

Hartela's general occupational safety and environmental requirements

GENERAL

The purpose of these general occupational safety and environmental requirements is to clarify the description of Hartela's (the client's) safety and environmental requirements. The aim is to contribute through our projects to an improved occupational safety level towards a zero-accident construction site, as well as to promote environmentally responsible and sustainable construction and to mitigate the impacts on the climate and biodiversity.

It is mandatory to comply with these regulations in every project, and deviations are only allowed in special circumstances by mutual written agreement.

1. THINGS TO CONSIDER AT HARTELA'S SITES

The leading principle of Hartela's occupational safety activities is to prevent accidents in advance. We expect our partners to apply the same level of safety as we do.

The contractor is required to know and comply with the laws, official regulations, international human rights, labour rights and environmental legislation related to its operations, as well as the regulations of the developer and the client.

The contractor must identify the environmental impacts of its operations and proactively seek to reduce environmental emissions, material waste and refuse.

The contractor must supervise its own performance and that of its subcontractor. Particular attention must be paid to the quality and correct timing of individual tasks.

2. RISK ASSESSMENT AND MANAGEMENT

The contractor must be able to identify and manage the risk factors of the work performed by the contractor. The contractor's contact person must prepare a **written task-specific safety plan (Appendix 1)** before starting work at the site. Work can only be started after all members of the work force have reviewed and signed the plan. The contractor is responsible for updating the task-specific safety plan whenever necessary and going through it with all new employees appointed to the task in question and whenever it is updated. The document must be signed whenever it is updated and reviewed by the work force. Submitting the task-specific safety plan (TTS) and having it approved by the Hartela site management is one of the requirements for the payment of the first instalment.

3. SITE PASS, PERSONAL ID AND ELECTRONIC ACCESS CONTROL

The contractor must inform all employees and ensure that the required information and documents of all employees (including the contractor's and the subcontractors' employees) are **provided in advance**. The documents and information must be provided in order for the main contractor to be able to issue a site-specific access pass. Work on the site is prohibited without a valid access permit. There may be site-specific differences in how the information is provided.

- Completed RATEKO ePerehdytys training
- Site-specific induction as agreed at the construction site
- Reviewing and signing the task-specific safety plan (TTS)
- Valti card
- Occupational safety card
- Occupational health card (indicating the organisation of occupational health care)
- Other required permits and qualifications
- Documents that indicate a valid working permit required from foreign employees in Finland

Documents that indicate a valid working permit required from foreign employees



- EU/ETA citizens are required to have a copy of their passport or an official ID (a driving licence or a Finnish ID card are not accepted)
- Non-EU/EEA citizens are required to have a copy of a valid residence permit entitling them to work (both sides of the residence permit card). If a residence permit is not required, other proof of the right to work in Finland, such as a certificate from the Finnish Immigration Service.
- Non-EU/EEA posted workers working temporarily under section 79, subsection 1, paragraph 4 of the Aliens Act should provide a copy of their residence permit entitling them to work in Finland or in the country of origin.

All employees working on site must clock in and out **every day** with the Valtti card, using the site's electronic access control system.

4. INDUCTION

4.1. ePerehdytys induction

The general occupational safety induction is arranged with ePerehdytys at all Hartela sites. ePerehdytys induction must be completed before arriving at the site and it is a requirement for granting a site pass. This is also one of the requirements for the payment of the first instalment. Each contractor is responsible for the costs of ePerehdytys induction arranged for their employees. The contractor is responsible for ensuring that the ePerehdytys is valid for its own employees for the entire duration of the construction site's operations.

More information (in Finnish): <https://www.rakennusteollisuus.fi/Tietoa-alasta/Tyoturvallisuus/eperehdytys/>

4.2. Site-specific induction

Site-specific induction is arranged electronically and/or on site at the standard times announced by Hartela's site management. Contractors must ensure that their employees participate in the induction.

The language of communication in the induction is Finnish, or alternatively English. The contractor is responsible for the procurement of a possible interpreter.

If an employee arrives for a site-specific induction outside the standard induction times, the induction cannot be given and, therefore, a site pass cannot be granted or, alternatively, the contractor is charged EUR 100 per employee as additional processing costs.

5. INSURANCE

Contractors and all their subcontractors must take out statutory accident insurance policies for all of their employees.

6. PERMITS AND QUALIFICATIONS

Contractors are responsible for ensuring that their employees and subcontractors have the qualifications and permits required in their tasks and that the equipment used is approved by the authorities.

Hot work performed on site always requires a written hot work permit granted by the main developer's management and a valid hot work licence. Currently valid regulations and instructions regarding fire protection provided by the insurance company must be complied with on site. Detailed instructions and regulations are available in the site's hot work plan and the hot work permit. Employees must have a hot work licence and a hot work permit before performing hot work.

Contractors must ensure that their employees have the required qualifications to operate their machinery. This also applies to any hand-held tools used by the contractor. In addition, employers must grant a written permit (site and machine specific) to forklift and lifting platform operators. A written permit from the employer must also be granted to a slinger who is tasked with fastening loads to lifting machinery used for installation purposes.



According to the collective agreements of the construction industry, the slinger must stand out from the other workers at the construction site as agreed on at the site. In order to create common good safety practices in construction, it is required that the slinger uses distinctive marking by adding a yellow-green high-visibility mark/sticker to the slinger's helmet.

The contractor's employees must have completed user training in the use of chemicals containing diisocyanate.

7. USE OF PERSONAL PROTECTIVE EQUIPMENT

Contractors are responsible for ensuring that their employees and subcontractors, including material supply deliverers, use and have access to the types of personal protective equipment specified below. Contractors must also supervise their employees' use of personal protective equipment and intervene in failures.

The following types of personal protective equipment must always be used when working and moving on a Hartela site:

- A protective helmet with a chin strap and attachment points (EN 397)
- High-visibility reflective protective workwear with full length trousers (EN ISO 20471)
- Cut-resistant safety gloves (EN 388) levels C–F
- Safety footwear (EN ISO 20345)
- Protective eyewear (EN 166)

In addition, whenever required by the task-specific safety plan:

- Hearing protectors (EN 352); Use of hearing protectors equipped with a radio broadcast receiver on site is forbidden
- Kneepads (EN 14404)
- Respirator (EN 149:2001 + A1:2009)
- Personal fall protection equipment in tasks that involve a risk of falling (EN 361) and the equipment must be inspected in accordance with the EN 365:2004 standard every 12 months. Inspection reports must be made available. The contractor's supervisor in charge of occupational safety appointed by the contractor is responsible for the selection of appropriate attachment points.
- Cut resistance protection in accordance with the manufacturer's instructions when using chainsaws
- Other special types of personal protective equipment required in specific tasks

As the main developer, Hartela will address any failures with sanctions specified in more detail in section 13.

8. ORDER AND CLEANLINESS

Regarding their own material deliveries, contractors are responsible for ensuring that

- they are delivered to the site on the agreed schedule
- only the required volume of materials for each work phase is in store
- the storage of the materials on site is in compliance with the site's area plan
- excess materials are removed from the site immediately after a work phase is completed and at the end of each day.

The contractor must comply with the site sorting instructions. Contractors must sort any waste generated directly into the client's waste containers for each type of waste (inside/outside). Full waste containers must be emptied immediately into waste skips on site or delivered to an agreed location for emptying. When working outside, all waste must be sorted and taken directly to the waste skips.

Specific methods for demolition work are agreed on a case-by-case basis.

9. DUST CONTROL

The contractor shall draw up a dust protection plan for each work stage as an appendix to the TTS, which defines the measures for keeping the amount of dust generated by the work phase in question at a safe level. Adequate dust control requires appropriate equipment and machines



with local extraction in all work activities that generate dust. If necessary, it is also necessary to purify the air in the room and prevent the spread of dust from the work site by subdividing and vacuuming the room. In addition, where necessary, workers must be provided with suitable respiratory protective equipment.

For vacuuming quartz dust, a class H vacuum cleaner with a HEPA13 filter must be used.

10. HAZARDOUS SUBSTANCES

Contractors must report all hazardous substances used at the site to the site's management and make all material safety data sheets available by the kick-off meeting before starting any work.

11. OCCUPATIONAL SAFETY INSPECTIONS

Weekly occupational safety inspections are carried out on site by Hartela based on building construction and engineering safety indicators (TR and MVR). Hartela's [TR instructions are applied as the inspection criteria](#).

Furthermore, all contractors active on site are responsible for making safety observations about any detected shortcomings in working conditions, methods or equipment that may cause a health or environmental hazard. Observations are made in the client's system using one's own mobile device. Each contractor is responsible for correcting any errors and shortcomings detected in inspections or as safety observations and for recording this immediately with regard to its employees, activities, equipment and machinery. Whenever possible, such recording must be made with a mobile app.

Each contractor is responsible for ensuring that, before any lifting platforms or other devices, machines or scaffolding are deployed on site, they are inspected and their compliance with regulations has been verified in an initial inspection. The contractor must prepare a written report of the inspection and provide it to Hartela's site management before the device/machine/scaffolding is used. Scaffolding and lifting platforms must be inspected by the contractor whenever they are moved.

The contractor must install the handrails, gap guards and other safety-related components included in the contract immediately in connection with the work. Immediately here refers to the installation of handrails and guards, and so on, as soon as potential hazards arise.

12. COOPERATION

The employer must provide the site management with the contact information of the person in charge of occupational and environmental safety before starting work.

All employees working on site must, when requested, take part in the shared occupational safety events arranged on site.

Contractors must report to Hartela's site management in written form all near misses and accidents that occur on site without undue delay, and must participate in the related investigations.

The contractor must provide the necessary environmental information related to chemicals, building materials and work methods for the purpose of client's sustainability reporting and for the construction with taxonomy-eligible and environmentally classified sites.

We encourage the contractor to offer construction materials with EPD environmental declarations. The contractor must take sufficient care to prevent negative environmental impacts and immediately notify the client of any possible environmental damage on the construction sites.

13. FAILURE TO OBSERVE THE REGULATIONS

The client has the right to remove from the site the contractor's employees who do not comply with the regulations specified above, or to deny their access to the site. Intoxicated employees are also removed from the site immediately. The contractor must appoint an employee to replace such



employees immediately. The contractor in question is responsible for the costs of delay related to the task in question.

The contractor must correct any safety deficiencies related to the contractor detected in TR or MVR inspections or separate safety observations without undue delay. If the contractor fails to correct the detected deficiencies on the agreed schedule, or the same deficiency related to the contractor is detected in two consecutive inspections, Hartela, as the main developer, will correct the deficiency at the contractor's cost, and the resulting penalty depends on the severity of negligence (site management's assessment).

The client has the right to withhold, without separate notification, the repair costs and penalties for serious deficiencies presented in the contract appendix of Hartela's General Safety and Environmental Regulations directly from the contractor's next payment instalment or invoice.

As the main developer, Hartela will address any occupational safety failures with the following sanctions:

1. Written warning
EUR 100/failure subject of a warning in writing; examples:
 - personal occupational safety risk-taking
 - failure to use personal protective equipment
 - failure to clock in or out in the access control system
 - missing photo ID
 - work at the construction site without a pass (failure to comply with ePerehdytys)
 - failure to comply with waste sorting requirements
 - Non-compliance with dust control measures that fall within the contractor's responsibilities
2. Removal of an employee from the site
EUR 500/removal of an employee from the site, examples:
 - working on site without a site pass (failure to comply with provisions under section 3)
 - examples in section 2 with a higher degree of severity, leading to the removal of the employee from the site.
3. Failure to comply with waste sorting requirements
The additional costs caused by the change in the waste fraction will be carried by the contractor who neglected the sorting (additional sorting work at the site or change in the fraction classification at the waste reception)
4. Failure to correct safety deficiencies detected in TR or MVR inspections or as separate safety observations on the agreed schedule: Critical deficiencies (e.g. lack of gap guards, hand rails) must be corrected immediately. The contractor must indicate the completion of the correction directly in the client's mobile system..
 - **EUR 200–1,000**/observation
5. If an occupational safety failure is severe, the intervention measures specified above are not applied but, instead, work is suspended immediately and a penalty of **EUR 3,000** is imposed on the contractor.

In addition, the contractor will be charged in full for any sanctions imposed by the authorities and the developer that have been caused by the contractor's activities.

Appendix 1 Task-specific safety plan TU0041d, template

