static and dynamic loads).

10.25 **Terrain and building load**

- The Contact/Construction Manager/Professional Supervision can provide information on terrain loads in the individual areas of the Site. These may be stated on the site layout drawing.
- The Contractor must establish the terrain necessary for loads larger than those previously stated (see above), e.g. from crane, goods in transit, and the like.
- Loads for areas in buildings may be indicated using signs. If there are no signs, the Contact/Construction Manager/Professional Supervision will provide information about load conditions.
- Unless otherwise specified, maximum load is lorry transport (axle load).

10.26 **Barrier and marking materials**

- During risk assessment, appropriate barrier materials must be determined. Barrier tape is primarily suitable for indoor use, but can be used outside for short periods of time when deemed suitable.
- Barriers:

- Red/white chain, boards, barrier tape, speed tape, and other barrier materials indicate: No unauthorised admittance.
- Marking:
 - Yellow/black chain, boards, barrier tape, speed tape, and other barrier materials indicate: Warning. Entry permitted, but only after having ascertained that it is safe to enter.
- Crash barriers:
 - Dangerous differences in level, pits, holes and similar must be adequately cordoned off and covered or provided with railings.
 - Excavations or holes in, e.g. floor structures, roof surfaces, wells, etc. must be secured by fencing or fixed barriers that prevent people and equipment from falling down.
- Crash protection:
 - Scaffolds and ladders on roads must be secured against collision, e.g. using concrete barriers.
- Electrical work:
 - The barrier material used in connection with electrical work must be yellow/black and bear a yellow triangular dangerous voltage sign.
- Signage:
 - All barriers and markings bear at least one sign provided by the Client.
- Barriers/markings must bear hazard lights:
 - in dark areas
 - outside at night.

10.27 **Pressurised cylinders**

- At the end of the workday, pressurised cylinders in buildings must be removed and placed as directed by the Contact/Construction Manager/Professional Supervision.
- The location and quantity of pressurised cylinder storage areas are indicated on the site layout drawing.

10.28 **Re-establishment**

- Buildings, crossings, pavements, roads, masts, yards, fences, signs, trees, bushes and the like must not be damaged.
- If the work method chosen by the individual Contractor requires the establishment of measures to protect the above items, then this must be included in the Contractor's tender. Re-establishment must also be included in the tender.
- The Contractor must re-establish the areas to the same condition as when taken over by the Contractor before the works, unless otherwise specified in the Contract. If the area does not correspond to the description in the tender documents, the Contractor must make the Contact/Construction Manager/Professional Supervision aware of such deviations no later than at start of construction.

10.29 **Fall arrest equipment**

- Any requirements for fall arrest equipment must be stated in the risk assessment.
- The Contractor must submit a written plan for rescue operations after deployment of fall arrest equipment to the Contact/Construction Manager/Professional Supervision.

10.30 **Work halt**

- If it is found that tasks or other activities are not being carried out with due respect for health and safety, or are harmful to the environment or surroundings, the work must be halted immediately until a more secure method has been agreed upon.
- Contact the Contact/Construction Manager/Specialist Supervision where necessary.

11 Pressure testing

11.1 Pressure testing agreement

- Pressure testing must be agreed and coordinated with the Contact/Construction Manager/Professional Supervision.
- Pressure testing may only be done using water or other harmless liquids. Exemptions must be agreed with the Contact/Construction Manager/Professional Supervision.
- When pressure testing boilers, boiler plants, steam pipes and other items where the test pressure exceeds 100 bar, an adequate area must be fenced off during pressure testing.
- The work must be carried out during normal working hours or planned so that it does not interfere unnecessarily with the activities of other Contractors or the Site.

12 Q – Quality

12.1 Unless otherwise provided in the Contract or the technical specifications, the following applies to all jobs/contracts NOT entered into with Construction Management & QHSE

- The Contractor must:
 - comply with applicable law and, before commencement, inform the Client if the Client's requirements are not in compliance with legislation applicable to the job/contract
 - perform the job/contract in accordance with standards and regulations applicable to the job
 - comply with all requirements in the Contractor's quality management system
 - comply with all requirements in accordance with the Contractor's certification(s)
 - provide sufficient documentation to allow for future maintenance of the job/contract
 - plan, perform, and commission the job/contract so as to avoid rework and to allow unobstructed access to the components for future maintenance
 - ensure that the job/contract is executed without negatively impacting the performance of the rest of the plant, unless such impact has been agreed in advance
 - carry out maintenance to ensure that the plant/component can be expected to be operational until the next scheduled inspection or according to a written agreement
 - after completion of the job, submit a written or digital technical feedback form
 - participate in necessary quality meetings, clarifications, and the like.

12.2 Except where the Contract or the technical specifications provide otherwise, the Contractor must, in connection with jobs/contracts NOT entered into with Construction Management & QHSE comply with the following (if it is mentioned in the Contract or order) in addition to section 12.1.

- The Client must approve production and installation drawings no later than one month before commencement of the work.
- The Client must approve any project-specific Quality Management System (QMS), Project Quality Plan (PQP), Inspection and Test Plan (ITP), audit plans, and subcontractors no later than one month before commencement of the work.
- The Contractor cannot make changes to production and installation drawings, QMS, PQP, or ITP without the Client's consent.
- The Contractor must carry out inspections and tests in accordance with the ITP. The Client is entitled to participate in such tests and inspections with at least 24 hours' notice. ITPs and results of tests and inspections must be securely stored and be available to the Client.
- The Client may carry out full-scale inspections and audits. The Contractor must allow the Client's inspection and audit team unobstructed access to the entire Site/construction site and to the Contractor's employees and subcontractors.

- Contractors must report, inform, and investigate any quality nonconformity, see the method in section 7.

12.3 **Jobs/contracts entered into with Construction Management & QHSE**

- When entering into contracts for a job/contract with Construction Management & QHSE, the document 'Employer Requirements for Quality' must be adhered to (the document was submitted during the tender phase).

13 **Consequences of guideline violations**

13.1 **Guidelines**

- The Client expects Contractors to actively cooperate to achieve the Client's goal of a safe and healthy environment and working environment.
- If, contrary to expectations, it is demonstrated that a Contractor does not live up to this responsibility, the Client will invite the Contractor in question to a dialogue meeting. The Client will ask the Contractor to account for the preventive actions to be taken to avoid recurrence.
- In case of severe noncompliance with HSE regulations, the work will be stopped until it can be carried out in a safe and sound manner. The violation will be recorded in the Client's registration system, and will be included in the Client's evaluation of the Contractor's performance.
- The Contractor's supervisor and site management will be involved in connection with verbal warnings, written warnings and dismissals.
-

13.2 **Life Saving Rules**

- The Contractor must comply with and implement the Employer's Life Saving Rules as part of managing hazards for the scope of the work.
The following Life Saving Rules must be used as a minimum:
 1. Always make sure you have the necessary plans and permits in place before you start work
 2. Always use tools and equipment suited to the task
 3. Never perform a task unless you have received training and are deemed to be competent to carry it out
 4. Never perform work tasks or operate vehicles or machines if you are under the influence of drugs or alcohol
 5. Always check that electrical equipment is isolated from the energy source and is de-energised before starting work
 6. Always use fall arrest equipment when working at height
 7. Always fasten tools, loose materials, and equipment so they cannot fall down
 8. Never stand under a suspended load
 9. Always respect barriers
 10. Only transfer from a vessel when you are ready and have been given the green light

13.3 **Admonition**

- In case of a minor violation of HSE regulations, a verbal warning is given.
- All Ørsted employees are authorised to give such a warning, possibly in consultation with an occupational health and safety representative.

13.4 **Warning**

- In case of serious or repeated violation of the site health, safety, and environment rules, the Contractor's employee will receive a written warning. The employee's manager/company will be notified hereof, and a hardcopy of the warning will be handed over at a dialogue meeting.

13.5 Dismissal

- In case of very serious violations of the health, safety, and environment rules, the work will be halted.
- The employee will be dismissed, and the Client will contact the Contractor to discuss the future cooperation.
- In the event of dismissal, such dismissal applies to all Ørsted Bioenergy locations. The dismissal may have a duration of:
 - minimum three months for incidents with or without actual consequences, but with the potential of causing injury to the employee in question or damage to machinery, buildings, and other equipment
 - six months for incidents with or without actual consequences, but with the potential of causing injury to other persons (beyond what is mentioned under 'three months')
 - 12 months for incidents with or without actual consequences, but with the potential of causing your own or another person's death.
- When a worker is dismissed, their access card will be cancelled.

13.6 Consequences for the Contractor

- Failure to comply with company-specific requirements (supply of data, use of appropriate protective equipment, compliance with mandatory inspections, etc.) in a signed contract, including these Site rules, or any noncompliance by employees will have the following consequences:
 - Failure to comply with company-specific requirements will be addressed with the Contractor's Supervisor.
 - If a previously addressed violation/noncompliance is repeated, the Contractor's management is summoned to a meeting with the Client.
 - The Contractor's work on the location will be suspended until the meeting has been held and a solution found.
 - The meeting must identify which measures the Contractor is instigating in order to eliminate all adverse conditions.
 - If the Client is convinced that the measures implemented are sufficient to remedy the situation, the Contractor may continue work on the Site.
 - The Contractor is liable to the Client for any inconvenience or loss arising from his or his subcontractors' noncompliance with the HSE regulations.

14 Other terms and conditions

14.1 Foreign enterprises

- All foreign enterprises working in Denmark must be registered in accordance with the requirements of the Danish Business Authority.
- Registration must be done in the Danish Business Authority's Register of Foreign Service Providers (RUT) at Virk.dk.
- Each Contractor must register any foreign employees in RUT.
- Each Contractor must, prior to commencement of the work, ensure that foreign labour complies with the conditions of the applicable Danish Executive Order on: [Recognition of professional qualifications acquired abroad](#).
- General documentation of foreign labour must be submitted to the Contact/Construction Manager/Professional Supervision before foreign labour arrives at the Site.
- The relevant authorities will be informed of any noted noncompliance with the rules or if there is well-documented suspicion of noncompliance.
- Contractors and their employees who are not a member of the EU must present a valid residence and work permit to the Contact/Construction Manager/Professional Supervision.

14.2 **Audit**

- If the Client wishes to perform audits, Contractors are obliged to participate.
- The involved parties bear their own costs of auditing.

14.3 **Drills**

- The Contractor is obliged to take part in emergency response drills on the Site, however, no more than once a year.

15 **Projects, overhauls, and other jobs**

15.1 **QHSE organisation**

- An AMK-B and an Environmental Coordinator are assigned to manage coordination of HSE on the construction site.
- Occupational health and safety groups are established in accordance with the rules of the Danish Working Environment Authority.
- Contractors/subcontractors must notify the construction site AMK-B of the composition of occupational health and safety groups. The list must as a minimum include the following information:
 - company name
 - project/contract
 - supervisor
 - occupational health and safety representative
 - phone numbers and e-mail addresses.
 - All members of the occupational health and safety group must have completed the compulsory Danish Health and Safety Training Programme and be identifiable to everyone on the construction site, possibly by wearing a green safety helmet.
- Safety meetings are held at least every two weeks:
 - AMK-B will invite Contractors at the construction site to the safety meetings.
 - AMK-B will head the meetings and prepare minutes, which will be issued by email.
 - AMK-B coordinates the employers' measures for promotion of employee health and safety in the common areas.
 - Contractors and subcontractors present on the construction site and stated in the Health and Safety Plan must attend with representatives from the occupational health and safety group, provided such a group has been established.
 - Contractors and subcontractors not required to establish an occupational health and safety group must be represented by a supervisor.
- Extraordinary meetings must be held when environmental or health and safety incidents or near misses occur, and when otherwise necessary.
- Meetings and associated minutes are in Danish. An alternative language is English

15.2 **HSE coordination**

- The construction site AMK-B, the Environmental Coordinator, and the Contact/Construction Manager/Professional Supervision coordinate the activities on the construction site. The Client may instruct a Contractor to coordinate the HSE work in the Contractor's work area and common areas and appoint a person to assume responsibility for the area. The person responsible for the area must ensure that the activities in the area are coordinated with regard to HSE, including:
 - access roads and escape routes
 - tidying up
 - covering
 - exhaust ventilation

- lighting
- crane coverage (are the available crane resources sufficient to perform the job?)
- waste management and sorting
- handling and storage of chemicals.
- HSE resource:
 - If a Contractor's site organisation exceeds 40 persons, including the employees of the Contractor's subcontractors, the Contractor must appoint a full-time HSE employee on the site to take care of and coordinate the Contractor's environment and occupational health and safety responsibilities – also vis-à-vis the Contractor's subcontractors. The Contractor must include job and function descriptions in his tender submission
 - The list of HSE coordination activities below is for inspiration and not necessarily exhaustive:
 - Waste sorting according to local guidelines incl. statement of waste quantities
 - Introduction to Synergi app
 - Close coordination of tasks with the supervisor
 - Toolbox Talk carried out
 - Inspection of the Contractor's work areas
 - Supervision in the Contractor's work area
 - Follow-up on the status of recorded incidents
 - Attending safety meeting
 - Soil handling
 - Contaminated soil
 - Wastewater treatment
 - Statement of waste quantities
 - Compliance with hours of rest
 - Coordination of work.

15.3 **Kick-off meeting**

- The following representatives of the Contractor and the Client must participate in a kick-off meeting no later than 14 days prior to commencement of the work:
 - The Contractor's Contract Manager or Project Manager
 - The Contractor's Supervisor
 - The Contractor's HS Manager or equivalent
 - The Contractor's Occupational Health and Safety Representative
 - Other key employees of the Contractor
 - The Client's AMK-B and Environmental Coordinator
 - The Client's Project Manager
 - The Client's Planner
 - The Client's Contact/Construction Manager/Professional Supervision
 - The Client's Site Manager and/or Overhaul Project Manager
 - Other key employees of the Client.

15.4 **Coordination meetings**

- The Client will hold daily coordination meetings with the supervisors of the individual contracts.
- The meetings will last approximately 20 minutes, and the purpose is to coordinate the activities of the day.
- Furthermore, if deemed necessary, the Client may also hold an HSE coordination meeting with the Contractors' supervisors and/or occupational health and safety representatives.

15.5 **Time schedule**

- Each Contractor must prepare a detailed time schedule for his contract:
 - The Contractor's time schedule must be submitted electronically in connection with the kick-off meeting.
 - The Client may make demands as regards the detail level out of consideration for concurrent and future works.
- The time schedule must at least include information on:
 - Time allocated for the individual phases of the work.
 - Periods of time in which particularly hazardous work is to be performed.
 - Deadlines for submission of work permits.
- The time schedule must be updated regularly and in connection with any large/significant changes:
 - Contractor progress must appear from the time schedule.
 - Number of employees involved per week.
 - The Construction Management may require the time schedule to be updated.

15.6 **Reporting**

- At least two days prior to the safety meetings, the Contractor must submit at least the following information to the AMK-B and the Contact/Construction Manager/Professional Supervision:
 - Date of the Contractor's safety inspection of his own storage, work, and workshop areas
 - Date and description of observations, near misses, and adverse events
 - Overview of next week's works – including work areas, manning (the Contractor's own employees and subcontractors, respectively), specification of hazardous work, and other environmental and occupational health and safety conditions
- The Contractor may be asked to submit the following information to the AMK-B and the Contact/Construction Manager/Professional Supervision in a report at the end of each week:
 - Progress update according to the time schedule.
 - Overview of next week's works – including work areas, manning (the Contractor's own employees and subcontractors, respectively), specification of hazardous work, and other environmental and occupational health and safety conditions
 - Disposed waste data.
 - Documentation of additional work related to HSE.

15.7 **Site layout drawing**

- The boundaries of the Site can be seen from the site layout drawing. If a larger construction area than shown on the site layout drawing is required, the Contractor must substantiate this requirement towards the Client, who will obtain the necessary permits.
- The Client's site layout drawing contains:
 - connection points for water, sewer, and electricity
 - access roads and transport routes for vehicles and pedestrians
 - escape routes and fire access roads
 - location of fire-fighting, life saving, and first-aid equipment
 - material depots for the individual Contractors
 - temporary work areas and workshops
 - location of workshop containers
 - location of site compound
 - risk areas
 - location of cranes, hoists and scaffolding
 - location of materials, workshops, and waste containers
 - location of fire-fighting, life saving, and first-aid equipment
 - other information relevant to the layout of or safety on the Site.

- Jobs/contracts for Construction Management & QHSE:
 - The individual Contractor must prepare a site layout drawing containing at least the following information:
 - location of cranes, hoists and scaffolding
 - location of materials, workshops, and waste containers
 - location of fire-fighting, life saving, and first-aid equipment
 - other information relevant to the layout of or safety on the construction site.
 - Work areas allocated for welding, thermal cutting, and grinding must also be included on the site layout drawing.